



OPERATIONS MANUAL Part A

GENERAL/BASIC

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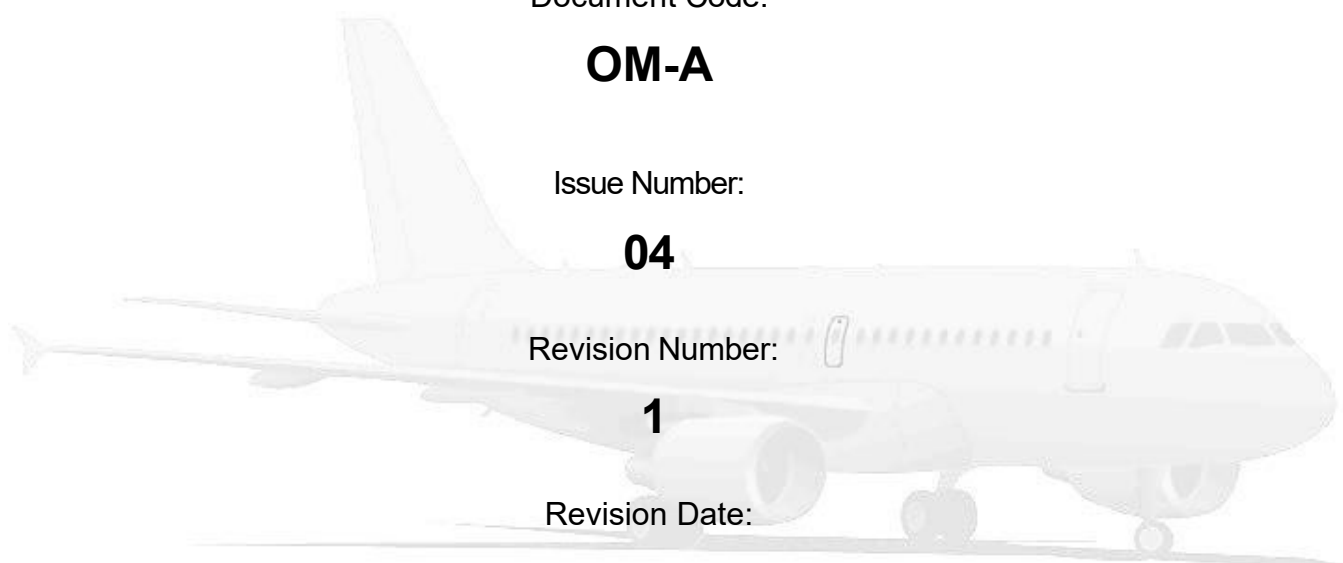
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27.02.2026

This page constitutes the approval page of the Operations Manual Part A of Fly2Sky JSC. Unless explicitly mentioned, it shall be signed by the Manual Responsible (MR) and stamped and countersigned by the Competent Authority upon approval. The Original signatures are present at the Flight Operations Department.

OM-A ISSUE 4

Revision	Date	MR Name and Signature	DG CAA Stamp and Signature
0	05/11/2025	Tsvetan Kirilov	Approved
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- 0. ADMINISTRATION AND CONTROL OF THE OPERATIONS MANUAL**
- 1. ORGANISATION AND RESPONSIBILITIES**
- 2. OPERATIONAL CONTROL AND SUPERVISION**
- 3. MANAGEMENT SYSTEM**
- 4. CREW COMPOSITION**
- 5. QUALIFICATION REQUIREMENTS**
- 6. CREW HEALTH PRECAUTIONS**
- 7. FLIGHT TIME LIMITATIONS**
- 8. OPERATING PROCEDURES**
- 9. DANGEROUS GOODS AND WEAPONS**
- 10. SECURITY**
- 11. HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES, AND USING THE CVR RECORDING**
- 12. RULES OF THE AIR**
- 13. LEASING/CODE-SHARE**



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	0-2	SYSTEM OF AMENDMENT AND REVISION	05 Nov 25
R	1-1	ORGANISATION AND RESPONSIBILITIES	27 Feb 26
	1-2	NOMINATED PERSONS	05 Nov 25
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R	9-1	INFORMATION, INSTRUCTIONS AND GENERAL GUIDANCE	27 Feb 26
	9-2	WEAPONS, MUNITIONS OF WAR AND	05 Nov 25

M⁽¹⁾	Localization	Subsection Title	Rev. Date
		SPORTING WEAPONS	
	10-1	INFORMATION, INSTRUCTIONS, AND GENERAL GUIDANCE	05 Nov 25
	10-2	SECURITY OF AIRCRAFT	05 Nov 25
	10-3	SECURITY SEARCH WITHIN THE EU	05 Nov 25
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	11-1	HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS, AND OCCURRENCES, AND USING THE CVR RECORDING	05 Nov 25
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	13-3	CODE-SHARE	05 Nov 25
	13-4	NON-COMMERCIAL OPERATIONS WITH AIRCRAFT ON THE AOC	05 Nov 25

(1) Evolution code: N=New, R=Revised, E=Effectivity, M=Moved

CHAPTER 0

ADMINISTRATION AND CONTROL OF THE OPERATIONS MANUAL

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SUMMARY OF HIGHLIGHTS

Localization Title	TOC Index	ID	Reason
0.1.1 OPERATIONS MANUAL COMPLIANCE	-	1	New regulation
0.1.3.6 Part A General/Basic	-	2	New regulation



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0 ADMINISTRATION AND CONTROL OF THE OPERATIONS MANUAL

0.1 INTRODUCTION

0.1.1 OPERATIONS MANUAL COMPLIANCE

APPLICABLE TO: ALL

REFER TO: (ORO.MLR 100), (AMC1 ORO.MLR 100), (AMC2 ORO.MLR 100), (AMC3 ORO.MLR 100), (GM1 ORO.MLR.100), (ORO.MLR.101)

This Operations Manual complies with all applicable regulations, including Commission Regulation (EU) No 965/2012 (as amended), Commission Regulation (EU) No 1178/2011 (as amended), Commission Implementing Regulation (EU) No 923/2012 (as amended) and Regulation (EU) No 376/2014 and reflects the applicable requirements of the Basic Regulation (EU) 2018/1139 (as amended), Implementing Regulation (EU) 2023/203, including its Implementing Rules (IR), Acceptable Means of Compliance (AMC) and Guidance Material (GM) for the following Annex:

- Annex III (Part-ORO);
- Annex IV (Part-CAT);
- Annex V (Part-SPA);
- Annex II (Part-IS.I. OR);
- Annex VIII (Part-SPO).

This Operations Manual also complies with any other applicable laws, normative rules, and regulations set out by the Directorate General Civil Aviation Administration – Bulgaria (Bulgarian CAA). The Operations Manual contains legible and accurate information and does not contravene the conditions contained in the operations specifications to the air operator certificate (AOC).

0.1.2 OPERATIONS MANUAL CONTENT

APPLICABLE TO: ALL

Operations Manual contains operational instructions to be complied with by all Fly2Sky and other relevant personnel. It is the legal responsibility of Fly2Sky to comply with the scope and privileges defined in the operations specifications attached to the operator's certificate.

All operations personnel have easy access to the portions of the OM that are relevant to their duties. All Operations Personnel shall ensure that every flight is conducted in accordance with the provisions of the Operations Manual.

The requirements, procedures and operating instructions in the Operations Manual are always adhered to by relevant personnel. In case of willful and deliberate violation of the flight operations organizational policies, the responsible Managers can take decision for sanctions against those personnel according the Bulgarian standards labor code. However, nothing prevents personnel from exercising their own judgement during an irregularity for which the Operations Manuals does not give any guidance.

0.1.3 OPERATIONS MANUAL STRUCTURE

APPLICABLE TO: ALL

Nominated Post Holders are responsible that the content of the Operations Manual is in accordance with ORO.MLR.100 and relevant to the area and type of operation. A detailed structure of the Operations Manual is acceptable to Directorate General Civil Aviation Administration of Bulgaria (Bulgarian CAA). Fly2Sky Operations Manual is issued in the following parts:

0.1.3.1 PART A – GENERAL/BASIC

Fly2Sky Operations Manual Part A (OM-A) defines all operational policies, instructions and procedures needed for a safe operation. OM-A is supplemented by the applicable parts of the following manuals:

- Compliance Monitoring Manual (CMM);
- Operation Control Center Manual (OCCM);
- Security Manual;
- Information Security Management Manual (ISMM).

0.1.3.2 PART B – AEROPLANE OPERATING MATTERS

Fly2Sky Operations Manual Part B (OM-B) comprises all type-related instructions and procedures needed for a safe operation. In addition, it takes account of any differences between aircraft type variants or individual aircraft used by Fly2Sky. OM-B is supplemented by the applicable parts of the following manuals:

- Airplane Flight Manual (AFM);
- Minimum Equipment List (MEL);
- Configuration Deviation List (CDL);
- Electronic Quick Reference Handbook (eQRH);
- Flight Crew Operating Manual (FCOM);
- Flight Crew Techniques Manual (FCTM);
- Electronic Flight Bag Manual (EFBM);
- Cabin Crew Operations Manual (CCOM).

0.1.3.3 PART C – ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION

Fly2Sky Operations Manual Part C (OM-C) and the supplementing manual OM-C Airports comprise all instructions and information needed for the area of operation. OM-C is supplemented by the applicable materials:

- En-route and aerodrome charts and airspace rules (Jeppesen FD Pro X);
- Route and Aerodrome Instructions, Aerodrome Briefings, Aerodrome Categorisation;
- Airport briefing and instructions, including HOT tables;

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- NOTAMs.

0.1.3.4 PART D – TRAINING

Fly2Sky Operations Manual Part D (OM-D) comprises all training instructions for personnel required for a safe operation.

0.1.3.5 APPENDICES, FORMS, AND SUPPLEMENTS

Integral parts of Operations Manual are:

- Appendices;
- Forms; and
- Supplements.

Appendices are located at the end of specific Operations Manual chapters and intend to present information hierarchically organised by subject and matters (Human Factor Principle).

Forms are used as a reporting system to transfer information from the personnel to the Company. Supplements are used to present information that changes with a different schedule than the associated manual. Forms and supplements have different amendment systems described in OM-A. Refer to: OM-A 0.2.4 SYSTEM FOR ANNOTATION OF PAGES AND CHANGES.

0.1.3.6 PUBLICATION FORMATS

The content of the Operations Manual is presented in a form in which it can be used without difficulty. The design of the Operations Manual observes Human Factors principles.

Fly2Sky Operations Manual is published electronically in .xml and .pdf file formats. It is uploaded to Centrik and can be found in the OLB module of FlySmart+ at the time of the manual effectivity. Printing of operations manuals is not recommended as it can cause the presence of obsolete data.

0.1.3.7 HUMAN FACTOR

REFER TO: (GM1 ORO.MLR.100), [IOSA FLT 1.7.4]

When establishing manuals, procedures, guidance and checklists for use by the flight crew, the Flight Operations department ensures that human factors principles are considered in the design of the manual, checklists and associated procedures. A particular document editor shall:

- Place chapters in a practical way;
- Use bold letters to emphasise text;
- Use bullet points as a preferred method over long texts;
- Have proofreading be completed to become confident that the logical order is correct;
- Avoid lengthy paragraphs;
- Use everyday words and terms, realise that manuals read by non-native speakers

too;

- Use colour coding consistently;
- Ensure that font size is adequate;
- Ensure to coordinate with other manual editors if changes may affect that manual;
- Organise information hierarchically;
- Do not include information that may be outdated (e.g., names);
- Contains legible and accurate information;
- Be written in a language that flight and cabin operations personnel understand.

The specific parts of the manual relevant to the flight crew are clearly identified and defined. Furthermore, any deference from the procedures and checklists, provided by the manufacturer(s) are based on operational considerations.

0.1.3.8 COMMON LANGUAGE

REFER TO: (CAT.GEN.MPA.120), [IOSA FLT 1.7.4], [IOSA FLT 3.1.1]

Fly2Sky has designated English as a common language. All flight crewmembers shall use the common language for communication:

- On the flight deck during line operations;
- Between the flight crew and cabin crew during line operations;
- During flight crew training and evaluation activities.

Fly2Sky Operations Manual is prepared in the English language, which is the common language of the Company.

0.1.4 EXPLANATION AND DEFINITION OF TERMS AND WORDS

APPLICABLE TO: ALL

When used in the Operations Manual, the following terms shall have the meaning outlined below:

Is or are to/must, or an action verb in the imperative sense means that applying a rule or procedure or provision is mandatory.

- Should means that the application of a procedure or provision is recommended.
- Shall means that the application of a procedure or provision is mandatory.
- May means that the application of a procedure or provision is optional.

This manual applies to both male and female crewmembers, operations personnel, passengers and other persons, although references in the text are made to either the masculine or feminine gender only as a matter of simplification.

0.1.5 ABBREVIATIONS

APPLICABLE TO: ALL

A

AAD	Assigned Altitude Deviation (in RVSM airspace)
AAIM	Aircraft Autonomous Integrity Monitoring
AAL	Above Aerodrome Level
ABAS	Aircraft Based Augmentation System
ABP	Approach Ban Point
ACARS	Airplane Communications Addressing and Reporting System
ACAS	Airborne Collision Avoidance System
ACC	Area Control Center
ACJ	Advisory Circular Joint
ACN	Aircraft Classification Number
AD	Airworthiness Directives
ADF	Automatic Direction Finder
ADREP	Accident/Incident Reporting System
AeMC	Aero Medical Center
AFCS	Automatic Flight Control System
AFL	Aircraft Flight Log
AFM	Airplane Flight Manual
AFTN	Aeronautical Fixed Telecommunication Network
AFIS	Aerodrome Flight Information Service
AGL	Above Ground Level
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AIREP	Air Report
AIS	Aeronautical Information Service
ALD	Actual Landing Distance
AM	Amplitude Modulation
AM	Accountable Manager
AMA	Area Minimum Altitude
AMC	Acceptable Means of Compliance
AME	Aviation Medical Examiner
AML	Aircraft Maintenance Log
AMM	Aircraft Maintenance Manual

AMSL	Above Mean Sea Level
AOC	Air Operator Certificate
AOM	Airplane Operating Manual
APCH	Approach
APP	Approach Control
APU	Auxiliary Power Unit
ARINC	Aeronautical Radio Inc. (standard for avionics)
ARO	Air Traffic Services Reporting Office
ARO	Authority Requirements for Air Operations
ASD	Accelerate Stop Distance
ASE	Altimetry System Error (in RVSM airspace)
ASDA	Accelerate Stop Distance Available
ASR	Aircraft Status Report (in technical context)
ASR	Air Safety Report (in report submission context)
ATA	Actual Time of Arrival
ATC	Air Traffic Control
ATD	Actual Time of Departure
ATFM	Air Traffic Flow Management
ATIS	Automatic Terminal Information Service
ATL	Aircraft Technical Log
ATO	Actual Time Overhead
ATPL	Airline Transport Pilot License
ATS	Air Traffic Service Route Network
AWO	All Weather Operations

B

BALS	Basic Approach Light System
BC	Base Captain
B-RNAV	Basic Area Navigation

C

CA	Competent Authority
CAA	Civil Aviation Authority
C/A	Cabin Attendant

CAM	Cabin Attendant Manual
CAT	Clear Air Turbulence
CAT	Commercial Air Transport
CAT	Category II/III – All Weather Operations
CAVOK	Ceiling and Visibility OK
CB	Cumulonimbus
CBT	Computer Based Training
CCBM	Cabin Crew Base Manager
CDFA	Continuous Descent Final Approach
CDL	Configuration Deviation List
CDR	Conditional Route
CDSS	Cockpit Door Surveillance System
CFIT	Controlled Flight Into Terrain
CFMU	Central Flow Management Unit
CFOO	Chief Flight Operations Officer
CFP	Computerised Flight Plan
CG	Center of Gravity
CL	Runway Centerline Lights
CMM	Compliance Monitoring Manual
CMV	Converted meteorological visibility
C-PED	Controlled Portable Electronic Device
CPL	Commercial Pilot License
CPT	Captain
CRM	Crew Resource Management
CW	Carrier Wave

D

DA	Decision Altitude
D-ATIS	Digital Automatic Terminal Information Service
DEPA	Deported passenger with an escort
DEPU	Deported passenger without an escort
DGPS	Differential GPS
DGR	Dangerous Goods Regulations

DH	Decision Height
DME	Distance Measuring Equipment
DOI	Dry Operating Index
DOM	Dry Operating Mass
DOW	Dry Operating Weight
DP	Terrain Dec
DST	Distance

E

EASA	European Aviation Safety Agency
EAT	Expected Approach Time
ECAC	European Civil Aviation Conference
ECAM	Electronic Centralized Aircraft Monitor
EDP	Electronic Data Processing
EFB	Electronic Flight Bag
EFIS	Electronic Flight Instrument System
EFM	Electronic Flight Manual
EGPWS	Enhanced GPWS
EMI	Electromagnetic Non-Interference Testing
EOBT	Estimated Off-Block Time
EPE	Estimated Position Error
ERA	En-route Alternate
ERG	Emergency Response Guide
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETOPS	Extended Twin Engines Operations
ETSC	European Transport Safety Committee
EVP	Executive Vice President

F

FAA	Federal Aviation Administration (USA)
FAF	Final Approach Fix
FALS	Full Approach Light System
FCL	Flight Crew Licensing

FCO	Flight Crew Order
FCOM	Flight Crew Operating Manual
FDP	Flight Duty Period
FIC	Flight Information Center
FIR	Flight Information Region
FIS	Flight Information Service
FL	Flight Level
FLAS	Flight Level Allocation Scheme
FMGC	Flight Management Guidance Computer
FMGS	Flight Management Guidance System
FMS	Flight Management System
FO	First Officer
FOD	Foreign Object Damage
FODM	Flight Operations Digital Manager
FORM	Flight Operations Regional Manager
FPA	Flight Path Angle
FPL	Flight Plan
FPM	Feet per Minute
FT/ft	Feet
FTD	Flight Training Device
G	
G	Gusts
GBAS	Ground-Based Augmentation System
GENDEC	General Declaration
GHM	Ground Handling Manual
GLS	GBAS Landing System
GMP	General Medical Practitioners
GOM	Ground Operations Manager
GND	Ground
GNE	Gross Navigation Error
GNSS	Global Navigation Satellite System (GPS and Russian GLONASS)
GP	Glide Path
GPU	Ground Power Unit

GPS	Global Positioning System
GPWS	Ground Proximity Warning System
GRF	Global Reporting Format
G/S	Glide Slope
GS	Ground Speed

H

HAA	Height Above Aerodrome
HAT	Height Above Threshold
HF	High Frequency (3-30 MHz)
HIL	Hold Item List
HOT	Hold Over Time
hPa	Hectopascal
HSI	Horizontal Situation Indicator
HST	High Speed Taxiway

I

IAF	Initial Approach Fix
IALS	Intermediate Approach Light System
IAS	Indicated Air Speed
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
ICE	Dry ice
ID	Identity (number)
IEM	Interpretative/Explanatory Material
IF	Intermediate Approach Fix
IFF	Identify Friend or Foe
IFPS	Integrated Initial Flight Plan Processing System (EUROCONTROL)
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
In	Inch/Inches
INAD	Inadmissible passenger
INOP	Inoperative

INS	Inertial Navigation System
IOSA	IATA Operation Safety Audit
IR	Inertial Reference
ISA	International Standard Atmosphere
ISO	International Standards Organisation
ITM-AA	Innovation and Technology Ministry - Aviation Authority

J

JAA	Joint Aviation Authorities
JAR	Joint Aviation Requirements
JAR-145	JAA Approved Maintenance Organisation

K

KIAS	Knots Indicated Air Speed
Kg(s)	Kilogram(s)
Km	Kilometer(s)
KMH	Kilometres per Hour
KT	Knot(s)

L

LAPL	Light Aircraft Pilot Licence
Lb(s)	Pound(s)
LCN	Load Classification Number
LD	Landing Distance
LDA	Landing Distance Available
LDTA	Landing Distance at Time of Arrival
LEP	List of Effective Pages
LFUS	Line Flying Under Supervision
LHS	Left-Hand Seat
LLZ	Localizer
LMC	Last Minute Changes
LNAV	Lateral Navigation
LOC	Localizer
LOFT	Line Oriented Flight Training

LP	Localizer Performance without Vertical Guidance
LPV	Localizer Performance with Vertical Guidance
LT	Local Time
LTC	Line Training Captain
LTS	Load and Trim Sheet
LTS CAT 1	Lower than Standard CAT 1
LVOM	Low Visibility Operation Manual
LVO/P	Low Visibility Operations/Procedures
LVTO	Low Visibility Take-Off

M

M	Metric, meters
M	Mach
MAA	Maximum Authorised Altitude
MAC	Mean Aerodynamic Chord
MAG	Magnetic
MAP	Missed Approach Point
MAX/max.	Maximum
MOC	Maintenance Operations Control
MCDU	Multi-Functional Display Unit
MCF	Maintenance Check Flight
MCTA	Minimum Terrain Clearance Altitude
MDA	Minimum Descent Altitude
MDH	Minimum Descent Height
MEA	Minimum En-route IFR Altitude
MEL	Minimum Equipment List
MET	Meteorological
METAR	Aviation Routine Weather Report
MF	Medium Frequency
MGA	Minimum Grid Altitude
MHA	Minimum Holding Altitude
MHz	Megahertz
MI	Medium Intensity (lights)
MIN/min.	Minimum

MLM	Maximum Landing Mass (Structural Limit)
MLS	Microwave Landing System
MME	Maintenance Management Exposition
MMEL	Master Minimum Equipment List
MNPS	Minimum Navigation Performance Specification
MNPSA	Minimum Navigation Performance Specification Airspace
MOCA	Minimum Obstacle Clearance Altitude
MORA	Minimum Off-Route Altitude
MRVA	Minimum Radar Vectoring Altitude
MSA	Minimum Sector/Safe Altitude
MSC	Maintenance Service Check
MSL	Mean Sea Level
MT	Magnetic Track
MTOW/M	Maximum Take-Off Weight/Mass
MZFW/M	Maximum Zero Fuel Weight/Mass

N

NALS	No Approach Light System
NAT HLA	North Atlantic High-Level Airspace
NAT MNPS	North Atlantic Minimum Navigation Performance Specification
NAT TRACK	North Atlantic Track System
NAV	Navigation
NAVAID	Navigation Aid
ND	Navigation Display
NDB	Non-Directional Beacon/Radio beacon
NIL	No Items Listed
NM	Nautical Miles
NOTAM	Notice to Airmen
NOTOC	Notification to Captain
NP	Nominated Person
NPA	Notice of Proposed Amendment
NPRM	Notice of Proposed Rulemaking
NSC	No Significant Clouds

NSW No Significant Weather
NTC Notice To Crew
NTSB National Transportation Safety Board

O

OAT Outside Air Temperature
OBS Observer
OCA Obstacle Clearance Altitude
OCC Operation Control Center
OCH Obstacle Clearance Height
OCL Obstacle Clearance Limit
OEI One Engine Inoperative
OFP Operational Flight Plan
OM Operations Manual
OM-A Operations Manual Part A
OM-B Operations Manual Part B
OM-C Operations Manual Part C
OM-C Operations Manual Part C Airports
Airports
OM-D Operations Manual Part D
OMME Operator's Maintenance Management Exposition
OPC Operator Proficiency Check
OPS Operations
ORO Organisation Requirements for Air Operations
OTS (NAT) Organised Track System
OTS CAT II Other than Standard CAT II
OVC Overcast

P

PANS/RAC Procedures for Air Navigation Services - Rules of the Air
PANS/OPS Procedures for Air Navigation Services - Airplane Operations
PAR Precision Approach radar
PAX Passenger(s)

PBE	Protective Breathing Equipment
PBN	Performance Based Navigation
PCN	Pavement Classification Number
PDP	Pre-determined point
PET	Point of Equal Times
PF	Pilot Flying
PFD	Primary Flight Display
PIC	Pilot In Command
PICUS	Pilot In Command Under Supervision
PIL	Passenger Information List
PM	Pilot Monitoring
PNR	Point of No Return
PRM	Person with Reduced Mobility

Q

QDM	Bearing to the radio station
QDR	Bearing from the radio station
QFE	Height Above Airport Elevation (Based on local station pressure)
QNH	Altitude Above Sea Level (Based on local station pressure)
QRH	Quick Reference Handbook

R

RA	Radio Altimeter
RAIM	Receiver Autonomous Integrity Monitoring
RCAM	Runway Condition Assessment Matrix
RCF	Reduced Contingency Fuel
RCL	Restricted Cryogenic Liquid
RCL	Runway Center Line
RCR	Runway Condition Report
RCFP	Reduced Contingency Fuel Planning
RCFP DP	Reduced Contingency Fuel Planning Decision Point
RCLM	Runway Centerline Marking
REG	Registration
REIL	Runway End Identification Light

RET	Rapid Exit Taxiway
RL	Runway Edge Lighting
RMD	Miscellaneous Dangerous Goods
RNAV	Area Navigation
RNP	Required Navigation Performance
RPL	Repetitive Flight Plan
RPM	Rotation Per Minute
RRW	Radioactive Material
RRY	Radioactive Material of Category II and III
R/T	Radio Telephony
RTOW/M	Regulated Take-Off Weight/Mass
RVR	Runway Visual Range
RVSM	Reduced Vertical Separation Minima
RWY	Runway

S

SAR	Search and Rescue
SAT	Static Air Temperature
SBAS	Satellite-Based Augmentation System
SBSP	Spare Standby
SCD	Subject to Commander's Discretion
SCP	Special category of passenger
SCT	Scattered
SELCAL	Selective Call System
SERA	Standardised European Rules of Air
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SID	Standard Instrument Departure
SIGMET	Significant Meteorological Report
SITA	International Society of Aeronautical Telecom (French)
SLOP	Strategic Lateral Offset Procedure
SKC	Sky Clear
SNOWTAM	Snow Notice to Airmen
SOP	Standard Operating Procedures

SPA	Special Approval
SPECI	Special Report Amending a METAR
SPIC	Student Pilot-in-Command
SRA	Surveillance Radar Approach
SSB	Single Side Band
SSR	Secondary Surveillance Radar
STAR	Standard Terminal Arrival Route
STD	Standard pressure setting (1013.25 hPa)
STD	Synthetic Training Device

T

TA	Traffic Advisory
TACAN	Tactical Air Navigation
TAF	Terminal Area Forecast
TAS	True Airspeed
TCAS	Traffic Collision Avoidance System
TCU	Towering Cumulus
TEM	Threat and Error Management
TERPS	Terminal Instrument Procedures
THR	Thrust
TI	Transport Index
TIZ	Traffic Information Zone
TMA	Terminal Manoeuvring Area
T/O	Take-Off
TOC	Top of Climb
TOD	Top of Descent
TODA	Take-Off Distance Available
TORA	Take-Off Run Available
TOW/M	Take-Off Weight/Mass
TPC	Tablet Personal Computer
T-PED	Transmitting Portable Electronic Device
TR	Temporary Revision
TRE	Type Rating Examiner
TRI	Type Rating Instructor

TSO Technical Standard (Service) Order
TVE Total Vertical Error (in RVSM airspace)
TWR Tower (Aerodrome Control)

U

UHF Ultra High Frequency (300-3000 MHz)
ULD Unit Load Device
UN United Nations
U/S Unserviceable
UTC Universal Time Coordinated

V

VDF VHF Direction Finding
VFR Visual Flight Rules
VHF Very High Frequency (30-300 MHz)
VIS Visibility
VLS Lowest Selectable Speed
VMC Visual Meteorological Conditions
VMO Maximum Operating Speed
VNAV Vertical Navigation
VOR VHF Omni-directional Range

W

WAAS Wide Area Augmentation System
WHO World Health Organisation
WO Work Order
WOM Winter Operation Manual
WPT Waypoint
WRR Work and Rest Regulations
WX Weather

X

XML Extensible Markup Language

XMTR Transmitter
XTK Cross Track Error

Y

No Abbreviations

Z

Z Zulu Time (UTC)
ZFCG Zero Fuel Center of Gravity
ZFTT Zero Flight-Time Training
ZFW Zero Fuel Weight
ZFM/W Zero Fuel Mass/Weight

0.1.6 DEFINITIONS

APPLICABLE TO: ALL

A

ABNORMAL FLIGHT BEHAVIOUR

This means, in the context of an aircraft tracking system, an event affecting a flight:

- Which is outside of the parameters defined by the operator for normal operation or which indicates an obvious deviation from normal operation; and
- For which the operator has determined that it poses a risk for the safe continuation of the flight or for third parties.

APPROACH BAN POINT

It is the latest point in an approach at which the crew must have the required visual reference (runway environment) to continue below decision altitude/height (DA/DH) or minimum descent altitude/height (MDA/MDH).

If visual reference is not acquired by this point, the crew is required to execute a missed approach.

ACCELERATE-STOP DISTANCE AVAILABLE (ASDA)

This means the length of the take-off run available plus the length of stopway, if such stopway is declared available by the State of the aerodrome and is capable of bearing the mass of the aeroplane under the prevailing operating conditions.

ACCEPTABLE MEANS OF COMPLIANCE (AMC)

This means non-binding standards adopted by the Agency to illustrate means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

ACCEPTANCE CHECKLIST

This means a document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all

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appropriate requirements have been met with.

ACCURACY

This means, in the context of PBN operations, the degree of conformance between the estimated, measured or desired position and/or the velocity of a platform at a given time, and its true position or velocity. Navigation performance accuracy is usually presented as a statistical measure of system error and is specified as predictable, repeatable and relative.

ADEQUATE AERODROME

This means an aerodrome on which the aircraft can be operated, taking account of the applicable performance requirements and runway characteristics.

AERODROME OPERATING MINIMA

This means the limits of usability of an aerodrome for:

- Take-off, expressed in terms of runway visual range (RVR) and/or visibility and, if necessary, ceiling;
- Landing in 2D instrument approach operations, expressed in terms of visibility and/or RVR, minimum descent altitude/height (MDA/H) and, if necessary, ceiling;
- Landing in 3D instrument approach operations, expressed in terms of visibility and/or RVR and decision altitude/height (DA/H) as appropriate to the type and/or category of the operation.

AERODROME SERVICES

Aerodrome services refer to units available at an aerodrome that could be of assistance in responding to an urgent need or an emergency, such as rescue and firefighting services, medical and ambulance services, air traffic services, security services, police, aerodrome operations, air operators.

AEROPLANE UPSET

Means an aeroplane in flight unintentionally exceeding the parameters normally experienced in line operations or training, normally defined by the existence of at least one of the following parameters:

- Pitch attitude greater than 25° nose up;
- Pitch attitude greater than 10° nose down;
- Bank angle greater than 45°; or
- Within the above parameters but flying at airspeeds inappropriate for the conditions.

AIDED NIGHT VISION IMAGING SYSTEM (NVIS) FLIGHT

This means, in the case of NVIS operations, that portion of a visual flight rules (VFR) flight performed at night when a crew member is using night vision goggles (NVG).

AIRCRAFT

This means a machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

AIRCRAFT-BASED AUGMENTATION SYSTEM (ABAS)

This means a system that augments and/or integrates the information obtained from the other GNSS elements with information available on board the aircraft. The most common form of ABAS is receiver autonomous integrity monitoring (RAIM).

AIRCRAFT CLASSIFICATION NUMBER (ACN)

A number expressing the relative effect of an aircraft on pavement for specified standard subgrade strength.

AIRCRAFT TRACKING

This means a ground-based process that maintains and updates, at standardised intervals, a record of the four-dimensional position of individual aircraft in flight.

AIRCRAFT TRACKING SYSTEM

This means a system that relies on aircraft tracking in order to identify abnormal flight behaviour and provide alert.

AIRPORT MOVING MAP DISPLAY (AMMD)

This means a software application that displays an airport map on a display device and uses data from a navigation source to depict the aircraft current position on this map while the aircraft is on the ground.

ALTERNATE AERODROME

This means an adequate aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or land at the aerodrome of intended landing, where the necessary services and facilities are available, where aircraft performance requirements can be met, and which is operational at the expected time of use; 'alternate aerodrome' includes the following:

1. TAKE-OFF ALTERNATE AERODROME

An alternate aerodrome at which an aircraft would be able to land if it becomes necessary shortly after take-off and it is not possible to use the aerodrome of departure.

2. EN ROUTE ALTERNATE (ERA) AERODROME

An alternate aerodrome at which an aircraft would be able to land if a diversion becomes necessary while en-route.

3. FUEL EN ROUTE ALTERNATE (FUEL ERA) AERODROME

This means an ERA aerodrome that is required at the planning stage for use in the calculation of fuel.

4. DESTINATION ALTERNATE AERODROME

An alternate aerodrome at which an aircraft would be able to land if it becomes either impossible or inadvisable to land at the aerodrome of intended landing.

ALTERNATIVE MEANS OF COMPLIANCE

This means those means that propose an alternative to an existing acceptable means of compliance or those that propose new means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules for which no associated AMC have been adopted

by the Agency.

ANTI-ICING

In the case of ground procedures, means a procedure that provides protection against the formation of frost or ice and accumulation of snow on treated surfaces of the aircraft for a limited period of time (hold-over time).

AREA NAVIGATION (RNAV)

This means a method of navigation which permits aircraft operation on any desired flight path within the coverage of station-referenced navigation aids or within the limits of the capability of self-contained aids, or a combination of these.

AUTHORITY

This means the EASA accepted organization. 'An Authority' means the Civil Aviation Authority of a foreign State.

AVAILABILITY

This means, in the context of PBN operations, an indication of the ability of the system to provide usable service within the specified coverage area and is defined as the portion of time during which the system is to be used for navigation during which reliable navigation information is presented to the crew, autopilot or other system managing the flight of the aircraft.

B**BEARING STRENGTH**

This is a measure of the ability of pavement to sustain the applied load.

BLOCK-OFF

Block-off is the time when an aircraft is first moving from its parking position for the purpose of taking off.

BLOCK-ON

Block-on is the time after flight, when an aircraft comes to a stop on the parking position and all engines are shut down.

BLOCK TIME

Block Time is the time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are stopped.

C**CABIN CREW MEMBER**

This means an appropriately qualified crew member, other than a flight crew or technical crew member, who is assigned by an operator to perform duties related to the safety of passengers and flight during operations.

CAPTAIN

A pilot qualified and approved by the Company to be a commander.

CARGO

In relation to commercial air transportation, this means any property, including animals and mail, carried by an aeroplane other than stores and accompanied baggage.

CERTIFICATION SPECIFICATIONS (CS)

This means technical standards adopted by the Agency indicating means to show compliance with Regulation (EC) No 216/2008 and its Implementing Rules and which can be used by an organization for the purpose of certification.

CIRCLING

This means the visual phase of a circling approach operation.

CIRCLING APPROACH OPERATION

This means a Type A instrument approach operation to bring an aircraft into position for landing on a runway/final approach that is not suitably located for a straight-in approach.

CLEARWAY

This means a defined rectangular area on the ground or water under the control of the appropriate authority, selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height.

CLOUD BASE

This means the height of the base of the lowest observed or forecast cloud element in the vicinity of an aerodrome or operating site or within a specified area of operations, normally measured above aerodrome elevation or, in the case of offshore operations, above mean sea level.

COCKPIT VOICE RECORDER (CVR)

This means a crash-protected flight recorder that uses a combination of microphones and other audio and digital inputs to collect and record the aural environment of the flight crew compartment and communications to, from and between the flight crew members.

CODE SHARE

This means an arrangement under which an operator places its designator code on a flight operated by another operator and sells and issues tickets for that flight.

COMMENCEMENT OF FLIGHT

This is the point when an aircraft begins to move under its own power for the purpose of preparing for take-off.

(THE) COMPANY

This refers to the Operator Fly2Sky JSC.

COMPETENCY

This means a dimension of human performance that is used to reliably predict successful performance on the job, and which is manifested and observed through behaviours that mobilise the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

COMPETENCY-BASED TRAINING

This means assessment and training programmes that are characterised by a performance orientation, emphasis on standards of performance and their measurement and the development of training to the specified performance standards.

COMPETENCY FRAMEWORK

This means a complete set of identified competencies that are developed, trained and assessed in the operator's evidence-based training programme utilising scenarios that are relevant to operations, and which is wide enough to prepare the pilot for both foreseen and unforeseen threats and errors.

COMPLIANCE MONITORING MANUAL

The Compliance Monitoring Manual documents all superior aspects of the company such as philosophies, policies, processes, guidelines and responsibilities

CONGESTED AREA

This means in relation to a city, town or settlement, any area which is substantially used for residential, commercial or recreational purposes.

CONTAMINATED RUNWAY

This means a runway of which a significant portion of its surface area (whether in isolated areas or not) within the length and width being used is covered by one or more of the substances listed under the runway surface condition descriptors.

CONTINGENCY FUEL

This means the fuel required to compensate for unforeseen factors that could have an influence on the fuel consumption to the destination aerodrome.

CONTINUOUS DESCENT FINAL APPROACH (CDFA)

This means a technique, consistent with stabilised approach procedures, for flying the final approach segment (FAS) of an instrument non-precision approach (NPA) procedure as a continuous descent, without level-off, from an altitude/height at or above the final approach fix altitude/height:

- For straight-in approach operations, to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre begins; or
- For circling approach operations, until MDA/H or visual flight manoeuvre altitude/height is reached.

CONTRACTED ACTIVITIES

Contracted activities include all activities within the operator's scope of approval performed by another organisation, either itself certified to carry out such activity or, if not certified, working under the operator's approval.

CONTROLLED PORTABLE ELECTRONIC DEVICE (C-PED)

This means a PED subject to administrative control by the operator that uses it. This includes, inter alia, tracking the allocation of the devices to specific aircraft or persons and ensuring that no unauthorised changes are made to the hardware, software, or databases. C-PEDs can be assigned to the category of non-intentional transmitters or T-PEDs.

CONVERTED METEOROLOGICAL VISIBILITY (CMV)

This means a value, equivalent to an RVR, which is derived from the reported meteorological visibility.

CONTINUITY OF FUNCTION

This means, in the context of PBN operations, the capability of the total system, comprising all elements necessary to maintain aircraft position within the defined airspace, to perform its function without non-scheduled interruptions during the intended operation.

CREW MEMBER

This means a person assigned by an operator to perform duties on board an aircraft.

CRITICAL PHASES OF FLIGHT

In the case of aeroplanes means the take-off run, the take-off flight path, the final approach, the missed approach, the landing, including the landing roll, and any other phases of flight as determined by the pilot-in-command or commander.

CURRENT FUEL SCHEME

This means the approved fuel scheme that is currently used by the operator.

D**DANGEROUS GOODS (DG)**

This means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the technical instructions or which are classified according to those instructions.

DANGEROUS GOODS ACCIDENT

This means an occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property damage; (35) 'dangerous goods incident' means:

- An occurrence other than a dangerous goods accident associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained;
- Any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants.

DECISION ALTITUDE/HEIGHT (DA/DH)

This means a specified altitude or height in a 3D instrument approach operation at which a missed approach procedure must be initiated if the required visual reference to continue the approach has not been established.

DE-ICING

In the case of ground procedures, means a procedure by which frost, ice, snow or slush is removed from an aircraft in order to provide uncontaminated surfaces.

DRY LEASE AGREEMENT

This means an agreement between undertakings pursuant to which the aircraft is operated under the air operator certificate (AOC) of the lessee or, in the case of commercial operations other than CAT, under the responsibility of the lessee.

DRY OPERATING MASS

This means the total mass of the aircraft ready for a specific type of operation, excluding usable fuel and traffic load.

DRY RUNWAY

This means a runway whose surface is free of visible moisture and not contaminated within the area intended to be used.

Note: The 'area intended to be used' means the area of the runway that is part of the TORA, accelerate and stop distance available (ASDA) or landing distance available (LDA) declared in the aeronautical information publication (AIP) or by a NOTAM.

E**EASA**

The European Union Aviation Safety Agency (EASA) is an agency of the European Union established in 2002 by Regulation (EC) No 216/2008 of the European Parliament and the Council in order to ensure a high and uniform level of safety in civil aviation, by the implementation of common safety rules and measures.

EFB APPLICATION

This means a software application installed on an EFB host platform that provides one or more specific operational functions which support flight operations.

EFB HOST PLATFORM

This means the hardware equipment in which the computing capabilities and basic software reside, including the operating system and the input/output software.

EFB SYSTEM

This means the hardware equipment (including any battery, connectivity provisions, input/output components) and software (including databases and the operating system) needed to support the intended EFB application(s).

EBT MODULE

This means a combination of sessions in a qualified flight simulation training device as part of the 3-year period of recurrent assessment and training.

ELECTRONIC FLIGHT BAG (EFB)

This means an electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties.

EMERGENCY EXIT

This means an installed exit-type egress point from the aircraft that allows maximum opportunity for cabin and flight crew compartment evacuation within an appropriate time

period and includes floor level door, window exit or any other type of exit, for instance hatch in the flight crew compartment and tail cone exit.

EFB INSTALLED RESOURCES

This means certified EFB hardware components external to the EFB host platform itself, such as input/output components (installed remote displays, keyboards, pointing devices, switches, etc.) or a docking station.

EFB MOUNTING DEVICE

This means an aircraft certified part that secures a portable or installed EFB, or EFB system components.

EFB SYSTEM SUPPLIER

This means the company responsible for developing, or for having developed, the EFB system or part of it.

EFVS OPERATION

This means an operation in which visibility conditions require an EFVS to be used instead of natural vision in order to perform an approach or landing, identify the required visual references or conduct a roll-out.

EFVS 200 OPERATION

This means an operation with an operational credit in which visibility conditions require an EFVS to be used down to 200 ft above the FATO or runway threshold. From that point to land, natural vision is used. The RVR shall not be less than 550 m.

EMERGENCY LOCATOR TRANSMITTER

This is a generic term describing equipment that broadcasts distinctive signals on designated frequencies for the purpose of search and rescue (SAR). The ELT may be activated by various conditions (e.g. manual activation, automatic detection of a distress situation, automatic detection of a crash impact, automatic detection of aircraft immersion into water, etc.). The ELT signals usually include signals that are intended to be detected by the international COSPAS-SARSAT programme, and homing signals that are intended to guide SAR teams to the ELT.

ENHANCED FLIGHT VISION SYSTEM (EFVS)

This is an electronic means to provide the flight crew with a real-time sensor-derived or enhanced display of the external scene topography (the natural or man-made features of a place or region especially in a way to show their relative positions and elevation) through the use of imaging sensors; an EFVS is integrated with a flight guidance system and is implemented on a head-up display or an equivalent display system; if an EFVS is certified according to the applicable airworthiness requirements and an operator holds the necessary specific approval (when required), then it may be used for EFVS operations and may allow operations with operational credits.

ENHANCED VISION SYSTEM (EVS)

This is an electronic means to provide the flight crew with a real-time image of the actual external scene topography (the natural or man-made features of a place or region especially in a way to show their relative positions and elevation) through the use of imaging sensors.

ENROLMENT

This means the administrative action carried out by the operator where a pilot participates in the operator's EBT programme.

ENROLLED PILOT

This means the pilot that participates in the EBT recurrent training programme.

EQUIVALENCY OF APPROACHES

This means all the approaches that place an additional demand on a proficient crew regardless of whether they are used or not in the EBT modules.

EQUIVALENCY OF MALFUNCTIONS

This means all the malfunctions that put a significant demand on a proficient crew regardless of whether they are used or not in the EBT modules.

ESTIMATED OFF-BLOCK TIME

The estimated time at which the aeroplane will commence movement associated with departure.

EVALUATION PHASE

This means one of the phases of an EBT module which is a line-orientated flight scenario, representative of the operator's environment during which there are one or more occurrences to evaluate key elements of the defined competency framework.

EVIDENCE-BASED TRAINING (EBT)

This means assessment and training based on operational data that is characterised by developing and assessing the overall capability of a pilot across a range of competencies (competency framework) rather than by measuring the performance in individual events or manoeuvres.

EXEMPTION

This is a formal authorisation issued by the Authority providing relief from part or all of the provisions of the EASA-OPS. The authorisation may or may not be conditional.

F**FAIL-OPERATIONAL FLIGHT CONTROL SYSTEM**

This means a flight control system with which, in the event of a failure below alert height, the approach, flare and landing can be completed automatically. In the event of a failure, the automatic landing system will operate as a fail-passive system.

FAIL-OPERATIONAL HYBRID LANDING SYSTEM

This means a system that consists of a primary fail-passive automatic landing system and a secondary independent guidance system enabling the pilot to complete a landing manually after failure of the primary system.

FAIL-PASSIVE FLIGHT CONTROL SYSTEM

A flight control system is fail-passive if, in the event of a failure, there is no significant out-of-trim condition or deviation of flight path or attitude, but the landing is not completed automatically. For a fail-passive automatic flight control system the pilot assumes control

of the aeroplane after a failure.

FINAL APPROACH AND TAKE-OFF AREA (FATO)

This means a defined area for helicopter operations, over which the final phase of the approach manoeuvre to hover or land is completed, and from which the take-off manoeuvre is commenced. In the case of helicopters operating in performance class 1, the defined area includes the rejected take-off area available.

FLIGHT CREW MEMBER

This means a licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

FLIGHT CREW OPERATING MANUAL (FCOM)

For the purpose of the OM, it has the same meaning as the Airplane Flight Manual (AFM).

FINAL APPROACH SEGMENT (FAS)

This means that segment of an instrument approach procedure (IAP) in which alignment and descent for landing are accomplished.

FLIGHT CONTROL SYSTEM

In the context of low visibility operations means a system that includes an automatic landing system and/or a hybrid landing system.

FLIGHT DATA MONITORING (FDM)

This means the proactive and non-punitive use of digital flight data from routine operations to improve aviation safety.

FLIGHT OPERATIONS OFFICER OR FLIGHT DISPATCHER

This means a person designated by the operator to engage in the control and supervision of flight operations, who is suitably qualified, who supports, briefs or assists, or both, the pilot-in-command in the safe conduct of the flight.

FLIGHT DATA RECORDER (FDR)

This means a crash-protected flight recorder that uses a combination of data sources to collect and record parameters that reflect the state and performance of the aircraft.

FLIGHT RECORDER

This means any type of recorder that is installed on the aircraft for the purpose of facilitating accident or incident safety investigations.

FLIGHT FOLLOWING

This means the recording in real time of departure and arrival messages by operational personnel to ensure that a flight is operating and has arrived at the destination aerodrome or an alternate aerodrome.

FLIGHT MONITORING

This means, in addition to the requirements defined for flight following:

- Operational monitoring of flights by suitably qualified operational-control personnel from departure throughout all phases of the flight;
- Communication of all available and relevant safety information between the

operational-control personnel on the ground and the flight crew; and

- Critical assistance to the flight crew in the event of an in-flight emergency or security issue, or at the request of the flight crew.

FLIGHT SIMULATION TRAINING DEVICE (FSTD)

This means a training device which is a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT), or a basic instrument training device (BITD).

FLIGHT TIME

This means the total time from the moment an aeroplane first moves for the purpose of taking off until the moment the aeroplane finally comes to rest at the end of the flight.

FLIGHT WATCH

This means, in addition to all elements defined for 'flight monitoring', the active tracking of a flight by suitably qualified operational-control personnel throughout all phases of the flight to ensure that the flight is following its prescribed route without unplanned deviations, diversions or delays.

FUEL/ENERGY

The energy used for aircraft propulsion comes from various sources and is of various types. A frequently used type of energy in aviation is derived from processing (in a piston or turbine engine) hydrocarbon-based fuels that include gasoline (leaded or unleaded), diesel, avgas, JET A-1, and JET B. Hydrogen may also be used as fuel for fuel cell applications, which generate electricity that is used to generate propulsion. However, as current technologies already use other sources of energy for aircraft propulsion, such as stored electrical energy, the typical term 'fuel' has become restrictive and no longer covers emerging technologies.

Therefore, a broader, combined term is introduced to accommodate new types of energy, other than fuel, used for aircraft propulsion purposes.

The term 'fuel/energy' shall cater for both typical fuel and any other type or source of energy used for aircraft propulsion, including but not limited to electrical energy stored in batteries.

When used in the combination 'fuel/energy', the term 'energy' only refers to the electrical energy used for aircraft propulsion purposes. It does not include any other form of stored electrical energy that is used on board an aircraft (e.g., batteries of EFBs, ELTs, underwater locating devices (ULDs), automatic external defibrillators (AEDs), or backup energy sources).

The current Fly2Sky fleet consumes fuel. Therefore, only the term 'Fuel' will be used hereafter.

G

GBAS LANDING SYSTEM (GLS)

This means an approach landing system using ground based augmented global navigation satellite system (GNSS/GBAS) information to provide guidance to the aircraft based on its lateral and vertical GNSS position. It uses geometric altitude reference for its final approach slope.

GO-AROUND

This means a transition from an approach operation to a stabilised climb. This includes manoeuvres conducted at or above the MDA/H or DA/H, or below the DA/H (balked landings).

GROUNDING

This means the formal prohibition of an aircraft to take-off and the taking of such steps as are necessary to detain it.

H**HEAD-UP DISPLAY LANDING SYSTEM (HUDLS)**

This means the total airborne system which provides head-up guidance to the pilot to enable the pilot to either control the aircraft or to monitor the autopilot during take-off (if applicable), approach and landing (and roll-out if applicable), or go-around. It includes all the sensors, computers, power supplies, indications and controls.

HYBRID HEAD-UP DISPLAY LANDING SYSTEM (HYBRID HUDLS)

This means a system that consists of a primary fail-passive automatic landing system and a secondary independent HUD/HUDLS enabling the pilot to complete a landing manually after failure of the primary system.

HOLD-OVER TIME (HOT)

This means the estimated time the anti-icing fluid will prevent the formation of ice and frost and the accumulation of snow on the protected (treated) surfaces of an aeroplane.

HUMAN-MACHINE INTERFACE (HMI)

This means a component of certain devices that is capable of handling human-machine interactions. The interface consists of hardware and software that allow user inputs to be interpreted and processed by machines or systems that, in turn, provide the required results to the user.

I**IN-SEAT INSTRUCTION**

This means a technique used in the manoeuvres training phase or the scenario-based training phase, where the instructors can:

- Provide simple instructions to one pilot; or
- Perform predetermined exercises acting, in a pilot seat, as pilot flying (PF) or pilot monitoring (PM) for:
 - The demonstration of techniques; and/or
 - Triggering the other pilot to intervene or interact.

INSTALLED EFB

This means an EFB host platform installed in an aircraft, capable of hosting type A and/or type B EFB applications. It may also host certified applications. It is an aircraft part, and is therefore, covered by the aircraft airworthiness approval.

INSTRUCTOR CONCORDANCE

This means the consistency or stability of scores between different EBT instructors which gives a score (or scores) of how much homogeneity, or consensus, there is in the ratings given by instructors.

INSTRUMENT APPROACH OPERATION

This means an approach and landing using instruments for navigation guidance based on an instrument approach procedure (IAP). There are two methods for executing instrument approach operations:

- A two-dimensional (2D) instrument approach operation, using lateral navigation guidance only; and
- A three-dimensional (3D) instrument approach operation, using both lateral and vertical navigation guidance.

INSTRUMENT APPROACH PROCEDURE (IAP)

This means a series of predetermined manoeuvres by reference to flight instruments with specified protection from obstacles from the initial approach fix or, where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter, if a landing is not completed, to a position at which holding, or en-route obstacle clearance criteria apply. IAPs are classified as follows:

- Non-precision approach (NPA) procedure, which means an IAP designed for 2D instrument approach operations Type A;
- Approach procedure with vertical guidance (APV) means a performance-based navigation (PBN) IAP designed for 3D instrument approach operations Type A;
- Precision approach (PA) procedure means an IAP based on navigation systems designed for 3D instrument approach operations Type A or B.

INTEGRITY

This means, in the context of PBN operations, the ability of a system to provide timely warnings to users when the system shall not be used for navigation.

J

No definitions.

K

No definitions.

L**LANDING DECISION POINT (LDP)**

This means the point used in determining landing performance from which, an engine failure having been recognised at this point, the landing may be safely continued, or a bailed landing initiated.

LANDING DISTANCE AT TIME OF ARRIVAL (LDTA)

This means a landing distance that is achievable in normal operations based on landing performance data and associated procedures determined for the prevailing conditions at the time of landing.

LANDING DISTANCE AVAILABLE (LDA)

This means the length of the runway which is declared available by the State of the aerodrome and suitable for the ground run of an aeroplane landing.

LANDPLANE

This means a fixed wing aircraft which is designed for taking off and landing on land and includes amphibians operated as landplanes.

LATERAL NAVIGATION

This means a method of navigation which permits aircraft operation on a horizontal plane using radio navigation signals, other positioning sources, external flight path references, or a combination of these.

LINE-ORIENTATED FLIGHT SCENARIO

This means the assessment and training involving a realistic, real-time, full mission simulation of scenarios that are representative of line operations.

LINE CHECK

This means a check conducted by the operator and completed by the pilot or the technical crew member to demonstrate competence in carrying out normal line operations described in the operations manual.

LOW-VISIBILITY OPERATIONS (LVOS)

This means approach or take-off operations on a runway with a runway visual range less than 550 m or with a decision height less than 200 ft.

LOW-VISIBILITY TAKE-OFF (LVTO)

This means a take-off with an RVR less than 550 m.

M**MAINTENANCE CHECK FLIGHT (MCF)**

This means a flight of an aircraft with an airworthiness certificate or with a permit to fly which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations:

- As required by the aircraft maintenance manual ('AMM') or any other maintenance data issued by a design approval holder being responsible for the continuing airworthiness of the aircraft;
- After maintenance, as required by the operator or proposed by the organisation responsible for the continuing airworthiness of the aircraft;
- As requested by the maintenance organisation for verification of a successful

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defect rectification;

- To assist with fault isolation or troubleshooting.

MANOEUVRES TRAINING PHASE

This means a phase of an EBT module during which, according to aircraft generation, crews have time to practice and improve performance in largely psychomotor skill-based exercises by achieving a prescribed flight path or performing a prescribed event to a prescribed outcome.

MASS AND WEIGHT

In accordance with ICAO Annex 5 and the International System of Units (SI), both terms are used to indicate the actual and limiting masses of aircraft, the payload and its constituent elements, the fuel load, etc. These are expressed in units of mass (kg), but in most approved flight manuals and other operational documentation, these quantities are published as weights in accordance with the common language. In the ICAO standardised system of units of measurement, a weight is a force rather than a mass. Since the use of the term 'weight' does not cause any problem in the day-to-day handling of aircraft, its continued use in operational applications and publications is acceptable.

MASTER MINIMUM EQUIPMENT LIST (MMEL)

Means a master list (including a preamble) appropriate to an aircraft type which determines those instruments, items of equipment or functions that, while maintaining the level of safety intended in the applicable airworthiness certification specifications, may temporarily be inoperative either due to the inherent redundancy of the design, and/or due to specified operational and maintenance procedures, conditions and limitations, and in accordance with the applicable procedures for Continued Airworthiness.

MISCELLANEOUS (NON-EFB) SOFTWARE APPLICATIONS

This means non-EFB applications that support function(s) not directly related to the tasks performed by the flight crew in the aircraft.

MIXED EBT PROGRAMME

This means an operator's recurrent training and checking programme as per ORO.FC.230, a portion of which is dedicated to the application of EBT, but which does not replace proficiency checks as per Appendix 9 to Annex I (Part-FCL) to Regulation (EU) No 1178/2011.

MAXIMUM OPERATIONAL PASSENGER SEATING CONFIGURATION (MOPSC)

This means the maximum passenger seating capacity of an individual aircraft, excluding crew seats, established for operational purposes and specified in the operations manual. Taking as a baseline the maximum passenger seating configuration established during the certification process conducted for the type certificate (TC), supplemental type certificate (STC) or change to the TC or STC as relevant to the individual aircraft, the MOPSC may establish an equal or lower number of seats, depending on the operational constraints.

MAXIMUM STRUCTURAL LANDING MASS

This means the maximum permissible total aeroplane mass upon landing under normal circumstances.

MAXIMUM ZERO FUEL MASS

This means the maximum permissible mass of an aeroplane with no usable fuel. The mass of the fuel contained in particular tanks shall be included in the Zero Fuel Mass when it is explicitly mentioned in the aircraft flight manual.

MINIMUM EQUIPMENT LIST (MEL)

This means a list (including a preamble) which provides, for aircraft operation under specified conditions, with particular instruments, items of equipment or functions inoperative at the commencement of flight. The operator prepares this list for his own particular aircraft taking account of their aircraft definition and the relevant operational and maintenance conditions in accordance with a procedure approved by the Authority.

MINOR FAILURE CONDITION

This means a failure condition that would not significantly reduce aircraft safety, and which involves flight crew actions that are well within their capabilities.

MISSED APPROACH POINT (MAP)

That point in an instrument approach procedure at or before which the prescribed missed approach procedure must be initiated in order to ensure that the minimum obstacle clearance is not infringed.

MISUSE OF SUBSTANCES

This means the use of one or more psychoactive substances by flight crew, cabin crew members and other safety-sensitive personnel in a way that:

- Constitutes a direct hazard to the user or endangers the lives, health or welfare of others, and/or
- Causes or worsens an occupational, social, mental or physical problem or disorder.

MINIMUM DESCENT ALTITUDE/HEIGHT (MDA/H)

This means a specified altitude or height in a 2D instrument approach operation or circling approach operation below which descent must not be made without the required visual reference.

N**NARROW RUNWAY**

A narrow runway is defined as a runway with a width less than 45 m and not less than 30 m.

NIGHT

This means the period between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise as may be prescribed by the appropriate authority, as defined by the Member State.

NIGHT VISION GOGGLES

This means a head-mounted, binocular, light intensification appliance that enhances the ability to maintain visual surface references at night.

O**OBSTACLE CLEARANCE ALTITUDE/HEIGHT (OCA/H)**

This means the lowest altitude or the lowest height above the elevation of the relevant runway threshold or the aerodrome elevation, as applicable, used in establishing compliance with the appropriate obstacle clearance criteria.

OPEN SEA AREA

This means the area of water to seaward of the coastline.

OPERATIONAL CONTROL

This means the responsibility for the initiation, continuation, termination or diversion of a flight in the interest of safety.

OPERATIONAL CREDIT

This means a credit for operations with an advanced aircraft enabling lower aerodrome operating minima than would normally be established by the operator for a basic aircraft, based upon the performance of advanced aircraft systems utilising the available external infrastructure. Lower operating minima may include a lower decision height/altitude or minimum descent height/altitude, reduced visibility requirements or reduced ground facilities or a combination of these.

OPERATOR

A person, organization or enterprise engaged, or intending to be engaged, in an aeroplane operation. In the context of this OM, the operator is always Fly2Sky.

OPERATOR PROFICIENCY CHECK

This means a check conducted by the operator and completed by the pilot or the technical crew member to demonstrate competence in carrying out normal, abnormal and emergency procedures.

OVERPACK

For the purpose of transporting dangerous goods, means an enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage.

Note: A unit load device is not included in this definition.

P**PACKAGE**

For the purpose of transporting dangerous goods, means the complete product of the packing operation consisting of the packaging and its contents prepared for transport.

PACKAGING

For the purpose of transporting dangerous goods, means receptacles and any other components or materials necessary for the receptacle to perform its containment function.

PASSENGER CLASSIFICATION

This means:

- Adult means a person of an age of 12 years and above;
- Child/children means persons who are of an age of two years and above but who are less than 12 years of age;
- Infant means a person under the age of two years.

PAVEMENT CLASSIFICATION NUMBER (PCN)

This is a number expressing the bearing strength of pavement for unrestricted operations.

PERFORMANCE CLASS A AEROPLANES

This means multi-engine airplanes powered by turbo-propeller engines with an MOPSC of more than nine or a maximum take-off mass exceeding 5 700 kg, and all multi-engined turbo-jet powered aeroplanes.

PERFORMANCE CLASS B AEROPLANES

This means airplanes powered by propeller engines with an MOPSC of nine or less and a maximum take-off mass of 5 700 kg or less.

PERFORMANCE CLASS C AEROPLANES

This means airplanes powered by reciprocating engines with an MOPSC of more than nine or a maximum take-off mass exceeding 5 700 kg.

PERSON WITH REDUCED MOBILITY (PRM)

A PRM is a passenger whose mobility is reduced due to:

- Physical incapacity (sensorial or locomotive);
- Intellectual deficiency;
- Age;
- Illness;
- Another cause of disability when using transport.

Any passenger who needs special attention and/or adaptation of the situation (other than normal) is considered a PRM. For the application of this chapter, a deaf and or blind person is considered a PRM

PERSONAL LOCATOR BEACON (PLB)

This is an emergency beacon other than an ELT that broadcasts distinctive signals on designated frequencies, is standalone, portable and is manually activated by the survivors.

PILOT IN COMMAND (PIC)

This means the pilot designated as being in command and charged with the safe conduct of the flight. For the purpose of commercial air transport operations, the 'pilot-in-command' shall be termed the 'commander'.

PORTABLE EFB

This means a portable EFB host platform, used on the flight deck, which is not part of the configuration of the certified aircraft.

PORTABLE ELECTRONIC DEVICE (PED)

This means any kind of electronic device, typically but not limited to consumer electronics, brought on board the aircraft by crew members, passengers, or as part of the cargo, that is not included in the configuration of the certified aircraft. It includes all equipment that is able to consume electrical energy. The electrical energy can be provided from internal sources such as batteries (chargeable or non-rechargeable) or the devices may also be connected to specific aircraft power sources.

PRINCIPAL PLACE OF BUSINESS

This means the head office or registered office of the organization within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised.

PRIORITISATION OF RAMP INSPECTIONS

This means the dedication of an appropriate portion of the total number of ramp inspections conducted by or on behalf of a competent authority on an annual basis as provided in Part-ARO.

PROFICIENT

This means having demonstrated the necessary skills, knowledge and attitudes that are required to perform any defined tasks to the prescribed standard.

PROPER SHIPPING NAME

The name to be used to describe a particular article or substance in all shipping documents and notifications and, where appropriate, on the packaging.

PSYCHOACTIVE SUBSTANCES

This means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, with the exception of caffeine and tobacco.

PUBLIC INTEREST SITE (PIS)

This means a site used exclusively for operations in the public interest.

Q

No definitions.

R**RAMP INSPECTION**

This means the inspection of aircraft, of flight and cabin crew qualifications and of flight documentation in order to verify the compliance with the applicable requirements.

RAMP INSPECTION TOOL

This means the IT application including a centralised database used by all stakeholders to store and exchange data related to ramp inspections.

RECEIVER AUTONOMOUS INTEGRITY MONITORING (RAIM)

This means a technique whereby a GNSS receiver/processor determines the integrity of the

GNSS navigation signals using only GNSS signals or GNSS signals augmented with altitude. This determination is achieved by a consistency check among redundant pseudo-range measurements. At least one satellite in addition to those required for navigation has to be in view for the receiver to perform the RAIM function.

RECTIFICATION INTERVAL

This means a limitation on the duration of operations with inoperative equipment.

REQUIRED NAVIGATION PERFORMANCE (RNP) SPECIFICATION

This means a navigation specification for PBN operations which includes a requirement for on-board navigation performance monitoring and alerting.

RULES OF THE AIR

This means the rules established in Commission Implementing Regulation (EU) No 923/2012.

RUNWAY CONDITION ASSESSMENT MATRIX (RCAM)

This means a matrix that allows the assessment of the runway condition code (RWYCC), using associated procedures, from a set of observed runway surface condition(s) and pilot report of braking action.

RUNWAY CONDITION CODE (RWYCC)

This means a number, to be used in the runway condition report (RCR), that describes the effect of the runway surface condition on airplane deceleration performance and lateral control.

RUNWAY CONDITION REPORT (RCR)

This means a comprehensive standardized report relating to the conditions of the runway surface and their effect on the airplane landing and take-off performance, described by means of runway conditions code.

RUNWAY EXCURSION

This means the unintended leaving the runway surface (veer-off or overrun).

RUNWAY INCURSION

This means the unintended presence of an aircraft, vehicle or person on the runway or runway strip.

RUNWAY SURFACE CONDITION

This means a description of the condition of the runway surface used in the RCR which establishes the basis for the determination of the RWYCC for aeroplane performance purposes.

RUNWAY SURFACE CONDITION DESCRIPTORS

This means one of the following elements on the surface of the runway:

1. COMPACTED SNOW

Snow that has been compacted into a solid mass such that aeroplane tyres, at operating pressures and loadings, will run on the surface without significant further compaction or rutting of the surface.

2. DRY SNOW

Snow from which a snowball cannot readily be made.

3. FROST

Ice crystals formed from airborne moisture on a surface whose temperature is at or below freezing; frost differs from ice in that the frost crystals grow independently and, therefore, have a more granular texture.

4. ICE

Water that has frozen or compacted snow that has transitioned into ice in cold and dry conditions.

5. SLUSH

Snow that is so water-saturated that water will drain from it when a handful is picked up or will splatter if stepped on forcefully.

6. STANDING WATER

Water of depth greater than 3 mm.

7. WET ICE

Ice with water on top of it or ice that is melting.

8. WET SNOW

Snow that contains enough water to be able to make a well compacted, solid snowball, but water will not squeeze out.

RUNWAY VISUAL RANGE (RVR)

This means the range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line.

S**SAFE LANDING**

This means, in the context of the fuel policy or fuel schemes, a landing at an adequate aerodrome or operating site with no less than the final reserve fuel remaining and in compliance with the applicable operational procedures and aerodrome operating minima.

SAFE FORCED LANDING

This means an unavoidable landing or ditching with a reasonable expectancy of no injuries to persons in the aircraft or on the surface.

SAFETY-SENSITIVE PERSONNEL

This means persons who might endanger aviation safety if they perform their duties and functions improperly, including flight crew and cabin crew members, aircraft maintenance personnel and air traffic controllers.

SCENARIO-BASED TRAINING PHASE

This means a phase of an EBT module which focuses on the development of competencies, whilst the pilot is trained to mitigate the most critical risks identified for the aircraft

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generation. It shall include the management of specific operator's threats and errors in a real-time line orientated environment.

SEAPLANE

This means a fixed wing aircraft which is designed for taking off and landing on water and includes amphibians operated as seaplanes.

SENIOR CABIN CREW

The Senior Cabin Crew is responsible to the Commander for the conduct and coordination of cabin safety and emergency procedure(s) specified in the Operations Manual.

SEPARATE RUNWAYS

This means runways at the same aerodrome that are separate landing surfaces. These runways may overlay or cross in such a way that if one of the runways is blocked, it will not prevent the planned type of operations on the other runway. Each runway shall have a separate approach procedure based on a separate navigation aid.

SLIPPERY WET RUNWAY

This means a wet runway where the surface friction characteristics of a significant portion of the runway have been determined to be degraded.

SPECIALLY PREPARED WINTER RUNWAY

This means a runway with a dry frozen surface of compacted snow or ice which has been treated with sand or grit or has been mechanically treated to improve runway friction.

SPECIAL VFR FLIGHT

This means a VFR flight cleared by air traffic control to operate within a control zone in meteorological conditions below VMC.

STABILISED APPROACH (SAP)

This means an approach that is flown in a controlled and appropriate manner in terms of configuration, energy and control of the flight path from a pre-determined point or altitude/height down to a point 50 ft above the threshold or the point where the flare maneuver is initiated if higher.

STATE OF ORIGIN

This is the Authority in whose territory the dangerous goods were first loaded on the airplane.

STATE OF REGISTRY

The State in which the airplane is registered.

STATE OF THE OPERATOR

The State in which the operator has its principal place of business.

STEEP APPROACH

Steep approach operations using glideslope angles of 4,5° or more and with screen heights of less than 60 ft, but not less than 35 ft. Steep approach operations require prior approval by the competent Authority.

STERILE FLIGHT CREW COMPARTMENT

This means any period of time when the flight crew members are not disturbed or distracted, except for matters critical to the safe operation of the aircraft or the safety of the occupants.

SUPERNUMERARY

A person in addition to the flight crew that is not a cabin crew member but is on board either a cargo or passenger aircraft during commercial or non-commercial operations and is not classified as a passenger by the operator or the Authority. Such person is typically any of the following:

- Assigned to the flight by the operator as necessary for the safety of operations and has certain (operator required) knowledge and abilities gained through selection and mandatory training (e.g., security guard);
- An inspector, auditor or observer authorised by the operator and the State to be on board the aircraft in the performance of his/her duties (e.g., CAA/EASA flight operations inspector, IOSA auditor, LOSA observer);
- Assigned to a passenger flight by the operator to conduct certain customer service activities (e.g., serving beverages, conducting customer relations, selling tickets) in the cabin; not designated to perform any safety duties;
- Any other individual that has a relationship with the operator is not classified as a passenger by the Authority and authorised by the operator and the State to be on board the aircraft (e.g., loadmaster, courier, contract coordinator, etc.).

T**TAKE-OFF ALTERNATE AERODROME**

This means an alternate aerodrome at which an aircraft can land shall this become necessary shortly after take-off and if it is not possible to use the aerodrome of departure.

TAKE-OFF DECISION POINT (TDP)

This means the point used in determining take-off performance from which, an engine failure having been recognised at this point, either a rejected take-off may be made, or a take-off safely continued.

TAKE-OFF DISTANCE AVAILABLE (TODA)

This means the length of the take-off run available plus the length of the clearway, if provided.

TAKE-OFF FLIGHT PATH

This means the vertical and horizontal path, with the critical engine inoperative, from a specified point in the take-off for aeroplanes to 1 500 ft above the surface and for helicopters to 1 000 ft above the surface.

TAKE-OFF MASS

This means the mass including everything and everyone carried at the commencement of the take-off run.

TAKE-OFF RUN AVAILABLE (TORA)

This means the length of runway that is declared available by the State of the aerodrome and suitable for the ground run of an aeroplane taking off.

TASK SPECIALIST

This means a person assigned by the operator or a third party, or acting as an undertaking, who performs tasks on the ground directly associated with a specialised task or performs specialised tasks on board or from the aircraft.

TECHNICAL INSTRUCTIONS (TI)

This means the latest effective edition of the 'Technical instructions for the safe transport of dangerous goods by air', including the supplement and any addenda, approved and published by the International Civil Aviation Organisation.

THREAT AND ERROR MANAGEMENT

A model used to anticipate and avoid potential errors by identifying threats and implementing a mitigating strategy in response to the threats.

TRAFFIC LOAD

This means the total mass of passengers, baggage, cargo and carry-on specialist equipment and including any ballast.

TRANSMITTING PED (T-PED)

This means a portable electronic device (PED) that has intentional radio frequency (RF) transmission capabilities.

TYPE A EFB APPLICATION

This means an EFB application whose malfunction or misuse has no safety effect.

TYPE B EFB APPLICATION

This means an EFB application:

- Whose malfunction or misuse is classified as minor failure condition or below; and
- Which neither replaces nor duplicates any system or functionality required by airworthiness regulations, airspace requirements, or operational rules.

TRAINING TO PROFICIENCY

This means training designed to achieve end-state performance objectives, providing sufficient assurance that the trained individual is capable of consistently carrying out specific tasks safely and effectively.

TYPE A INSTRUMENT APPROACH OPERATION

This means an instrument approach operation with an MDH or a DH at or above 250 ft.

TYPE B INSTRUMENT APPROACH OPERATION

This means an operation with a DH below 250 ft. Type B instrument approach operations are categorised as:

- Category I (CAT I): a DH not lower than 200 ft and with either a visibility not less than 800 m or an RVR not less than 550 m;

- Category II (CAT II): a DH lower than 200 ft but not lower than 100 ft, and an RVR not less than 300 m;
- Category III (CAT III): a DH lower than 100 ft or no DH, and an RVR less than 300 m or no RVR limitation.

U

UNDERTAKING

This means any natural or legal person, whether profit-making or not, or any official body whether having its own personality or not.

UNIT LOAD DEVICE

This is any type of aeroplane container, an aeroplane pallet with a net or an aeroplane pallet with a net over an igloo.

Note: An overpack is not included in this definition; for a container containing radioactive materials, see the definition for a freight container.

V

V1

This means the maximum speed in the take-off at which the pilot must take the first action to stop the aeroplane within the accelerate-stop distance. V1 also means the minimum speed in the take-off, following a failure of the critical engine at VEF, at which the pilot can continue the take-off and achieve the required height above the take-off surface within the take-off distance.

VEF

This means the speed at which the critical engine is assumed to fail during take-off.

VERTICAL NAVIGATION

This means a method of navigation which permits aircraft operation on a vertical flight profile using altimetry sources, external flight path references, or a combination of these.

VIEWABLE STOWAGE

This means a non-certified device that is attached to the flight crew member (e.g., with a kneeboard) or to an existing aircraft part (e.g., using suction cups), and is intended to hold charts or to hold low-mass portable electronic devices that are viewable by the flight crew members at their assigned duty stations.

VISIBILITY (VIS)

This means visibility for aeronautical purposes, which is the greater of:

- The greatest distance at which a black object of suitable dimensions, situated near the ground, can be seen and recognised when observed against a bright background; and
- The greatest distance at which lights in the vicinity of 1 000 candelas can be seen and identified against an unlit background.

VISUAL APPROACH OPERATION

This means an approach operation by an IFR flight when either a part or all parts of an IAP is (are) not completed and the approach operation is executed with visual reference to terrain.

W

WEATHER-PERMISSIBLE AERODROME

This means an adequate aerodrome where, for the anticipated time of use, meteorological reports, or forecasts, or any combination thereof, indicate that the meteorological conditions will be at or above the required aerodrome operating minima, and the runway surface condition reports indicate that a safe landing will be possible.

WET LEASE AGREEMENT

This means an agreement: — in the case of CAT operations, between air carriers pursuant to which the aircraft is operated under the AOC of the lessor; or — in the case of commercial operations other than CAT, between operators pursuant to which the aircraft is operated under the responsibility of the lessor.

WET RUNWAY

This means a runway whose surface is covered by any visible dampness or water up to and including 3 mm deep within the area intended to be used.

Note: The 'area intended to be used' means the area of the runway that is part of the TORA, accelerate and stop distance available (ASDA) or landing distance available (LDA) declared in the aeronautical information publication (AIP) or by a NOTAM.

X

No definitions.

Y

No definitions.

Z

No definitions.

0.2 SYSTEM OF AMENDMENT AND REVISION

0.2.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.MLR 100), (AMC1 ORO.MLR 100)

The normal revision cycle of the manual is 6 months. The operator is planning this cycle to allow sufficient time for the revision and approval processes to take place. For changes requiring action in a shorter timeframe, the operator introduces the system of Temporary Revisions. Refer to: OM-A 0.2.5 TEMPORARY REVISIONS. All communications are

delivered via electronic means, such as: e-mail, shared drive and intranet.

Nothing contained in this manual is meant to supersede any standards, orders, instructions or recommendations issued by EASA or the Bulgarian CAA. In case any discrepancy is noticed, the reader is advised to bring it to the attention of the manual owner (Nominated Person) and/or editor (administrator) so that a suitable amendment can be issued.

0.2.2 PERSONS RESPONSIBLE

APPLICABLE TO: ALL

The Operations Manual, any amendments and revisions are published and issued by the Manual Owner, who is responsible for its content. Manual Owner ensures that the contents of the Manual(s) he/she is responsible for, including all amendments or revisions, do not contravene the conditions contained in the Air Operator Certificate (AOC) or any applicable regulations and are acceptable to, or, where applicable, approved by, the Authority. Manual Owner reviews and revises the Manual(s) and is responsible for ensuring it contains legible, accurate and up-to-date information.

Each Manual indicated in the table above is approved or accepted as applicable by the persons indicated in the Approval Page. When the Bulgarian CAA requires manual approval or acceptance, Manual Owner supplies the Bulgarian CAA with intended amendments and revisions in advance of the effective date. He/she also incorporates all amendments and revisions required by the Bulgarian CAA into the Manual.

When the amendment concerns any part of the Operations Manual which shall be approved, this approval shall be obtained before the amendment becomes effective. When immediate amendments or revisions are required in the interest of safety, they shall be published and applied immediately, provided that any approval required has been applied for.

Where Operations Manual is supplemented or substituted by applicable material or parts of manuals received from external sources, Manual Owner shall be responsible for ensuring up- to-date revisions and amendments are available to the personnel required to use them.

At the completion of the approval or acceptance process person responsible for amendment insertion updates and publishes the manual.

0.2.2.1 PERSONS RESPONSIBLE AT FLY2SKY

Manual	Responsible for Approval (Owner)	Responsible for Administration (Administrator)
OM-A	Director Flight Operations	CP Flight Standards and Documents
OM-B	Director Flight Operations	CP Flight Standards and Documents
OM-C	Director Flight Operations	CP Flight Standards and Documents
OM-D	Training Manager	Training Manager

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MEL/CDL/QRH/AFM/FCOM	Director Flight Operations	CP Flight Standards and Documents
CCOM	Director Flight Operations	Cabin Crew Manager

Before OM Part-A is submitted to the Competent Authority, it will be reviewed by the Compliance Manager. He/she will carry out an inspection reviewing the revision of manual against applicable regulation for major changes that require prior approval from the authority.

Only those personnel in the above table have the right to modify the respective part of the operations manual, which is limited to the document administrator and nominated person who approves the document.

0.2.3 PROCESS OF AMENDMENTS AND REVISIONS**APPLICABLE TO: ALL**

REFER TO: CMM 2 ORGANISATION MANAGEMENT SYSTEM DOCUMENTATION, SYSTEM OF AMENDMENT AND DISTRIBUTION

- Request for updates is to be sent to the person responsible for the administration of the manual;
- The revision shall be drafted by the person responsible for the administration of the manual;
- The draft within the OM shall be sent to DFO for cross-checking and in case of procedures are involved to the Flight Policy and Standards Manager;
- After internal approval of the Operations Manual, it will be sent to the Bulgarian CAA for approval.

0.2.3.1 PROCESS DESCRIPTION OF CHANGES GENERAL

The Bulgarian CAA will be supplied with intended changes of the manuals in a manner that is dependent on whether it involves a change requiring prior approval or whether it's a change not requiring prior approval.

0.2.3.2 CHANGES REQUIRING PRIOR APPROVAL

For changes requiring prior approval, the change documentation (including Risk assessment) is to be provided to the Bulgarian CAA.

Changes requiring prior approval may only be implemented upon receipt of formal approval by the Bulgarian CAA. All required steps forming the revision process are listed below.

The following table provides the list of the manuals requiring prior approval from the Bulgarian CAA for a change to be implemented.

Documentary Unit	Title
CMM	Compliance Monitoring Management
MEL	Minimum Equipment List

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OM-A	General/Basic
OM-B	Aircraft Operating Matters Airbus A320/A321
OM-C	Route And Aerodrome Instructions and Information
OM-D	Training

A record of amendments and revisions with insertion dates and effective dates can be found by checking the effective pages. For the record of the Normal revisions, Refer to: OM-A PLP-APP.

0.2.3.3 CHANGES NOT REQUIRING PRIOR APPROVAL

The changes, not requiring prior approval in accordance with ORO.GEN.130 become effective without the formal approval of the Bulgarian CAA. Although the Bulgarian CAA shall receive the change documentation (including Risk assessment, if required by the magnitude of the change.) Effectivity shall be planned 30 days before the effective date, checked and signed by the DFO.

The operator shall receive an e-mail within 10 days confirming that the Bulgarian CAA received the change. This message is serving as confirmation of the change. In case that the Bulgarian CAA would dispute received changes, it will react by sending an adequate note invalidating the intended change. Fly2Sky shall respond to the Bulgarian CAA note and withdraw the changes immediately. Required steps from revision process: 1, 2, 3, 4, 5, 6, 7, 10 (See below).

0.2.3.4 SAFETY-RELATED CHANGES

Immediate changes required in the interest of safety may exceptionally be published and applied immediately by the operator, irrespective of the requirement to have the change approved (e.g., QRH OEB). However, for the prior approval item, such approval shall have been applied for. Required steps from revision process: 1, 2, 3, 6, 10 and then 7, 8, 9 (See below).

0.2.3.5 REVISION PROCESS

Step	Remarks	Tool	Responsible
1. Identify need for change	- Regulatory changes - Temporary revisions - Organisational changes - Periodic reviews - Errors and omissions	Regulations Change management documents Manuals	All
2. Decide whether the change is	Change information	Modification	Manual owner in consultation with Safety Dept. (i.e.,

Step	Remarks	Tool	Responsible
safety-related			Risk Assessment)
3. Draft text change proposal	Amended regulations and related AMC and GM Change information	Modification	Manual administrator/owner.
4. Review/agree proposed text with stakeholders	Change management. Input from stakeholders.	Regulations Change Management	Manual administrator/owner.
5. Review by compliance	Manual administrator/owner submits the proposed change for review	Regulations Change Management documents Manuals	Compliance
6. Approve change text	Review with process owner	OPS Meeting	Manual owner
7. Identify prior to GB CAA approval required or not	Classification process	OM-A 0.2.1	Manual administrator/owner.
8. Apply for BG CAA documentation approval	Submission to BG CAA for approval	Use relevant form available on the CAA website	Manual administrator/owner.
9. Receive BG CAA documentation approval	To be retained as per document retention policy	CAA approval	Manual administrator/owner.
10. Publish amended documentation	Inform relevant staff	Internet and e-mail	Manual administrator/owner.

A compliance review is done by Flight Operations and Safety and Compliance departments. The meeting scope is to check and achieve compliance with applicable regulations, standards and policies.

0.2.3.6 HANDWRITTEN AMENDMENTS

Handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety.

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0.2.4 SYSTEM FOR ANNOTATION OF PAGES AND CHANGES

APPLICABLE TO: ALL

1  2 A320/A321 3 VAW	4 OPERATIONS MANUAL PART A 5 0. ADMINISTRATION AND CONTROL OF THE OPERATIONS MANUAL	6 Page 1 of 93 7 Issue 03 Rev.08 20.10.2025 8
9 0.1.1 OPERATIONS MANUAL COMPLIANCE APPLICABLE TO: ALL REFER TO: (ORO.MLR 100), (AMC1 ORO.MLR 100), (AMC2 ORO.MLR 100), (AMC3 ORO.MLR 100), (GM1 ORO.MLR.100), (ORO.MLR.101) 10 This Operations Manual complies with all applicable regulations, including Commission Regulation (EU) No 965/2012 (as amended), Commission Regulation (EU) No 1178/2011 (as amended), Commission Implementing Regulation (EU) No 923/2012 (as amended) and Regulation (EU) No 376/2014 and reflects the applicable requirements of the Basic Regulation (EU) 2018/1139 (as amended), including its Implementing Rules (IR), Acceptable Means of Compliance (AMC) and Guidance Material (GM) for the following Annex: - Annex III (Part-ORO); - Annex IV (Part-CAT); - Annex V (Part-SPA); - Annex VIII (Part-SPO). This Operations Manual also complies with any other applicable laws, normative rules, and regulations set out by the Directorate General Civil Aviation Administration – Bulgaria (Bulgarian CAA). The Operations Manual contains legible and accurate information and does not contravene the conditions contained in the operations specifications to the air operator certificate (AOC).		

Explanation:

1. Airline logo
2. Aircraft types
3. AOC identification
4. Manual title
5. Chapter title
6. Page index
7. Issue and revision number
8. Last evolution date
9. Identification strip (list of impacted aircraft)
10. Revision mark

0.2.4.1 REVISION MARK

In the paper format, a vertical bar in the margin of the DU identifies the modified part. Each vertical bar has a numerical index that refers to the associated reason for the change in

 A320/A321 VAW	OPERATIONS MANUAL PART A 0. ADMINISTRATION AND CONTROL OF THE OPERATIONS MANUAL	Page 51 of 52 Issue 04 Rev. 01 27.02.2026

the Summary of Highlight. This Summary of Highlight lists all the changes and associated reasons for the change.

0.2.4.2 LIST OF EFFECTIVE SECTIONS/SUBSECTIONS

The list of Effective Sections/Subsections is provided as a separate section at the beginning of all parts of the Operations Manual of Fly2Sky. The List of Effective Sections/Subsections substitutes the traditional List of Effective Pages (LEP) and ensures that the Operations Manual contains the current, correct information. In addition, the List of Effective Sections/Subsections shows each Section and Subsection's revision status and effective date. By checking the status of each Section/Subsection, users can ensure their information is up to date.

0.2.5 TEMPORARY REVISIONS

APPLICABLE TO: ALL

Fly2Sky does not use temporary revisions of the Operations Manual. Instead, the Company uses Crew Notices (Red and Yellow) as well as Crew Information (Blue) for temporary instructions.

0.2.5.1 CREW NOTICE RED (CNR)

This type of message is used for two purposes:

- Urgent operational instructions and information which affects the safety and security (including Company NOTAM, EASA and/or National Safety Publications and Directives). It shall be stored and carried out until cancellation;
- To issue immediate amendments or revisions of the OM that are required in the interest of safety. The CNR will be published and applied immediately. It shall be stored and carried out until cancellation or the inclusion of the content in the next revision of the operations manual.

Notices are circulated to Flight Deck Crew, Cabin Crew and Operations Personnel via Centrik. The reception of the Flight Operations Notices shall be confirmed within 24 hours after the e-mail message notifying the issuance of a particular Flight Operations Notice.

0.2.5.2 CREW NOTICE YELLOW (CNY)

This type of message is used to inform crews about changes of procedures, becoming effective in the company manuals and important information, which is not related to these manuals, but may affect the safety and security. It shall be stored and carried out until cancellation.

0.2.5.3 CREW INFORMATION BLUE (CIB)

This type of message is used for general information. It is of operational interest to crews, but it is not related to the safety or security of the operations. It will be removed when the information contained is no longer applicable.

		Crew Notice (CNR/CNY)	Crew Information (CIB)
Issuance	Responsible	Director Flight Operations, Training Manager	

		Crew Notice (CNR/CNY)	Crew Information (CIB)
	person		
	Tool	Document editor	
Distribution	Responsible person	Document Administrator	
	Tool	Centrik, Company Notam	
Receipt	Responsible person	Every holder of Operations Manual	
	Tool	Centrik	
Acknowledgement	Responsible person	Every holder of Operations Manual	
	Tool	Centrik	
Follow-up	Responsible person	Document Administrator	
	Tool	Centrik	

0.2.6 SYSTEM OF DISTRIBUTION OF MANUALS, AMENDMENTS AND REVISIONS

APPLICABLE TO: ALL

The Operations Manual is distributed and disseminated when a new revision is available, preferably two weeks before it becomes effective. The following methods are used by Fly2Sky:

- The manuals are uploaded to Centrik;
- The manuals are uploaded to the EFB.

Note: Fly2Sky uses electronic documentation for all manuals and only approved and up-to-date documents shall be distributed.

The documents are distributed to service providers in the way agreed at the time of the contracting after the approval of the Director Flight Operations. They are disseminated in .pdf and/or .xml format for use in operations.

CHAPTER 1

ORGANISATION AND RESPONSIBILITIES

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VAW

OPERATIONS MANUAL PART A

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VAW

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1. ORGANISATION AND RESPONSIBILITIES

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SUMMARY OF HIGHLIGHTS

Localization Title	TO C Ind ex	ID	Reason
1.1.1.2 FLIGHT OPERATIONS DEPARTMENT ORGANIGRAM	-	1	New DFO Diagram



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VAW

OPERATIONS MANUAL PART A

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1 ORGANISATION AND RESPONSIBILITIES

1.1 ORGANISATIONAL STRUCTURE

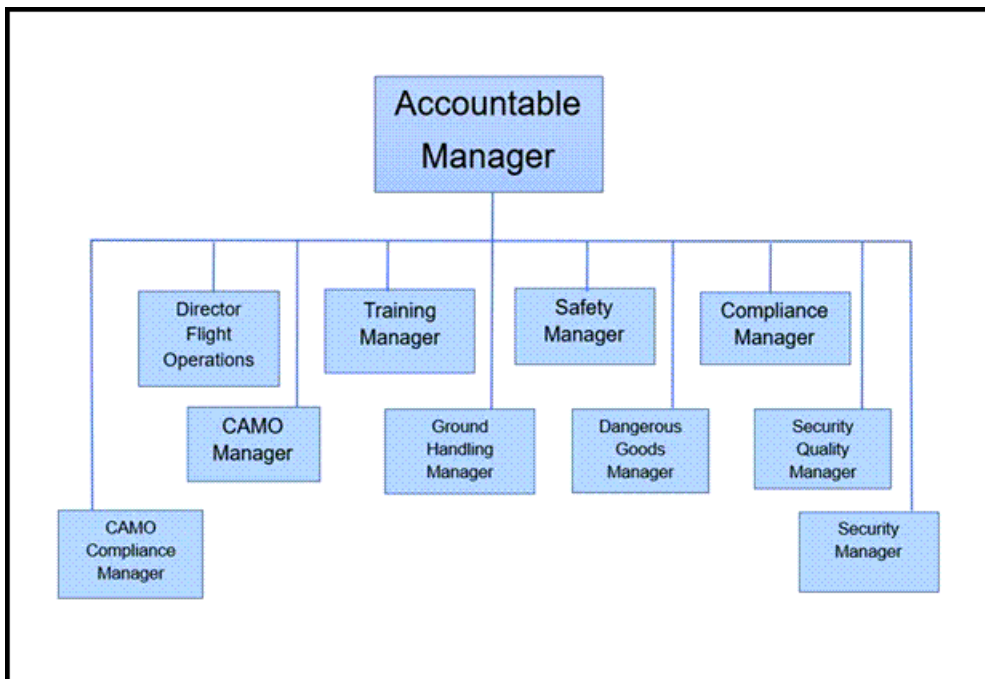
1.1.1 ORGANISATIONAL STRUCTURE, RESPONSIBILITIES AND ACCOUNTABILITIES

APPLICABLE TO: ALL

The company organisation is sub-divided into Departments, whereas a Nominated Post Holder or Director heads each Department. The general company organigram depicts the relationship between the Flight Operations Department and the company's other Departments.

The subordination is indicated by filled-in arrows, whereas the reporting lines pertinent to the safety of flight operations are depicted as open arrows. The National security program and Company security policy and procedures are implemented in the organization and supervised by the Security Manager.

1.1.1.1 GENERAL ORGANIGRAM



1.1.1.2 FLIGHT OPERATIONS DEPARTMENT ORGANIGRAM

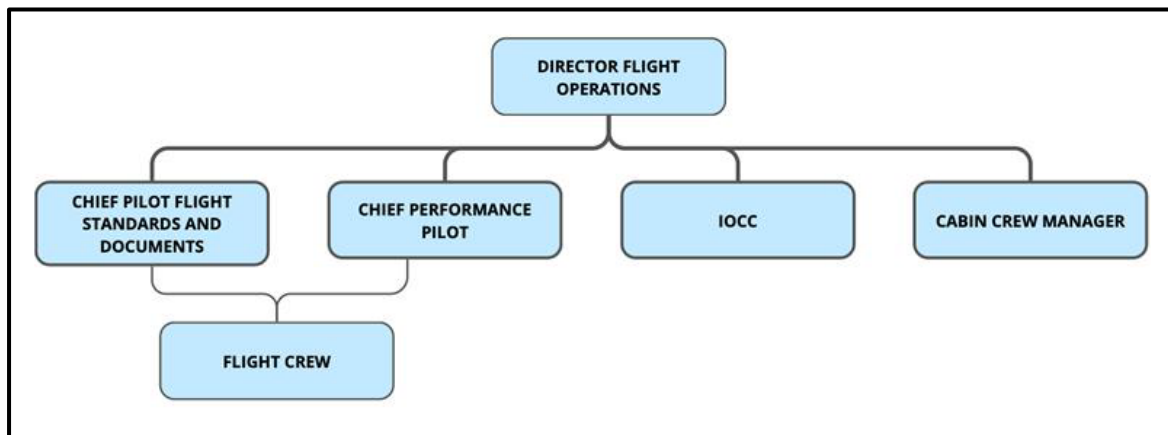
The organogram depicts the relationship between the operations departments and the other departments of the operator. In particular, the subordination and reporting lines of all divisions, departments, which pertain to the safety of flight operations, are reflected. Flight Operations departments' organogram is shown below.

The main objective of the Company is commercial air transport of passengers and goods, including Dangerous Goods. The Company intends to operate as an air carrier of charter

1. ORGANIZATION AND RESPONSIBILITIES

flights or as a subcarrier for established airlines. Additional ad-hoc charter flights may be performed.

The Company aircraft are operated with the policies, rules, procedures and limitations, published in the OM. Fly2Sky aims for a high proficiency level and at standards defined in the approved Operations Manual and rules and regulations established by the Bulgarian CAA.



The Integrated Operations Control Center (IOCC) is the organizational unit within the Flight Operations Department responsible for the coordination and integration of operational control and related support functions.

The IOCC operated under authority of the Director Flight Operations (DFO) and comprises the following functional areas:

- Operations Control Center (OCC)
- Crew Control and Crew Planning
- Operations Engineering / EFB

The detailed structure, functional allocation and internal working principles of the IOCC are defined in the Integrated Operations Control Center Manual (IOCCM).

Cabin crew manager comprises:

- Deputy Cabin Crew Manager
- Cabin Crew

1.1.2 PURPOSE AND SCOPE OF FLY2SKY

APPLICABLE TO: ALL

Fly2Sy's Head Office and principal place of business are Sofia, Bulgaria. The Company holds an Air Operators Certificate (AOC) for Commercial Air Transport Operations, issued by the Bulgarian CAA (Directorate General of Civil Aviation Administration of the Republic of Bulgaria).

All employees shall master a command of English. The Company's time system is based upon UTC (Universal time coordinated) except for local working rules. The Company shall

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operate in accordance with the Convention of the International Civil Aviation Organisation (ICAO) and the standards and recommended practices of the 19 Annexes and with Commission Regulation (EU) 1178/2011.

1.1.2.1 AREA OF OPERATION

Applicable approvals/authorisations are described in the Operations Specifications. The area of operation contains the following the ICAO Regions:

- European Region (EUR);
- Africa-Indian Ocean Region (AFI);
- Middle East and Asia Region (MID/ASIA);
- North American Region (NAM);
- Caribbean Region (CAR)
- North Atlantic Region (NAT); and
- South American Region (SAM).

1.1.3 FACILITIES

APPLICABLE TO: ALL

Refer to: (ORO.GEN.215), [IOSA FLT 1.5.1]

Fly2Sky provides necessary facilities, workspace, equipment, and support services appropriate for the area and type of operation and work environment to satisfy safety and security requirements of flight operations, cabin operations, and operational control. In addition, the facilities provided allow for the performance and management of all planned tasks and activities in accordance with the applicable requirements.

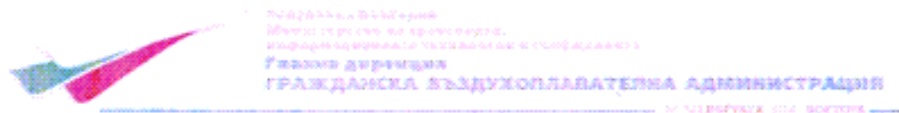
Infrastructure and resources necessary to deliver safe and secure operations include operations support facilities, services and equipment appropriate for the area, such as:

- Buildings, workspaces and associated utilities;
- Facilities for people in the organisation;
- Support equipment, including tools, hardware and software;
- Support services, including transportation and communication.

Fly2Sky arranges operational support facilities at the main operating base, appropriate for the area and type of operation and ensure that the available working space at each operating base is sufficient for personnel whose actions affects the safety of flight operations. In addition, consideration is given to the needs of the ground crew, personnel concerned with operational control, the storage and display of essential records and flight planning by crews.

1.1.4 OPERATOR'S DECLARATION

APPLICABLE TO: ALL



ДЕКЛАРАЦИЯ НА ОПЕРАТОРА OPERATOR'S DECLARATION

На основание Регламент (ЕО) № 965/12 на Комисията, за определяне на технически изисквания и административни процедури във връзка с въздушните операции в съответствие с Регламент (ЕО) № 216/2008 на Европейския парламент и на Съвета.

Based on Commission Regulation (EO) No 965/12, laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council.

Аз, долуподписаният ПЕТЕР ИВАНОВ ЛАВРИКОВ, в качеството ми на отговорен ръководител на А/К FLY2SKY "COD" декларирам, че:

I, PETAR IVANOV LAVRINOV, the undersigned Accountable Manager of Airline FLY2SKY "LTD" declare that:

- Ръководството за Експлоатация /OM/ състоящо се от части А, В, С, D и свързани с тях извадки (ако е приложимо) е създадено и ще бъде поддържано в пълно съответствие приложимите национални и международни разпоредби, като информацията е взета от одобрени документи.

- The Operations Manual (OM) comprising parts A, B, C, D and associated extracts (if applicable) has been established and will be maintained in full compliance with the provisions of applicable national and international provisions and the information is taken from approved documents.*

- Съдържанието на Ръководството за Експлоатация /OM/, включително всички поправки и изменения не е в разрез с условията, които се съдържат в Свидетелството за Авиационен Оператор.

- The contents of the Operations Manual, including all amendments or revisions, do not contravene the conditions contained in the Air Operator Certificate (AOC).*

1. ORGANIZATION AND RESPONSIBILITIES

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• Гарантирам, че съдържанието на Ръководството за Експлоатация /OM/ съдържа всички инструкции и цялата информация, необходима на летателния персонал за изпълнение на задълженията.

• *I guarantee that the contents of the Operations Manual contains all instructions and information necessary for operations personnel to perform their duties.*

• Гарантирам, че съдържанието на Ръководството за Експлоатация /OM/ е предоставено във форма, позволяваща неговото използване без затруднение.

• *I guarantee that the contents of the Operations Manual are presented in a form in which they can be used without difficulty.*

• Разбирам че Гражданска Въздухоплавателна Администрация не одобрява/ приема Ръководството за Експлоатация като такова, а само определени части от него, както и всички поправки и изменения посочени в листа за съответствия. Отговорността за пълнотата и верността на Ръководството за Експлоатация /OM/, остава единствено в оператора.

• *I understand that the Civil Aviation Authority does not approve/accept the OM as such, but only specific parts thereof, as shown on the respective compliance list. The responsibility for the completeness and the correctness of the OM remains therefore solely with the Operator.*

Отговорен Ръководител / Accountable Manager

Име / Name: Петър Лавинков / Petar Lavinkov Подпис / Signature: 

Дата и място / Date and Place: 12.07.2023 София / 12.07.2023 Sofia

1.2 NOMINATED PERSONS

1.2.1 GENERAL REQUIREMENTS

APPLICABLE TO: ALL

REFER TO: (ORO.GEN.200), (ORO.GEN.210), (AMC1 ORO.GEN.210(A)), (GM1 ORO.GEN.210(A)), (ORO.AOC.135), (AMC1 ORO.AOC.135(A)), (GM2 ORO.AOC.135(A))

The nominated personnel shall be properly trained, demonstrate their capabilities in the performance of their assigned duties, and be aware of their responsibilities and the relationship of their duties to the operation as a whole. A person nominated as a post holder by the holder of an AOC must not be nominated as a post holder by the holder of any other AOC unless acceptable to the Authorities concerned.

Exceptionally and in particular cases, the competent authority may accept a nomination that does not fully meet these provisions. In that circumstance, the nominee shall have comparable experience and the ability to effectively perform the functions associated with the post and the scale of the operation.

All of the nominated officials within the management system of the Company are acceptable to the Bulgarian CAA. They make decisions regarding risk tolerability with respect to the safety and/or security of flight operations have the responsibility and are accountable for ensuring in their respective operational areas the management of safety risk, and security threats to aircraft operations as well as that the operations are conducted in accordance with conditions and restrictions of the Air Operator Certificate.

The management system of Fly2Sky ensures delegation of authority and assignment of responsibilities within the system for liaison with regulatory authorities, original equipment manufacturers and other operationally relevant external entities.

The Company employs sufficient qualified personnel for the planned operations. All personnel are properly trained, demonstrate capabilities in performance of their assigned duties and are aware of their responsibilities and the relationship of their duties to the operation of the whole Company.

The nominated person may hold more than one of the nominated posts if such an arrangement is considered suitable and properly matched to the scale and scope of the operation. The holder of an AOC shall make arrangements to ensure continuity of supervision in the absence of nominated persons. Persons nominated shall be contracted to work sufficient hours to fulfil the management functions associated with the scale and scope of the operation.

1.2.1.1 GENERAL COMPETENCE OF NOMINATED PERSONS

The Nominated persons for flight operations, crew training and ground operations shall have practical experience and expertise in the application of aviation safety standards and safe operating practices and comprehensive knowledge of:

- The applicable EU safety regulations and any associated requirements and procedures;
- The AOC holder's operations specifications; and
- The need for and content of the relevant parts of the AOC holder's operations manual.

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Additionally, they shall be familiar with management systems, preferably in the area of aviation, have appropriate management experience, preferably in a comparable organisation, and have 5 years of relevant work experience, of which at least 2 years shall be from the aeronautical industry in an appropriate position.

The specific requirements for the nominated personnel in Flight Operations, Crew Training, Ground Operations and Continuing Airworthiness is given in their role description below.

1.2.2 ACCOUNTABLE MANAGER

APPLICABLE TO: ALL

1.2.2.1 FUNCTIONS

The Accountable Manager is nominated and acceptable to the Bulgarian CAA, which has overall responsibility for running the organisation and has the authority to ensure that all operations, SMS, and maintenance activities can be financed and carried out according to the applicable requirements. He/she is accountable to the Bulgarian CAA as well as to the shareholders. The Accountable Executive has the authority to ensure the planning and allocation of resources necessary to manage safety risk and security threats to aircraft operations.

1.2.2.1 RESPONSIBILITIES

He/she has overall responsibility and is accountable for ensuring that operations are conducted according to conditions and restrictions of the Air Operator Certificate (AOC) and in compliance with the applicable regulations and standards of the Company.

1.2.3 DIRECTOR FLIGHT OPERATIONS

APPLICABLE TO: ALL

1.2.3.1 FUNCTION

The DFO is the nominated post holder for flight operations and is ultimately responsible to the Bulgarian CAA that the organisation and management, supervision and control of the Flight Operations are adequate and matched to the scale and scope of the operation. He/she reports to the Accountable Manager and shall hold or have held a valid flight crew licence and the associated ratings appropriate to a type of operation conducted under the AOC. In case the nominated person's licence and ratings are not current, his/her deputy shall hold a valid flight crew licence and the associated ratings.

1.2.3.1 RESPONSIBILITIES

The DFO shall ensure that procedures for supervision of operations are defined in the Operations Manual so that every flight can be conducted in accordance with its provisions. It is his/her task to oversee the regulatory compliance of Operations control, Cabin Operations and Operation Planning. He/she shall plan and implement required changes in the flight operational organisation, including management personnel and crewmembers. He/she shall implement provisions to ensure that all personnel involved in the operation of aircraft are qualified as required for the area and type of operation. Furthermore, he/she is responsible for the management and supervision of the fleet and line operations.

In conjunction with the Compliance Monitoring Manager, the DFO shall manage mid-term

1. ORGANIZATION AND RESPONSIBILITIES

and long-term projects, maintain continuous oversight of deviations from company standards, ensure the on-time execution of safety and compliance corrective and improvement actions, and the systematic risk assessment of Flight Operations processes. He/she shall coordinate with the Human Resources Manager on establishing working practices and terms of service affecting the Flight Operations Personnel. The DFO shall liaise with the Safety Manager and the Compliance Monitoring Manager operations on safety and compliance matters, including FDA and TEM.

1.2.4 TRAINING MANAGER**APPLICABLE TO: ALL****1.2.4.1 FUNCTIONS**

The Training Manager reports directly to the Accountable Manager for all safety and regulatory issues. He/she is ultimately responsible that the organisation, supervision and control of the flight- and cabin crew, the instructors and ground staff are adequate and matched to the scale and scope of the operation.

He/she shall ensure that the training requirements in Regulation (EU) 965, Part ORO, Subpart FC (Flight Crew) and Subpart CC (Cabin Crew) are defined in the Operations Manual Part D so that all crewmembers undertake required training and checking and are qualified and competent to carry out their crew duties. The nominated person or his/her deputy shall be a current type rating instructor on a type operated by Fly2Sky. In addition, the nominated person shall have a thorough knowledge of Fly2Sky's crew training concept for flight, cabin and when relevant other crew.

1.2.4.1 RESPONSIBILITIES

The Training Manager is responsible for all functions and duties delegated to the instructors, supervisors, and managers within the Crew Training Department are carried out in compliance with the Company's Quality policy. This includes the following functions:

- Develop, issue and revise the OM-D and distribute relevant parts of the OM to all applicable instructors, crewmembers and staff;
- Ensure that all crewmembers and operational personnel are trained and competent for their duty in accordance with Part OPS, Part FCL and the Bulgarian law;
- Perform constant monitoring, recording and evaluation of results of successful and unsuccessful flight crew evaluations.
- Ensure that relevant Training Facilities, Synthetic Training Devices, training aids, Training Manuals, instructions, and checklists are adequate and made available to instructors and students;
- Develop, issue and validate training programs according to the Regulation (EU) 965/2012, Part ORO, Subpart FC and Subpart CC for Conversion courses for assigned personnel, Recurrent training applicable to crewmembers and operational personnel;
- Ensure that Ground Instructors and Flight Instructors and Checking personnel are competent, licensed and qualified for their assigned duties;
- The Training Manager is responsible for liaison with regulatory authorities, original

1. ORGANIZATION AND RESPONSIBILITIES

equipment manufacturers and other operationally relevant external entities for issues within the scope of his/her competence and duties.

1.2.5 GROUND OPERATIONS MANAGER**APPLICABLE TO: ALL****1.2.5.1 FUNCTIONS**

The Ground Operations Manager reports to the AM and is the nominated post holder for ground operations and is ultimately responsible to the Bulgarian CAA that the organisation of the sub-contracted ground handling agents and ground handling facilities are matched to the scale and scope of the operation in order to ensure the safe handling of all Company flights. Therefore, he/she shall have a thorough knowledge of the company's ground operations concept.

1.2.5.1 RESPONSIBILITIES

The Ground Operations Manager shall ensure that procedures for supervision of operations are defined in the Ground Operations Manual so that ground handling services can be conducted in accordance with company standards procedures and instructions. In addition, he/she shall maintain close contact with each contracted local manager of each Ground Handling provider at the various bases.

The Ground Operations Manager is responsible that all functions and duties that are sub-contracted to handling agents are carried out in compliance with the Company's Quality policy and in accordance with instructions of the OM and the Ground Handling Manual. His/her area of responsibility comprises the following functions:

- Development, issue and revising the Ground Handling Manual;
- Ensure corrective actions are implemented within the specified time limits, following any QAS deviation reports or audits related to the Ground Operations Department;
- Issue instructions to ensure that ground handling procedures are in compliance with instructions of the Ground Handling Operation Manual and Quality Policy;
- Issue and distribute ground handling safety instructions to relevant personnel;
- Ensure that the Commanders and crewmembers are aware of ground operations, facilities on the aerodromes, fuelling availability and procedures, the ground equipment available and shall provide information on the available facilities, services and procedures.

1.2.6 CAMO MANAGER**APPLICABLE TO: ALL****1.2.6.1 FUNCTIONS**

The CAMO Manager monitors continuing airworthiness of Company aircraft and issues Airworthiness Review Certificates for all aircraft types in its approval according to Part-M/Subpart G&I requirements. In addition, the CAMO Manager ensures that all maintenance is carried out in accordance with the approved maintenance program by the approved Part 145 maintenance organisation. Therefore, he/she shall have the relevant knowledge, background and experience in accordance with Regulation (EU) No 1321/2014.

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The CAMO Manager is the Nominated post holder for Continuous Airworthiness and Maintenance Management comprising maintenance management according to Part M / Part 145. The CAMO Manager reports directly to the AM. He/she is responsible that all functions and duties delegated to the Maintenance personnel and Certifying Staff are carried out in compliance with the Company's Quality policy. This includes the following functions:

- Develop, issue and revise the MEL and the Maintenance Organization Exposition Manual (MOE) and Continuing Airworthiness Management Exposition (CAME) and distribute relevant parts of the MOE and CAME to all applicable personnel and staff;
- Issue and distribute maintenance and safety instructions to technicians, engineers and relevant personnel;
- Ensure that the personnel within the Continuing Airworthiness and Maintenance Department hold the required qualifications and receive continuation training;
- Accomplish all procedures necessary for aircraft maintenance according to Part 145;
- Ensures that all maintenance is carried out on time to an approved standard;
- Ensures financing of the above responsibilities;
- Conduct regular meetings at least two times a year to review the corrective actions resulting from quality audits and ensure a record of the proceedings. Keeps the records and ensures their distribution to the persons responsible for the corrective actions;
- Ensures the accomplishment of the corrective actions;
- Assures that the human resources correspond to the volume of scheduled work;
- Assures that the qualification level of the personnel meets the requirements;
- Ensures that the necessary office facilities, equipment, materials, are available as required;
- He/she is responsible for ensuring all fees required by the Bulgarian CAA are paid;
- May delegate any of his tasks but remains responsible for their accomplishment.
- CAMO Manager is responsible for liaison with regulatory authorities, original equipment manufacturers and other operationally relevant external entities for issues within the scope of his/her competence and duties.

1.2.7 NAMES OF THE NOMINATED POSTHOLDERS**APPLICABLE TO: ALL**

REFER TO: (GM2 ORO.AOC.135(A)), [IOSA FLT 1.3.3]

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Title	Position	Name	Name of Deputy
Director Flight Operations	NP Flight Operations	Tsvetan Kirilov	Zlatko Zlatev
Training Manager	NP Crew Training	Boyan Boyanov	Tsvetan Kirilov
Director Operations Manager	NP Ground Operations	Rima Kamenova	Vanya Lambeva
Continuing Airworthiness Manager	NP Continuing Airworthiness	Elena Raykova	Dian Donev

1.2.7.1 DEPUTIES

The deputies or substitutes system has been established to ensure adequate management and responsibility whenever absence from a management position occurs of longer duration than 5 consecutive working days.

When the nominated postholder is expected to be absent for 3 or more months, or in case of a planned change, Fly2Sky will propose to the Bulgarian CAA a replacement. The notice for the replacement shall be put in the Bulgarian CAA register not later than 20 days before the initiation of the above mentioned 3 months period of the proposed change.

In case of necessary absence, the respective post holder shall arrange a meeting with his/her deputy. At that meeting, the deputy shall be informed about all ongoing and pending tasks during the period of absence of the postholder. When the postholder returns to his/her duties, he/she shall organise a meeting with his/her deputy at which he/she shall be informed about all tasks completed during his/her absence and all new tasks that emerged in the meantime.

1.3 RESPONSIBILITIES AND DUTIES OF OPERATIONS MANAGEMENT PERSONNEL**1.3.1 SAFETY MANAGER****APPLICABLE TO: ALL**

The Safety Manager is directly responsible to the Chief Executive Director and acts independently from the operational departments. He/she shall be acceptable to the Bulgarian CAA. The Safety Management Manual is the responsibility of the Safety Management System Manager.

1.3.1.1 DUTIES AND RESPONSIBILITIES

The Safety Manager shall enjoy the confidence of his colleagues as well as management. The Safety Manager shall be persuasive without being dogmatic, skilled at public relations and have the ability to promote such program effectively. He/she shall act as the focal point and be responsible for developing, administering, and maintaining an effective safety management system. His/her functions shall be to:

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- Facilitate hazard identification, risk analysis and management;
- Monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan;
- Provide periodic reports on safety performance;
- Ensure maintenance of safety management documentation;
- Ensure that there is safety management training available and that it meets acceptable standards;
- Provide advice on safety matters; and
- Ensure initiation and follow-up of internal occurrence/accident investigations.

1.3.1.2 AUTHORITY

On safety matters, the Safety Manager has direct and immediate access to the Accountable Manager and all management and is authorised to conduct safety audits and investigations related to any aspect of the operation. Furthermore, where it is necessary to convene a company inquiry into an incident, the SMS Manager has the authority to implement the proceedings on behalf of the Accountable Manager in accordance with the terms of Fly2Sky's Operations Manual (OM).

1.3.1.3 COMPETENCIES

The Safety Manager is expected to support, facilitate and lead the implementation and maintenance of the safety management system, fostering an organisational culture for effective safety management, risk management and occurrence reporting. The competencies for a safety manager shall thus include, but not be limited to, the following:

- Knowledge of ICAO standards and European requirements and provisions on safety management;
- Knowledge of basic safety investigation techniques; and
- Understanding of human factors in aviation.
- Experience in management systems, including compliance monitoring systems and safety management;
- Experience in risk management; and
- Experience in the operations of the organisation.
- Competencies in the promotion of a positive safety culture;
- Interpersonal, influencing and leadership skills;
- Oral and written communication skills;
- Data management, analytical and problem-solving skills;
- Professional integrity.

1.3.2 FLIGHT SAFETY OFFICER**APPLICABLE TO: ALL**

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The Accident Prevention and Flight Safety Program (APFSP) is the responsibility of the Flight Safety Officer. He/she shall enjoy the confidence of his colleagues as well as the management. He/she has the appropriate qualification, authority and independence (from the operational management) and is responsible for the performance of the accident prevention and flight safety programme. He/she is in permanent communication and coordination with appropriate operational managers.

1.3.2.1 DUTIES AND RESPONSIBILITIES

The basic role of the Flight Safety Officer is as a flight safety adviser to the management, especially to the Accountable Manager and the Director of Flight Operations. On his/her appointment by the Accountable Manager, all relevant staff shall be advised of his/her responsibilities and an explicit statement attesting to his/her position of trust and confidence. For the Flight Safety Officer's principal duties and responsibilities, Refer to: SMSM.

1.3.2.2 AUTHORITY

His/her basic role is as a safety adviser to management, especially the Accountable Manager and the Director of Flight Operations. On his/her appointment by the Accountable Manager, all relevant staff shall be advised of his/her responsibilities and an explicit statement attesting to his/her position of trust and confidence. The Flight Safety Officer shall maintain direct line reporting about his/her activities to the Accountable Manager. He/she co-operates with the Director of Flight Operations and the Bulgarian CAA office assigned oversight of Fly2Sky.

1.3.2.3 COMPETENCIES

The Flight Safety Officer shall answer as a minimum to the following requirements:

- Has at least 3 years of experience as an airline pilot;
- Has accomplished appropriate Accident Prevention Management training;
- Has relevant operational and safety experience and training in risk management; and
- Has accomplished Compliance Monitoring System training.

1.3.3 COMPLIANCE MONITORING MANAGER**APPLICABLE TO: ALL**

Compliance Monitoring Manager nominated by the Accountable Manager shall monitor compliance with and adequacy of procedures required to ensure safe operational practices and airworthy aircraft. He/she shall act independently from the operational department. The Compliance Monitoring Manager shall be acceptable to the Bulgarian CAA.

1.3.3.1 DUTIES AND RESPONSIBILITIES

The role of the compliance monitoring manager is to ensure that the operator's activities are monitored for compliance with the applicable regulatory requirements and that these activities are carried out properly under the supervision of the relevant head of the functional area.

The compliance monitoring manager shall be responsible for ensuring that the compliance

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monitoring program is properly implemented, maintained and continually reviewed and improved. He/she compliance monitoring manager shall:

- Have direct access to the accountable manager;
- Be able to demonstrate relevant knowledge, background and appropriate experience related to the operator's activities, including knowledge and experience in compliance monitoring.

In the case the same person acts as Compliance Monitoring Manager and as a Safety Manager, the accountable manager, with regards to his/her direct accountability for safety, shall ensure that sufficient resources are allocated to both functions, taking into account the size of the operator and the nature and complexity of its activities.

The Compliance Monitoring Manager's duties are described in the OMM.

1.3.3.2 AUTHORITY

The independence of the compliance monitoring function shall be established by ensuring that audits and inspections are carried out by personnel not responsible for the function, procedure or products being audited. If more than one person is designated for the compliance monitoring function, the Accountable Manager shall identify the person who acts as the unique focal point. The Compliance Monitoring Manager has general management authority within the company and shall have unrestricted access to all parts of the organisation.

1.3.3.3 COMPETENCIES

For Compliance Monitoring Manager's competencies, Refer to: Organisation Management Manual.

1.3.4 CHIEF PILOT FLIGHT STANDARDS AND DOCUMENTS**APPLICABLE TO: ALL****1.3.4.1 DUTIES AND RESPONSIBILITIES**

The Chief Pilot Flight Standards and Documents' primary function is to ensure that the operations are carried out according to the national and international regulations and manufacturer requirements. He/she prepares the drafts of the OM-B in coordination with the Chief Pilots for the relevant types. The preparation of the OM-A, OM-D and other applicable documents' drafts might be delegated to him by the DFO.

He/she coordinates with the Maintenance and Engineering Department, which monitors the fleet's status from an operational point of view. In addition, he/she shall forward proposals to the DFO concerning issues of new technical equipment, procedures or training requirements related to the use or implementation of the new equipment.

It is among his/her responsibilities to monitor the distribution of the current documents and supervise the fleet standards and performance while communicating between the Company's departments.

The duties and responsibilities of the Chief Pilot Flight Standards and Performance are to:

- Ensure that the operations are being carried out in accordance with the Bulgarian CAA requirements, aircraft manufacturer requirements, ICAO/IATA and EASA

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standards, as well as company policies, standards, regulations and procedures;

- Monitor the document revision and control system so that all Flight documents are kept up to date and properly distributed;
- Assist the DFO in surveying procedures, analyse Occurrence and other reports;
- Submit suggestions regarding necessary changes required in operational documentation, such as the OM, CCOM, QRH and MEL, etc.;
- Ensure that all reports, aircraft logs and other documentation are correctly filled in and delivered on time;
- Perform the task of being the official liaison officer between the operational department and the technical department regarding the installation of new equipment, operational modifications and on request participate in the evaluation of new aircraft;
- Be responsible for the content, updating and distribution of the relevant OM-B, including QRH and checklists and issue revisions;
- Together with the DFO, ensure that the MEL is adequate and cover the operational environment of the Company aircraft;
- Ensure that operations manuals are updated and available related to new equipment installed on company aircraft;
- Co-operate with Director Maintenance and Engineering and support during the weighing of Company aircraft and the issuance of weight reports when required;
- Maintain the official liaison between the Flight Operations Department and Maintenance and Engineering Department regarding the installation of new equipment, modifications, functional testing and participate in the evaluation of requirements of new technical equipment;
- Is responsible for liaison with regulatory authorities, original equipment manufacturers and other operationally relevant external entities for issues within the scope of his/her competence and duties. Additionally, ensure sufficiency and availability of Technical Flight Logs, Load sheets and other forms available in the aircraft.

1.3.4.2 AUTHORITY

The Chief Pilot Flight Standards and Documents reports directly to the DFO.

1.3.4.3 COMPETENCIES

The Chief Pilot Flight Standards and Documents shall:

- Be an EASA ATPL(A) holder with valid A320 type rating and be a Captain on the type;
- Have excellent written and verbal communication skills;
- Have thorough knowledge of the applicable EU safety regulations and any associated requirements and procedures;
- Shall be proficient in word processing;

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- Have at least 4 000 hours, 3 000 hours on CS25 aircraft above 50 metric tons of MTOW;
- Be fluent in English (ICAO Level 5, or above);
- Proficiency in Bulgarian is considered as an advantage;
- A University degree in Management is considered an advantage.

1.3.5 CHIEF PERFORMANCE PILOT**APPLICABLE TO: ALL****1.3.5.1 DUTIES AND RESPONSIBILITIES**

The Chief Performance Pilot's primary function is to ensure that the content of the OM-C is according to the national and international regulations. In addition, he/she categorizes the aerodromes, prepares the airfield briefings and ensures that the contingency procedures for each aerodrome and route are present in the EFB software before the flight takes place.

The Chief Performance Pilot has a valid subscription with EASA for any changes concerning commercial aviation taking place at the EU level. At least once per week, he/she will also check the website of the Bulgarian CAA for essential notices and document updates. Furthermore, a resume of the above information will be presented at least once per month at a meeting summoned by DFO. That meeting will be attended by DFO, TM, Company's chief pilots, fleet managers, safety and compliance managers.

The preparation of Aircraft FMS and EFB navigational and performance data, production of Company operational flight plans and distribution of charts are supervised by the Chief Performance Pilot, and he/she reports directly to the DFO.

The duties and responsibilities of the Chief Performance Pilot are to:

- Maintain qualifications on the routes and areas that may be operated by Company aircraft;
- Issue contingency procedures, including engine failure and drift down procedures for the company routes and operating aerodromes and where the authorities do not establish adequate procedures;
- Perform categorization of the aerodromes;
- Issue briefings for each aerodrome;
- In coordination with the Navigation Office, supply info to the FMS supplier with correct data for the company operation;
- Be responsible for the content, updating and distribution of the relevant OM-C and issue revisions;
- Be responsible for the issuance and distribution of company standard navigation plans and routings (operational flight plans) to the flight crew.

1.3.5.2 AUTHORITY

The Chief Performance Pilot reports directly to the DFO.

1.3.5.3 COMPETENCIES

The Chief Performance Pilot shall:

- Be an EASA ATPL(A) holder with valid A320 type rating and be a Captain on the type;
- Have excellent written and verbal communication skills;
- Have thorough knowledge of the applicable EU safety regulations and any associated requirements and procedures;
- Shall be proficient in word processing;
- Have at least 4 000 hours, 3 000 hours on CS25 aircraft above 50 metric tons of MTOW;
- Be fluent in English (ICAO Level 5, or above);
- Proficiency in Bulgarian is considered as an advantage;
- A University degree in Management is considered an advantage.

1.3.6 OPERATIONS CONTROL CENTER MANAGER

APPLICABLE TO: ALL

1.3.6.1 DUTIES AND RESPONSIBILITIES

The duties of the Operations Control Center (OCC) Manager mainly consist of flights and crew monitoring to take prompt actions to avoid, prevent and react to any event which may affect operation's safety. The OCC Manager maintains competency as per the applicable regulations, as published by the ICAO/EASA and/or local authority.

The OCC Manager is responsible for:

- Evaluates day-to-day workload, and coordinates with DFO in assessing additional staff to meet commitments in case of temporary lack of aircraft tracking data. Aircraft tracking data may be incomplete due to a temporary or unexpected issue prior to or during the flight. However, the OCC manager shall:
 - Identify any loss of aircraft tracking data which is not due to a temporary issue; and
 - Address any systematic lack of aircraft tracking data affecting a given aeroplane or a given route in a timely manner.
- Provides operations coverage daily, in accordance with the flight program (ensuring availability of FOO/FOA, 3 hours before departure of the first flight to 30 minutes after landing of the last flight). Maintains a continuous watch and to log any operational occurrences during each shift, the responsible shift must duly state the exact timings, facts and action taken in the process;
- Verifies airplane efficiency by collecting any useful information both from Fly2Sky planning department, engineering and maintenance departments so to be sure that all the airplanes assigned to scheduled flights are efficient;
- Ensures all necessary over flying clearance have been obtained for each newly scheduled flight;

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- Liaises with DFO and maintenance in dealing with delay and AOG situations;
- Analyses post-flight documentation (flight plans when necessary) and ensure that action is taken as required with special emphasis on Air Safety Reports;
- Disseminates information and issue instructions/circulars/literature to FOO/FOA and liaises with DFO for Flight/Cabin Crew members when deemed appropriate in order to enhance the operational knowledge of Flight Operations personnel and to provide guidelines for better awareness and efficiency;
- Manages Fly2Sky flight plan format and other related documents;
- Ensures bulletins and instructions are available and kept up to date and liaise with DFO for crew notices;
- Controls transports contracted by OCC in the best interest of Fly2Sky;
- Ensures that post-flight documentation is filed for a period of at least 90 days;
- Organises and carries out any training for the OCC;
- Maintains himself up to date in the duties of Flight Operations Officer/Assistant;
- Makes sure that crew qualifications are checked before being rostered;
- The OCC Manager ensures that, during operations, crew members do not exceed the maximum flight and duty time limits and that at the end of the planned duty, crew members are provided with a continuous rest period as stated in the OM-A;
- Reports immediately to the DFO any diversion from flight and duty time limitations and rest requirements, for the mandatory reporting to local authority along with detailed explanation of the circumstances that has led to the exceedance.

1.3.6.2 AUTHORITY

REFER TO: (AMC1 ORO.AOC.135(A)(c))

The Operations Control Center Manager reports directly to the DFO. In order to ensure the continuity of the supervision, the scheme described in the OM-A is implemented. Refer to: [OM-A 1.2.7 NAMES OF THE NOMINATED POSTHOLDERS](#).

1.3.6.3 COMPETENCIES

The Operations Control Center Manager shall:

- Have excellent written and verbal communication skills;
- Have ability to lead and develop efficient workforce in a fast-paced environment;
- Have thorough knowledge of the applicable EU safety regulations and any associated requirements and procedures;
- Detailed understanding of safety principles surrounding aircraft operating processes and procedures;
- Understanding of the principles surrounding aircrew rostering and fatigue management processes;
- Capability to understand complex issues and procedures;

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- Shall be proficient in word processing;
- Be fluent in English (both written and spoken);
- Proficiency in Bulgarian is considered as an advantage;
- A University degree in Management is considered an advantage.

1.3.7 SECURITY MANAGER**APPLICABLE TO: ALL****1.3.7.1 DUTIES AND RESPONSIBILITIES**

The Security Manager report normally to the Accountable Manager about all matters, occurrences and legal matters related to aviation security and moreover has daily contact with the Ground Operations Manager and the Director Flight Operations.

The Security Manager is responsible for all security-related matters within the Company, cooperating closely with the Safety Manager. He/she ensures that appropriate personnel are familiar and comply with the relevant requirements of the National and Company security programs, according to Regulation (EC) No 300/2008. The Security Manager is subordinated to the Accountable Manager and is responsible for the following:

- Elaborates and keeps updated the Security Program of Fly2Sky in coordination with CAA;
- Elaborates and keeps updated the Instruction for crews' reaction to unlawful interference;
- Elaborates and keeps updated the list of persons to be alerted in the event of unlawful interference;
- Instructs the staff on a regular basis according to above documents;
- Carries out recurrent checks of the Company's state of security;
- Notifies the Company's senior staff about the security conditions in the country and abroad, in coordination with Security Department of CAA;
- Ensures staff access to various airport areas, according to his duties;
- Notifies the company's management about staff violations of security standards and suggests suspension of their access permit;
- Conduct an initial and comprehensive survey of the operator's facilities, equipment and activities;
- Develop or modify the operator's security program to correct deficiencies and to be in accordance with national requirements, into which the operator's aircraft operate;
- Ensure that the operator's written security program is current and has been approved by the operator's Accountable manager and the State's appropriate authority for security;
- Promote security awareness and vigilance;
- Ensure adequate training of the personnel having security responsibilities;
- Ensure an effective operator's threat/occurrence response capability;

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- Initiate special security measures during periods of increased risk and/or for critical flights and routes;
- Be familiar with applicable legislation and regulations relating to aviation security in the geographic areas served by the operator;
- Maintain a record of all unauthorized weapons or suspect explosive devices detected on the operator's aircraft or property used by the operator.

1.3.7.2 AUTHORITY

The Security Manager is authorized to take all necessary measures within the policy as outlined by the Accountable Manager, as well as within any legal regulations on a particular subject as well as for example to recommend not proceed with flight performance which is considered as flight at risk, to issue recommendations which to improve the flight security.

1.3.7.3 COMPETENCIES

The Safety Manager shall:

- Be a recognized as the security-expert.
- Have excellent written and verbal communication skills;
- Have ability to lead and develop efficient workforce in a fast-paced environment;
- Have thorough knowledge of the applicable EU security regulations and any associated requirements and procedures;
- Capability to understand complex issues and procedures;
- Shall be proficient in word processing;
- Be fluent in English (both written and spoken);
- Proficiency in Bulgarian is considered as an advantage;
- A University degree in security matter or management is considered an advantage.

1.4 AUTHORITIES, DUTIES AND RESPONSIBILITIES OF THE COMMANDER**1.4.1 GENERAL****APPLICABLE TO: ALL**

REFER TO: (CAT.GEN.MPA.100)

The commander reports to the DFO. This chapter presents his/her general authorities and responsibilities, while specific responsibilities in conjunction with the particular procedure(s) are presented in respective chapters of the Operations Manual. All crew members shall comply with general duties and responsibilities as outlined in the following subsection. Refer to: [OM-A 1.5 DUTIES AND RESPONSIBILITIES OF THE CREW MEMBERS OTHER THAN THE COMMANDER](#)

The DFO nominates all Fly2Sky commanders upon successfully completing the Operator Conversion Course or Command Training line check.

Crew Planning Officer throughout rostering system Leon and Flight Dispatchers using the

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relevant flight documents indicate the Commander for each flight. He/she is the person to organize and lead the work of the whole crew in co-operation with all other involved service and handling personnel to ensure the conduct of the flight in accordance with the operations manual of Fly2Sky, all applicable requirements and declared operational priorities.

1.4.2 AUTHORITIES OF THE COMMANDER**APPLICABLE TO: ALL**

REFER TO: (CAT.GEN.MPA.100)

The Commander has the following authorities:

- Coordinate, direct and supervise the activity of flight crew staff on duty;
- Order from ground handling De- and Anti-icing of the aircraft if he deems necessary in order to meet clean aircraft concept;
- Give all commands he deems necessary for the purpose of securing the safety of the aircraft and of the persons and/or the property carried therein, and all persons carried in the aircraft shall obey such commands;
- Disembark or have disembarked any person, or any part of the cargo, which in his opinion, may represent a potential hazard to the safety of the aircraft or its occupants;
- Not allow a person to be carried in the aircraft who appears to be under the influence of alcohol or drugs to the extent that the safety of the aircraft or its occupants is likely to be endangered;
- Refuse transportation of inadmissible passengers, deportees or persons in custody if their carriage could possibly pose any risk to the safety of the aircraft or its occupants;
- Decide whether or not to accept an aircraft with un-serviceability allowed by the CDL or MEL;
- Apply greater safety margins, including aerodrome-operating minima and fuelling, if he deems such action necessary;
- Relieve any member of the crew of his duty in case he reports on duty unclean, neglected or not in a standard uniform.
- Report about aircraft handling matters at ground stations;
- Declare emergency if he deems necessary;
- Prevent passengers who endanger flight safety or the safety of other passengers from continuing their action;
- Apply provisions pertaining to criminal investigation authorities when a crime is committed on board the aircraft while abroad;
- Require an adequate level of services in close cooperation with cabin attendants and ground staff;
- Revise or alter initiatives or decisions of Flight Operations Department if:

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- There is not sufficient time for coordination; or
- The initiative is clearly incorrect or based on incomplete information; or
- Flight safety, legal aspects or limitations require doing so.
- To ensure that a flight is not commenced unless the usable fuel required in accordance with the OM-A. Refer to: OM-A 8.1.7 DETERMINATION OF THE QUANTITIES OF FUEL AND OIL CARRIED is on board the aircraft and is sufficient to complete the planned flight safely.
- To ensure that if fuel is consumed during a flight for purposes other than originally intended during pre-flight planning, such flight is not continued without a re-analysis and, if applicable, adjustment of the planned operation to ensure sufficient fuel remains to complete the flight safely.

1.4.3 DUTIES AND RESPONSIBILITIES OF THE COMMANDER**APPLICABLE TO: ALL**

REFER TO: (CAT.GEN.MPA.105), (GM1 CAT.GEN.MPA.105(A)(10)), [IOSA FLT 3.2.1], [IOSA FLT 3.5.1], [IOSA FLT 3.8.1], [IOSA FLT 3.8.6A], [IOSA FLT 3.11. 46], [IOSA FLT 3.15.3], [IOSA FLT 3.15.4]

The Commander is responsible for the safety of all crew members, passengers and cargo on board, as soon as the commander arrives on board the aircraft until the commander leaves the aircraft at the end of the flight. From the moment the airplane is first ready to move for the purpose of taxiing prior to take-off, until the moment it finally comes to rest at the end of the flight and the engines used as primary propulsion units are shut down, he/she is responsible for the operation and safety of the aircraft. Furthermore, he/she is responsible for the following:

- Determining the airworthiness status of the aircraft and his acceptability considering unserviceability in accordance with the Configuration Deviation List (CDL) or the Minimum Equipment List (MEL);
- The Aircraft Technical Log (ATL);
- The OFP;
- Record and sign the journey log after verifying the data contained in it or its electronic version (aircraft registration, date, flight number, crew names and duty assignment, departure and arrival aerodromes, ATD, ATA, flight time, etc.);
- Ensuring, for each flight, a description of known or suspected defects that affect the operation of the aircraft is recorded in the TFLB;
- Precluding a flight from departing until any defect affecting airworthiness is processed in accordance with the MEL/CDL;
- Ensure that the aircraft is operated in accordance with any applicable MEL/CDL Operational Procedure;
- Ensure that prior to each flight, the flight is carried out and signed according to the OFP or its electronic equivalent;
- Ensure that prior to each flight, the weather information to include en route and departure, destination and alternate airports is reviewed;
- Ensure that prior to each flight, the NOTAMS applicable to the en route phase of

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flight and to departure, destination and alternate airports are reviewed and considered;

- Ensure that prior to each flight, the aircraft performance calculations are completed;
- Ensure that prior to each flight, the Aircraft weight/mass and balance documentation is reviewed and correct;
- Ensure that the pre-flight inspection has been carried out;
- Ensure that every flight is operated in accordance with the prescribed procedures, regulations and requirements, except in emergency situations where he may deviate from these practices in the interest of safety;
- The safety of all crew members, passengers and/or cargo on board, as soon as the commander arrives on board the aircraft until the commander leaves the aircraft at the end of the flight;
- The operation and safety of the aircraft from the moment the aircraft is ready to move for the purpose of taking off until the moment it finally comes to rest at the end of the flight, and the engine(s) are shut down;
- Ensure that relevant emergency equipment remains easily accessible for immediate use
- Ensure that all passengers are briefed on the location of emergency exits and the location and use of relevant safety and emergency equipment;
- Ensure that all limitations, operational procedures and checklists are complied with in accordance with the operations manual;
- Not permit any crew member to perform any activity during critical phases of flight, except duties required for the safe operation of the aircraft;
- Ensure that flight recorders are not disabled or switched off during flight;
- Ensure that in the event of an occurrence other than an accident or a serious incident that shall be reported according to *OM-A 11 HANDLING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES*, flight recorders' recordings are not intentionally erased; and
- In the event of an accident or a serious incident, or if preservation of recordings of flight recorders is directed by the investigating authority:
 - Flight recorders' recordings are not intentionally erased;
 - Flight recorders are deactivated immediately after the flight is completed; and
 - Precautionary measures to preserve the recordings of flight recorders are taken before leaving the flight crew compartment.
- Notifying the nearest authority, by the quickest available means, of any accident or serious incident resulting in injury, death, or substantial aircraft damage;
- Notifying the appropriate local authority without delay in the event of any emergency situation that necessitated action in violation of local regulations and/or procedures;
- Submitting, if required by the state of occurrence, a report to the appropriate local

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authority and also to the Authority of the State of the Operator;

- In an emergency situation that requires immediate decision and action, to take any action necessary in the interest of safety. In such cases, he/she may deviate from rules,
- operational procedures and methods in the interest of safety; the local authority shall be notified, and report submitted if requested;
- Comply with the safety reporting scheme described in the OM-A. *Refer to: OM-A 11 HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES, AND USING THE CVR RECORDING;*
- Notify without delay the competent safety investigation authority of the state of occurrence if has knowledge of the occurrence of an accident or serious incident;
- Maintain familiarity with such provisions of the Fly2Sky Operations Manual as are necessary to fulfil his function;
- Make the best effort to ensure the safety, comfort and well-being of passengers;
- Keep the passengers fully briefed in case of delays and to make arrangements for their comfort if so required;
- Act as a senior representative of the company and assume such responsibility as might reasonably be expected of such an executive;
- Verify all relevant documentation is completed correctly and accurately;
- Inform the Operations Control Center in case of delays or other unforeseen occurrences that may influence the operations and may require rescheduling or other remedial action;
- Advise the Operations Control Center about specific ideas he may have to minimise the effects of delays, rescheduling or other unforeseen occurrences;
- Assist other aircraft or ships in an emergency without endangering his passengers and crew.
- Ensuring checklists are complied with.

1.5 DUTIES AND RESPONSIBILITIES OF THE CREW MEMBERS OTHER THAN THE COMMANDER**1.5.1 GENERAL****APPLICABLE TO: ALL**

REFER TO: (CAT.GEN.MPA.100), (AMC1 CAT.GEN.MPA.100(b)), (AMC1 CAT.GEN.MPA.100), (GM1 CAT.GEN.MPA.100(c)(2))

This subsection describes the duties and responsibilities of crew members other than the commander. Crew Members other than the Commander means all personnel directly involved in the conduct of the flight. Furthermore, they are divided into Flight Crew and Cabin Crew.

All crew members are responsible for the proper execution of their duties and that:

- They are related to the safety of the aeroplane and its occupants; and

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- They are specified in the instructions and procedures laid down in the Operations Manual.

1.5.1.1 GENERAL DUTIES AND RESPONSIBILITIES OF THE CREW MEMBERS

The crew member shall:

- Report to the commander any fault, failure, malfunction or defect, which the crew member believes may affect the airworthiness or safe operation of the aircraft, including emergency systems, if not already reported by another crew member;
- Report to the commander any incident that endangered, or could have endangered, the safety of the operation, if not already reported by another crew member;
- Make use of the occurrence reporting schemes described in the OM-A. *Refer to: OM-A 11 HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES, AND USING THE CVR RECORDING.* A copy of the report(s) shall be communicated to the Commander concerned in all such cases.
- Comply with all flight and duty time limitations (FTL) and rest requirements applicable to their activities;
- When undertaking duties for more than one operator:
- Maintain his/her individual records regarding flight and duty times and rest periods as referred to in applicable FTL requirements; and
- Provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.

The crew member shall not perform duties on an aircraft:

- When under the influence of psychoactive substances or alcohol or when unfit due to injury, fatigue, medication, sickness or other similar causes, for more information *Refer to: OM-A 6 CREW HEALTH PRECAUTIONS;*
- Until a reasonable time period has elapsed after deep water diving or following blood donation. Fly2Sky considers that 24 hours is a suitable minimum length of time to allow after normal blood donation or normal recreational (sport) diving before returning to flying duties;
- If applicable medical requirements are not fulfilled;
- If he/she is in any doubt of being able to accomplish his/her assigned duties; or
- If he/she knows or suspects that he/she is suffering from fatigue or feels otherwise unfit, to the extent that the flight may be endangered.

1.5.1.2 CREW MEMBERS ON FLIGHT DUTY

When on flight duty, from time of check-in at the departure station before assigned flight duty, until such duty is terminated, the crew members report according to the following:

- Commander to the Base Captain (if applicable) to the Director Flight Operations;
- All other crew members to the Commander.

THE CHAIN OF COMMAND

1. ORGANIZATION AND RESPONSIBILITIES

Whenever a Crew Member performs normal or abnormal duties, the chain of command shall remain the same, except when a Crewmember becomes incapacitated.

Commander --- First Officer --- Flight Crew on Training --- Purser --- Cabin Attendant

When an additional crew member is assigned for the flight, the possible changes in the chain of command shall be clearly defined by Commander during pre-flight crew briefing.

1.5.1.3 CREW MEMBERS OFF FLIGHT DUTY

When not on flight duty, the Flight Crew Members report to the Director Flight Operations, and Cabin Crew Members report to the Cabin Crew Manager.

1.5.2 FIRST OFFICER

APPLICABLE TO: ALL

1.5.2.1 GENERAL

The First Officer is assisting the Commander in order to conduct a safe flight in adherence to applicable regulations and Fly2Sky procedures. Therefore, he/she shall be properly trained and capable of taking full authority to complete the flight safely.

1.5.2.2 AUTHORITIES OF THE FIRST OFFICER

In case of the Commander incapacitation, in his absence and/or when delegated by him, the First Officer assumes the authorities of the commander for the flight. *Refer to: [OM-A 1.4 AUTHORITIES, DUTIES AND RESPONSIBILITIES OF THE COMMANDER](#).*

1.5.2.3 DUTIES AND RESPONSIBILITIES OF THE FIRST OFFICER

The First Officer is responsible for acting in strict adherence to company regulations and issued clearances. First Officer duties include but are not limited to the following:

- Maintain familiarity with such provisions of the company's Operations Manual as are necessary to fulfil his function;
- Assist the Commander in all phases of the preparation for the flight;
- Maintain a high standard of discipline, conduct and appearance;
- Act as company representative maturely and correctly at all times;
- Orderly perform all tasks and duties assigned to him by Fly2Sky procedures, regulations and such delegated to him by the Commander;
- Monitor flight progress, airspace, airplane systems, work of other crew members;
- Report immediately to Commander any observed abnormalities, deviations from standard operating procedures or clearances;
- Give clear and concise information, references and recommendations in case of abnormalities that require corrective actions or revision of decisions already made;
- Confirm the safe navigation of the aircraft, maintaining a continuous and independent check upon both the geographical position of the aircraft and its safe terrain clearance;

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- Seek and receive such information and/or explanation from the Commander, as may be necessary to enable the First Officer to fulfil his function;
- Maintain a high personal standard of discipline, conduct and appearance as a representative of Fly2Sky and thereby support the Commander, by active example, in the development and maintenance of a high standard of professional expertise and morale amongst the crew;
- Take over the controls in case of Commander's incapacitation or upon his order;
- Stay on the flight deck as a backup pilot and monitor the activity of the trainee pilot during flights when assigned as a Safety Pilot;
- Complete all flight documentation and deliver it to the designated location.

1.5.3 CABIN CREW MEMBER**APPLICABLE TO: ALL****1.5.3.1 GENERAL**

Cabin Crew Member means any crew member, other than a flight crew member, who performs, in the interests of the safety of passengers, duties assigned to him/her by the operator or the commander in the cabin of an airplane. Cabin Crew member specific duties are divided into Purser and Cabin Attendants.

1.5.3.2 AUTHORITIES OF THE CABIN CREW MEMBER

When not on flight duty, the Cabin Crew Member reports to Cabin Operations Manager. When on flight duty (from check-in until check-out), the Cabin Attendants report to Purser that in turn reports to Commander (see the Chain of Command above).

Fly2Sky assigns the Purser for the flight to lead and organise the cabin crew's work within the passenger cabin in accordance with the company's safety, punctuality, service priorities, and security procedures based on written procedures, instructions, and checklists.

During each pre-flight briefing, the assigned Purser shall nominate one cabin crew member who would replace him/her in case of incapacitation in flight. The commander shall be informed about this nomination during the pre-flight briefing.

1.5.3.3 DUTIES AND RESPONSIBILITIES OF THE CABIN CREW MEMBER

The Cabin Crew members are responsible for acting in strict adherence to company regulations and written procedures in his/her designated area. In general, Cabin Crew duties include but are not limited to the following:

- Maintain familiarity with such provisions of the company's Operations Manual as are necessary to fulfil his function;
- Duties, responsibilities and procedures documented in the company's Operations Manual, Cabin Crew Operations Manual and other relevant operational documents;
- Participate in the pre-flight and post-flight briefings to be familiar with all the required documents and all other information pertinent to the conduct of the intended flight;

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- Complete the passenger cabin check of cabin emergency/service equipment and security checks to the full extent and report in Chain of Command any irregularity observed;
- Take all necessary safety/security precautions during passenger embarkation/disembarkation and report any irregularity observed in the Chain of Command. During the flight, react to any irregular, emergency or medical situation in accordance with procedures and training given;
- Deliver to passengers the in-flight service using company standards and highest standards of customer service and professionalism.

1.5.4 ADDITIONAL FLIGHT CREW MEMBER**APPLICABLE TO: ALL****1.5.4.1 GENERAL**

The Additional Flight Crew member is a Pilot (Line Captain, Test Pilot, Safety Pilot, etc.) assigned by Fly2Sky in accordance with appropriate procedures to conduct regular or specific tasks on the Flight deck. The Additional Flight Crew member shall be properly trained and qualified for the assigned tasks and duties.

Note: Fly2sky does not use a relief pilot in its operations.

1.5.4.2 AUTHORITIES OF THE ADDITIONAL FLIGHT CREW MEMBER

The Additional Flight Crew Member assumes the duties of Commander or First Officer from either Left or Right pilot's seat in accordance with his/her qualification as directed by Commander or as prescribed in the Chain of Command chapter above in case of Commander's incapacitation.

1.5.4.3 DUTIES AND RESPONSIBILITIES OF THE ADDITIONAL FLIGHT CREW MEMBER

The Additional Flight Crew Member has to:

- Maintain familiarity with such provisions of the company's Operations Manual as are necessary to fulfil his function;
- Be familiar with the responsibilities and able to exercise the duties and authority of the crew member who he is assigned or could be requested to substitute during the flight;
- Participate in the flight crew briefing, examine the meteorological reports and forecasts, and interpret the meteorological situation. In addition, it is his duty to familiarize himself with all the required documents, the latest available NOTAMs and all other information pertinent to the conduct of the intended flight.
- Familiarize himself with the technical status of the airplane.

1.5.5 ADDITIONAL CABIN CREW MEMBER**APPLICABLE TO: ALL**

1.5.5.1 GENERAL

The Additional Cabin Crew Member is a Cabin crew member assigned by Fly2Sky to conduct regular or specific tasks in the passenger cabin (Instructor, Trainee, Relief Cabin Crew, etc.). The additional Cabin Crew Member shall be properly qualified for the assigned tasks and duties.

1.5.5.2 AUTHORITIES OF THE ADDITIONAL CABIN CREW MEMBER

The Additional Cabin Crew Member assumes the duties of other Cabin Crew members in accordance with his/her qualification as directed by Purser.

1.5.5.3 DUTIES AND RESPONSIBILITIES OF THE ADDITIONAL CABIN CREW MEMBER

The Additional Cabin crewmember has to fulfil the following:

- Maintain familiarity with such provisions of the company's Operations Manual as are necessary to fulfil his function;
- Be familiar with the responsibilities and able to exercise the duties and authority of the crew member whom he/she is assigned or could be requested to substitute during the flight;
- Conduct the duties in accordance with the position assignments During the flight;
- Not interfere with the work of minimum crew performing their safety and service regular duties being on rest or having observer or monitoring function.

1.5.6 ADDITIONAL/SUPERNUMERARY CREW MEMBERS**APPLICABLE TO: ALL**

REFER TO: [IOSA FLT 1.3.10], [IOSA FLT 3.8.10], [IOSA FLT 3.13.6], [IOSA FLT 3.13.8], [IOSA FLT 3.13.13]

For special reasons, other crewmembers than cabin-and flight crewmembers may be required to perform special duties on board. Additional crewmembers report to the Commander. Only Company employees having successfully passed the emergency training on the relevant type of aircraft can act as additional crew. They shall also have been trained in and be proficient to perform their assigned duties. If full set of Cabin Crew is available on board, the Cabin Crew shall perform their duties as active Cabin Crew.

When Company transports non-revenue passengers and/or supernumeraries and a full set of cabin crew is not available on the flight, prior to departure the Commander shall brief and make them familiar with the safety equipment:

- Seat belts;
- Emergency exits;
- Life jackets (individual floating devices), if required;
- Lifesaving rafts (if required and available on the type);
- Oxygen masks;
- Emergency equipment for collective use.
- The passengers and/or supernumeraries have to have ready access to emergency

oxygen.

The Commander shall brief and ensure that all passengers and/or supernumeraries are seated with their seat belts fastened during:

- Taxi;
- Take-off and landing;
- Prior to and/or during turbulence;
- During an emergency situation;
- emergency procedures;
- location and operation of emergency exits;
- Assigned seating restrictions (e.g., no one seated in flight crew rest or cockpit unless trained);
- Must comply with crew safety instructions.

The Commander is giving commands to supernumeraries by switching the SEAT BELTS sign on and if necessary, by oral commands via PA.

Before each flight with passengers and/or supernumeraries in the passenger cabin or supernumeraries' compartment with or without cabin crew on board the Commander is responsible for:

- The dissemination of passenger/supernumerary safety information;
- Restrictions pertaining to onboard smoking;
- Compliance with the Fasten Seat Belt sign and, if applicable, the No Smoking sign;
- Cabin or supernumerary compartment readiness prior to first aircraft movement, takeoff and landing;
- If applicable, the arming or disarming of door slides;
- Preparation for and an encounter with turbulence;
- Medical situations;
- Emergency evacuation;
- Abnormal situations;
- Verification that baggage is stowed;
- Use of electronic devices;
- Cabin readiness prior to first movement of the aircraft, take-off and landing.

1.5.6.1 FLIGHT CREW FUNCTIONS IN EVACUATION

- The flight crew takes over cabin safety duties;
- When no cabin crew are on board, the flight crew take on additional responsibilities, such as:
 - Briefs passengers before takeoff/landing (safety demonstration, seat belts,

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exits, emergency equipment);

- Operates exits/slides (as assigned per type-specific evacuation plan);
- Directs passengers during evacuation and address, as applicable, passengers and/or supernumeraries (using PA or direct voice commands);
- Ensures cockpit-to-cabin coordination (e.g., when to initiate evacuation).

1.5.6.2 PROCEDURES

- Pre-flight safety briefing (verbal or demo card);
- Evacuation checklist: defines which pilot does what (e.g., PIC initiates, FO opens designated exits);
- Passenger control: pilot(s) direct passengers to the nearest usable exit;
- Equipment use: fire extinguisher, portable oxygen, first aid kits accessible to flight crew etc;
- Limitations: number of passengers carried without cabin crew may be restricted by regulation.

When a full set of cabin crew is not assigned on the flight the Commander nominates the most experienced supernumerary to arm or disarm the door slides, brief him/her about actions and preparation for sudden turbulence, medical situations, emergency and abnormal situations. In case of emergency the actions of the most experienced supernumerary are as per CCOM.

The Commander shall secure and ensure that all baggage is stowed and does not block or obstruct the emergency exits before first movement of the aircraft. The Commander may refuse transportation of supernumeraries if their presence may lead to any kind of safety. Supernumerary crewmembers report to the Commander. They must be familiar with evacuation procedures and the opening of doors and exits.

As a general rule, only Crew Members, Flight Mechanics or security officers on training/traveling to or from work or supervisory personnel on duty shall travel as supernumerary with the exception of the rules stated in Section 8-7 of the OM-A.

Crew members acting as additional or supernumerary crew, shall preferably wear uniforms. If this is not possible, they shall wear their ID badges clearly visible to other passengers, if performing duties or occupying jump seats.

Crewmembers traveling as passengers or as supernumerary crew occupying seats in the cabin, shall as a general rule be seated nearest to one of the emergency exits. Crew Members traveling as passengers on any of the Company flights, shall either board the aircraft well ahead of the ordinary boarding provided they are in uniform, or board the normal way, keeping their position in the passenger line.

The Company ensures that the personnel or crew members, other than operating cabin crew members, carrying out their duties in the passenger compartment of the aircraft are not confused by the passengers with operating cabin crew members. They shall not occupy required cabin crew assigned stations and shall not impede operating cabin crew members in their duties. If personnel or crew members other than operating cabin crew members carry out duties in a passenger compartment, the operator shall ensure that they do not perform tasks or wear a uniform in such a way that might identify them as members

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of the operating cabin crew related issues before the flight. Only Company employee can travel as supernumerary crew.

CHAPTER 2

OPERATIONAL CONTROL AND SUPERVISION

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2 OPERATIONAL CONTROL AND SUPERVISION

2.1 SUPERVISION OF THE OPERATION BY THE OPERATOR

2.1.1 SUPERVISION OF THE OPERATION - GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.MLR 110)

The Director Flight Operations has the responsibility for ensuring that operations personnel are competent, proficient and qualified in order to exercise operational control and supervision of all flights. This supervision also includes management of flight safety within the context of operations control. The Operations Control Centre (OCC) has control over all flights from planning, departure, until completion, and for the coordination between parties involved in the safe and economical execution of those flights. The OCC also disseminates information about decisions taken in the case of a flight irregularity.

Fly2Sky has a non-shared system of operational control, wherein the Commander is solely responsible and accountable for all decisions, functions, duties or tasks regarding operational control of each flight. Only the Commander has the authority to initiate the flight and terminate, delay, or divert a flight if, in the judgment of the Commander, the flight cannot operate or continue to operate safely as planned.

The Operations Control Centre (OCC) throughout Flight Operator Officers (FOO) assists Commander in exercising operational control by:

- Ensuring for a planned flight, that a Commander has been designated, that a complete crew has been scheduled, and that they meet all relevant competency and recency requirements;
- Ensuring that for each crew member of the planned flight, the requirements concerning flight duty time limitations and rest requirements in accordance with the OM-A. *Refer to: OM-A 7 FLIGHT TIME LIMITATIONS*;
- Ensuring the proper monitoring of the progress of each flight from its point of origin to its final destination, including intermediate stops and diversions;
- Conveying to the Commander any information necessary for the safe conduct of the flight.

The Commander shall notify the OCC of significant deviation from the operational flight plan by any available means.

2.1.1.1 RESPONSIBILITIES

Fly2Sky is responsible for the operation of the aircraft in accordance with Annex IV to Basic Regulation (EU) 2018/1139, the relevant requirements of Part-ORO and its AOC. The Company shall conduct every flight in accordance with the provisions of the operations manual. Fly2Sky shall establish and maintain a system for exercising operational control over any flight operated under the terms of AOC. The company shall ensure that all its aircraft are equipped, and its crews are qualified as required for the area and type of operation and that all Fly2Sky personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular

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duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole.

Fly2Sky shall establish procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities for all types of operation on the ground and in flight. These procedures and instructions do not require crew members to perform any activities during critical phases of flight other than those required for the safe operation of the aircraft. Procedures and instructions for a sterile flight crew compartment are also included.

The company shall ensure that all Fly2Sky personnel are made aware that they must comply with the laws, regulations and procedures of those States in which operations are conducted and that are pertinent to the performance of their duties. The company shall also establish a checklist system for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions to ensure that the operating procedures in the operations manual are followed. The design and utilization of checklists observe human factors principles and takes into account the latest relevant documentation from the aircraft manufacturer.

Fly2Sky shall specify company flight planning procedures to provide for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes concerned. These procedures are included in the operations manual. Additionally, the company shall establish and maintain Fly2Sky Dangerous Goods training programmes for personnel as required by the Technical Instructions. Training programmes are commensurate with the responsibilities of personnel. Training programs are reviewed and approved by the competent authority.

2.1.1.2 SUPERVISION

The operational supervision of the whole operation is guaranteed by:

- The Accountable manager;
- The Director Flight Operations;
- The Training Manager;
- The Ground Operations Manager; and
- The CAMO Manager.

Specifying the organization, the policies, procedures and instructions.

2.1.1.3 OPERATIONAL MANAGEMENT DUTIES

The Operational Management shall:

- Define organization, duties, responsibilities and procedures in the Operations Manual or the associated manuals;
- Put a communication system in place for promulgation of additional operational instructions and information.

2.1.1.4 MAINTAINING THE COMPETENCY OF THE PERSONNEL

The operational management shall:

- Ensure that the operational personnel are competent to perform their duties;
- Ensure that the operational personnel are trained to perform their duties;
- Ensure that licenses/qualifications of crew members, and when applicable of the other operational personnel, are valid.

2.1.1.5 PERFORMING THE OPERATIONS WITHIN THE AUTHORISED LIMITS

The operational management shall:

- Ensure that aircraft are airworthy; and
- Ensure that airports and routes are operated according to and within the limitations of:
 - AOC and the Operations Manual;
 - Aircraft Flight Manual;
 - MEL and the CDL;
 - Licenses/Qualifications of the crews;
 - Flight Duty Time Limitations and the Minimum Rest requirements of the crewmembers.

2.1.2 LICENCE, COMPETENCE AND QUALIFICATION VALIDITY**APPLICABLE TO: ALL**

Each license entitles the holder to exercise its privilege as long as it remains valid. Therefore, it is the holder's responsibility to not perform flight or ground duties without having the valid licenses and qualifications required.

2.1.2.1 LICENCE AND QUALIFICATION VALIDITY

The supervision of Crew Member license and qualification validity is performed by the Training Department using the Leon System for follow up of expiry dates. In addition, the Leon informs in real-time about the status of each crew member alerting the Crew Planning and the OCC if a crew member does not have the required license and qualification for the flight.

As an additional control measure, the Crew Planning system is tuned not to allow to roster a crew member for duty if any of the licenses or qualifications are expired. The System can produce Crew Expiries Status reports highlighting the expiry dates.

The computer system is updated based on received documents, proving the qualification status (training certificates, checks forms, etc.). Received documents are subject to incoming control for proper filling.

2.1.2.2 COMPETENCE OF OPERATIONS PERSONNEL

The Fly2Sky operation control system works as a non-shared responsibility model, where the Commander has the sole authority over all decisions regarding the safe conduct of a given flight, with the assistance and support of the Flight Operations Officer (FOO).

The Flight Operations Officers (FOO) and Flight Operations Assistants (FOA) are not

required to hold a license for a flight dispatcher. Nevertheless, before being assigned to unsupervised duties, they shall undergo a qualification program based on relevant parts of ICAO Doc 10106. This training is described in the Operations Manual Part D.

2.1.3 CONTROL, ANALYSIS AND STORAGE OF THE REQUIRED RECORDS

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.245), [IOSA FLT 1.8.1]

Fly2Sky will ensure that the following information/documentation is stored in an acceptable form, accessible to the Bulgarian CAA for the periods shown in Tables 1-6 below. Furthermore, the Fly2Sky Continuing Airworthiness Management Exposition (CAME) prescribes additional information relating to maintenance records.

Information used for the preparation and execution of the flight (Table 1)	
Operational Flight Plan (OFP)	3 months
Aircraft Technical Log	36 months after the date of last entry
Mass and Balance documentation	3 months
Route specific NOTAMs/AIS briefing documentation	3 months
The journey log, or equivalent	3 months
Flight report(s) for recording details of any occurrence or any event that the commander/pilot-in-command deems necessary to report or record	3 months

Records of home base, flight times, duty and rest Periods (Table 2)	
Flight times	24 months
Start, duration and end of each duty period and FDP	24 months
Rest periods and days free of all duties	24 months
Assigned home base	24 months
Reports on extended flight duty periods and reduced rest periods	24 months

Personal Records – Flight Crew (Table 3)	
Flight crew license	As long as the crew member is exercising the privileges of the license at Fly2Sky
Crew member training, checking, and	3 years

qualifications, including detailed examination records	
Command course (including checking)	3 years
Recurrent training and checking	3 years
Training and checking to operate in either Pilots' seat	3 years
Recent experience	3 years
Route and aerodrome/task and area competence	3 years
Training and qualification for specific operations	3 years
Dangerous Goods training	3 years

Personal Records – Cabin Crew (Table 4)	
Cabin crew attestation	As long as the crew member is exercising the privileges of attestation at Fly2Sky
Crew member training, checking, and qualifications, including detailed examination records	3 years
Records on crew member recent experience	3 years
Dangerous Goods training	3 years

Records for Other Operations Personnel (Table 5)	
Training/qualification records of other personnel for whom an approved training program is required	Last two training records

Other Records (Table 6)	
Record on cosmic and solar radiation dosage	2 years Records for individuals exposed to more than 6 mSv per annum must be kept for a minimum of 30 years from the last annual exposure of more than 6 mSv (even if the individual concerned is

	deceased), or until the individual is 75 years of age, whichever is the longer period of time.
Management system records, records of the activities referred to in ORO.GEN.200, including compliance audit, safety risk management, safety action group meetings, safety council meetings and appropriate personal training, etc.	5 years
Dangerous Goods Transport Document	3 months
Dangerous Goods Acceptance Checklist	3 months

Fly2Sky maintains records of all training, checking and qualifications, and successful and unsuccessful flight crew evaluations of each crew member and makes such records available, on request, to the crew member concerned. Furthermore, the company preserves the information used for the preparation and execution of a flight and personnel training records, even if the operator ceases to be the operator of that aircraft or the employer of that crew member, provided this is within the timescales prescribed in the tables above.

In addition, Fly2Sky makes the crew member's records available to the new operator, provided this is within the timescales specified in the above tables if a crew member becomes a crew member for another operator.

The management and control system for the retention of records that document the fulfillment of flight operations requirements, including the training and qualification requirements for flight crew members, ensures easy reference and accessibility, identification, legibility, maintenance, retention and retrieval, protection and security and disposal of all above mentioned records in accordance with applicable Regulatory Requirements.

Upon request, Fly2Sky provides copies of individual records of flight times, duty periods and rest periods to:

- The crew member concerned; and
- To another operator, in relation to a crew member who is or becomes a crew member of the operator concerned.

Records referred below in relation to crew members who undertake duties for more than one operator shall be kept for a period of 24 months, therefore crew member when undertaking duties for more than one operator:

- Maintain his/her individual records regarding flight and duty times and rest periods as referred to in applicable FTL requirements; and
- Provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.

2.1.4 RETENTION OF FLIGHT ENVELOPES

APPLICABLE TO: ALL

The delivery of the flight envelope to the airline at the end of a flight duty is the responsibility of the Commander but can be delegated to the First Officer. The flight envelope will be stored in Sofia unless he/she is operating away from Sofia. In this case, the envelope will be stored at the base at which the series of flights terminate if it has a crew room.

A minimum of 5 flight envelopes/briefing packs a month at each base are randomly selected and checked by the Director Flight Operations. This might be delegated to the OCC Manager and the Base Captain (if applicable). Any errors are debriefed to the crew concerned. The flight envelope check is part of the compliance monitoring system. The flight envelopes are stored in the crew briefing offices and are destroyed after 3 months of the validity of the flight envelope by contracted companies. The Director Flight Operations is responsible for coordinating this process.

2.1.4.1 INFORMATION TO BE RETAINED ON THE GROUND

REFER TO: (CAT.GEN.MPA.185)

Fly2Sky ensures that at least for the duration of each flight or series of flights:

- Information relevant to the flight and appropriate for the type of operation is preserved on the ground;
- The information is retained until it has been duplicated at the place at which it will be stored; or (if this is impracticable)
- The same information is carried in a fireproof container in the aircraft. The information referred above includes:
 - A copy of the operational flight plan, (in paper or an electronic copy);
 - Copies of the relevant part(s) of the Technical/Flight Logbook;
 - Route-specific NOTAM documentation if specifically edited by the operator;
 - Mass and balance documentation if required; and
 - Special loads notification.

2.1.5 AIRCRAFT TRACKING SYSTEM

APPLICABLE TO: ALL

REFER TO: (CAT.GEN.MPA.185)

Fly2Sky has established and is maintaining, as part of the system for exercising operational control over the flights, an aircraft tracking system, which includes the flights performed by the company. All Fly2Sky under ADS-B coverage are tracked from take-off to landing. Where flight is operated outside of the ADS-B coverage, the company makes sure that the planned route and the planned diversion routes are fully included in airspace blocks where:

- ATS surveillance service is normally provided which is supported by ATC surveillance systems locating the aircraft at time intervals with adequate duration; and

- The Company has provided to competent air navigation service providers necessary contact information.

The regulatory requirements are met by the Flight Watch function of the PPS Operational Control Service. Access to this service is granted to the OCC, AM, DFO and his/her deputies and is available 24/7. The tracking of an individual flight is providing a position report at time intervals which do not exceed 15 minutes.

2.1.5.1 TEMPORARY LACK OF AIRCRAFT TRACKING DATA

Aircraft tracking data may be incomplete due to a temporary or unexpected issue prior to or during the flight.

However, the OCC manager shall:

- Identify any loss of aircraft tracking data which is not due to a temporary issue, and
- Address any systematic lack of aircraft tracking data affecting a given airplane or a given route in a timely manner.

2.1.5.2 OPERATIONAL CONTROL OVER THE FLIGHT BY FLY2SKY OCC

When abnormal flight behavior is suspected, this shall be checked and acted upon without delay as described in Emergency Response Plan Manual. 'Abnormal flight behavior' means, in the context of an aircraft tracking system, an event affecting a flight:

- Which is outside of the parameters defined by the operator for normal operation, or which indicates an obvious deviation from normal operation; and
- For which the operator has determined that it poses a risk for the safe continuation of the flight or for third parties.

These parameters for Fly2Sky flights are – Extremely Low Altitude for phase of flight and/or Extremal Deviation from expected route as is filled in flight plan.

2.1.5.3 RECORDING OF AIRCRAFT TRACKING DATA DURING NORMAL OPERATION

When the tracking of a flight is required, all related aircraft tracking data shall be recorded on the ground, including position data from ATC surveillance systems when they are used. The aircraft tracking data of a given flight shall be retained until confirmation that the flight is completed, and no accident or serious incident occurred.

With the PPS Operational Control Service, the OCC can see detailed information for past flight numbers or aircraft registrations, including origin, destination, scheduled and actual departure and arrival times for the last 3 years.

2.1.5.4 PRESERVING TRACKING DATA AFTER AN ACCIDENT OR A SERIOUS INCIDENT

Following an accident or a serious incident, the operator shall retain the aircraft tracking data of the involved flight for at least 30 days. In addition, the operator shall be capable of providing a copy of this data without delay and in an electronic format that is human-readable using a common text file editor.

With the PPS Operational Control Service, the OCC can manually download the .csv and

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.kml files of past flights with flight data including position, speed and altitude. The number of downloads per day is 60 for flights of last 3 years.

2.1.5.5 PROCEDURES

Fly2Sky have established procedures describing its aircraft tracking system, including the identification of abnormal flight behaviour and the notification of the competent ATS unit (ATS unit responsible for providing the alerting service in the airspace where the aircraft is believed to be), when appropriate. These procedures are integrated with the emergency response plan of the operator.

2.2 SYSTEM AND RESPONSIBILITY FOR PROMULGATION OF ADDITIONAL INFORMATION

2.2.1 SUPERVISION OF THE OPERATION – GENERAL

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 1.4.1, [IOSA FLT 1.4.2]

The system of promulgation of operational instructions and information depends on its urgency and may be carried out via different channels. The communication system is designed to enable and ensure an effective and timely exchange of operational and safety and security relevant information throughout the operations management system and among operational personnel. The system ensures:

- Personnel maintain an awareness of the SMS;
- Safety-critical information is conveyed;
- If applicable, external service providers are provided with information relevant to operations conducted.

2.2.1.1 INTERNAL COMMUNICATION

The communication system includes top-level management, operational managers, flight crews, cabin crews and other relevant operational personnel. External organisations are included in the company's communication when and where operationally required. Normally such information shall be distributed to personnel via:

- Centrik;
- e-Mail to company mailbox;
- Text Message, including Viber and WhatsApp when available;
- Hardcopy to the Crew Room.

If at an outstation and the type and urgency of the information requires it:

- Facsimile;
- SITATEX;
- AFTN;
- Company NOTAM.

Due to its operational relevance, such information must contain:

- Date and time of issue;
- Period of applicability (dates and times) where appropriate, otherwise the statement "Valid until Withdrawn" shall be included;
- Originator;
- Addressee(s).

2.2.1.2 EXTERNAL COMMUNICATION

The communication system also includes external service providers that conduct outsourced operational functions. Communication with external entities is achieved through e-mails, telephone calls, intranet, text messaging and meetings.

2.2.1.3 APPLICABILITY

Safety-critical operational information, including Operations Engineering Bulletins, Airworthiness Directives, Manufacturer's bulletins, security alerts or bulletins, will be distributed in accordance with relevant distribution lists. The manual responsible person will incorporate changes into the relevant manual(s) during the next revision.

The Information is regularly exchanged amongst flight operations management through meetings. In addition, Flight Operations management meetings can be held in the form of a teleconference.

2.2.1.4 COORDINATION AND RESPONSIBILITY

Whenever a requirement exists for the revision of procedures, policies, rules, instructions or when safety, security and/or fleet configuration issues arise, the DFO will coordinate with the relevant departments. These departments may involve all company's departments and relevant external entities (Competent Authority, equipment or software manufacturer, service providers, etc.).

2.3 OPERATIONAL CONTROL

2.3.1 OPERATIONAL CONTROL WITH RESPECT OF GENERAL SAFETY

APPLICABLE TO: ALL

The Operation Control Centre (OCC) shall recognise that operational responsibility rests with the Director Flight Operations (DFO) and shall not hesitate to seek approval for any course of action not within normal operating standards.

The OCC shall continually monitor all flight operations and, where the safety of a flight is in doubt, take all possible steps to ensure the safety of crew and passengers and, if necessary, initiate alerting actions. Particular emphasis is placed on the need to guard against complacency during routine operations.

The safety management system aims to achieve, implement and maintain risk awareness in all flight operation areas. This risk awareness involves using all available safety tools to analyse data and recognise trends and potential hazards. This information will then be acted upon in order to prevent incidents.

Fly2Sky has established a Safety Management System (SMS) and an Emergency Response Plan (ERP) described in the following manuals:

- Safety Management Manual (SMM)
- Emergency Response Manual (ERM).

2.3.2 OPERATIONAL CONTROL WITH RESPECT TO FLIGHT SAFETY

APPLICABLE TO: ALL

Flight safety and accident prevention is not sole responsibility of only the flight crew. A flight safety program can only be effective if management, cabin crew, ground crew, engineers and operation personnel are all aware of their accountability in this direction. Safety culture is not only valid for flight crew and cabin crew but also for Operation control personnel.

The Control comprises a standard of comparison, ensuring that prescribed procedures are being followed. Operational control, therefore, is an important aspect of the Compliance Monitoring System.

All company personnel are responsible for exercising operational control to perform their applicable tasks and duties to the best of their knowledge and competence. The OCC Management of emergencies are detailed in the OCC Manual (OCCM).

2.3.3 REPORTING SYSTEM

APPLICABLE TO: ALL

Full details of the types of accidents, incidents and occurrences which are to be reported are contained in OM-A, *Refer to: OM-A 11 HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES, AND USING THE CVR RECORDING*. In addition, the Operation Control personnel has access to the company safety reporting system (Centrik). The safety reporting system is one important pillar for an efficient safety management system, and therefore reporting within OCC shall be encouraged. The competent authority in the country of registry is the Bulgarian CAA. In case of serious incidents and or accidents, the OCC shall ensure that relevant competent authorities are notified without delay. This means the location of the occurrence and the country of registry. The notification can be delegated to the Compliance Monitoring Manager or the Safety Manager.

The phone number of Bulgaria's Aircraft Accident Investigation Unit is: +359 88 9601266.

2.3.4 ENDANGERING SAFETY OF OPERATIONS

APPLICABLE TO: ALL

Fly2Sky shall take all reasonable measures to ensure that no person recklessly, intentionally or negligently acts or omits to act so as to endanger an aircraft or person therein or cause or permit an aircraft to endanger any person or property.

To fulfil the requirement above, Fly2Sky is continuously running the following programs:

- Psychoactive Substances testing;
- Psychological Assessment;
- Employee Support Program.

2.3.4.1 PSYCHOACTIVE SUBSTANCES

Fly2Sky shall take all reasonable measures to ensure that no person enters or is in an aircraft when under the influence of psychoactive substances to the extent that the safety of the aircraft or its occupants is likely to be endangered. These measures include:

- Fly2Sky ensures the right for the refusal of carriage of passengers. *Refer to: OM-A 1.4 AUTHORITIES, DUTIES AND RESPONSIBILITIES OF THE COMMANDER, Refer to: OM-A 8.2.3 PROCEDURES FOR THE REFUSAL OF EMBARKATION;*
- Fly2Sky has developed and implemented a policy on the prevention and detection of misuse of psychoactive substances by flight and cabin crew members and other safety-sensitive personnel under its direct control to ensure the safety of the aircraft or its occupants is not endangered. *Refer to: OM-A 6.1.2 ALCOHOL AND OTHER INTOXICATING LIQUOR, Refer to: OM-A 6.2 PSYCHOACTIVE SUBSTANCES TESTING.*

Note: “Personnel under the direct control of the operator” means personnel that is directly employed by Fly2Sky. This excludes personnel of contractors or subcontractors of Fly2Sky unless they act as flight or cabin crew.

- Fly2Sky may require the contracted service provider to carry out testing of personnel as part of the contract between Fly2Sky and the contracted service provider.

2.3.4.2 PSYCHOLOGICAL ASSESSMENT

As a measure to ensure the above, Fly2Sky has introduced a psychological assessment.

Refer to: OM-A 6.4 FLIGHT CREW PSYCHOLOGICAL ASSESSMENT

2.3.5 MEETINGS

APPLICABLE TO: ALL

Formal meetings described in the OM are held at frequent time intervals. Conclusions and decisions made shall be documented in a formal written resume from each meeting and maintained by the Flight Operations Department.

2.3.5.1 SEMIANNUAL COMMON MEETINGS

The Flight Operations Management organises common meetings with all flight crew members twice a year. The Director Flight Operations hold the meeting. These meetings allow discussing safety and operational issues including, but not limited to seasonal aircraft operation, scheduled and charter flight programs, safety occurrences, and incoming developments concerning the implementation of new procedures, documents, aircraft and equipment.

2.3.5.2 OPERATIVE MEETINGS

The Director Flight Operations will arrange operative meetings usually every second week to orient key personnel in the Flight Operations Department about general policy and decisions made at the management level and coordinate operation, etc. Such meetings shall also be arranged when organisational changes, significant policy or procedure changes are planned when deemed necessary.

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The following personnel shall be present at the operative meetings:

- Director Flight Operations;
- Compliance Monitoring Manager;
- Safety Manager;
- Director Ground Handling Operations;
- Chief Pilot Flight Standards and Documents;
- Chief Performance Pilot;
- Training Manager;
- Cabin Crew Manager.

Review of information from Occurrence Reports and Incidents shall be presented, and suggestions for improvements or changes in all areas may be presented. One person shall be appointed to make a written report from each meeting.

2.3.5.3 TECHNICAL AND OPERATIVE MEETINGS

In order to promote general understanding and cooperation between the operational and technical functions within the Company, a systematic contact – regular standard meetings shall be maintained between the Technical Department and Flight Operations Department. The Director of Flight Operations Department, The Chief Pilots, and Maintenance and Engineering shall be present at these meetings. In addition, a review of information from Manufacturers and the Bulgarian CAA shall be discussed, and suggestions for improvements or changes in all areas shall be presented. One person shall be appointed to make a written report from each meeting.

2.3.5.4 NOMINATED POSTHOLDERS / DIRECTOR MEETINGS

In order to coordinate the Company's activities, the Accountable Manager will arrange a meeting normally once a month for the Company's directors, including the Nominated Postholders and the Compliance Monitoring Manager. The Compliance Monitoring and Safety Managers will represent a Compliance Monitoring and Safety Report at each meeting, covering the last month's activities. The following personnel shall present at the meetings:

- Director Flight Operations;
- Safety Manager;
- Compliance Monitoring Manager;
- Director Ground Handling Operations;
- Director Maintenance and Engineering;
- Training Manager;
- Director of Administration and Human Resources;
- Director of Finance;
- Director for Marketing and Sales.

2.3.6 COORDINATION AND DECISION MAKING

APPLICABLE TO: ALL

2.3.6.1 PROCESS FOR COODINATION OF OPERATIONAL SAFETY AND SECURITY ISSUES

In the Company, there is a process that ensures, when it is necessary, coordination of issues affecting operational safety and security among personnel with experience and expertise in the appropriate areas within the flight operations and relevant areas outside of flight operations.

The process entitles the Director Flight Operations to decide when he/she will initiate a summit and what will be the issues affecting operational safety and security that have to be coordinated. In addition, he/she will decide whether an employee has enough experience and whether he/she is an expert in his/her area.

Depending on the discussed matter, the personnel with experience and expertise that will participate in the meeting are asked to attend by the Director Flight Operations.

2.3.6.2 MANAGING SYSTEM FOR PLANNING AND DECISION MAKING

The planning process is part of the budgetary process, which takes place at the end of the year for the following year. All the departmental managers take part in the planning process. The aim of the planning is to define the desired operational safety and security objectives, to address operational resource allocation requirements and to take into account requirements originating from applicable external sources, including regulatory authorities and original equipment manufacturers.

2.3.7 RESPONSIBILITIES FOR THE INITIATION, CONTINUATION AND TERMINATION OF FLIGHTS

APPLICABLE TO: ALL

The responsibilities for the initiation, continuation, diversion, and termination of flights are primarily assigned to the Pilot-in-Command (PIC), with supporting roles from air traffic control (ATC), airline dispatch, and operational control personnel (depending on the operator type). Below is a breakdown by phase:

2.3.7.1 INITIATION OF FLIGHT

Primary Responsibility: Pilot-in-Command (PIC):

Ensures flight is legal and safe to commence under applicable regulations (e.g., aircraft is airworthy, crew is qualified, and weather is within limits).

- Reviews and accepts the flight plan prepared by dispatch (in commercial operations).
- Ensures compliance with weight and balance, fuel requirements, and performance calculations.
- Conducts preflight inspection of the aircraft.

Airline Dispatch:

- Shares responsibility (jointly with PIC) for preflight planning and release of the flight.
- Provides weather, NOTAMs, alternate airports, and operational considerations.

2.3.7.2 CONTINUATION OF FLIGHT

Primary Responsibility: PIC:

- Maintains safe and legal operation throughout the flight.
- Monitors aircraft systems, fuel, weather, and airspace.
- Complies with ATC instructions, unless safety dictates otherwise.

Air Traffic Control (ATC):

- Provides separation, traffic advisories, and routing.
- Assists with weather deviations or emergencies.

Dispatch:

- Continues to monitor the flight.
- Communicates significant updates (weather, operational changes).

2.3.7.3 DIVERSION OF FLIGHT

Primary Responsibility: PIC:

- Makes final decision to divert when continued flight to destination becomes unsafe or impractical.
- Evaluates alternate airports based on weather, fuel, aircraft status, and passenger needs.
- Communicates decision to ATC and company operations/dispatch.

Dispatch:

- Provides support in identifying suitable alternates.
- Coordinates ground handling and passenger support at the diversion airport.

ATC:

- Facilitates routing to alternate.
- Provides updated weather, traffic, and approach information.

2.3.7.4 TERMINATION OF FLIGHT

Primary Responsibility: PIC:

- Ensures safe landing and shutdown of aircraft.
- Completes post-flight documentation, debriefing, and reporting of discrepancies or incidents.
- Coordinates with ground services.

Dispatch:

- Finalizes flight tracking and logs.
- Initiates recovery if flight was diverted.

Summary Table:

Phase	Primary Responsible Party	Supporting Roles
Initiation	Pilot-in-Command (PIC)	Dispatch, ATC, Maintenance
Continuation	PIC	Dispatch, ATC
Diversion	PIC	Dispatch, ATC
Termination	PIC	Dispatch, Ground Handling

2.3.8 RISK MANAGEMENT WHEN INTENDING TO OPERATE OVER OR NEAR CONFLICT ZONES AND OTHER EXTERNAL THREATS

APPLICABLE TO: ALL

Operating over or near conflict zones and areas with external threats (e.g., terrorism, civil unrest, military activity) presents significant risks to flight safety. Managing these risks involves proactive risk assessment, regulatory compliance, and operational decision-making across several organizational levels — including the operator, flight crew, dispatch, and regulatory authorities.

2.3.8.1 RISK MANAGEMENT WHEN OPERATING NEAR CONFLICT ZONES OR EXTERNAL THREATS

1. Risk Identification

Conflict zones: Areas with ongoing war, insurgencies, or active military operations.

External threats: May include terrorism, GPS jamming/spoofing, missile activity, cyberattacks on aviation infrastructure, or civil unrest affecting airports.

Sources of risk information:

- State-issued NOTAMs (Notice to Air Missions)
- ICAO Conflict Zone Information Repository (CZIR)
- Operator's security intelligence and risk briefings
- Government advisories (e.g., FAA, EASA, UK CAA, etc.)
- Third-party intelligence providers (e.g., Osprey, IATA Security Council)

2. Risk Assessment

- Operators must perform comprehensive risk assessments that consider:
- Airspace classification and control (e.g., whether ATC is functioning or reliable)
- Altitude restrictions (e.g., FL260 and below considered higher risk due to MANPADS)
- Military activity (e.g., missile strikes, GPS interference)

- Operational necessity (e.g., is overflight avoidable or essential?)
- Aircraft vulnerability and crew preparedness

Tools and frameworks: Many operators use Safety Management System (SMS) processes and threat-based models (e.g., Bowtie analysis, PAVE).

3. Mitigation Measures

If flight near or over conflict zones is deemed necessary, operators can mitigate risk by:

- Avoiding prohibited or advised-against FIRs (as per NOTAMs or regulatory bans)
- Flying above specified altitudes (e.g., >FL320) to reduce threat from ground-based weapons
- Rerouting to use safer airways or FIRs, even if longer
- Real-time monitoring of threat environment by dispatch or security operations
- Enhanced crew briefing and preparedness (e.g., awareness of route-specific threats)
- Use of encrypted/secure communications and GPS integrity monitoring
- Contingency planning, including escape routes or diversion airports

4. Regulatory Compliance

Operators must ensure:

- Compliance with state of registry regulations (e.g., FAA Special Notices, EASA Conflict Zone Information)
- Consideration of State of Operator, State of the Aircraft, and State of Overflight restrictions
- Documentation of risk assessments and decision-making processes

5. Decision-Making and Authority

- Final decision to operate lies with the Operator's management and the PIC, supported by dispatch and security advisors
- For commercial operations, the Operator shall issue operational guidance based on assessed risk and legal constraints
- PIC must retain the authority to reroute, divert, or abort flight if threat perception changes in-flight

6. Post-Flight Review

- Conduct debrief and risk review to update assessments
- Share intelligence gained with appropriate internal teams and external stakeholders (as necessary)

Summary Checklist for Conflict Zone Risk Management

Steps	Key Actions

Identify Risk	Use NOTAMs, government advisories, ICAO CZIR, intelligence providers
Assess Risk	Evaluate operational exposure, threats, and route necessity
Mitigate Risk	Reroute, fly higher, enhance monitoring, brief crew, develop contingencies
Comply with Rules	Follow state-imposed restrictions and internal policies
Decide	Management + PIC collaborate; PIC has final authority
Review and Update	Conduct post-op reviews and refine threat assessments

2.3.9 AIRCRAFT TRACKING AND LOCATION OF AN AIRPLANE IN DISTRESS, WHEN APPLICABLE

APPLICABLE TO: ALL

Aircraft tracking and the location of an airplane in distress are critical elements of aviation safety and are governed by international standards, especially those set by ICAO, as well as regional authorities like FAA, EASA, and others. The objective is to enhance situational awareness, reduce search and rescue (SAR) response time, and ensure timely identification and response to abnormal or distress situations.

2.3.9.1 KEY COMPONENTS OF AIRCRAFT TRACKING AND DISTRESS LOCATION:

1. Aircraft Tracking (Normal Operations)

Objective: Ensure that an aircraft's position is known at regular intervals during flight, especially over remote or oceanic areas.

ICAO Standards (Annex 6, Amendment 40)

- Operators must be able to track the position of the aircraft at intervals of 15 minutes (or less) during normal operations for aircraft operating in remote or oceanic areas.
- Position reports can be obtained via:
 - ADS-B (Automatic Dependent Surveillance–Broadcast)
 - ADS-C (Contract)
 - ACARS position reporting
 - Satellite-based systems
 - HF/VHF reporting (less common in modern systems)

Operator Responsibility:

- Establish and maintain flight tracking systems.
- Ensure dispatch/operations control monitors position reports.
- Define triggers and response protocols for missed reports.

2. Aircraft in Distress – Location Requirements

Objective: Improve the ability to locate an aircraft and its flight recorder (black boxes) in the event of a crash or loss of communication.

ICAO Global Aeronautical Distress and Safety System (GADSS)

Implemented post-MH370, GADSS outlines:

Autonomous Distress Tracking (ADT):

- Must transmit position every minute or less when the aircraft is in distress (e.g., rapid descent, loss of control).
- Applies to new aircraft type-certificated after 1 January 2021.

Distress triggers can include:

- Unusual attitude or trajectory
- Loss of data communication
- Manual activation by crew

Emergency Locator Transmitters (ELTs):

- Types: ELT (Fixed), ELT(S) (Survival), and ELT(AF) (Automatically deployable).
- Transmits location data on 406 MHz to satellites via the COSPAS-SARSAT system.
- New ELTs include GNSS positioning, improving location accuracy.

3. Search and Rescue (SAR) and Notification

When distress is detected, operators must follow emergency response protocols, including:

- Immediate contact with rescue coordination centers (RCCs).
- Sharing last known position and flight path.

SAR services depend on coordination between the operator, ANSPs, and government agencies.

Summary of Operator Responsibilities	
Area	Responsibility
Tracking in flight	Ensure aircraft is tracked at intervals (15 min or less)
Detecting distress	Implement systems to detect potential distress situations
Autonomous tracking	Equip new aircraft with ADT (as per GADSS requirements)
ELTs	Maintain functional ELTs with GPS capability
Response procedures	Establish protocols for communication, alerting SAR services, and coordination
Record-keeping	Log position reports and any anomalies in real time

Summary

Tracking ensures routine awareness of aircraft position (≤15 minutes).

Distress location systems (e.g., ADT and ELTs) are critical for emergency response.

FLY2SKY complies with ICAO and national regulations and implements appropriate procedures, training, and technologies.

2.4 POWERS OF AUTHORITY

2.4.1 INSPECTIONS

APPLICABLE TO: ALL

REFER TO: (ORO.GEN.105), (ORO.GEN.140), (ARO.GEN.300(D), (ARO.GEN.300(E), (ARO.RAMP)

The competent authority exercising oversight over Fly2Sky is the Bulgarian CAA. This authority has the power to assess the continued compliance of Fly2Sky by inspection, auditing and monitoring the operator activities. Any time such a ground inspection is conducted in the premises of Fly2Sky, a competent member of the inspected department and arepresentative of the Compliance Monitoring department of Fly2Sky can accompany the member of the Bulgarian CAA.

2.4.1.1 ACCESS

For the purpose of determining compliance with the relevant requirements of Regulation (EU) 2018/1139 and its Implementing Rules, Fly2Sky grants access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted or not, to any person authorised by one of the following authorities:

- Bulgarian CAA;
- An authority acting under the provisions of Oversight Activities within the Territory of the Member State and Ramp Inspections of Aircraft of Operations under the Regulatory Oversight of Another State.

Access to the aircraft mentioned above includes the possibility to enter and remain in the aircraft during flight operations unless otherwise decided by the commander for the flight compartment in accordance with OM-A. *Refer to: OM-A 8.3.12 ADMISSION TO FLIGHT DECK.*

To initiate an inspection, the inspector shall prove a valid identification card from the respective state Aviation Authority and therefore introduce himself/herself to the Commander and crew on-board and inform them of the purpose of the inspection to be carried out.

2.4.1.2 FLIGHT INSPECTIONS

Inspectors of the Bulgarian CAA or any National Aviation Authority shall be permitted on board and fly in any aircraft operated in accordance with an AOC issued by the Bulgarian CAA to enter and remain on the flight deck.

However, at any time, the Commander shall refuse access to the flight deck if, in his opinion, the safety of the aircraft would thereby be endangered.

2.4.2 PROVISION OF DOCUMENTATION AND RECORDS

APPLICABLE TO: ALL

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REFER TO: (CAT.GEN.MPA.190)

Within a reasonable time of being requested to do so by a person authorised by an Authority, the Commander shall provide to that person the documentation to be carried on board.

2.4.3 RAMP INSPECTIONS

APPLICABLE TO: ALL

Under provisions of the Chicago Convention, representatives of the National Aviation Authority (NAA) may conduct a check of Fly2Sky aircraft when it is handled on the ramp of an aerodrome in the respective state. This check is usually called SAFA, SACA or SANA.

Subjects of ramp inspections are aircraft documents and manuals, flight crew licences, the aircraft's apparent condition, and the presence and condition of mandatory cabin safety equipment. The references for these inspections are contained in the Standards of ICAO Annexes 1 (Personnel Licensing), 6 (Operations of Aircraft) and 8 (Airworthiness of Aircraft).

The Bulgarian CAA Inspectors shall identify themselves to the aircraft Commander or, in his/her absence, to a member of the flight crew or the most senior representative of Fly2Sky before commencing the on-board part of their ramp inspection. Fly2Sky's policy is to cooperate with ramp inspectors in a professional and friendly manner and provide all necessary information and documents they can reasonably request.

Depending on their effect on the safe operation of the aircraft findings, resulting from the ramp inspections are classified as follow:

- Category 1 – (minor) findings are notified to the Commander.
- Category 2 – (significant) findings are additionally communicated to Fly2Sky and the Bulgarian CAA in writing.
- Category 3 – (major) findings, in addition to the actions for a Category 2 finding, may include restrictions on the flight operation, corrective actions before the flight, detention of the aircraft by the inspecting NAA or revocation of the operator's entry permit.

Ramp inspection shall not cause an unreasonable delay in the departure of the inspected aircraft unless there is doubt regarding the correctness of the flight preparation, the airworthiness of the aircraft or any matters directly related to the safety of the aircraft and its occupants. When only a limited amount of time or resources are available, not all inspection items but a reduced number may be verified. Whenever delay caused by ramp inspection can be foreseen Commander is requested to remind inspectors of these regulations. In addition, the commander shall inform Operations Control about any ramp inspection and hand over the Ramp Check report to the OCC.

2.4.4 AIR OPERATOR CERTIFICATE (AOC)

APPLICABLE TO: ALL

REFER TO: (ORO.GEN.125), (AMC1 ORO.GEN.125), (ORO.GEN.135), (ORO.AOC.100), (ORO.AOC.105)

The Bulgarian CAA has the power to deliver the right to operate commercial flights by means of an Air Operator Certificate (AOC). Fly2Sky complies with the scope and

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privileges defined in the operations specifications attached to the AOC.

The company's documentation contains the privileges and detailed scope of activities for which Fly2Sky s is certified, as relevant to the applicable requirements. The scope of activities defined in the management system documentation is consistent with the terms of approval. Fly2Sky demonstrated to the Bulgarian CAA that:

- It complies with all the applicable requirements of Annex IV to Regulation (EU) 2018/1139, this Annex and Annex IV (Part-CAT) and Annex V (Part-SPA) to this Regulation, as applicable;
- All aircraft operated have a certificate of airworthiness in accordance with Regulation (EU) No 748/2012; and
- Its organisation and management are suitable and properly matched to the scale and scope of the operation.

The privileges of Fly2Sky, including those granted in accordance with Annex V (Part-SPA), are specified in the operations specifications of the Air Operator Certificate (AOC). The AOC may be varied, suspended or revoked if the Bulgarian CAA is no longer satisfied with the safety of the operations. The Bulgarian CAA may direct, in the interest of safe operations, by means of Operational Directives that an operation shall be prohibited, limited or subjected to certain conditions. An Operational Directive shall state:

- The reason for the issue;
- Applicability and duration; and
- Action required by the operator(s).

The Bulgarian CAA has the power to:

- Determine the adequacy, relevance and consistency of Fly2Sky compliance with the requirements;
- Assess the efficiency of Fly2Sky's internal monitoring procedures and confirm the availability of sufficient resources and proper processes, as documented by the AOC holder's Compliance and Monitoring System;
- Verify by means of inspections, compliance with the requirements and the effectiveness of the AOC holder's Compliance and Monitoring System.

2.4.4.1 CONTINUED VALIDITY OF AOC

The Air Operator Certificate (AOC) remains valid subject to:

- Fly2Sky remains in compliance with the relevant requirements of Regulation (EU) 2018/1139 and its Implementing Rules, considering the provisions related to the handling of findings as specified under ORO.GEN.150;
- The Bulgarian CAA being granted access to Fly2Sky facilities to determine continued compliance with the relevant requirements of Regulation (EU) 2018/1139 and its Implementing Rules; and
- The Air Operator Certificate (AOC) is not being surrendered or revoked.
- The Air Operator Certificate (AOC) shall be returned to the Bulgarian CAA without delay after revocation or surrender.

CHAPTER 3

MANAGEMENT SYSTEM

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3 MANAGEMENT SYSTEM

3.1 GENERAL

3.1.1 INTRODUCTION

APPLICABLE TO: ALL

The purpose of the Management System is to establish a policy, deploy objectives from this policy, and achieve those objectives through the consistent implementation of clearly defined procedures and responsibilities. The whole set of manuals of an organization (organization's documentation) describing philosophies, policies, responsibilities and key processes related to safety is considered Management System Documentation. A Management System includes different sub-systems related to compliance and safety management.

Note: All information relating to Fly2Sky's management system can be found in the Organisation Management Manual (OMM), which document is approved by the Bulgarian CAA and available onboard database.

3.1.2 SAFETY POLICY

APPLICABLE TO: ALL

The safety policy statement is available in the Organization Management Manual, undersigned by the Accountable Manager of Fly2Sky.

Refer to: SMM 0-2-3 COMPANY SAFETY POLICY STATEMENT.

3.1.3 HAZARD IDENTIFICATION AND RISK MANAGEMENT

APPLICABLE TO: ALL

A hazard is a situation, condition, object or activity with the potential of causing adverse consequences (injuries to personnel, damage to equipment or structures, loss of material or reduction of ability to perform a prescribed function). In other words, a hazard is a dormant potential for harm that is present in one form or another within the aviation system or its environment.

A hazard identification process is the formal means of collecting, recording, analyzing, acting on and generating feedback about hazards that affect the safety of the organization's operational activities. Hazards are identified by the Safety Department from different sources. Hazard identification shall be followed by an assessment of risks associated with the potential consequences of the identified hazard. The risk of potential consequences of the hazard is assessed as the probability and severity of resulting adverse consequences if the hazard's potential to cause harm is realized.

The goal of risk assessment is three-fold:

- To decide what action needs to be done and how urgently to action the single manifestation of a hazard (occurrence)
- To assess the tolerability of the risk originating from the hazard
- To assess the safety impact of a change (safety impact of a hazard generated by

a change), The risk assessment is performed, and the company risk register is maintained in Centrik.

Note: For more information about hazard identification and risk management, refer to: SMM 2-2 HAZARD IDENTIFICATION AND MANAGEMENT.

3.1.4 COMPLIANCE MONITORING SYSTEM

APPLICABLE TO: ALL

The Compliance Monitoring System constantly monitors the performance of systems and processes employed by Fly2Sky to ensure that our operation is safe, constantly works towards meeting the expectations of our internal and external customers and is in compliance with the European and Bulgarian national aviation regulations and company specified standards and requirements.

The objectives of the Compliance Monitoring System are as follows:

- Ensuring safe operations and airworthy aircraft;
- Continuous monitoring of Fly2Sky operation for compliance with all applicable standards, requirements and procedures, including feedback to the Accountable Manager;
- Maintaining Air Operator Certificate & Operating Licence by fulfilling requirements;
- Achieving on-time performance of corrective and preventive actions against non-conformities discovered during audits and inspections;
- Meeting the planned values of Key Performance Indicators (KPI) defined by the Council (Management review).

Note: Compliance Monitoring Statement undersigned by the Accountable Manager can be found in the OMM. Refer to: OMM 1.7 COMPLIANCE STATEMENT. For more information about the compliance management system, refer to: OMM 5 COMPLIANCE MONITORING MANAGEMENT.

3.1.5 DUTIES AND RESPONSIBILITIES

APPLICABLE TO: ALL

The duties and responsibilities regarding the management system are defined in OMM section 3 and in the OM-A. Refer to: OM-A 1 ORGANISATION AND RESPONSIBILITIES.

3.1.6 DOCUMENTATION SYSTEM

APPLICABLE TO: ALL

The Company Documentation System consists of four levels:

- Organisation Management Manual (OMM);
- Authority approved manuals;
- Internal manuals;
- Logs and records.

The control of every document shall be described in the general part of the respective manual. The manual control process shall contain the following elements:

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- Identification of the version and effective date of the document;
- Identification of the title and all relevant sub-titles of the manual;
- Distribution and dissemination throughout appropriate areas of the organisation and to relevant external service providers that conduct outsourced operational functions;
- Definition of the specific media type(s) designated for presentation or display of the controlled version of the relevant document;
- Review and revision to maintain the currency of relevant documents and data;
- Retention ensures access to the content of the relevant document for the minimum defined period defined by the operation.

Retention and access rights of digital documentation are regulated by IT security policy. All Flight Operation Manual parts (A, B, C and D) are written in the same format to standardise its layout and maintain the same method for revision control.

Note: Detailed description of documentation system is in the OMM and OM-A. Refer to: OMM 2 ORGANISATION DOCUMENTATION, SYSTEM OF AMENDMENT AND REVISION and Refer to: OM-A 0.2 SYSTEM OF AMENDMENT AND REVISION.



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4 CREW COMPOSITION

4.1 CREW COMPOSITION

4.1.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.FC.100), AMC3 ORO.MLR.100)

The crew consists of the following crew members:

- Flight Crew members (pilots) who conduct the flight by operating the aircraft and aircraft systems and are designated as Flight Crew; and
- Cabin Crew members who provide the service and ensure safety for the passengers are designated as Cabin Crew.

The following criteria are considered in determining the crew composition:

- Type of aircraft being used;
- The area and type of operation being undertaken (e.g., Long-haul, MNPS, AWO, etc.)
- The phase of the flight;
- The minimum number of crew requirements and flight duty period planned;
- The crew member experience, recency and qualification;
- The designation of the Commander, and, if necessitated by the duration of the flight, the procedures for his relief;
- The designation of the senior cabin crew member and, if necessary, by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew.

All crew members shall:

- Be properly trained;
- Demonstrate their capabilities in the performance of their assigned duties;
- Be aware of their responsibilities; and
- Be aware of the relationship of their duties with the operation as a whole.

4.1.2 TYPE OF AIRCRAFT

APPLICABLE TO: ALL

Fly2Sky operates Airbus A320 and A321 types of aircraft in its fleet. For any flight, the number and composition of the flight crew must never be less than the number required by AFM, and this minimum number may be increased by the terms in OM-A Section 7 (FTL).

4.1.3 AREA AND TYPE OF OPERATION**APPLICABLE TO: ALL**

The area of operation of Fly2Sky is described in the OM-A. Refer to: 1.1.2 PURPOSE AND SCOPE OF FLY2SKY. Operational limitations and minimum experience criteria are applied for specific areas, routes and airports, which are described in the OM-D. Refer to: OM-D 2-1- 2 ROUTE AND AERODROME COMPETENCE QUALIFICATION.

4.1.4 PHASE OF FLIGHT**APPLICABLE TO: ALL**

REFER TO: (AMC1 SPA.LVO.120(E)), [IOSA FLT 3.3.3]

Fly2Sky applies the following limitations during specific phases of the flight.

4.1.4.1 FIRST OFFICER LIMITATIONS

The following limitations shall be complied with when PF is the First Officer regardless of his/her experience on the type:

- The RVR for take-off shall not be less than 550 m;
- The minimum landing category for a precision approach is CAT I;
- CM2 shall not taxi the aircraft onto a self-guided stand aligned for the left-hand seat.
- The following limitations shall be complied with when PF is the first officer until he/she gains 1 000 hours as a pilot on the type:
 - Maximum crosswind component – 25 kt
 - Maximum crosswind component during the first 500 hours – 15 kt;
 - Minimum TORA and LDA – 2 000 m;
 - Minimum Runway width – 45 m;
 - Cloud base (BCN or OVC) for NPA – not below MDA + 100 ft;
 - Minimum visibility for NPA – published minimum plus 200 meters;
- The FO shall not be permitted to land or taxi on contaminated or slippery taxiways and runways.

4.1.4.2 CAT II/III OPERATIONS AND COMMAND EXPERIENCE

Before commencing CAT II/III operations, the following additional provisions shall apply to Commanders, or pilots to whom conduct of the flight may be delegated, who are new to the aircraft type:

- 50 hours or 20 sectors on the type, including LIFUS; and
- 100 m shall be added to the applicable CAT II or CAT III RVR minima unless he/she has previously qualified for CAT II or III operations with an EU operator, until a total of 100 hours or 40 sectors, including LIFUS, has been achieved on the type.

4.1.5 MINIMUM CREW

APPLICABLE TO: ALL

REFER TO: (ORO.FC.100, ORO.FC.200(c)), (GM1 ORO.CC.205(B)(2)) AMC1 ORO.CC.205 (c)(1)), [IOSA FLT 3.3.1]

Fly2Sky specifies the composition and required number of flight crew members taking into account the type of aircraft, flight crew qualification requirements and flight/duty time limitations. This information is given in the Centrik.

There shall never be less than the number of pilots specified in the following table:

Aircraft Variant	Minimum Flight Crew	Minimum Cabin Crew
Airbus A320	2	4
Airbus A321	2	5

The flight crew may include additional flight crew members when required by the type of operation and shall never be reduced below the number specified in the Operations Manual.

All flight crewmembers shall hold a license and ratings issued or accepted in accordance with Regulation (EU) No 1178/2011 (Part-FCL), as described in OM-A. Refer to: OM-A 5 QUALIFICATION REQUIREMENTS, and appropriate to the duties assigned to them. The flight crew member may be relieved during the flight of his/her duties at the controls by another suitably qualified flight crew member (Safety Pilot or LTC). Flight Crews are planned according to Flight Time Limitation detailed in the OM-A. Refer to: OM-A 7 FLIGHT TIME LIMITATIONS.

When engaging the services of flight crew members who are working on a freelance or part-time basis, Fly2Sky verifies that all applicable requirements on recent experience, are complied with, taking into account all services rendered by the flight crew member to other operator(s) to determine in particular:

- The total number of aircraft types or variants operated; and
- The applicable flight and duty time limitations and rest requirements.

4.1.5.1 REDUCED REQUIRED MINIMUM NUMBER OF CABIN CREW

If unforeseen circumstances occur and one of the cabin crew is not able to continue his/her duties, the series of flights may continue under the following conditions:

- The unforeseen circumstances occur out of a crew base;
- The maximum number of sectors with a reduced number of cabin crew is limited to 2 sectors;
- The number of passengers carried is limited to 150 on A320 and 200 on A321;
- Another qualified Purser is available on that particular flight. If there is no other qualified Purser on that particular flight, a Junior may assume the responsibility of the Purser and bring back the flight to the home base if he/she has a minimum of 500 flight hours experience with Fly2Sky and the approval of the Director Flight Operations and the Cabin Crew Manager.

4. CREW COMPOSITION

- A junior cabin attendant under training is under the supervision of a Cabin Attendant Instructor or Cabin Attendant Line Trainer. During familiarization flights, the candidate may not be part of the minimum number of cabin crew required.

4.1.5.2 EFFECT ON PROCEDURES

The Commander and the Purser shall review changes in procedures. An ASR shall be filled after the crew rotation, and the occurrence shall be reported to the Competent Authority by the Safety department.

Note: An ABP will be briefed on emergency door operation. Company flight deck and cabin crew qualified, and current on type shall identify themselves to Purser as they will be preferred against regular passengers as potential ABP in case of abnormal situations. In this role, he/she is under the supervision of the Purser.

For detailed procedures with a reduced number of cabin crew, refer to: CCOM.

4.1.6 EXPERIENCE OF THE CREW MEMBERS**APPLICABLE TO: ALL**

REFER TO: (AMC1 ORO.FC.200 (A)), (AMC1 ORO.CC.100 (B)), (GM1 ORO.FC.100(c)), (FCL.065), [IOSA FLT 3.3.2], [IOSA FLT 3.3.5]

When determining the composition of the crew and monitoring whether the flight crew holds the appropriate license and ratings, Fly2Sky takes into account any limitations prescribed in Regulation (EU) No 1178/2011 applicable to the flight crew members such as, but not limited to, recent experience and operational multi-pilot limitation. There shall not be more than one inexperienced flight crew member in any flight crew.

4.1.6.1 FLIGHT CREW

A crewmember is considered inexperienced, following completion of a type rating or command course, and the associated line flying under supervision until each he/she has achieved on the type either:

- 100 hours and flown 10 sectors within 120 consecutive days; or
- 150 hours and flown 20 sectors (no time limit).

The Director Flight Operations can increase the experience limitations towards particular flight crewmember, taking into account previous individual experience and performance demonstrated. Furthermore, a lesser number of flight hours or sectors can be approved by the Bulgarian CAA subject to any other conditions that the authority may impose when one of the following applies:

- Introduction of a new aircraft type;
- Flight crew members have previously completed a type conversion course with the same operator;
- Credits are defined in the Operational Suitability Data (OSD) established in accordance with Regulation (EU) No 748/2012.

To avoid the planning or pairing of newly released CPT and FO, Leon rostering designates inexperienced CPT and FO by highlighting their names on the system until one of the above restrictions is automatically lifted. The automatic highlight and therefore the prevention of

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planning two inexperienced pilots is controlled and ensured by the planning officers. Furthermore, the Director Flight Operations has full access to Leon and controls it by cross-checking it on weekly basis.

4.1.6.2 OPERATIONAL MULTI-PILOT LIMITATION (OML)

Fly2Sky ensures that pilots with an OML on their medical certificate only operate aircraft in multi-pilot operations when the other pilot is fully qualified on the relevant type of aircraft, is not subject to an OML and has not attained the age of 60 years.

4.1.6.3 FLIGHT CREW MEMBERS AGED 60 AND ABOVE

The holder of a pilot license who has attained the age of 60 years shall not act as a pilot of an aircraft engaged in commercial air transport operations (CAT) except as a member of a multi-pilot crew.

The holder of a pilot license who has attained the age of 65 years shall not act as a pilot of an aircraft engaged in commercial air transport operations (CAT).

4.1.6.4 CABIN CREW

A company policy is that a maximum of 2 inexperienced cabin crew can be planned or rostered together per flight. All newly released cabin crew are considered inexperienced cabin crew members until the first of the following limit is reached:

- 200 hours after the line check;
- 100 sectors after the line check.

This restriction may be removed exceptionally with special permission by the Cabin Manager.

To avoid planning more than 2 inexperienced cabin crew per flight, Leon rostering is set to read the experienced and inexperienced status of the crew and plan the duties accordingly, even during training flights.

Duty position assignment of inexperienced cabin crew shall be arranged in a way that on all aircraft types and variants, such cabin crew members must not be responsible for more than 1 main door.

4.1.7 DESIGNATION AND RELIEF OF THE COMMANDER

APPLICABLE TO: ALL

Refer to: [OM-A 4.2 DESIGNATION OF THE COMMANDER](#)

Refer to: OM-A 5.2.1 GENERAL

4.1.8 DESIGNATION AND RELIEF OF THE PURSER

APPLICABLE TO: ALL

The flight is not operated without a qualified Purser assigned for a particular flight to lead and organize the cabin crew's work within the passenger cabin. Fly2Sky Purser's are nominated after successfully passing a line check upon completing the Operator Conversion Course or Purser Course.

Nomination is confirmed to Crewing Department by one of the following:

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- Director Flight Operations;
- Training Manager;
- Cabin Manager.

A cabin crew member is designated to act as Purser for each flight. The designation is performed through Leon, informing all crewmembers about each specific role.

4.1.9 PERSONNEL OTHER THAN CABIN CREW IN THE PASSENGER CABIN**APPLICABLE TO: ALL**

REFER TO: (CAT.GEN.MPA.115), (AMC1 CAT.GEN.MPA.115(A)), (GM1 CAT.GEN.MPA.115)

Personnel or crew members, other than operating cabin crew members, carrying out their duties in the passenger compartment of an aircraft shall act in a way to ensure that:

- Are not confused by the passengers with operating cabin crew members;
- Do not occupy required cabin crew assigned stations;
- Do not impede operating cabin crew members in their duties.

They shall not perform tasks or wear a uniform in such a way that might identify them as members of the operating cabin crew.

To prevent confusion by passengers and undue expectations in case of emergency, positioning cabin crewmembers shall not wear, or shall at least make invisible to passengers, parts of the operator's cabin crew uniform, such as a jacket or crew signs or badges, that might identify them as members of the operating cabin crew.

4.2 DESIGNATION OF THE COMMANDER**4.2.1 GENERAL****APPLICABLE TO: ALL**

REFER TO: (ORO.FC.105), [IOSA FLT 1.3.7]

In accordance with 8.6 of Annex V to Regulation (EU) 2018/1139 (Basic Regulation), one pilot amongst the flight crew qualified as commander in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011 (Aircrew), is designated by Fly2Sky as Commander (PIC) on each flight. Fly2Sky Commanders are nominated after successfully passing the commander line check upon completing an Operator Conversion Course or a Command Upgrade Course.

The nomination is confirmed by of the following:

- The Director Flight Operations; and
- The Training Manager.

The commander shall have had initial familiarization training of the route or area to be flown and the aerodromes, facilities and procedures to be used and must maintain this knowledge by:

- a. operating at least once on the aerodrome within a 12-month period;

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- b. operating at least once to the route or area within a 36-month period.

In respect of point (b), where a route or area is not operated upon for a 12-month period, the pilot-in-command or commander, or the pilot to whom the conduct of the flight may be delegated, must, in addition, undertake refresher training on the route or area.

The designation is performed through Leon, informing all crewmembers about each specific role. Fly2Sky only designates a flight crew member to act as Commander if he/she has:

- The minimum level of experience specified in the OM-A. Refer to: OM-A 5.2.1 GENERAL;
- The adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities, and procedures to be used, in accordance with the OM. Refer to: OM-A 5.1.2 FLIGHT CREW LICENCING AND COMPETENCY and refer to: OM-D 2-1-2 ROUTE AND AERODROME COMPETENCE QUALIFICATION;
- A pilot shall not accept a designation as Commander unless, in addition to his/her qualifications and training, he/she has the recent experience and knowledge required and considers himself to be in all respects competent and fit for the task;
- The Commander shall complete an operator's command course if upgrading from co-pilot to commander as described in the OM-D.

4.2.2 CREW CONFIGURATION**APPLICABLE TO: ALL**

Usually, the Commander occupies the CM1 position (the left-hand seat), while the First Officer occupies the CM2 position (the right-hand seat). However, there are occasions where there is a different configuration.

Where two qualified captains are planned to fly together, they shall agree on who will be the designated commander. The agreed Commander shall be shown on the first line of the Journey Log. Where the Journey Log is printed incorrectly, and there is insufficient time to correct the error, a hand-written amendment may be made to the document, which shall be signed by the commander. The following table defines possible crew and seating configurations identifying the pilot designated as Commander responsible for the flight.

Composition	CM1	CM2	Jump Seat	Notes
Normal Operation	Captain	First Officer	-	Normal crew configuration
Training	Captain	TRE/TRI/LTC	-	Line Training
	TRE/TRI/LTC	Captain	-	RHS and TRI Training

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	TRE/TRI/LTC	First Officer	-	Line Training
	First Officer	TRE/TRI/LTC	-	Command Upgrade
Checking	Captain	First Officer	TRE/TRI/LTC	Recurrent Line Check
	Captain	First Officer	TRE/TRI/LTC	Command Line Check
Other	Captain	Captain	-	Two Captains flying together
	Captain	TRE/TRI/LTC	-	Two Captains flying together
	TRE/TRI/LTC	TRE/TRI/LTC	-	Two Captains flying together

Note: The grey-coloured boxes indicate the crew member, who is designated to be the Commander of the flight.

The commander always occupies a pilots' seat. During check flights with 3 pilots on board (i.e., line checks), the check pilot occupying the jump seat is not the commander, regardless of his qualifications or position in the company.

The Commander may delegate the conduct of the flight to another suitably qualified pilot. This is not considered a change of command. If a change of command becomes necessary (incapacitation), the change of command shall be reported to Flight Operations Department and recorded in the Journey Log. In addition, an ASR shall be filed explaining the reason for such a change.

4.3 FLIGHT CREW INCAPACITATION

4.3.1 GENERAL

APPLICABLE TO: ALL

Incapacitation is defined as any physical or mental condition that renders a crewmember incapable of performing normal operations or emergency procedures.

4.3.2 SUCCESSION OF COMMAND

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 1.3.8]

If the Commander becomes incapable of performing his/her duties during the flight, the other pilot shall take over controls and the Commander's authority for the remainder of the flight. His main task is to bring the aircraft to a safe landing using all available means and crew resources. Refer to: OM-A 1.5.1 GENERAL.

4.3.3 PRESENCE OF FLY2SKY FLIGHT CREW ON BOARD

APPLICABLE TO: ALL

If a qualified Fly2Sky flight crew member is on board the aircraft, he/she may be asked to support the remaining flight crew in flight deck operations occupying the seat of the incapacitated crewmember if available. However, before allowing the flight crew onboard to enter the cockpit, his/her company ID and identification documents shall be carefully checked by the Purser. In case of any doubts, he/she shall not be allowed to enter the flight deck.

For security reasons, no access to the cockpit shall be considered for passengers holding or pretending to hold a pilot license.

The change of command shall be reported to the Director Flight Operations, recorded in the journey log, and an ASR filed. For further operational procedures concerning crew incapacitation, refer to: OM-A 8.3.14 INCAPACITATION OF CREW MEMBERS.

In case of injury during flight duty or any other sickness resulting incapacitation, the crew member, who is concerned, must seek aeromedical advice and, if applicable, shall undergo medical assessment in an official Aeromedical center before returning to flight duties. Reactivation of an incapacitated crew member for the same flight duty period is not permitted.

4.4 OPERATION ON MORE THAN ONE TYPE OR VARIANT

4.4.1 OPERATION ON MORE THAN ONE TYPE OR VARIANT – FLIGHT CREW

APPLICABLE TO: ALL

REFER TO: (ORO.FC.140), (ORO.FC.240), (AMC1 ORO.FC.240), (AMC2 ORO.FC.240), [IOSA FLT 3.4.6]

A flight crew member may operate on more than one aircraft type.

All qualified pilots may operate on both variants A320 and A321 aircraft regardless of their experience.

The DFO shall ensure that flight crew members who operate on more than one aircraft type follow the requirements according to the texts mentioned above. Thus, mixed aircraft type operations for flight crew are approved. Attention with regard to the scheduling of flight crew and cabin crew is required. Qualification requirements in sections 5-2 and 5-3 of the OM-A must be observed when scheduling flight crew and cabin crewmembers.

Fly2Sky operates A32F aircraft. A320 and A321 are variant following under same license endorsement according to the operational suitability data (OSD) established in accordance with Commission Regulation (EU) No 748/2012. The company ensures that the minimum flight crew complement specified in this manual is the same for each variant to be operated.

Fly2Sky has determined the A320 as base aircraft. Difference and familiarization training are part of Operator Conversion Course and Recurrent Training.

Training and checking covers differences between the A321 versus the A320 variant and the company does not apply scheduling limitation to flight crew on operating A320 and A321.

A full detailed description of Fly2Sky's Operator Difference Requirement (ODR) Tables are covered in the OM-D. Refer to: OM-D 2-1-3 DIFFERENCES, FAMILIARISATION, EQUIPMENT AND PROCEDURE TRAINING.

4.4.2 OPERATION ON MORE THAN ONE TYPE – CABIN CREW**APPLICABLE TO: ALL**

REFER TO: (ORO.CC.130), (ORO.CC.250), (AMC1 ORO.CC.250)

A cabin crew member may operate on three different aircraft types and a maximum of 2 variants of not more than two aircraft types.

Fly2Sky operates A320, A321 aircraft. They are variants, meaning that cabin crew may operate on the A320 and A321, constituting one aircraft type, as well as two other aircraft types. The company has determined the A320 as the base aircraft. Difference and familiarization training is part of Operator Conversion Course and Recurrent Training.

Training and checking covers differences between the A321 versus the A320 variant and the company does not apply scheduling limitation to flight crew on operating A320 and A321.

Variants of an aircraft type are considered to be different types if they are not similar in all the following aspects:

- Emergency exit operation;
- Location and type of safety equipment; and
- Emergency procedures.

A full detailed description of Fly2Sky's Operator Difference Requirement (ODR) tables – Cabin Crew are in the OM-D. Refer to: OM-D 2-2-2 INITIAL TRAINING.

CHAPTER 5

QUALIFICATION REQUIREMENTS

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5 QUALIFICATION REQUIREMENTS

5.1 GENERAL REQUIREMENTS

5.1.1 GENERAL

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.3.9], [IOSA FLT 3.3.10]

This chapter contains a brief description of the required licenses, ratings, qualifications, competency, experience, training, checking, and recency for operations personnel to conduct assigned duties.

All crew members must undergo the appropriate company training program, as specified in this manual and the OM-D.

All crew members shall carry the required licenses, certificates, and ratings to conduct assigned duties.

Fly2Sky has a process to ensure that a pilot is not utilized as a Commander in operations that require the application of special skills or knowledge within areas, on routes over difficult terrain and/or into special airports, as designated by the State or by the Company, if during the preceding 12 months that pilot has not:

- Made at least one trip as a pilot flight crew member, line check airman, or observer on the flight deck on a route in close proximity and over similar terrain within the specified area(s), on the specified route and/or into a special airport, or
- Fulfilled special line qualification requirements.

Airport qualification process:

- Maintain currency (12 months rule – requalify if expired);
- Pilot authorized to operate to/from airport;
- Qualification method: line check, simulator session, documented review;
- Crew reviews briefing and initial qualification required;
- Operator provides airport briefing package (charts, video, photos). Provided by Centrik;
- Airport identified as “Special” – terrain, runway, procedures, weather).

Fly2Sky ensures a Commander has made an actual approach and landing at each airport within the Operator's route system accompanied by a pilot, either as a crew member or flight deck observer, that is qualified for that airport, unless:

- The approach to the airport is not over difficult terrain and the instrument approach procedures and aids available are similar to those with which the pilot is familiar, and the normal operating minima are adjusted by the addition of a margin of safety that is approved or accepted by the State, or there is reasonable certainty that approach and landing can be made in visual meteorological conditions (VMC); or
- The descent from the initial approach altitude can be made by day in VMC; or

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- The Operator has qualified the Commander for operations into the airport by means a pictorial representation that is approved or accepted by the Bulgarian CAA; or
- The airport is adjacent to another airport into which the Commander is currently qualified to operate.

All crew members are responsible for ensuring the validity of their licences, certificates and ratings prior to accepting and/or conducting assigned flight duties with Fly2Sky. They must be qualified and competent to conduct the duties assigned to them. In addition to the above, flight and cabin crew members are individually responsible for maintaining qualification up to company requirements and refusing to perform any duties for which he/she is not properly trained or qualified. Comply with training requirements using the official training management system of the Company.

Fly2Sky performs initial and recurrent training to maintain the qualification and competence of operations personnel in an organised and planned system for different categories of personnel. Additional requirements such as experience, training and checking are detailed in the OM-D. Refer to: OM-D 2 TRAINING SYLLABI AND CHECKING PROGRAMS.

5.1.2 FLIGHT CREW LICENSING AND COMPETENCY

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.3.4], [IOSA FLT 3.4.1]

All pilots shall be suitably qualified to perform their respective crew duties on all flights. The license holder or rating must not exercise privileges other than those granted by that license or rating. A license holder must not exercise the privileges granted by any license or rating unless the holder maintains competency by meeting the relevant requirements.

The license validity is determined by the validity of the ratings therein and the medical certificate. All flight crewmembers shall be suitably qualified to perform their respective crew duties on commercial- and non-commercial flights.

A pilot must have minimum ICAO Level 4 English qualifications and shall be applied without alterations. And all pilots must have a Class 1 medical certificate issued by AME, AeMC, which shall not be valid for a period greater than 12 months. It is permissible to extend the validity beyond 12 months (to preserve the original expiry date) when the medical assessment is renewed up to 45 days prior to its expiry date.

A Flight Crew License entitles the holder to exercise the privileges of the license and associated ratings only as long as the license remains valid. Expiry dates are notified to crew through Leon and are available each time a crew member logs on to the system.

The Company facilitates the maintenance of validity of ratings through the Recurrent Training program, the details of which are described in OM-D.

CAUTION	However, the final responsibility for ensuring the license and ratings remain valid rests with the holder. Under no circumstances may a crew member fly without a current license.

5.1.2.1 CREW MEMBER REQUIREMENTS

Flight Crew Members are required to:

- Forward updated licenses and medicals to crewrecords@fly2sky.aero at least 5 days before the expiry date;
- Report to their National Aviation Authority, Director Flight Operations and Base Captain (if applicable):
 - Any significant personal injury involving incapacity to function as a member of a flight crew;
 - Any illness involving incapacity to function as a member of a flight crew throughout a period of 21 days or more;
 - Pregnancy.

Crews who have a restriction or limitation placed on their Class 1 medical certificate or their licenses must provide a copy to **crewrecords@fly2sky.aero**. This does not include the requirement to wear spectacles. License and additional requirements are related to the role are detailed in OM-A. Refer to: OM-A 5.2 FLIGHT CREW.

All flight crew members are prohibited for operations and scheduling if the following items are not current and recent:

- Licenses/certification, including eligibility to exercise privileges of pilot license/certificate
- Specific pilot license/certification limitations (First Officer);
- Specific qualifications (LVP, RVSM, EDT0);
- Equipment qualifications (TCAS/ACAS, GPWS/EGPWS, HGS, PBN, PBCS);
- Recency-of-experience;
- Medical status, including Medical Certificate;
- Initial training and checking/line check/proficiency check/recurrent training and checking results;
- Right seat qualification;
- Type(s) qualification;
- Airport and route competence (including special airports);
- Instructor/evaluator/line check airman qualification;
- CRM/Human Factors training;
- Dangerous goods training;
- Security training;
- Accrued flight time, duty time, duty periods and completed rest periods for the purposes of fatigue risk management and compliance with operator or State flight and/or duty time limitations.

5.1.3 CABIN CREW LICENCING AND COMPETENCY

APPLICABLE TO: ALL

Cabin crew shall hold a valid attestation according (Part-CC) to Regulation (EU) No 290/2012. Additional requirements related to the role are detailed in OM-A. Refer to: OM-A 5.3 CABIN CREW.

5.1.4 TRAINING AND CHECKING PERSONNEL LICENCING AND COMPETENCY

APPLICABLE TO: ALL

Training Checking and Supervision Personnel shall hold the certification, rating or authorization required by the role exercised. Requirements related to the role are detailed in OM-A. Refer to: OM-A 5.4 TRAINING, CHECKING AND SUPERVISION PERSONNEL.

5.1.5 OPERATIONS PERSONNEL LICENCING AND COMPETENCY

APPLICABLE TO: ALL

Flight Operations person needs to fulfil at least the minimum requirements according to the Fly2Sky Job Description before going through the Fly2Sky recruitment process according to Operation Control Center (OCC) manual on the recruitment process, he/she must demonstrate knowledge and proficiency of the competencies of Fly2Sky Operational Control Center. Therefore, this knowledge, proficiency and competencies will be checked.

5.1.6 RECENCY

APPLICABLE TO: ALL

REFER TO: (FCL.060), [IOSA FLT 3.3.7]

5.1.6.1 FLIGHT CREW

A pilot shall not operate an aircraft in commercial air transport or carrying passengers:

- As Commander or First Officer, unless he/she has carried out, in the preceding 90 days, at least 3 take-offs, approaches and landings in an aircraft of the same type or an FFS representing that type. The 3 take-offs and landings shall be performed in multi-pilot operations; and
- If for any reason a pilot is off flying duties for a period of more than 90 days, adequate training, and, if expired, a Line Check shall be given to ensure that the pilot retains the required standards.

The 90-day period prescribed above may be extended up to a maximum of 120 days, as long as the pilot undertakes line flying under the supervision of a type rating instructor or examiner.

If the period exceeds 120 days, he/she shall complete training in an FSTD of the aircraft type to be used, including at least 3 take-offs, approaches, and landings.

5.1.6.2 CABIN CREW

Fly2Sky ensures that pilots with an OML on their medical certificate only operate aircraft in multi-pilot operations when the other pilot is fully qualified on the relevant type of aircraft, is not subject to an OML and has not attained the age of 60 years.

5.1.6.3 FLIGHT CREW MEMBERS AGED 60 AND ABOVE

The holder of a pilot license who has attained the age of 60 years shall not act as a pilot of an aircraft engaged in commercial air transport operations (CAT) except as a member of a multi-pilot crew and provided that such holder is the only pilot in the flight crew who has attained the age of 60 years. The holder of a pilot license who has attained the age of 65 years shall not act as a pilot of an aircraft engaged in commercial air transport operations (CAT).

5.1.6.4 CABIN CREW

REFER TO: (FCL.060), [IOSA FLT 3.3.7]

5.2 FLIGHT CREW

5.2.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.GEN.110), (ORO.FC.205), (ORO.FC.A.210(A)), (ORO.FC.A.210(B)), [IOSA FLT 3.3.4], [IOSA FLT 3.3.10], [IOSA FLT 1.5.3], [IOSA FLT 1.5.4]

The holder of a licence or rating shall not exercise privileges other than those granted by that licence or rating. A licence holder shall not exercise the privileges granted by any licence or rating unless the holder maintains competency by meeting the relevant requirements.

The licence validity is determined by the validity of the ratings therein and the medical certificate. The holder of a pilot licence shall not act in any capacity as a pilot, except as a pilot undergoing skill testing or dual training, unless the holder has a valid and appropriate type rating. There is no limit to the number of ratings that may be held at one time, but there are restrictions concerning the number of ratings that can be exercised at any one time. All Flight Crews shall carry with them their original licence during flight duties.

CAUTION

Flight crew licence and medical certificate validity is the ultimate responsibility of the crew.

The minimum qualification requirements for a pilot to act as commander of a commercial air transport flight for Fly2Sky are:

- Be at least 25 years old and maximum 65 years old;
- Hold a valid passport;
- Hold a current and valid EASA ATPL(A) with the relevant Type and Instrument ratings;
- Hold a valid Class I medical issued in accordance with Part-MED requirements;
- Hold at least ICAO Level 4 requirements for English proficiency;
- Have a valid Operator Proficiency Check (OPC) at Fly2Sky;
- Have Fly2Sky Line Check including Route and Aerodrome Competence Qualification;
- Have the required recency of experience in the Leon system;

- Comply with the recency, experience and skill requirements in OM-A and OM-D;
- Be compliant with the requirements of the security background of the Bulgarian CAA;
- Have the following experience:
 - At least 4 000 hours as pilot (may be reduced to 3 500 by the DFO);
 - At least 1 000 hours on JAR/CS 25 aircraft;
 - At least 500 hours as commander on A32F in case of Direct Entry Captain.

5.2.1.1 PILOT RELIEVING THE COMMANDER

The commander may delegate the conduct of the flight to another qualified commander. Except in case of pilot incapacitation, the reliving pilot is a designated crew member (Line Training Captain, Safety Pilot or Observer).

5.2.1.2 FIRST OFFICER (CO-PILOT)

Before a pilot is considered qualified as First Officer of an aircraft operated by the Company, he/she shall fulfil the following requirements:

- Be at least 18 years old and maximum 65 years old;
- Hold a valid passport;
- Hold a current and valid EASA ATPL(A), CPL(A) with ATPL theory subjects passed, or MPL(A) with the relevant Type and Instrument ratings;
- Hold a valid Class I medical issued in accordance with Part-MED requirements;
- Hold at least ICAO Level 4 requirements for English proficiency;
- Have a valid Operator Proficiency Check (OPC) at Fly2Sky;
- Have Fly2Sky Line Check including Route and Aerodrome Competence Qualification;
- Comply with the recency, experience and skill requirements in OM-A and OM-D;
- Be compliant with the requirements of the security background of the Bulgarian CAA;
- Have at least 200 total flight time.

5.2.1.3 PILOT RELIEVING THE FIRST OFFICER (CO-PILOT)

The First Officer (Co-Pilot) may be relieved by another qualified pilot (Commander either seat qualified or First Officer). Except in case of pilot incapacitation, the reliving pilot is a designated crew member (Line Training Captain, Safety Pilot or Observer).

5.2.1.4 FIRST OFFICERS ELIGIBLE FOR COMMAND UPGRADE

Additionally, to the requirements above, First Officers eligible for command upgrade shall:

- Hold a valid EASA ATPL(A) with the relevant Type and Instrument ratings.
- Have at least 3 000 total hours;

- Have at least 1 500 hours on A32F aircraft;
- Have successfully passed two Operator Proficiency Check (OPC) within Fly2Sky;
- Technical competence (aircraft systems and limitations, company procedures and manuals, flight planning and fuel policy, etc.)
- Leadership ability;
- Decision-making skills;
- Clean operational record;
- No incident/accident history;
- Professional maturity.

Command Upgrade procedure is detailed in the OM-D 2-1-6 COMMAND TRAINING.

5.2.2 PILOT UNDER SUPERVISION

APPLICABLE TO: ALL

REFER TO: (FCL.035), (AMC1 FCL.050)

Line flying under supervision is part of the Operator Conversion Course. A detailed description is in the OM-D 2-1-2 ROUTE AND AERODROME COMPETENCE QUALIFICATION.

The following requirements apply for pilots under supervision. They must:

- Hold a current and valid EASA ATPL(A), CPL(A) with ATPL theory subjects passed, or MPL(A) with the relevant Type and Instrument ratings;
- Hold a valid Class I medical issued in accordance with Part-MED requirements;
- Hold at least ICAO Level 4 requirements for English proficiency;
- Have valid Operator Proficiency Check (OPC) at Fly2Sky.

5.2.2.1 PILOT IN COMMAND UNDER SUPERVISION (PICUS)

Fly2Sky operates multi-crew certified aircraft. The Standard Operating Procedures are created so that the decision-making, communications, and flying skills will develop First Officer competencies to be eligible for the ATPL skill test and future command upgrade.

First Officer may log a flight as Pilot in Command Under Supervision (PICUS) time provided the following conditions are met:

- The Commander has more than 100 hours with Fly2Sky;
- The intervention of the Commander in the interest of safety was not required;
- The First Officer has completed and taken all decisions related to the flight preparation;
- The First Officer took all decisions related to the management of the flight (except commercial aspects).
- Pilot in Command Under Supervision (PICUS) time is countersigned by the Commander on First Officer's logbook.

5.2.3 SYSTEM PANEL OPERATOR

APPLICABLE TO: ALL

Not applicable to Fly2Sky.

5.2.4 OPERATION ON MORE THAN ONE TYPE OR VARIANT

APPLICABLE TO: ALL

REFER TO: (ORO.FC.125), (AMC1 ORO.FC.125), (ORO.FC.140), (ORO.FC.240), (AMC1 ORO.FC.240)

Fly2Sky operates A32F aircraft. A320 and A321 are variant following under same licence endorsement. Before operating on different variant flight crew member shall perform differences and familiarization training according to a program described in the OM-D. Refer to: OM-D 2-1-3 and OM-A 4.1.2 TYPE OF AIRCRAFT.

5.3 CABIN CREW

5.3.1 SENIOR CABIN CREW

APPLICABLE TO: ALL

The minimum qualification requirements for a cabin crew to act as Senior Cabin Crew of a commercial air transport flight for Fly2Sky are as follows:

- Requirements as per OM-A 5.3.2 CABIN CREW MEMBER;
- At least one year's experience as an operating cabin crew member; and
- Successfully completed the Senior Cabin Crew Course.

5.3.2 CABIN CREW MEMBER

APPLICABLE TO: ALL

5.3.2.1 REQUIRED CABIN CREW

REFER TO: (ORO.CC.210), (GM1 ORO.CC.210(p))

Cabin crew member means any crew member, other than a flight crew member, who performs, in the interests of the safety of passengers, duties assigned to him/her by the operator or the commander in the cabin of an aeroplane.

A cabin crew member shall meet the following requirements:

- Is at least 18 years of age;
- Has successfully completed initial training in accordance with provisions of Annex V (Part-CC) to Regulation (EU) No 290/2012 and holds cabin crew attestation;
- Has been assessed, in accordance with applicable requirements of Annex IV (Part-MED) to Regulations (EU) No 1178/2011, as physically and mentally fit to perform their duties and discharge their responsibilities safely;
- Has passed background or pre-employment security checks (no criminal records);
- Is able to read, write and communicate in the English language;
- Is able to swim;

- Is current with training and checking requirements as per OM-D. Refer to: 2-2 CABIN CREW.

While on duty all cabin crew members shall wear the cabin crew uniform to be clearly identifiable to the passengers as a cabin crew member. The uniform to be worn by operating cabin crew shall be such as not to impede the performance of their duties, as required for the safety of passengers and flight during operations and shall allow passengers to identify the operating cabin crew including in an emergency situation.

5.3.2.2 ADDITIONAL CABIN CREW MEMBERS

Line Instructors and trainee cabin crew members during familiarisation flights shall hold appropriate type trainee qualification and fulfil all of the above-mentioned requirements.

5.3.2.3 POSITIONING CABIN CREW

REFER TO: (GM1 CAT.GEN.MPA.115)

To prevent confusion by passengers and undue expectations in case of emergency, positioning cabin crewmembers shall not wear, or shall at least make invisible to passengers, parts of the operator's cabin crew uniform, such as the main jacket or crew signs or badges, that might identify them as members of the operating cabin crew.

5.3.2.4 OTHER PERSONNEL - SUPERNUMERARIES

REFER TO: (CAT.GEN.MPA.115), [IOSA FLT 3.13.14]

Other personnel may be designated by Director Flight Operations in addition to the operating crew, that is not a flight crew, cabin crew member or passenger, but is on board the aircraft as supernumeraries because he or she either:

- Is assigned to the flight by Fly2Sky and is necessary for the safety of operations; or
- Is an inspector, auditor or observer authorised by Fly2Sky and the State to be onboard the aircraft in the performance of his or her duties (e.g., Bulgarian CAA flight operations inspector, IOSA auditor, LOSA observer); or
- Has certain (operator-required) knowledge and abilities gained through selection and mandatory training (e.g., loadmaster, animal handler, dangerous goods handler, cargo handler, security guard); or
- Is assigned to a passenger flight by Fly2Sky to conduct certain customer service activities (e.g., serving beverages, conducting customer relations, selling tickets) in the cabin; not designated to perform any safety duties; or
- Is authorised by Fly2Sky and the State to be on-board the aircraft and is not classified as a passenger by the State (e.g., courier, contract coordinator, individual with operator- required knowledge and abilities travelling to or from a duty assignment).

The above-mentioned personnel shall receive the passenger briefings, safety demonstrations, announcements and notifications as passengers and shall be given additional safety instructions defining and describing duties or responsibilities assigned to such personnel that are related to safety.

Supernumeraries have to meet all applicable requirements and restrictions.

Supernumeraries shall not:

- Wear cabin crew uniform in order to not be confused by the passengers with the operating cabin crew members;
- Occupy required cabin crew assigned stations;
- Impede the flight or cabin crew members in their duties.

5.3.3 OPERATION ON MORE THAN ONE TYPE OR VARIANT

APPLICABLE TO: ALL

Fly2Sky operates A32F aircraft. A320 and A321 are variant, meaning that cabin crew operate on the A320 and the A321, constituting one aircraft type in relations to training and qualification.

A full detailed description of Fly2Sky Operator Difference Requirement (ODR) tables – Cabin Crew are in the OM-A and OM-D.

Refer to: OM-A 4.4.2 OPERATION ON MORE THAN ONE TYPE – CABIN CREW.

Refer to: OM-D 2-2-4 A32F DIFFERENCE TRAINING.

5.4 TRAINING, CHECKING AND SUPERVISION PERSONNEL

5.4.1 FLIGHT CREW

APPLICABLE TO: ALL

All training and checking personnel are nominated by the Training Manager having considered their experience and minimum qualification requirements laid down in this chapter of this manual.

The Training Manager in cooperation with the Director Flight Operations ensures that the training department is adequately resourced with sufficient training and checking personnel as well as support staff to administer the training and checking program. The list of approved Training and Checking Personnel Flight Crew is laid down in the OM-D. Refer to: OM-D 1-3-9 NOMINATED INSTRUCTORS.

For qualification requirements, refer to the OM-D 1-2 TRAINING AND CHECKING PERSONNEL – FLIGHT CREW.

5.4.2 CABIN CREW

APPLICABLE TO: ALL

REFER TO: (ORO.CC.130), (ORO.CC.250), (AMC1 ORO.CC.250)

All training and checking personnel are nominated by the Training Manager having considered their experience and minimum qualification requirements laid down in this chapter of this manual.

The Training Manager in cooperation with the Cabin Crew Manager ensures that the training department is adequately resourced with sufficient training and checking personnel as well as support staff to administer the training and checking program. The list of approved Training and Checking Personnel Flight Crew is laid down in the OM-D. Refer to: OM-D 1-3-9 NOMINATED INSTRUCTORS.

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For qualification requirements, refer to the OM-D 1-3 TRAINING AND CHECKING PERSONNEL – CABIN CREW.

5.5 OTHER OPERATIONS PERSONNEL

5.5.1 OCC PERSONNEL

APPLICABLE TO: ALL

Fly2Sky flights are dispatched and monitored by the Operational Control Centre (OCC). Personnel fulfil duty at OCC is trained according to the program laid down in the OM-D. Refer to: OM-D 2-3 OPERATIONS CONTROL (OCC) PERSONNEL.

That is the reference and the guideline for all Operations Control personnel assigned to:

- Training and/or checking duties;
- Planning of training and checking events;
- Administration of training and checking.

For qualification requirements, refer to the OM-D 2-3 OPERATIONS CONTROL (OCC) PERSONNEL.



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6 CREW HEALTH PRECAUTIONS

6.1 HEALTH PRECAUTIONS

6.1.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (CAT.GEN.MPA.170(A)), (AMC2 CAT.GEN.MPA.170), [IOSA FLT 3.4.2]

No person enters or is allowed to enter Fly2Sky aircraft when under the influence of psychoactive substances to the extent that the safety of the aircraft or its occupants is likely to be endangered.

A scheduling policy has been established that ensures flight crew members, prior to being assigned to duty, will not be adversely affected by factors that could impair human performance, including:

- Pregnancy;
- Alcohol or drugs influence;
- Illness, surgery or use of medication(s);
- Blood donation;
- Deep underwater diving;
- Fatigue whether occurring in one flight, successive flights or accumulated over a period of time.

This chapter describes Fly2Sky:

- Policy on the prevention and detection of misuse of psychoactive substances by flight and cabin crew members and by other safety-sensitive personnel under its direct control, in order to ensure that the safety of the aircraft or its occupants is not endangered;
- The testing procedure for the prevention and detection of cases of misuse of psychoactive substances by its flight and cabin crew and other safety-sensitive personnel.

Fly2Sky flight and cabin crew members and other safety-sensitive personnel under its direct control (Flight Operations Officers, Flight Operations Department employees, etc.) shall be tested for psychoactive substances:

- Upon employment;
- Following a reasonable suspicion and an assessment by appropriately trained personnel; and
- After a serious incident or accident within the meaning of Regulation (EU) No 996/2010, provided that testing is possible due to the location of the serious incident or accident.

6.1.1.1 TESTING

REFER TO: (GM2 CAT.GEN.MPA.170(B))

Furthermore, Fly2Sky has a random testing programme in order to mitigate the risk that misuse of psychoactive substances remains undetected and endangers the safety of the aircraft or its occupants. Refer to: OM-A 6.2 PSYCHOACTIVE SUBSTANCES TESTING

In case of a confirmed positive test result, Fly2Sky shall inform its competent authority and the authority responsible for the personnel concerned, such as a medical assessor of the licensing authority. A crewmember's sickness, illness, his/her feeling unwell, indisposed or the impairment of his senses and reflexes by narcotics, drugs or pharmaceutical products have quite often contributed to incidents and accidents.

Therefore, crew health is of the highest importance and has a direct impact on flight safety. This is reflected in very stringent requirements for regular medical examinations and medical certificates. Crewmembers shall undertake flying or any other safety-related work only if physically and mentally fit for duty.

It is the crewmember's responsibility to inform Fly2Sky about the newly received medical certificate. In case of any medical suspension or limitation, crewmembers shall immediately inform Fly2Sky Scheduling and Training department. The crewmember is responsible for not undertaking any duties if he/she does not hold a valid medical certificate.

Fly2Sky has established Peer Support Program, later described in this chapter, the flight crew may refer in case symptoms of decreased fitness. Or even if they have no symptoms of decreased fitness, especially for example: coping with the demands of work, coping with family issues.

6.1.2 ALCOHOL AND OTHER INTOXICATING LIQUIDS**APPLICABLE TO: ALL**

REFER TO: (CAT.GEN.MPA.170)

Psychoactive substances mean alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, except caffeine and tobacco. Crew members and safety-sensitive personnel shall not exercise his/her duties while under the influence of psychoactive substances. The following rules regarding the consumption of alcohol shall be followed.

A crewmember shall not:

- Consume alcohol less than 8 hours before the specified reporting time for flight duty or the commencement of standby duty;
- Commence a flight duty period with a blood alcohol level in excess of 0.2 grams of blood alcohol concentration (BAC) per litre of blood at the start of a flight duty period;
- Consume alcohol during the flight duty period or whilst on standby;
- Consume alcohol at any time when in uniform in public places.

Crewmembers shall be aware of the effect of alcohol consumption even in small quantities, as well as the resulting consequences of alcohol consumption even when all alcohol has left the body. These effects include impaired reaction and judgement as well as reduced

resistance to the strain of flight duty e.g., lack of oxygen, acceleration and physical load.

Furthermore, the combination of alcohol and lack of sleep, or the combination of alcohol with sedatives, sleeping pills or similar drugs are considered especially harmful. The effects of heavier alcohol consumption may last up to 48 hours.

6.1.3 NARCOTICS

APPLICABLE TO: ALL

The consumption of narcotics is not allowed for crew members unless approved by an Aero-Medical Examiner (AME).

6.1.4 DRUGS

APPLICABLE TO: ALL

As Crewmembers shall not undertake flying duties while under the influence of any drug that may adversely affect performance. Crewmembers shall know that many commonly used drugs have side effects liable to impair judgement and interfere with performance.

Ideally, crewmembers shall not fly on duty whilst taking any medication. When in doubt crewmembers shall contact an Aero-Medical Examiner (AME) to establish whether medication being taken precludes flight duties or not. The crewmember is not allowed to take tranquillisers or sleeping drugs later than 10 hours before commencement of flight service.

No flight duty is permitted the same day or within 12 hours of dental treatment which includes anesthetic or other pain-relieving means. Check with your dentist about the consequences the treatment may have with regard to your flight duty. The following are some of the types of medication in common use which may impair reactions. There are many others and when in doubt a crewmember shall consult an Aero-Medical Examiner (AME).

The use of hypnotics shall be discouraged. They may dull the senses, cause confusion and slow reactions.

6.1.4.1 ANTIHISTAMINES

All antihistamines can produce side effects such as sedation, fatigue and dryness of the mouth. Quite commonly they are included in medication for the treatment of the common cold, hay fever and allergic rashes or reactions. Some nasal sprays and drops may also contain antihistamines.

6.1.4.2 TRANQUILLISER, ANTIDEPRESSANTS AND PSYCHOTIC DRUGS

All these types of drugs preclude crewmembers from flight duties because of the underlying condition for which they are being used as well as the possible side effects resulting from them. Flight duties shall not be resumed until treatment with these types of drugs has been discontinued and until the effects of the drugs have entirely worn off. This can take several days in some instances.

6.1.4.3 ANTIBIOTICS

The underlying condition for which antibiotics are being taken may prevent a crewmember from flying. However, most antibiotics are compatible with flying. Obviously, where any hypersensitivity is feared, the suspect antibiotic shall not be used. A crewmember shall

have previous experience of the antibiotic prescribed, or, alternatively, have a trial of it for at least twenty-four hours on the ground before using it during flight duties.

6.1.4.4 ANALGESICS (PAIN KILLERS)

With a lot of analgesics and anti-inflammatory agents, there is a risk of gastric irritation or hemorrhage. Ideally, a doctor's advice shall be sought before using them.

6.1.4.5 STEROIDS (CORTISONE, ETC.)

The use of steroids, with few exceptions, precludes flight duties.

6.1.4.6 ANTI-MALARIAL

Most anti-malarial preparations used for prevention and taken in recommended dosage are considered safe for flight duties.

6.1.4.7 ANTI-DIARRHOEAS

As a lot of medications used in treating symptoms of gastritis and enteritis (diarrhoea) may cause sedation, blurring of vision, etc., great care shall be exercised in their usage by crewmembers. In most cases grounding for a time may be necessary.

6.1.4.8 APPETITE SUPPRESSANTS

These preparations can affect the central nervous system and shall not be taken during flight duties.

6.1.4.9 ANTI-HYPERTENSIVES (DRUGS FOR TREATING BLOOD PRESSURE)

Certain therapeutic agents are compatible with flying activity. They shall be prescribed only by a doctor experienced in aviation medicine. Sufficient time shall be allowed to assess the suitability and the possible side effects before resuming flight duties.

6.1.4.10 ALCOHOL

Alcohol combined with most of the types of medication is a most undesirable and dangerous combination.

6.1.5 IMMUNISATION

APPLICABLE TO: ALL

Medical advice is to be sought concerning the period to be observed before returning to flying duties following an immunisation. Crewmembers are responsible for the validity of their individual vaccination certificates. All data concerning the period of validity of vaccination are given in the respective document. Crewmembers shall present their vaccination certificates to the appropriate authorities when required to do so.

6.1.6 DEEP DIVING

APPLICABLE TO: ALL

Flying in pressurised aircraft after deep-diving can result in the bends (decompression sickness). Crewmembers whose sporting activities include deep-sea diving shall not fly within 24 hours of completing such diving activity. Diving to a depth exceeding 10 meters

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implies refraining from flying duties up to 48 hours.

6.1.7 BLOOD/BONE MARROW DONATION**APPLICABLE TO: ALL**

REFER TO: (GM1 CAT.GEN.MPA.100(c)(2))

Following a blood donation, the volume of blood lost is made up in a matter of some hours, but the cellular content can take some weeks to return to the previous level. Flight and Cabin crew members are not recommended to donate blood. Crew members willing to donate blood shall ensure blood will not be donated within 48 hours before flight duty.

6.1.8 MEAL PRECAUTIONS PRIOR TO AND DURING FLIGHT**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.240), (AMC1 ORO.FTL.240)

Cases of acute food poisoning in the air continue to occur sporadically and surveys of incapacitation of the flight crew in-flight show that of these cases, gastrointestinal disorders pose by far the commonest threat to flight safety. No other illness can put a whole crew out of action so suddenly and so severely, thereby immediately and severely endangering a flight, as food poisoning.

Any food, which has been kept in relatively high ambient temperatures for several hours after preparation, shall be regarded with extreme suspicion. This applies particularly to the cream or pastry, which is commonly part of a set aircraft meal. The re-heating process usually used in aircraft for the main course of a meal rarely destroys food poisoning organisms and the toxins they produce. These toxins are tasteless and cause no unpleasant odors.

Since the most acute forms of food poisoning frequently come on suddenly 1-6 hours after contaminated food is eaten, common-sense rules shall be observed as far as practicable in respect of meals taken within 6 hours of a flight. For any crewmember, before and during flight it is essential to avoid eating easily perishable foods as well as foods and drinks served cold. This is most important with milk and cream products, mayonnaise, sauces, salads, meatpies and other meat products.

To eliminate, as far as possible, the risk of food poisoning, the Captain and First Officer shall not partake of the same dishes before or during a flight. Crewmember shall report for duty physically fit for the flight. The flight shall not be started on an empty stomach. Crewmember shall regularly take food when on duty, i.e., have a meal every 6 hours. It is recommended to take light refreshments between meals.

If meals are taken during the flight, the following shall be observed:

- Unless there is no hot meal for the passengers, the crew meal shall not be heated during the flight. The only exception is on the third flight of the day if the crew was not able to take the meal during turnaround;
- The cabin crew normally have their meal at their working stations after the passenger service and out of passenger sight;
- The flight crew normally take their meals in the cockpit.

Precautions:

- Both pilots shall not take the same meals as a general precaution to avoid food poisoning.
- The meals shall not be taken by both pilots simultaneously.
- Food and drinks in the cockpit shall be carefully handled to avoid spillage with associated risk for electrical and other equipment.

During the FDP there is ensured opportunity for a meal and drink to avoid any detriment to a crew member's performance, especially when the FDP exceeds 6 hours. The minimum duration of 20 minutes in every 6 hours of FDP is given to the crew member to consume a regular meal in order not to alter the human needs for nutrition without affecting the crew member's body rhythms. The meal opportunity has to be used during the cruise phase or during ground time and shall not affect crew members' safety-related duties.

6.1.9 SLEEP AND REST

APPLICABLE TO: ALL

Fly2Sky crew members are responsible for the management of their own fatigue and fitness. All crew members shall make optimum use of the opportunities and facilities for rest provided, and plan and use their rest periods properly.

A crew member shall not perform duties on an aeroplane if he/she knows or suspects that he/she is suffering from fatigue or feels unfit to the extent that the flight may be endangered. For Flight and Duty Time Limitations and Rest Requirements refer to the OM-A 7 FLIGHT TIME LIMITATIONS.

6.1.10 SURGICAL OPERATIONS

APPLICABLE TO: ALL

Holders of medical certificates shall not take any prescription or non-prescription medication or drug or undergo any other treatment unless they are completely sure that the medication, drug or treatment will not have any adverse effect on their ability to perform safely their duties. If there is any doubt, advice shall be sought from an Aero-Medical Examiner (AME).

Holders of medical certificates shall, without undue delay, seek the advice of an Aero-Medical Examiner when becoming aware of:

- Hospital or clinic admission for more than 12 hours; or
- Surgical operation or invasive procedure; or
- The regular use of medication; or
- The need for regular use of correcting lenses.

Holders of medical certificates who are aware of any significant personal injury involving incapacity to function as a member of a flight crew, or any illness involving incapacity to function as a member of a flight crew throughout a period of 21 days or more, or being pregnant, shall inform the Authority in writing of such injury or pregnancy and as soon as the period of 21 days has elapsed in the case of illness. The medical certificate shall be deemed to be suspended upon the occurrence of such injury or the elapse of such period of illness or the confirmation of the pregnancy, and:

- In the case of injury or illness the suspension shall be lifted upon the holder being medically examined under arrangements made by the Authority and being pronounced fit to function as a member of the flight crew, or upon the Authority exempting, subject to such conditions as it thinks fit, the holder from the requirement of a medical examination; and
- In the case of pregnancy, the suspension may be lifted by the Authority for such period and subject to such conditions as it thinks fit and shall cease upon the holder being medically examined under arrangements made by the Authority after the 4.2 has ended and being pronounced fit to resume her functions as a member of the flight crew.

The crew shall not operate:

- Within 48 hours following a general anaesthetic;
- Within 24 hours following any local, including dental, anaesthetic.

6.1.11 GLASSES AND LENSES

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.12.1]

All flight crewmembers who are required by the licensing authorities to wear corrective lenses in order to satisfy visual requirements laid down for the granting of licences are required to carry a spare pair of spectacles with them on all occasions whilst operating their licence.

Spectacles, either corrective or anti-glare, when worn by the flight crew during flight shall be of a type of frame that allows maximum peripheral vision. The examination for the prescription of a spectacle correction shall ideally be carried out by an examiner with some understanding of the problems of vision in aviation.

6.1.11.1 NEAR VISION CORRECTION

Where the only correction necessary is for reading, pilots shall never use full lens spectacles while flying - because the pilot's task requires frequent changes from near to distant vision and the latter is blurred by reading glasses. Half-moon spectacles or lower segment lenses with a neutral upper segment shall be used in these circumstances.

6.1.11.2 NEAR AND DISTANT VISION CORRECTION

Where correction for both near and distant vision is required, bifocal lenses are essential, and pilots shall discuss with their Aero-Medical Examiner (AME) the shape and size most suitable for each segment. Where triple correction is necessary for reading, the instrument panel range and distant vision, then specialist advice is required.

6.1.12 OTHER SIGNIFICANT HEALTH CONSIDERATIONS

APPLICABLE TO: ALL

No individual shall act as a crew member if, for any reason, his physical or mental condition is such that it could endanger the safety of the aircraft or its occupants. In case of decrease of medical fitness or if in any doubt about their fitness to fly, use of medication or treatment:

- Crew members shall seek the advice of his Aero Medical Examiner (AME);

- Crew members shall seek the advice of his/her Aero-Medical Examiner (AME) when they have been suffering from any illness involving incapacity to function as a member of the flight crew for a period of at least 21 days.

The crew members shall be physically, mentally and medically fit before returning to duty.

6.2 PSYCHOACTIVE SUBSTANCES TESTING

6.2.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (GM2 CAT.GEN.MPA.170(B))

6.2.1.1 POLICY

Fly2sky has zero tolerance for psychoactive substances and strict limits for alcohol. Alcohol and drug testing programs are mandatory.

Pilots and aircrew must be free from any psychoactive substances that could impair performance.

Fly2Sky's policy on prevention of misuse of psychoactive substances ensures that flight and cabin crew, as well as other safety-sensitive personnel, are dealt with in a consistent, just and fair manner as regards the prevention and detection of misuse of psychoactive substances.

Fly2Sky Policy underlines that:

- It is not allowed to exercise of duties while under the influence of psychoactive substances
- The misuse of psychoactive substances is prohibited
- All personnel who are identified as being engaged in any kind of misuse of psychoactive substances shall be removed from safety critical functions including flight duty.
- The use of narcotics and/or drugs that have not been prescribed by a medical practitioner is expressly forbidden at any time. This also applies to sleep inducing drugs.

Fly2Sky conducts a transparent and non-discriminatory procedure for the prevention and detection of cases of misuse of psychoactive substances by its flight and cabin crew and other safety-sensitive personnel.

6.2.2 PROCEDURES FOR PSYCHOACTIVE TESTING

APPLICABLE TO: ALL

6.2.2.1 DATA PROTECTION

All data related to psychoactive substances testing are personal confidential data and shall be managed and protected in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation).

- All flight and cabin crew and other safety-sensitive personnel employed by Fly2Sky shall undergo tests for psychoactive substances:

- Before starting, or latest during the recruitment process as part of the overall candidate assessment;
- With due cause in the following cases:
 - Following a reasonable suspicion of use/misuse of psychoactive substances, and following an assessment by appropriately trained personnel; and
 - After a serious incident or accident within the meaning of Regulation (EU) No 996/2010 provided that testing is possible due to the location of the serious incident or accident.

Fly2sky has two methods of testing for psychoactive substances:

1. Through the National Military Academy with whom Fly2Sky signed a contract and send personnel to be tested
2. The security department of Fly2sky performs randomly such tests in each base of operation.

A number of tests are planned by the Director Flight Operations in cooperation with Human Resources Manager taking into account:

- The number of crew currently employed;
- The number of sectors flown;
- The distribution of crew across bases.

The number of tests performed shall give the assurance of a statistical consistency to make aware every crew of a reliable possibility to be submitted to a test. Tests for alcohol are performed by the members of the Safety Department and the drugs tests are performed by an authorised medical center. Personnel performing alcohol tests, before being assigned to the duty, shall be properly trained on:

- Responsibilities;
- National legislation on psychoactive substances;
- Testing standards and limits;
- Use of testing equipment, kits;
- Testing procedures;
- Data protection and confidentiality;
- Actions and follow up in case of a positive test.

In case of a confirmed positive test result, Fly2sky shall inform its competent authority and the authority responsible for the personnel concerned, such as a medical assessor of the licensing authority.

Psychoactive substances tests shall be carried out in consultation with the crew in such a way that third parties (e.g.: other airlines crews, passengers, ground handling personnel etc.) are not aware or informed about the psychoactive substances test performance. Psychoactive substances tests shall be preferably done at the briefing room but can also be done in other places (i.e., hotel before pickup, aircraft) provide confidentiality is assured and only the tested crew is present in the place.

When performing a test in the aircraft care shall be taken on the following when selecting the location:

- Cockpit: area could be visible from outside, pending on the parking position of the aircraft.
- Galley: ground handling personnel might be present.
- Cabin: cleaning might be ongoing or has to be delayed by the operator.
- The lavatory compartment shall be, by the nature of this place, considered inadequate to perform the test.

To test crews, the following locations are seen as adequate to perform the initial psychoactive substances test to ensure a discrete environment:

- In the cockpit when the door is closed (sunshades down) (preferable location for flight crew testing).
- In the passenger cabin, if empty, (doors closed, window shades down).
- Galley area curtain(s) closed (preferable location for cabin crew testing).

The crew member might propose a different place for the test; if the place is appropriate, it shall be considered as an alternative. Before the alcohol test, testing personnel shall be sure that the device is operational and suitable for the test (e.g.: correctly calibrated, within due date for maintenance, etc.). Before starting the test, testing personnel shall introduce:

- The testing process, avoiding the use of discriminatory or discreditable words;
- The device/test equipment to be used;
- The consequences of positive results to the crew members; and
- That a lack of cooperation will be regarded in the same way as a positive test.

All parts of the equipment, which come into contact with the mouth of the crew member, shall be visibly removed from the original packaging in front of or by the tested crew member, and must not be touched by a third person at the relevant points. Since the measurement requires the active involvement of the crew, this can only be done with their consent.

Where compatible with the testing procedures and if requested by the crew member, the crew member shall have the option of asking a witness/work colleague to observe the test.

6.2.2.2 CONSEQUENCES OF A TEST REFUSAL

A refusal to cooperate during a test is:

- When a crew don't accept to undergo the initial or confirmation psychoactive substances test; and
- When a crew don't cooperate with the testing procedures.

The refusal shall be considered as a positive test confirmation. Testing personnel shall inform the crew about the consequences of test refusal and in any case, the concerned crew member shall not be allowed to continue his/her duty. Follow up is the same as per the positive confirmation test.

6.2.2.3 NOTIFICATION TO NATIONAL COMPETENT AUTHORITY (NCA)

Fly2Sky shall notify the Bulgarian CAA and the National Competent Authority (NCS) of the crew positive test confirmed providing:

- The State of Licence issue; (only for flight crew)
- Pilot's licence number; (only for flight crew)
- Medical certificate number; (if available)
- Name of flight crew licence holder or name of cabin crew
- Result of the breath alcohol concentration (BrAC) testing (the references of the device used for the measure) and the time and date of the test, or
- The result of medical, clinical laboratory psychoactive substances test
- The limit of alcohol concentration (either BrAC or BAC) not complied with; and
- Any other document required.

A refusal of a test is notified in the same way as a positive case, except for the result of the test which is replaced by an indication of the refusal.

6.2.2.4 INTERNAL APPEAL

Positive tested crewmember or personnel is entitled to appeal Fly2Sky for the review of the test result. Application for appeal shall be submitted to Human Resource Manager with medical documentation supporting the appeal. The appeal shall be evaluated by a commission made by:

- Peer Support Program Manager;
- Director Flight Operations;
- Human Resource Manager;
- An Aero-Medical Examiner (AME) or a professional with similar expertise.

The result of the appeal process shall be communicated to the appellant, to the Bulgarian CAA and the National Competent Authority (NCA) of the appellant.

6.2.3 ALCOHOL TESTING

APPLICABLE TO: ALL

When the result appears on the device display, the testing personnel shall inform the tested crew member of the result. An initial alcohol test result is considered negative when the breath alcohol concentration (BrAC), measured by a breath alcohol tester is lower or equal to the equivalent level of 0.2 grams of blood alcohol concentration (BAC) per litre of blood or the national statutory limit, whichever is the lower.

Since in case of a positive first alcohol test a second test will be necessary, the exact time of the initial and confirmation test shall be noted down (if not automatically noted by testing device).

6.2.3.1 NEGATIVE TEST

In case of a negative initial test, no further actions are required, and the tested crew member

will be allowed to resume her/his duties normally.

6.2.3.2 POSITIVE TEST

In case of a positive result, a confirmation test shall be performed. After a positive initial test, crew members may react emotionally due to disbelief, fear of loss of licence/certificate, fear of loss of job, sense of shame, delays, sanctions, etc. Aromatic beverages (e.g., fruit juices), alcoholic mouth sprays, medical juices and drops, and belching and vomiting may corrupt the alcohol test results and trigger false positives.

Therefore, in the case of a positive initial alcohol test, a confirmation test shall always be performed. The confirmation test shall be performed at least 15 minutes but not more than 30 minutes after the completion of the initial test. Confirmation testing shall be conducted as soon as possible after the 15-minute delay. During this time the crew is still on duty but testing personnel shall observe that the tested crew member does not eat or drink or ingest something into her/his mouth, for the reason mentioned above. If the crewmember disregards this requirement in such a manner that it prevents the conduct of the confirmation test within the 30 minutes, this can be considered as a lack of cooperation to the test and could be considered as a refusal to the test.

Where compatible with the testing procedures, and if requested by the crew member, the crew member shall have the option of asking a witness/work colleague to observe the test.

The general principles previously mentioned for the initial test remain:

- Selection of the location of the test (confidentiality criteria);
- The operational status and suitability of the device;
- The original packaging and opening procedures of the mouthpiece.

6.2.3.3 CONFIRMATION TEST RESULTS

A confirmation test result is considered negative when the breath alcohol concentration (BrAC), measured by a breath alcohol tester is lower or equal to the equivalent level of 0.2 grams of blood alcohol concentration (BAC) per litre of blood or the national statutory limit, whichever is the lower.

A confirmation test result is considered positive when the breath alcohol concentration (BrAC), measured by a breath alcohol tester is higher than the equivalent level of 0.2 grams of blood alcohol concentration (BAC) per litre of blood or the national statutory limit, whichever is the lower.

6.2.3.4 NEGATIVE CONFIRMATION TEST

When an initial positive test is followed by a negative confirmation test, the overall result of the test shall be negative. No further actions are required. The tested crew member can resume her/his duties.

6.2.3.5 POSITIVE CONFIRMATION TEST

As soon as the test result is known and positive, the tested crew member shall be informed about the result and that she/he shall not be permitted to resume her/his duties. A positively tested flight crew has the possibility to ask for a test in a medical, clinical approved laboratory, this test result shall be evaluated by a professional taking into account the time delay from the initial positive test and will not be allowed to resume duties even if found

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negative.

6.2.3.6 POSITIVE TESTS FOLLOW UP

In case of positive test confirmation, testing personnel shall coordinate the immediate corrective actions before departure. Such coordination shall be done with the representative of Fly2Sky or, if not available, with the commander. In case the commander is under the influence of alcohol, testing personnel shall inform the representative of Fly2Sky or in his/her absence, Fly2Sky Operations Control Center (OCC).

Upon a crew positive confirmation test Operations Control Center (OCC) shall:

- Remove the tested positive crew member from duties;
- Inform the DFO about the positive confirmation test;
- Evaluate possible scenarios for the flight (Replacement of crew member, restrictions on a number of passengers, flight cancellation, etc.).

Before being readmitted to flight duties crew members shall have an interview with the Peer Support Program Manager, supported by a professional, if needed, that will assess the condition of the crew member and decide if to release him/her for normal flight duties or other actions.

6.2.4 PSYCHOACTIVE SUBSTANCES TEST**APPLICABLE TO: ALL**

Psychoactive substances test is performed utilising saliva drugs testing kits that guarantee a result almost identical to the results of blood analyses as the transition from blood to saliva is very successful. The test has a reliability of 99% on detecting the presence in the saliva of:

- Amphetamines
- Barbiturates
- Cannabis and cannabis products
- Cocaine
- Heroin
- Mescaline
- Methamphetamine
- Methaqualone
- Opium, morphine and codeine
- Methylphenidate

Test result appears by means of colour codes on the kit display in approximately 10 minutes, as soon the result appears on the device display, the testing personnel shall inform the tested crew member of the result. The readability of colour codes stands for approximately 1 hour. In case of a positive test, testing personnel shall take a picture of the kit display. Some kits may display an "Invalid" result, in this case, the test shall be repeated.

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6.2.4.1 NEGATIVE TEST

In case of a negative initial test, no further actions are required, and the tested crew member will be allowed to resume her/his duties normally.

6.2.4.2 POSITIVE TEST

After a positive psychoactive substances test, crew members may react emotionally due to disbelief, fear of loss of licence/certificate, fear of loss of job, sense of shame, delays, sanctions, etc. Medications and prescribed drugs may corrupt the psychoactive substances test results and trigger false positives.

Due to the complexity of factors that may affect a psychoactive substance test, a further investigation shall be performed only in a medical or clinical institution where the psychoactive substances used can be diagnosed without any doubt.

6.2.4.3 POSITIVE TESTS FOLLOW UP

In case of positive psychoactive substances test, testing personnel coordinate the immediate corrective actions before departure. Such coordination shall be done with the representative of Fly2Sky or, if not available, with the commander. In case the commander is under the influence of a psychoactive substances test, testing personnel shall inform the representative of Fly2Sky or, in his/her absence, Fly2Sky Operations Control Center (OCC).

Upon a crew positive psychoactive substances test Operations Control Center (OCC) shall:

- Remove the tested positive crew member from duties;
- Inform the DFO about the positive psychoactive substances test;
- Evaluate possible scenarios for the flight (Replacement of crew member, restrictions on a number of passengers, flight cancellation, etc.).

Before being readmitted to flight duties crewmembers shall:

- Provide negative psychoactive substances test documentation from an approved medical or clinical institution;
- Have an interview with the Peer Support Program Manager that will assess the condition of the crew member and decide if to release him/her for normal flight duties or other actions.

6.3 PEER SUPPORT PROGRAM**6.3.1 GENERAL****APPLICABLE TO: ALL**

REFER TO: (CAT.GEN.MPA.215, (GM1 CAT.GEN.MPA.215)

Fly2Sky has established a programme that enables, facilitate and ensure access to a proactive and non-punitive support programme that will assist and support flight crew in recognising, coping with, and overcoming any problem which might negatively affect their ability to safely exercise the privileges of their licence. Access to the program is available to all flight crew.

The Peer Support program is a proactive programme applying the principles of 'just

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culture'. Fly2Sky senior management, mental health professionals, trained peers, and in many cases representative of crew members work together to enable self-declaration, referral, advice, counselling and/or treatment, where necessary, in case of a decrease in medical fitness.

For the effectiveness and to encourage the use of such a programme and ensure its integrity, all data related to the programme are confidential and protected. The possibility to access the program by contacting a dedicated helpdesk either by mail or phone even in an anonymous way makes the program easily accessible for flight crew and will provide adequate means of support at the earliest stages. Contact details will be published in Centrik.

6.3.2 OBJECTIVES AND BENEFITS OF THE PROGRAM**APPLICABLE TO: ALL**

The objectives of the flight crew support program are:

- Improving the ability to cope with personal or work difficulties;
- Obtaining the best emotional management process to avoid future complications and to better control stress;
- Enhancing motivation for work and achieving optimal professional performance by increasing job satisfaction;
- Improving the mental health of the crew and, therefore, their motivation and performance;
- Improving the organisational climate and the perception of Fly2Sky as a facilitator of personal and professional well-being;
- Achieving an early detection of problems;
- Increasing Fly2Sky operational safety.

6.3.3 PEER SUPPORT PROGRAMME PERSONNEL**APPLICABLE TO: ALL****6.3.3.1 SUPPORT PROGRAM MANAGER**

A Support Program Manager is appointed by Fly2Sky. He/she shall have expertise on:

- Mental health;
- Psychological first aid;
- Applicable legal requirements regarding data protection;
- Aviation rules and working environment; and
- Cases where information shall be disclosed due to an immediate and evident safety threat and in the interest of public safety.

He/she is responsible for:

- Dealing with Fly2Sky management;
- Development of Support Program procedures;

- Education of flight crew regarding self-awareness and facilitation of self-referral;
- Training and coordination of peers, professionals, including mental and psychological health professionals;
- Monitoring of the efficiency and effectiveness of the program;
- Monitoring and support of the process of returning to work;
- Management of risks resulting from fear of loss of licence; and
- Referral to an Aero-Medical Examiner in defined cases raising serious safety concerns.

6.3.3.2 PEER

REFER TO: (GM8 CAT.GEN.MPA.215)

In the context of the support program, a 'peer' is a trained person who shares common professional qualifications and experience and has encountered similar situations, problems or conditions with the person seeking assistance from a support programme.

The peer's involvement in the support programme is beneficial due to similar professional backgrounds between the peer and the person seeking support. However, a mental health professional shall support the peer when required, e.g., in cases where intervention is required to prevent endangering safety.

Peers are chosen between the flight crews according to their professional experience and background. They shall receive practically orientated basic training in psychological first aid and regular recurrent/refresher training. They shall develop competencies on how to:

- Listen actively;
- Create a safe atmosphere for open conversation about experienced challenges;
- Moderate conversation on significant issues;
- Give support needed;
- Recognize and react to possible suicidal tendencies.

6.3.3.3 MENTAL HEALTH PROFESSIONALS

This position is occupied by a third-party outside of any organization participating in the Peer Support Program. Mental health professionals are involved only then when the Peer Support Program Manager encounters cases where they have a reasonable doubt regarding safety. In such a case flight crew is directed to mental health professionals for deeper consultation and evaluation of the mental issues the pilot has. Such meetings between the flight crew and mental health professionals shall be live. Virtual meetings might be organized only in extreme cases and conclusions from such meetings shall be considered with caution. Mental health professionals' conclusions are given to the Peer Support Program Manager, and he/she makes a decision regarding further actions.

Minimum requirements for Mental Health Professional:

- At least clinical psychologist's or psychiatrist's qualification;
- Work experience in consulting and diagnosing mental health issues;

- Relevant knowledge of the aviation environment.

6.3.4 PRINCIPLES OF THE PEER SUPPORT PROGRAM

APPLICABLE TO: ALL

REFER TO: (AMC1 CAT.GEN.MPA.215)

The psychological support program for flight crews is established with the primary objective of helping to recognise, face, and overcome difficulties that, in any way, affect their psychological well-being or the security of their professional performance. It is based on the concept of resilience by which people can positively face difficulties in work and personal situations that create stress or emotional impact on them, and on mutual trust between them and the company.

It is financed and supported by the company. Still, its operation is independent, and only purely statistical data is collected to improve and monitor the welfare of the pilot community.

The program enables the flight crew:

- A self-declaration or referral in case of a decrease in a flight crew's medical fitness with an emphasis on prevention and early support; and
- If necessary, to receive temporary relief from flight duties and be referred to professional advice.

6.3.4.1 CONFIDENTIALITY AND PROTECTION OF DATA

REFER TO: (AMC2 CAT.GEN.MPA.215)

Confidentiality is the cornerstone of the support programme. Fly2Sky's top priority is that personal information is protected at the highest level. The Peer Support Program Manager has the responsibility to maintain confidentiality and protect the data. All data related to the program shall be stored in a location (virtual or physical) under the sole control and access of the Peer Support Programme Manager.

Personal data are managed and protected in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation). All personnel involved in the program (Support Programme Manager, mental health professionals and peers) have signed a confidentiality agreement and are trained on data protection law.

A culture of mutual trust and cooperation shall be maintained so that the flight crew is less likely to hide a condition and more likely to report and seek help. Disclosure of data may only be granted in an anonymised manner such as in the form of aggregated statistical data and only for purposes of safety management so as not to compromise the voluntary participation in a support programme, thereby compromising flight safety.

In the unlikely event that an idea or conduct is detected that motivates a demonstrable concern about the safety of one's own safety or that of other people, psychological health professional with relevant knowledge of the aviation environment, shall assess the need to renounce confidentiality, complying with its ethical and legal code.

6.3.4.2 FACILITATION OF TRUST

REFER TO: (GM2 CAT.GEN.MPA.215)

Essential trust between management and crew is the foundation for a successful support

program. A trust shall be continuously improved with all available means, in particular by:

- Scheduling by the Support Program Manager regular oversight meetings, with the participation of:
 - Director Flight Operations;
 - Training Manager;
 - Talent Development Manager (HR);
 - Safety Manager.
- The agenda of the meetings shall include a review of data from the program, review of procedures, improvements to develop, etc.
- Clear and unambiguous agreement on the use and protection of data will be part of the contract agreement between Fly2Sky and the flight crew
- Application by senior managers of safety commitment and non-punitive policy to the Peer Support Program
- Allocating the necessary resources in terms of personnel and a communication system that will protect the confidentiality of personal data
- Providing an internal communication system to promote the benefits of the Peer Support Programme including the possibility to be temporarily relieved from duties without fear of dismissal and to access to loss of licence insurance plans, if available.

6.3.5 ELEMENTS OF THE PEER SUPPORT PROGRAM

APPLICABLE TO: ALL

REFER TO: (AMC3 CAT.GEN.MPA.215), (GM4 CAT.GEN.MPA.215)

The goal of the Peer Support Programme shall be to enable prevention and early detection of issues and adequate advice and support to the concerned crew member with the aim to enable the crew to return to service.

Due to the clear correlation between flight crew health and flight safety, the Peer Support Programme shall be linked to the Safety Management System provided that data is used for purposes of safety management and is anonymised and aggregated to ensure confidentiality.

6.3.5.1 FLIGHT CREW ACCESS TO SUPPORT PROGRAM

Refer to: (GM6 CAT.GEN.MPA.215)

All flight crew shall receive initial training and education regarding self-awareness and the facilitation of self-referral. Flight crew shall consider accessing Support Program:

- At any stage after detecting that he/she is not feeling well by contacting the Peer Support Program;
- When he/she is aware that another crew member may need help from the Peer Support Program.

Joining a support programme does not remove the flight crew's obligation to seek aeromedical advice in case of a decrease in medical fitness in accordance with MED.A.020

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of Commission Regulation (EU) No 1178/2011.

6.3.5.2 ASSISTANCE BY PROFESSIONAL

The Peer Support Programme Manager has the responsibility to monitor and discuss with peers the cases. If the situation requires assistance provided by professionals, including mental and psychological health professionals they shall have relevant knowledge of the aviation environment. The professional shall, on request, be provided with the data related to the case.

6.3.5.3 INVOLVEMENT OF PEERS

Peers are volunteer pilots, carefully selected, and trained to tackle and accompany in complex situations. They are persons with a high capacity for empathy and active listening who will seek, above all, the well-being of their peers.

Once a request is assigned to a peer, he/she has access to complete information to contact the flight crew and thus begin the intervention. Only the assigned peer and the Peer Support Programme Manager shall have access to flight crew data.

6.3.5.4 MONITORING OF THE EFFICIENCY AND EFFECTIVENESS OF THE PROGRAMME

The Peer Support Programme Manager is responsible to monitor the efficiency and effectiveness of the program. Monitoring includes as a minimum the collection and analysis of the following data:

- Q of applications received per quarter,
- Q of cases that were solved only by Peers,
- Q of cases that needed Mental Health Experts intervention,
- Q of encounters were needed between Peer and pilot to solve the cases,
- What kind of issues pilots are facing when they apply for support. This information must be given generalised – in general categories that assure.

Data are maintained by the Peer Support Programme Manager and provided that, data is used for purposes of safety management and is anonymised and aggregated to ensure confidentiality, may be presented during support program meetings.

6.3.5.5 MONITORING AND SUPPORT OF THE PROCESS OF RETURNING TO WORK

In case a flight crew accessing the Support Program has been relieved from flight duties, his/her return to flight duties shall be approved by the Peer Support Program Manager.

6.3.5.6 RISKS RESULTING FROM FEAR OF LOSS OF LICENCE

The risk to lose the licence due to decreased medical fitness, even temporary, is recognised to be one of fear and obstacle to access the Peer Support Program. It is Fly2Sky's commitment to managing this risk through the possibility to offer:

- Voluntary loss of licence plans;
- Preference on hiring flight crew who lost medical fitness for other company positions.

6.3.5.7 REFERRAL TO AN AERO-MEDICAL EXAMINER (AME)

In case of cases raising serious safety concerns Support Programme Manager shall:

- Immediately contact Director Flight Operations for relieving the flight crew from flight duties;
- Ask, if deemed necessary, assistance from mental and psychological health professionals with relevant knowledge of the aviation environment;
- Convene a Peer Support Program Meeting with the participation of the Director Flight Operations, Human Resource Manager the Safety Manager and the mental or psychological health professional, if required;
- If the mental and psychological health professional has recommended the deferral to an Aero-Medical Examiner (AME), Director Flight Operations of Human Resources Manager shall inform the concerned flight crew D flight crew shall be relieved from any flight duty until he/she presents a new valid medical certificate.

6.3.6 TRAINING AND AWARENESS**APPLICABLE TO: ALL**

REFER TO: (AMC1 CAT.GEN.MPA.170(B)), (AMC4 CAT.GEN.MPA.215), (GM3 CAT.GEN. MPA.215)

Fly2Sky promotes access to the Peer Support Program for all flight crew. Professionals, including mental and psychological health professionals, as well as trained peers that are involved in the support programme, shall receive initial and recurrent training related to their role and function within the support program.

6.3.6.1 TRAINING ELEMENTS – CREW MEMBERS

All crew members shall attend training on the prevention of misuse of psychoactive substances. In addition, all flight crew shall attend an initial support programme training. Training will be held by Peer Support Program Manager, or a person considered by him/her adequate.

Flight Crew Syllabus – Initial	Duration
The effects of psychoactive substances on individuals and on flight safety	Flight Crew and Cabin Crew 1 h Class or Virtual Class
Fly2Sky procedures to prevent misuse of psychoactive substance	
Individual responsibility of the crew member	
Testing procedures	
Assistance provided by the support program	Flight Crew 3 h Class or Virtual Class
Positive impacts of a support programme	
Awareness of job stressors and life stressors — mental fitness and mental health	

Flight Crew Syllabus – Initial	Duration
Coping strategies	
Medication use (prescribed and over-the-counter medication) to ensure the safe exercise of the privileges of the licence whilst taking medication	
Early recognition of mental unfitness	
Principles and availability of a support program	
Data protection and confidentiality principles	

6.3.6.2 TRAINING ELEMENTS – MENTAL HEALTH PROFESSIONALS

Mental health professionals involved in the support programme shall receive initial and recurrent training related to their role and function within the support program. Training will be held by the Peer Support Programme Manager. Recurrent training shall be performed every 24 calendar months.

Mental Health Professionals – Initial/Recurrent	Duration
Psychological first aid	4 h Class
Applicable legal requirements regarding data protection	
Cases where information shall be disclosed due to an immediate and evident safety threat and in the interest of public safety	

6.3.6.3 TRAINING ELEMENTS – PEERS

Peers involved in the support programme shall receive initial and recurrent training related to their role and function within the support programme. Training will be held by the Peer Support Program Manager. Recurrent training shall be performed every 24 calendar months.

Peers – Initial/Recurrent	Duration
Psychological first aid	Initial 28 h
Applicable legal requirements regarding data protection	
Main principles in providing emotional support	
Feelings, emotions and why they are important	

Peers – Initial/Recurrent	Duration
Main guidelines and structure of emotional support conversation	Recurrent 8 h

6.4 FLIGHT CREW PSYCHOLOGICAL ASSESSMENT

6.4.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (CAT.GEN.MPA.175(B))

Fly2Sky having a workforce of more than 20 full-time equivalents (FTEs) that are involved in an activity subject to Regulation (EU) 2018/1139 and its implementing rules, ensures that flight crew has undergone a psychological assessment before commencing line flying in order to:

- Identify psychological attributes and suitability of the flight crew in respect of the work environment; and
- Reduce the likelihood of negative interference with the safe operation of the aircraft.

6.4.2 PSYCHOLOGICAL ASSESSMENT

APPLICABLE TO: ALL

6.4.2.1 CONTENT

REFER TO: (AMC1 CAT.GEN.MPA.175(B)), (GM1 CAT.GEN.MPA.175(B))

The psychological assessment is a series of psycho technical tests designed to assess the candidate's psychological and psychometric abilities to anticipate its likelihood of training success or its adaptability to Fly2Sky procedures and working environment. The assessment includes at least the following assessment criteria:

- Cognitive abilities;
- Personality traits;
- Operational and professional competencies; and
- Social competencies in accordance with crew resource management principles.

Psychological assessments are either performed or overseen, when performed by Human Resources Manager, by the Fly2Sky nominated psychologist who has acquired knowledge in aviation relevant to the flight crew's operating environment and with expertise in psychological assessment. Psychological assessments performed by another operator are considered acceptable provided:

- Has been undertaken at least within the past 24 months;
- Has been validated by Fly2Sky nominated psychologist.

A psychological assessment conducted by or on behalf of Fly2Sky shall not be considered or conducted as a clinical psychological evaluation.

6. CREW HEALTH PRECAUTIONS

6.4.2.2 PROCEDURES

REFER TO: (AMC1 CAT.GEN.MPA.175(B))

Fly2Sky performs psychological assessment by means of computer-based psychometric tests, questionnaires, interviews and simulator-based tests/work samples. All new flight crew joining Fly2Sky shall undertake a psychological assessment during the assessment, preferably before the Operator Conversion course, but not later than line flight training.

Upon completion of the assessment, it shall be validated by the nominated psychologist and the assessment completion date entered in the training records by the Training Manager.

6.4.2.3 PERSONNEL INVOLVED

Human Resource Manager is responsible for psychological assessment initial planning in coordination with the nominated psychologist, crewing and training department. Human Resource Manager is responsible for assigning credentials to the candidate to log into the computer-based psychometric tests and notify the nominated psychologist of the assessment schedule.

The nominated psychologist shall validate the assessment upon completion and communicate results to Human Resource Manager. In case of doubtful cases, he/she can convene a meeting to discuss and deliberate with the participation of:

- Human Resource Manager
- Director Flight Operations

6.4.2.4 ASSESSMENT CRITERIA AND INSTRUMENTS USED

The psychological assessment process and contents have been validated by the Fly2Sky nominated psychologist that maintains a continuing oversight, practical organisation and conduct of test remain under the responsibility of Human Resource Manager supported by a Type Rating Examiner for technical questionnaire, interview and Simulator based tests/work samples.

All Fly2Sky personnel responsible for the psychological assessment (Human Resource Manager, Human Resource Coordinator, Type Rating Examiner, etc.) shall receive training from the nominated psychologist on:

- Test principles and scope
- Assessment criteria
- Interview technique
- Grading
- Data protection
- Documentation and records keeping

6.4.2.5 TEST STRUCTURE

Psychological assessment is structured in two (2) phases combined with the general assessment procedure for the flight crew.

Phase 1 is a Computer-Based Psychometric Test

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This phase is normally performed as part of the initial screening of candidates for assessment, it is a computer-based psychometric test designed to cover the following criteria and modules.

Assessment Criteria	Modules	Duration
Cognitive abilities	Reasoning	1 h
	Working with numbers	
	Working with words	
Personality Traits	Extraversion	1 h
	Agreeability	
	Conscientiousness	
	Stability	
	Openness to experience	
	Energy	
	Objectiveness	
	Resilience	
	Tenacity	

Phase 2 – Class, Face-To-Face Testing

Phase 2 is performed in a class or individual face-to-face environment. The below table resumes the criteria and module contents.

Assessment Criteria	Modules	Duration
Operational and professional competencies	Technical questionnaire and interview ¹	2 h
	Working with numbers ¹	1 h
Social competencies in acc.	Semi-standardised interviews ²	1 h

(1) These modules are leaded by a Type Rating Examiner (TRE). Questionnaire and technical interview give the possibility to assess theoretical knowledge background and expertise on the aircraft type. Assessments in Full-Flight Simulators (FFS) is the ideal completion because offer the highest degree of realism, by reproducing the actual dynamics and complexity of the pilot working environment.

(2) Semi-Standardised interviews follow a prescribed set of questions and evaluation criteria. Provided that the interviewer applies professional questioning and communication techniques, standardised interviews can be successful in capturing personality traits and social competence.

6.4.2.6 MEASUREMENT SCALES

Scales express results of performance measurements in a numeric way. Yes/no or pass/fail

classifications - are not scales and are not helpful for further use, such as in recommending training requirements. Scales with fixed intervals – these scales allow mathematical processing such as overall scores.

The rank row scale used for the process expressed is a numeric scale vain from 1 to10. In general, 1 correspond to the lowest competence while 10 to the highest. Each module is measured separately, and the final decision remains on Human Resources Manager supervised, if needed, by the Fly2Sky nominated psychologist.

6.4.2.7 VALIDITY PERIOD

Psychological assessment structure and content once validate shall be considered valid unless the nominated psychologist deems it necessary to review and revalidate the test, following:

- Company dimension change;
- Changes on the computer-based psychometric test;
- Any other factor at the discretion of the nominated psychologist.



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7 FLIGHT TIME LIMITATIONS

7.1 FLIGHT AND DUTY LIMITATIONS AND REST REQUIREMENTS

7.1.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.100), (ORO.FTL.125), [IOSA FLT 3.4.4]

Fly2Sky flight and duty time limitations and rest requirements established in compliance with Regulation (EC) No 2018/1139, Subpart ORO.FTL of Regulation (EU) 965/2012 and other applicable legislation, including Directive 2000/79/EC. Before being implemented, flight time specification schemes, including any related FRM where required, shall be approved by the competent authority.

Each flight and cabin crew member are responsible for strict adherence of flight, duty and rest time limitations stated in this subsection. In addition to the mentioned, Fly2Sky considers the following as duty time for the purposes of determining required rest periods and calculating duty time limitations for operating flight and cabin crew members:

- Entire duration of the flight;
- Pre-operating deadhead time;
- Training Periods immediately prior to a flight;
- Administrative or office time immediately prior to a flight;
- Flight time accrued by flight crew members in operations other than those of the Operator.

Any facility intended to serve as an intermediary between a person reporting an emergency and a rescue coordination centre or rescue subcentre.

Note: Fly2Sky considers the accumulated time from the relevant periods before joining the company. Refer to: OM-D 2-1-1 OPERATOR CONVERSION TRAINING AND CHECKING.

7.1.2 FLY2SKY RESPONSIBILITIES

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.110), (AMC1 ORO.FTL.110(A)), (AMC1 ORO.FTL.110(J)), (GM1 ORO.FTL.110(J))

The Bulgarian CAA has determined that all CAT operators under its oversight shall apply the 'early type' disruptive schedules for their home bases. In relation to this, Fly2Sky has the responsibility to:

- Assign home base to each crew member by adding base code in Leon
- Publish duty rosters not less than 14 days in advance to provide the opportunity for crew members to plan adequate rest;
- Ensure that flight duty periods are planned in a way that enables crew members to remain sufficiently free from fatigue so that they can operate to a satisfactory level of safety under all circumstances.

7. FLIGHT TIME LIMITATIONS

- Consider the relationship between the frequency and pattern of flight duty periods and rest periods and consider the cumulative effects of undertaking long duty hours combined with minimum rest periods;
- Allocate duty patterns which avoid practices that cause a serious disruption of an established sleep/work pattern, such as alternating day/night duties;
- Provide rest periods of sufficient time to enable crew members to overcome the effects of the previous duties and to be rested by the start of the following flight duty period;

Note: Fly2Sky has the right to contact crews outside local night hours by means of passive communication (e.g., text message or email) during rest period before/after duty other than FDP in order to inform about assigned duty outside rest period. However, the crew members are not obliged to check and respond to text message or emails when is on days free of duty described in this subsection.

- Plan recurrent extended recovery rest periods and notify crew members 14 days in advance;
- Plan flight duties to be completed within the allowable flight duty period considering the time necessary for pre-flight duties, the sector and turnaround times;
- Change a schedule and/or crew arrangement if the actual operation exceeds the maximum flight duty period on more than 33 % of the flight duties in that schedule during a scheduled seasonal period.

Fly2Sky has established and monitors performance indicators for operational robustness of rosters as described in this chapter.

7.1.3 CREW MEMBER RESPONSIBILITIES

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.115)

The crew members have the responsibility to:

- Comply with requirements applicable to their activities as described in the OM-A. Refer to: OM-A 6.1 HEALTH PRECAUTIONS
- Not allow their task achievement/decision making to deteriorate to the extent that flight safety is endangered because of the effects of fatigue, considering, inter alia, fatigue accumulation, sleep deprivation, number of sectors flown, night duties or time zone changes.
- Hold valid medical certificate.
- In case there is a decrease of medical fitness for duty, Crew member is responsible to inform Fly2Sky Crew Planning as soon as practically possible. If restrictions added to their Medical Certificate, the crew members have to provide copy of it to Fly2Sky not later than 24 hours before first assigned duty.
- To make optimum use of the opportunities and facilities for rest provided and plan and use their rest properly.

If the crew members are undertaking duties for more than one operator, they shall:

7. FLIGHT TIME LIMITATIONS

- Maintain his/her individual records regarding flight and duty times and rest periods; and
- Provide each operator with the data needed to schedule activities.

7.1.4 AUTHORITY OF THE COMMANDER**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.205(A)(2))

The Commander shall not operate an aeroplane if he/she knows that he/she, or any other Crew member is suffering from or is likely to suffer from fatigue or feels unfit, to the extent that the flight may be endangered.

The Commander shall not begin a flight duty period if it is foreseeable that duty time limitations as stated within this subsection will be violated.

The Commander shall, in case of unforeseen circumstances described in the OM-A. Refer to: OM-A 7.2 EXCEEDANCE OF DUTY AND REDUCTION OF REST PERIODS, which could lead to severe fatigue, and after consultation with the crew members affected, reduce the actual flight duty time and/or increase the rest time in order to eliminate any detrimental effect on flight safety.

7.1.5 SCHEDULING**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.110), (AMC1 ORO.FTL.110)

Scheduling has an important impact on a crew member's ability to sleep and to maintain a proper level of alertness. When developing a workable roster, Fly2Sky shall strike a fair balance between the commercial needs and the capacity of individual crew members to work effectively. Rosters shall be developed in such a way that they distribute the amount of work evenly among those that are involved.

Schedules shall allow for flights to be completed within the maximum permitted flight duty period and flight rosters shall consider the time needed for pre-flight duties, taxiing, the flight and turnaround times. Other factors to be considered when planning duty periods shall include:

- The allocation of work patterns which avoid undesirable practices such as alternating day/night duties, alternating eastward-westward or westward-eastward time zone transitions, positioning of crew members so that a serious disruption of established sleep/work patterns occurs;
- Scheduling sufficient rest periods especially after long flights crossing many time zones; and
- Preparation of duty rosters 14 days in advance sufficiently in advance with planning of recurrent extended recovery rest periods and notification of the crew members well in advance to plan adequate pre-duty rest.

Fly2Sky receives flight schedule created by client. Minimal additions to that are the flights planned for aircraft positioning between bases, for planned maintenance, aircraft redelivery, ferry to outstation to substitute aircraft that is declared AOG, or other unforeseen circumstances deviating from planned commercial schedule. Rosters are developed in such way, that they distribute the amount of work evenly among those that

are involved.

7.1.6 OPERATIONAL ROBUSTNESS

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.110), (AMC1 ORO.FTL.110(J)), (GM1 ORO.FTL.110(J))

Planned schedules allow for flights to be completed within the maximum permitted flight duty period. To assist in achieving this Fly2Sky takes action to change a schedule or crewing arrangements at the latest where the actual operation exceeds the maximum FDP on more than 33% of the flight duties in that schedule during a scheduled seasonal period.

Operational robustness ratio is monitored to determine how often a rostered Crew flight duty periods are achieved within the planned duration of that duty period in order to ensure that never more than 33% of flight duties exceed the maximum flight duty period during a scheduled seasonal period. Scheduled seasonal periods are defined as follows:

- Summer season: 01 April until 31 October; and
- Winter season: 01 November until 31 March.

As an outcome of Operational robustness is prepared "Operational robustness report" by Crew Control and Rostering Manager for respective scheduled seasonal period to reflect FDP exceedances under Commanders Discretion with the following specifications:

- Duration, quarterly calculated ratio;
- Total number of Flight Duty Periods under Commander's Discretion is divided by total the number of Flight Duty Periods performed in the season;
- Results of Operational robustness is presented during Safety Review Board meetings.

Mitigating actions will be applied to reduce the ratio when needed as per below:

- 0-15% - Continue to monitor;
- 16-25% - Determine root cause/s, consider mitigating action with relevant parties and continue to monitor;
- 26-33% - Mitigating action to be taken by relevant parties to reduce ratio, re-assess discretion levels and continue to monitor.
- >33% - Immediate actions: change crew schedule or logistics arrangements to reduce the ratio.

7.1.7 DEFINITIONS

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.105), (GM1 ORO.FTL.105(1)), (GM2 ORO.FTL.105 (1)), (GM3 ORO.FTL.105 (1)), (GM1 ORO.FTL.105 (2)), (GM1 ORO.FTL.105 (3)), (GM1 ORO.FTL.105 (8)), (GM1 ORO.FTL.105 (10)), (GM1 ORO.FTL.105 (17)), (CS FTL.1.200), (GM1 CS FTL.1.200))

A**ACCLIMATISED**

Acclimatised means a state in which a crew member's circadian biological clock is synchronised to the time zone where the crew member is. A crew member is considered to

7. FLIGHT TIME LIMITATIONS

be acclimatised to a 2-hour wide time zone surrounding the local time at the point of departure. When the local time at the place where a duty commences differs by more than 2 hours from the local time at the place where the next duty starts, the crew member, for the calculation of the maximum daily flight duty period, is considered to be acclimatised in accordance with the values in the OM-A. *Refer to: OM-A 7.1.9 FLIGHT DUTY PERIODS.*

ACCLIMATISED POINT OF DEPARTURE

The point of departure refers to the reporting point for a flight duty period or positioning duty after rest period.

ACCLIMATISED TIME ELAPSED SINCE REPORTING AT REFERENCE TIME

The time elapsed since reporting at reference time for operations applying the provisions of OM-A at home base refers to the time elapsed since reporting for the first time at home base for a rotation. *Refer to: OM-A 7.1.9 FLIGHT DUTY PERIODS.*

ACCOMMODATION

Accommodation means, for the purpose of standby and split duty, a quiet and comfortable place, not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with the possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink.

ADEQUATE FURNITURE FOR ACCOMMODATION

Adequate furniture for accommodation includes a seat that reclines at least 45° back angle to the vertical, has a seat width of at least 20 inches (50 cm) and provides leg and foot support.

AIRPORT STANDBY

Airport standby means a standby performed at the airport.

AUGMENTED FLIGHT CREW

Augmented flight crew' means a flight crew which comprises more than the minimum number required to operate the aircraft, allowing each flight crew member to leave the assigned post, for the purpose of in-flight rest, and to be replaced by another appropriately qualified flight crew member.

B**BREAK**

Break is a period of time within a flight duty period, shorter than a rest period, counting as duty and during which a crew member is free of all tasks.

C

No definitions

D**DELAYED REPORTING**

Delayed Reporting means the postponement of a scheduled FDP by the operator before a crew member has left the place of rest.

DISRUPTIVE SCHEDULE

Disruptive Schedule means, Crew member's roster which disrupts the sleep opportunity during the optimal sleep time window by comprising an FDP or a combination of FDPs which encroach, start or finish during any portion of the day or of the night where a crew member is acclimatised. If a crew member is acclimatised to the local time at his/her home base, the local time at the home base shall be used to consider an FDP as 'disruptive schedule'. This applies to operations within the 2-hour wide time zone surrounding the local time at the home base if a crew member is acclimatised to the local time at his/her home base. A schedule may be disruptive due to early starts and late finishes or night duties.

- Early type disruptive schedule: Early start - 05:00-05:59 and Late Finish – 23:00-01:59;
- Late type disruptive schedule: Early start - 05:00-06:59 and Late Finish – 00:00-01:59.

Note: For the purpose of flight time limitations, Fly2Sky uses "Early Type" of disruptive schedule according to the Bulgarian CAA.

DUTY

Duty is any task that crew member performs for the operator, including flight duty, administrative work, giving or receiving training and checking, positioning or standby.

DUTY PERIOD

Duty Period means a period which starts when a crew member is required by an operator to report for or to commence a duty and ends when that person is free of all duties, including postflight duty.

E

No definitions.

F

FATIGUE

Fatigue means a physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, circadian phase, or workload (mental and/or physical activity) that can impair a crew member's alertness and ability to safely operate an aircraft or perform safety related duties.

FLIGHT DUTY PERIOD (FDP)

Flight Duty Period (FDP) means a period that commences when a crew member is required to report for duty, which includes a sector or a series of sectors, and finishes when the aircraft finally comes to rest and the engines are shut down, at the end of the last sector on which the crew member acts as an operating crew member.

FLIGHT TIME

Flight Time means, for aeroplanes, the time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are shut down.

G

No definitions.

7. FLIGHT TIME LIMITATIONS**H****HOME BASE**

Home Base means the location, assigned by the operator to the crew member, from where the crew member normally starts and ends a duty period or a series of duty periods and where, under normal circumstances, the operator is not responsible for the accommodation of the crew member concerned.

I

No definitions.

J

No definitions.

K

No definitions.

L**LEON**

Leon is the scheduling system used at Fly2Sky.

LOCAL DAY

Local Day is a 24-hour period commencing at 00:00 local time.

LOCAL NIGHT

Local Night is a period of 8 hours falling between 22:00 hours and 08:00 hours local time.

M

No definitions

N**NIGHT DUTY**

Night Duty is a duty period encroaching any portion of the period between 02:00 and 04:59 in the time zone to which the crew is acclimatized.

O**OTHER STANDBY**

Other standby means a standby either at home or in a suitable accommodation.

OPERATING CREW MEMBER

Operating Crew Member means a crew member carrying out duties in an aircraft during a sector.

P**POSITIONING**

Positioning is the transferring of a non-operating crew member from one place to another, at the behest of the operator, excluding:

- The time of travel from a private place of rest to the designated reporting place at home base and vice versa, and

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- The time for local transfer from a place of rest to the commencement of duty and vice versa.

Q

No definitions

R**RESERVE**

Reserve is a period of time during which a crew member is required by the operator to be available to receive an assignment for an FDP, positioning or other duty notified at least 10 hours in advance.

REST FACILITY

Rest facility means a bunk or seat with leg and foot support suitable for crew members' sleeping on board an aircraft.

REST PERIOD

Rest Period means continuous, uninterrupted and defined period of time, following duty or prior to duty, during which a crew member is free of all duties, standby and reserve.

REFERENCE TIME

Reference Time refers to the reporting points in a 2-hour wide time zone band around the local time where a crew member is acclimatised. Example: A crew member is acclimatised to the local time in Sofia and reports for duty in London. The reference time is the local time in London.

ROTATION

Rotation - is a duty or a series of duties, including at least one flight duty, and rest periods out of home base, starting at home base and ending when returning to home base for a rest period where Fly2Sky is no longer responsible for the accommodation of the crew member.

S**SINGLE DAY FREE OF DUTY**

For the purpose of complying with the provisions of Council Directive 2000/79/EC, a time free of all duties and standby consisting of one day and two local nights, which is notified in advance. A rest period may be included as part of the single day free of duty.

SECTOR

Sector means the segment of an FDP between an aircraft first moving for the purpose of taking off until it comes to rest after landing on the designated parking position.

STANDBY

Standby means a pre-notified and defined period of time during which a crew member is required by the operator to be available to receive an assignment for a flight, positioning or other duty without an intervening rest period.

SUITABLE ACCOMMODATION

For the purpose of standby, split duty and rest, a separate room for each crew member located in a quiet environment and equipped with a bed, which is sufficiently ventilated, has

7. FLIGHT TIME LIMITATIONS

a device for regulating temperature and light intensity, and access to food and drink.

T

No definitions.

U

No definitions.

V

No definitions.

W**WINDOW OF CIRCADIAN LOW (WOCL)**

Window of circadian low (WOCL) means the period between 02:00 and 05:59 hours in the time zone to which a crew member is acclimatized.

X

No definitions.

Y

No definitions.

Z

No definitions.

7.1.8 MAXIMUM FLIGHT AND DUTY PERIODS**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.210)

Fly2Sky is responsible of tracking flight, duty and rest time for every crew member. It is done using Crew planning system (Leon). Crew members are not allowed to fly for Third party operator unless Fly2Sky has commercial agreement with Third party operator and Crew Members schedules are shared in advance. Crew Members rosters will be shared between both parties, while duty and block hours will be added to Leon in order to be evaluated.

7.1.8.1 DUTY HOUR LIMITATIONS

REFER TO: (ORO.FTL.210)

Any work which a crew member performs on behalf of Fly2Sky counts as duty period. Fly2Sky ensures that the total duty period to which a crew member is assigned does not exceed:

- 2,000 duty hours in any calendar year;
- 190 duty hours in any 28 consecutive days, spread as evenly as practicable;
- 110 duty hours in any 14 consecutive days; and
- 60 duty hours in any 7 consecutive days.

Post-flight duty shall count as duty period. Fly2Sky plans all crew members 30 minutes for post flight work counting as duty time.

7. FLIGHT TIME LIMITATIONS

Crew members are only allowed to fly for a third party if this flight duty time and rest periods can be tracked precisely in Crew Planning system evaluating accumulated values by both Operators.

7.1.8.2 BLOCK HOUR LIMITATIONS

REFER TO: (ORO.FTL.210)

Fly2Sky ensures that the total block time of the flights on which an individual crew member is assigned as an operating crew member does not exceed:

- 100 block hours in any consecutive 28 days;
- 900 block hours per calendar year; and
- 1,000 block hours in any 12 consecutive calendar months.

Any block time for which remuneration is being received counts towards maximum block hour limitations. Crew members are only allowed to fly for a third party if this flight duty time and rest periods can be tracked precisely in Crew Planning system evaluating accumulated values by both Operators.

7.1.9 FLIGHT DUTY PERIODS**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.205), (GM1 ORO.FTL.205(A)(1)), (GM1 ORO.FTL.205(B)(1)), (AMC1 ORO.FTL.210(c)), (CS FTL.1.205))

7.1.9.1 STANDARD REPORTING TIME AND POST FLIGHT DUTY

Standard reporting/check-in time for single FDP is 60 minutes prior STD, which must be considered for daily FDP calculation. Standard reporting/check-in time for Simulator sessions are 120 minutes prior start of session.

Post flight duty is 30 min after engine shut down on last operating sector. It is not part of FDP but is counted as duty and is considered when calculating minimum rest.

Standard post simulator duty period is 60 minutes.

7.1.9.2 MAXIMUM DAILY FLIGHT DUTY PERIOD

REFER TO: (ORO.FTL.205)

FDP without the use of extensions for acclimatised crew members is in accordance with following table. The start time of the FDP in the table refers to the reference time.

7. FLIGHT TIME LIMITATIONS

Sectors									
Start of FDP (at reference time)	1-2	3	4	5	6	7	8	9	10
0600–1329	13:00	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00
1330–1359	12:45	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00
1400–1429	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00
1430–1459	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00
1500–1529	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00
1530–1559	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00
1600–1629	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00
1630–1659	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00	09:00
1700–0459	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00	09:00
0500–0514	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00
0515–0529	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00
0530–0544	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00
0545–0559	12:45	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00

7.1.9.3 ACCLIMATISED CREW MEMBER

REFER TO: (ORO.FTL.105)

A crew member is considered to be acclimatized to a 2-hour wide time zone surrounding the local time at the point of departure. When the local time at the place where a duty commences differs by more than 2 hours from the local time at the place where the next duty starts, the crew member, for the calculation of the maximum daily flight duty period, is considered to be acclimatized in accordance with the values in the table below.

Time difference (h) between reference time and local time where the crew member starts the next duty	Time elapsed since reporting at reference time				
	<48	48-71:59	72-95:59	96-110:59	120
<4	B	D	D	D	D
	B	X	D	D	D
	B	X	X	D	D
12	B	X	X	X	D

The following table can be analysed as follows:

- B means acclimatized to the local time of the departure time zone;
- D means acclimatized to the local time where the crew member starts next duty; and
- X means that a crew member is in an unknown state of acclimatisation.

7. FLIGHT TIME LIMITATIONS

The maximum daily FDP when crew members are in an unknown state of acclimatisation shall be in accordance with the following table:

Maximum daily FDP according to sectors						
1–2	3	4	5	6	7	8
11:00	10:30	10:00	09:30	09:00	09:00	09:00

Fly2Sky does not assign additional duties to crew members that end in a different time zone than his/her first arrival destination's time zone while a crew member is considered to be in an unknown state of acclimatization.

7.1.9.4 MAXIMUM DAILY FLIGHT DUTY PERIOD WITH EXTENSIONS

REFER TO: (ORO.FTL.205), (CS FTL.1.205)

The following is regarding the maximum daily FDP for acclimatized crew members with the use of extensions without in-flight rest. The maximum daily FDP may be extended by up to 1 hour according to values specified in table below this paragraph. Extension can be planned not more than twice in any 7 consecutive days. Additional rest requirements apply:

- The minimum pre-flight and post-flight rest periods have to be increased by 2 hours; or
- The post-flight rest period has to be increased by 4 hours.

When extensions are used for consecutive FDPs, the additional pre- and post-flight rest between the two extended FDPs required above have to be provided consecutively. Extension of the maximum daily FDP shall not be combined with split duty in the same duty period.

The use of the extension has to be planned in advance, and have to be limited to a maximum of:

- 5 sectors, when the WOCL is not encroached; or
- 4 sectors, when the WOCL is encroached by 2 hours or less; or
- 2 sectors, when the WOCL is encroached by more than 2 hours.

The extension of the maximum basic daily FDP without in-flight rest cannot be combined with split duty extension in the same duty period.

Starting time of the FDP	Sectors (in hours)			
	1-2	3	4	5
0600–0614	Not allowed	Not allowed	Not allowed	Not allowed
0615–0629	13:15	12:45	12:15	11:45
0630–0644	13:30	13:00	12:30	12:00
0645–0659	13:45	13:15	12:45	12:15
0700–1329	14:00	13:30	13:00	12:30
1330–1359	13:45	13:15	12:45	Not allowed

7. FLIGHT TIME LIMITATIONS

Starting time of the FDP	Sectors (in hours)			
	1-2	3	4	5
1400–1429	13:30	13:00	12:30	Not allowed
1430–1459	13:15	12:45	12:15	Not allowed
1500–1529	13:00	12:30	12:00	Not allowed
1530–1559	12:45	Not allowed	Not allowed	Not allowed
1600–1629	12:30	Not allowed	Not allowed	Not allowed
1630–1659	12:15	Not allowed	Not allowed	Not allowed
1700–1729	12:00	Not allowed	Not allowed	Not allowed
1730–1759	11:45	Not allowed	Not allowed	Not allowed
1800–1829	11:30	Not allowed	Not allowed	Not allowed
1830–1859	11:15	Not allowed	Not allowed	Not allowed
1900–0359	Not allowed	Not allowed	Not allowed	Not allowed
0400–0414	Not allowed	Not allowed	Not allowed	Not allowed
0415–0429	Not allowed	Not allowed	Not allowed	Not allowed
0430–0444	Not allowed	Not allowed	Not allowed	Not allowed
0445–0459	Not allowed	Not allowed	Not allowed	Not allowed
0500–0514	Not allowed	Not allowed	Not allowed	Not allowed
0515–0529	Not allowed	Not allowed	Not allowed	Not allowed
0530–0544	Not allowed	Not allowed	Not allowed	Not allowed
0545–0559	Not allowed	Not allowed	Not allowed	Not allowed

7.1.9.5 NIGHT DUTIES

REFER TO: (CS FTL.1.205), (GM1 CS FTL.1.205(A)(2))

Night duties comply with the following:

- Fly2Sky shall establish the maximum FDP for consecutive night duties, the number of sectors shall be limited to 4 sectors per duty.
- Fly2Sky applies appropriate fatigue risk management policy to actively manage the fatiguing effect of night duties of more than 10 hours in relation to the surrounding duties and rest periods.

Note: Detailed description of NIGHT DUTIES – APPROPRIATE FATIGUE RISK MANAGEMENT according to GM1 CS FTL.1.205(a)(2) FDP are outlined in FRM Program. Refer to OCM-FRMP Policy.

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7.1.10 DELAYED REPORTING TIME

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.205), (CS FTL.1.205(p)), (GM1 CS FTL.1.205(p))

Delayed reporting is used in the event of unforeseen circumstances. Delayed reporting procedure is activated when crew member has confirmed the notification to remain in his suitable accommodation. Fly2Sky keeps records of delayed reporting.

Note: Time of delayed reporting procedure activation is logged by special activity added next to affected FDP duty. FDP adjustments below this paragraph must be calculated based on that time.

Procedure for avoiding interference with sleeping pattern whenever possible:

- Crew member is notified not more than 120 minutes prior STD by means of passive contact mode (SMS or mail), or
- Not more than 90 minutes prior STD by active contact mode (personal phone if confirmation has not been received).

Note: If sleeping pattern of crew member is not interfered and there is more than 120 minutes prior STD Fly2Sky notifies crew member using active means of communication (phone call, etc.).

When a crew member is contacted and informed of a delay to the reporting time due to a changed schedule, before leaving the place of rest, the FDP is calculated as follows:

1. One notification of a delay leads to the calculation of the maximum FDP according to 3. or 4.; First notification shall not be sent earlier than 120 minutes before original reporting time;
2. If the reporting time is further amended, the FDP starts counting 1 hour after the second notification or at the original delayed reporting time if this is earlier; Second and more notification shall not be sent earlier than 60mins prior delayed reporting time;
3. When the delay is less than 4 hours, the maximum FDP is calculated based on the original reporting time and the FDP starts counting at the delayed reporting time;
4. When the delay is 4 hours or more, the maximum FDP is calculated based on the more limiting of the original or the delayed reporting time and the FDP starts counting at the delayed reporting time;
5. An exception to (1) and (2), when the Fly2Sky informs the crew member of a delay of 10 hours or more in reporting time and the crew member is not further disturbed by Fly2Sky, such delay of 10 hours or more counts as a rest period.

Note: When Fly2Sky informs a crew member before leaving suitable accommodation of a delay in reporting time of 10 hours or more ahead, and that crew member is not further disturbed by the Company until a mutually agreed hour, then that elapsed time is classed as a rest period.

Crew member is notified about delayed reporting via phone and not more than 3 times and not later than 1h before planned reporting time.

When contacting crew member interference with sleeping patterns must be avoided.

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7.1.11 FDP WITH DIFFERENT REPORTING TIME FOR FLIGHT AND CABIN CREW**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.205)

When operationally required Fly2Sky applies different check-in time for cabin and flight crew. If cabin crew members need more time than the flight crew for their pre-flight briefing for the same sector or series of sectors, the FDP of the cabin crew can be extended by the difference in reporting time between the cabin crew and the flight crew. The difference shall not exceed 1 hour. The maximum daily FDP for cabin crew is based on the time at which the flight crew report for their FDP, but the FDP starts at the reporting time of the cabin crew.

7.1.12 POSITIONING AND TRAVELING**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.215), (GM1 CS FTL.1.220(B))

All time spent on positioning at the behest of the company counts as duty. If positioning is planned after reporting but prior flying duty, it counts as FDP, however it does not count as a sector for maximum daily FDP calculation. Following values are in use for Flight and Cabin Crews to report before positioning duties.

Type of Positioning	Reporting (minutes)
Commercial flight	30
Ground transport	5
Fly2Sky commercial flight	30
Fly2Sky ferry flight	15

7.1.13 SPLIT DUTY**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.220), (CS FTL.1.220), (GM1 CS.FTL.1.220)

The conditions for extending the basic maximum FDP due to a break on the ground are in accordance with the following:

- The break on the ground counts in full as FDP.
- The break on the ground within the FDP has a minimum duration of 3 consecutive hours.
- The break excludes the time allowed for post and pre-flight duties and travelling. Fly2Sky is using 30 minutes for post flight duty and travel to accommodation and 60 minutes for pre-flight and travel activities. If times are increasing standard values, it's a responsibility of the Commander to report actual checkout and reporting times to the OCC.
- Split duty cannot be combined with in-flight rest.
- Split duty shall not follow a reduced rest. (in unforeseen circumstance if used by commander)

7. FLIGHT TIME LIMITATIONS

The maximum FDP may be increased by up to 50 % of the break. Suitable accommodation is provided either for a break of 6 hours or more or for a break that encroaches the window of circadian low (WOCL).

In all other cases:

- Accommodation is provided; and
- Any time of the actual break exceeding 6 hours or any time of the break that encroaches the WOCL does not count for the extension of the FDP.

7.1.14 EXTENSION OF FLIGHT DUTY PERIOD DUE TO IN-FLIGHT REST

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.205)

Fly2Sky does not use Extension of Flight Duty Period due to In-Flight Rest.

7.1.15 STANDBY

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.225), (CS FTL.1.225), (GM1 CS FTL.1.225((A)(B))

Standby is a defined period during which a crew member has not been assigned to a specific flight duty but is required to be continuously contactable by phone or other means. Upon request of Fly2Sky, the respective crew member shall report at a designated place at the airport or other defined location within a specified time frame without an intervening rest period.

Fly2Sky plans a crew member at standby at suitable accommodation or at home of the respective crew member, depending on the required notification time. Start and end time of standby including the place where the crew member must report for a duty will be communicated to the crew member within standby duty period by active communication means (phone) or before start of standby duty period by passive communication means (SMS, email).

If initially assigned standby is reduced by the operator during standby that does not lead to an assignment to a flight duty period, the minimum rest requirements specified in this section has to be applied.

7.1.15.1 AIRPORT STANDBY

REFER TO: (ORO.FTL.225((B)(C)(E)), (CS FTL.225(A))

Fly2Sky does not plan airport standby's, therefore, Airport Standby definition and related rule set is not applicable to the Fly2Sky FTL scheme.

7.1.15.2 STANDBY OTHER THAN AIRPORT STANDBY

REFER TO: (ORO.FTL.225(F), (CS FTL.1.225(B)), (GM1 CS FTL.1.225(B)), (GM1 CS FTL.1.225 (B)), (GM1 CS FTL.1.225(B)(2))

The following requirements for Standby Other than Airport Standby are considered when calculating the limits on limits on flight duty, duty and rest periods:

- The maximum duration of standby is 16 hours;
- Combination of standby and FDP cannot lead to more than 18 hours of awake time;

7. FLIGHT TIME LIMITATIONS

- 25% of time spent on standby counts as duty time for the purpose of calculating cumulative duty hours;
- Standby is followed by rest period;
- Standby ceases when crewmember reports at designated reporting point;
- If standby ceases within the first 6 hours, the maximum FDP counts from the reporting;
- If standby ceases after the first 6 hours, the maximum FDP is reduced by the amount of standby time exceeding 6 hours;
- If the FDP is extended due to split duty, the 6 hours of paragraphs 6 and 7 are extended to 8 hours;
- If standby starts between 23:00 and 07:00, the time between 23:00 and 07:00 does not count towards the reduction of the FDP under 6., 7. and 8. until the crew member is contacted by Fly2Sky;
- Response between call and reporting time established by Fly2Sky allows crew member to arrive from his/ her place of rest to the designated reporting point within time which is defined in base briefing. Usual response time in Fly2Sky is 60 minutes unless specified differently by base briefing.
- If a minimum rest period as specified in in this section is provided before reporting for the duty assigned during the standby, this time period shall not count as standby duty.
- Standby other than airport standby counts (partly) as duty for the purpose of Duty hour limitations only. If a crew member receives an assignment during standby other than airport standby, the actual reporting time at the designated reporting point shall be used for the purpose of rest periods described later in this section.

Fly2Sky procedures for the notification of assigned duties during standby other than airport standby are defined in a way that they have to avoid interference with sleeping patterns if possible.

The Crew Members roster system (Leon) is used as primary source for duty plan information for Crew Members. It is updated to include new assigned duties during standby. The system will ask for confirmation of change. After confirmation no further action of Crewing personnel is required.

However, if the flight is scheduled in less than 12 hours, Crew Member must be contacted by passive (Text message or E-mail) means of communication with information that there is an assignment of duty during standby. The notification in Leon shall be confirmed by Crew Member accepting the changes or by telephone.

Active means of communication (telephone calls) have to be avoided to the extent possible, primarily during 22:00 and 06:00 local time in the zone Crew Member is acclimatized. However, if notifications in Leon are not confirmed and remaining time to reporting time is less than 8 hours, the Crew Member may be contacted by all available means.

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7.1.16 RESERVE

APPLICABLE TO: ALL

REFER TO: (ORO.FTL.230), (GM1 ORO.FTL.230(A)), (CS FTL.1.230), (GM1 CS FTL.1.230), (GM2 CS FTL.1.230), (GM1 CS FTL.1.230(c))

Fly2Sky can assign Crew members to Reserve. If Crew member is assigned to Reserve, the following requirements applies:

- Reserve shall be in the roster (added via planning application Leon by Crewing department, can be seen in Leon for crew members);
- For assignment of Reserve, following limitations are applicable:
 - The maximum duration of any single reserve period is 24 hours, which commences at 23:00 local time.
 - The maximum number of consecutive reserve days that may be assigned to Crew Member within the limitations of Recurrent Extended Recovery Rest Periods (Weekly Rest) is 5 days.

Fly2Sky assigns duties to a crew member on reserve with the following:

- An assigned FDP counts from the reporting time
- Reserve times do not count as duty period for the purpose of Duty hour limitations and Rest periods. If Reserve does not result in a duty period, it may not retrospectively be considered as part of Extended recovery rest;
- To protect an 8-hour sleep opportunity, Fly2Sky rosters a period of 8 hours, for each reserve day during which a Crew member on reserve is not actively contacted by Fly2Sky. Primarily this period shall be rostered for 23:00 – 07:00 local time.

Fly2Sky has defined the following procedures for the notification of assigned duties during reserve. To the extent possible, adherence to this procedure must avoid interference with sleeping patterns of Crew members. The Crew Members rosters system (Leon) as primary source for duty plan information for Crew members must be updated to include new duties assigned during reserve. Leon will ask for confirmation of received changes. After confirmation received, no further action from Crewing department is required.

However, if the duty is scheduled in less than 24 hours, the Crew Member must be contacted by passive ways of communication (Text message or Email), while informing that crew member has changes in his/her roster.

Telephone calls have to be avoided to the extent possible when there is reason to assume that a Crew Member is in its sleeping pattern, primarily during 22:00 and 06:00 local time in the time zone, the Crew member is acclimatized. However, if changes in Leon are not confirmed and remaining time to reporting time is less than 12 hours, the Crew Member may be contacted by all available means including telephone.

The minimum notification time of 10 hours between notification of an assignment for any duty and reporting for that duty during reserve may include the period of 8 hours during which a crew member on reserve is not contacted by Fly2Sky.

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7.1.17 REST PERIODS
APPLICABLE TO: ALL

REFER TO: (ORO.FTL.235), (GM1 ORO.FTL.235(A)(2)), (AMC1 ORO.FTL.235(B))

Minimum rest is an uninterrupted and defined period of time during which a crew member is free from all duties. If a rest period is planned away from home base, Fly2Sky provides suitable accommodation for all crew members.

The time allowed for physiological needs must be 1 hour. Consequently, if the traveling time to the suitable accommodation is more than 30 minutes, minimum rest must be increased by twice amount of difference of traveling time above 30 minutes.

7.1.17.1 MINIMUM REST AT HOME BASE

REFER TO: (ORO.FTL.235 (A))

The minimum rest which must be provided before undertaking a flight duty period starting at home base is at least as long as the preceding duty period or 12 hours whichever is the greater.

Fly2Sky can apply the minimum rest away from home base at a crew member's home base provided suitable accommodation is provided.

7.1.17.2 MINIMUM REST AWAY FROM HOME BASE

REFER TO: (ORO.FTL.235 (B))

The minimum rest provided before undertaking a flight duty period starting away from home base is at least as long as the preceding duty period or 10 hours whichever is the greater. In any case Fly2Sky additionally ensures that every crew member has the opportunity of an 8-hour uninterrupted sleep possibility not affected by travel from airport to suitable accommodation and vice versa and other physiological needs.

7.1.17.3 REDUCED REST

Not applicable to Fly2Sky operations.

7.1.17.4 DISRUPTIVE SCHEDULES

REFER TO: (CS.FTL.1.235), (GM1 ORO.FTL.105(8))

Fly2Sky plans crew roster according to the early type of disruptive schedule. This means between 05:00 and 05:59, as well as between 23:00 and 01:59. When nominating an FDP as a disruptive schedule for a crew member who is acclimatized to the local time at his/her home base, the local time at the home base is used.

This applies to operations within the 2-hour wide time zone surrounding the local time at the home base, if a crew member is acclimatized to the local time at his/her home base.

CAUTION

If a transition from a late finish (night duty) to an early start is planned at home base, the rest period between the 2 FDPs includes 1 local night. If a crew member performs any 4 or more-night duties, early starts or late finishes between 2 extended recovery rest periods, the second extended recovery rest period is extended to 60 hours.

7.1.17.5 INCREASE IN MINIMUM REST WHEN CROSSING TIME ZONES

REFER TO: (CS.FTL.1.235)

Time zone differences are compensated by additional rest as follows:

At home base, if a rotation involves a 4-hour time difference or more, the minimum rest is as specified in the following table.

Maximum time difference (h) between reference time and local time where a crew member rests during a rotation	Time elapsed (h) since reporting for the first FDP in a rotation involving at least 4-hour time difference to the reference time			
	< 48	48:00-71:59	72:00-95:59	100:00
	2	2	3	3
➤ And	2	3	3	4
➤ And 12	2	3	4	5

If Fly2Sky provides suitable accommodation at home base and FDP involves a 4-hour time difference or more, the minimum rest following that FDP is at least as long as the preceding duty period, or 14 hours, whichever is greater. This can only be done once between 2 recurrent extended recovery rest periods.

Away from home base, if an FDP involves a 4-hour time difference or more, the minimum rest following that FDP is at least as long as the preceding duty period, or 14 hours, whichever is greater.

The time elapsed since reporting for a rotation involving at least a 4-hour time difference to the reference time stops counting when the crew member returns to his/her home base for a rest period during which Fly2Sky is no longer responsible for the accommodation of the crew member.

In case of an Eastward-Westward or vice-versa, at least 3 local nights of rest at home base are provided between alternating rotations. For a rotation with three or more FDPs, the greatest time zone difference from the original reference time shall be used to determine the minimum number of local nights of rest to compensate for time zone differences. If such a rotation includes time zones crossings in both directions, the calculation is based on the highest number of time zones crossed in any one FDP during the rotation.

7.1.17.6 RECURRENT EXTENDED RECOVERY REST PERIODS (WEEKLY REST)

REFER TO: (ORO.FTL.235 (d))

Fly2Sky flight time specification scheme specify minimum recurrent extended recovery rest periods to compensate for cumulative fatigue. Rest periods are planned not less than 36 hours including 2 local nights. In any case the end of one recurrent extended recovery rest and start of next cannot be more than 168 hours. The recurrent recovery rest period is increased to 2 local days twice every month.

7.1.17.7 CHANGE OF HOME BASE

REFER TO: (CS.FTL.1.200)

In the case of a change of home base, the first recurrent extended recovery rest period prior to starting duty at the new home base is increased to 72 hours, including 3 local nights. Travelling time between the former home base and the new home base is positioning. Crew members must make an arrangement for temporary accommodation closer to their home base if the travelling time from their residence to their home base usually exceeds 90 minutes.

7.1.17.8 SINGLE DAY FREE OF DUTY

Crew Members have to get single day free of duty pursuant Regulation 2000/79/EC (Local days). Single day free of duty have to be notified in advance. Single day free of duty may include rest periods required by law. Standby is not permitted at single days free of duty.

Whenever consecutive local days are assigned, the last day may not contain a local night. Each Crew member shall be assigned with 7 single days free of duty per calendar month and 96 single days free of duty per calendar year. The right to have single day free of duty stands beside the right for annual leave. In case of holiday, illness or part-time employment, the number of single days free of duty may be reduced accordingly.

7.1.18 RECORDING**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.245)

Fly2Sky maintains records of duty and block times of its crew members to ensure compliance with the requirements of this section of the OM-A. Such records include full details as described in this subsection. The crew member shall present his records on request to any operator who employs his services before he commences a flight duty period.

Records are preserved for at least 24 months from the date of the last relevant entry. Additionally, Fly2Sky separately retains all reports of extended flight duty periods, extended flight hours and periods for at least 24 months after the event.

7.1.18.1 RECORDING OF DUTY, FLIGHT DUTY AND REST PERIODS BY THE OPERATOR

REFER TO: (ORO.FTL.245)

Following data is tracked and recorded in Leon:

- Block times;
- Start, duration and end of each duty or flight duty period;
- Rest periods and days free of all duties;
- Assigned home base;
- Commanders' discretion - Extended FDP reports.

Upon request, Fly2Sky provides copies of individual record of block times, duty periods and rest periods to:

7. FLIGHT TIME LIMITATIONS

- The crew member concerned; and
- To another operator, in relation to a crew member who is or becomes a crew member of the operator concerned.

7.1.19 NUTRITION**APPLICABLE TO: ALL**

REFER TO: (ORO.FTL.240), (AMC1 ORO.FTL.240)

Crew member's nutrition during FDP is ensured in accordance with the OM-A. Refer to: OM-A 6.1.8 MEAL PRECAUTIONS PRIOR AND DURING FLIGHT

7.2 EXCEEDANCE OF LIMITATIONS AND REDUCTION OF REST**7.2.1 UNFORSEEN CIRCUMSTANCES IN ACTUAL OPERATIONS****APPLICABLE TO: ALL**

REFER TO: (GM2 CAT.GEN.MPA.170(B))

REFER TO: (ORO.FTL.205), (AMC1 ORO.FTL.205(F)), (GM1 ORO.FTL.205(F)(1)(I))

Considering the need for careful control of these instances described below, during the actual flight operation, which starts at the reporting time, the limits on flight duty, duty and rest periods prescribed in this section of the OM-A, may be modified in the event of unforeseen circumstances. Unforeseen circumstances are any events that could not reasonably have been predicted and accommodated, such as adverse weather, equipment malfunction or air traffic delay, which may result in necessary on-the-day operational adjustments.

It can be FDP extension or reduction as well as increase/decrease of rest time on ground. The conditions to modify the limits on flight duty, duty and rest periods by the commander in the case of unforeseen circumstances in flight operations, which start at or after the reporting time, comply with the stated below.

The Commander shall consult all crew members on their alertness levels before deciding the modifications of FDP above times specified in the OM-A. Refer to: OM-A 7.1.9 FLIGHT DUTY PERIODS.

The following factors and conditions that might lower crew members alertness level must be considered:

- WOCL encroachment;
- Weather conditions;
- Complexity of the operation and/or airport environment
- Aeroplane malfunctions or specifications
- Flight with training or supervisory duties
- Increased number of sectors
- Circadian disruption
- Individual conditions of affected crew members such as time since awake
- Sleep related factor

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- Workload.

CAUTION

Commander's discretion of maximum 2 hours can be applied to the maximum daily FDP. These 2 hours include the extension without in-flight rest (the planned extension if such was used).

If on the final sector within an FDP the allowed increase is exceeded because of unforeseen circumstances after take-off, the flight may continue to the planned destination or alternate aerodrome.

The Commander shall write an explanation when an FDP is increased as follows:

- When using paper OFP, if such discretion was used, the commander shall write an explanation stating the reason under Notes in the Log section of the Leon for the duty affected by the discretion;
- When using electronic OFP, the commander shall write an explanation stating the reason under the Remarks & Photos section of the PIC Approval in the IFS EFB application before submitting the duty affected by the discretion.

Where the increase of an FDP exceeds 1 hour, a report (Extension of Duty report in Centrik), to which the Fly2Sky must add its comments shall be submitted by the commander. It is then sent by the Safety Department to the Bulgarian CAA not later than 28 days after the event.

In case of unforeseen circumstances, which could lead to severe fatigue, the Commander shall reduce the actual flight duty period, or increase rest time on ground to eliminate any detrimental effect on flight safety.

The exercise of Commander's discretion is considered exceptional and has to be avoided at home base and/or company hubs where standby or reserve crew members are available.

Fly2Sky has implemented a non-punitive process for the use of the Commanders' discretion. Pairings where Commanders discretion has been exercised are assessed on every quarter of a year and results are presented to the Safety Review Board.

7.3 FATIGUE RISK MANAGEMENT

7.3.1 PHILOSOPHY AND SCIENTIFIC PRINCIPLES

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.4.3A]

Fly2Sky as an operator of short and medium haul flights actually do not use FRMS (Fatigue Risk Management System) since it fully complies with Regulation 83/2014. However, crew planning for short to medium flights and the operator has established the following steps of a Fatigue Risk Management Policy (FRMP).

Planning is based on latest European regulations – Commission Regulation (EU) No 83/2014, with limitations per day, week, 14 days, month and year ORO.FLT.210). Accommodation of the crews (pilots and cabin crew) is based only on 4 stars or greater hotels with the appropriate facilities for rest and relaxes e.g. gyms, restaurants (single room for each member).

There is a system to report a fatigue via Centrik's PVR (Pilot voyage report) or CCVR

7. FLIGHT TIME LIMITATIONS

(cabin crew voyage report) and FRF (Fatigue Report Form) on paper or via internet based Centrik compliance management system in case of early consecutive morning flights or simulators SIM sessions as well as another event concerning fatigue. Fatigue Risk Management Policy incorporates risk management processes for fatigue hazard identification, risk assessment and mitigation.

In the event of hazards according to one or more of the above points Safety Action Group is formed by Director Flight Operations, Training Manager, Safety Manager, Chief pilots, Cabin Crew Manager.

This group has to discuss and find out the appropriate solution, evaluate the risks of the fatigue and come up with the right proposal to the planning department. Flight and cabin crew are required to:

- Make appropriate use of their rest periods (between shifts or periods of duty) to obtain sleep;
- Report fatigue-related hazards and incidents (via Fatigue Report Form):
 - Comply with the Fatigue Risk Management Policy;
 - Inform their manager or supervisor immediately prior to or during work if:
 - They know or suspect they or another crew member are suffering from unacceptable levels of fatigue; or
 - They have any doubt about their or another crew member's capability to accomplish their duties.

Fatigue Risk Management Policy must be considered a core part of daily operation as it provides a significant opportunity to improve the safety and efficiency for both pilots and cabin crew.

CHAPTER 8

OPERATING PROCEDURES

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A320/A321

VAW

OPERATIONS MANUAL PART A

8. OPERATING PROCEDURES

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8 OPERATING PROCEDURES

8.0 GENERAL PROCEDURES AND POLICY

8.0.1 GENERAL POLICY

APPLICABLE TO: ALL

All commercial flights of Fly2Sky are conducted under an IFR Flight Plan in accordance with the Fly2Sky's IFR/VFR policy described in the OM-A. *Refer to: OM-A 8.3.1 VFR/IFR POLICY*

8.0.1.1 DIFFERENCES IN RULES AND PROCEDURES FOR ANY AIRSPACE RULES

REFER TO: [IOSA FLT 3.10.7]

Fly2Sky provides flight crews with structured guidance to identify and manage differences between ICAO airspace rules and those applicable in specific regions of operation. This guidance is essential for ensuring regulatory compliance and operational safety across international airspace boundaries.

Scope of Guidance

Flight crews are required to familiarize themselves with:

- Differences in ATC procedures (e.g., phraseology, clearance formats).
- Navigation and surveillance requirements (e.g., CPDLC, ADS-C, MNPS/NAT HLA).
- RVSM entry/exit procedures and monitoring requirements.
- Transition altitude/level variations.
- Speed restrictions and reporting formats.

Sources of Information

Guidance is provided through:

- **State AIPs** and ICAO Regional Supplementary Procedures (Doc 7030).
- **Jeppesen Airspace Bulletins** and route-specific enroute charts.
- **Flight Dispatch Briefings**, including route-specific operational notices.
- **Company Flight Operations Notices** and updates via the Safety & Compliance Department.

Crew Responsibilities

Prior to each flight, crews must:

- Review dispatch documentation for airspace-specific requirements.
- Confirm compliance with applicable regional procedures.
- Seek clarification from Flight Operations or Dispatch when unfamiliar with local rules.

Training

Flight crew training includes modules on:

- ICAO vs. regional airspace differences (e.g., FAA, EASA, NAT HLA).
- Use of airspace planning tools and bulletins.
- Practical scenarios involving airspace transitions and procedural changes.

8.0.1.2 SIMULATED ABNORMAL SITUATIONS IN-FLIGHT

REFER TO: (CAT.OP.MPA.275), [IOSA FLT 3.14.2]

Simulations of abnormal or emergency situations requiring the application or simulation of part or all of abnormal or emergency procedures and simulation by artificial means are forbidden during any flight of Fly2Sky.

8.0.1.3 USE OF CIRCUIT BREAKERS

REFER TO: [IOSA FLT 3.14.14]

A 320 aircraft is equipped with different colors according to their use:

- Black – Normal CB – standard systems.
- Green – Monitored CB – monitored by the ECAM (Electronic Centralized Aircraft Monitoring). If it trips, ECAM gives a caution.
- Yellow (or Amber) – Flight crew pull-able CB – can be pulled/used by crew as part of normal or abnormal procedures (defined in QRH/OM).
- Red – Safety CB – must not be reset in flight unless directed by an Airbus procedure or MEL (used for critical/safety-related systems).

Fly2Sky follows the use of circuit breakers on ground and in flight strictly according to the FCOM and QRH.

Refer to:

- FCOM – PRO-ABN-ELEC-C/B TRIPPED
- QRH – SYS RESET TABLE

8.0.1.4 STERILE COCKPIT CONCEPT

REFER TO: (AMC1 ORO.GEN.110(F)), (GM1 ORO.GEN.110(F)), [IOSA FLT 3.11.17]

In order to eliminate possible distractions during critical phases of flight, the sterile cockpit is in force during all operations below 10 000 feet, starting with the start of engines or aircraft pushback, whichever earlier and ending with the engine's shutdown for parking and during any other phases of flight as determined by the Commander.

In the sterile cockpit, the crew may only perform actions and communications that are directly related to the operation of the aircraft. All other activities not directly related to the flight, such as reading, writing, eating, etc. are prohibited. All crew members shall be trained on sterile flight crew compartment procedures established by the by Fly2Sky, as appropriate to their duties when joining the company.

Flight crew members shall be focused on their essential operational activities without being

8. OPERATING PROCEDURES

disturbed by non-safety related matters. Examples of activities that shall not be performed are:

- Radio calls concerning passenger connections, fuel loads, catering, etc.;
- Non-critical paperwork; and
- Mass and balance corrections and performance calculations, unless required for safety reasons.

It's not allowed to perform passenger announcements from the cockpit during taxi, or while waiting at the holding point (both pilots shall monitor frequency). It's recommended to perform welcome briefing to the passengers before pushback if time permits or as soon situation permits during flight. Performing PA is a distraction which may potentially lead to:

- Missing ATC communication;
- Poor monitoring of PF duties;
- Lack or lower situation awareness;
- Possible ATC clearance infringements (runways incursions, etc.).

Cabin crew shall use their own discretion to determine whether the situation is related to safety or security matters and whether to call the flight crew. Situations requiring information to the flight crew may include:

- Any outbreak of fire inside the cabin or in an engine;
- A burning smell in the cabin or presence of smoke inside or outside;
- Fuel or fluid leakage;
- Exit door unable to be armed or disarmed;
- Localised extreme cabin temperature changes;
- Evidence of airframe icing;
- Cabin/galley equipment or furniture malfunction posing a hazard to the occupants;
- Suspicious object;
- Disruptive passenger;
- Security threat;
- Abnormal vibration or noise;
- Medical emergency;
- General drop-down of the oxygen masks in the cabin; and
- Any other condition deemed relevant by a cabin crew or technical crew member. The occupant of the jump seat shall be instructed about the Sterile Cockpit Concept.

• CAUTION

The sterile cockpit concept shall not prevent the crew to communicate any safety and operational information. This includes the normal callouts such as cabin ready calls from the cabin as described in the OM-B.

8.0.1.5 LOOK-OUT – SEE AND AVOID

REFER TO: [IOSA FLT 3.11.3]

It is important to keep an active lookout during all phases of the flight when the weather conditions permit, especially during arrival and departure and heavy traffic areas. The traffic information provided by ATS shall be considered as incomplete as it includes only known traffic.

The placing of objects on the glare shield or reduction (by any means other than authorised sun visors) of the field of vision from the cockpit is strictly prohibited.

8.0.2 FLIGHT DECK PROCEDURES AND POLICIES

APPLICABLE TO: ALL

8.0.2.1 GENERAL

REFER TO: (CAT.OP.MPA.215), [IOSA FLT 3.11.17], [IOSA FLT 3.11.18], [IOSA FLT 3.11.59]

It is the policy of Fly2Sky that Flight Operations are conducted safely, efficiently and punctually. This policy devolves on Flight Crew as their basic duty. Commanders and First Officers are required to adhere to the policies and directions contained in the Operations Manual. Tasks are divided into PF and PM in all flight phases, in manual and automatic flight and in normal, abnormal and emergency situations.

Flight Crew shall use the checklists provided in the OM, FCOM, eQRH, MEL, AFM and CDL prior to, during and after all phases of flight operations, and in abnormal and emergency situations as applicable, to ensure compliance with procedures contained in the OM and provisions of the aircraft certificate of airworthiness. Effective communication is an important factor in securing safety in aviation and includes clear unambiguous transmission of messages, careful listening and positive feedback where appropriate.

Communication refers not only radio (RT) communication but also includes person to person and face to face communication. It is imperative for both crew members to understand ATC clearances especially in cases of flying over areas of high terrain, when receiving changes of the flight plan and or instructions to prevent runway incursions. Standard call outs offer redundancy on ATC clearance confirmation and shall always be used.

It is ATC communication, inter-cockpit verbal exchange, Cabin Crew liaison, PA announcements and dealings with other Fly2Sky staff and agents. The tone of communication can create attitudes in the people that pilots have to deal with which may reflect on the Commander's authority, affect co-operation with other people and inhibit vital inputs of information from, for example, First Officer or Cabin Crew.

Each flight crew member required to be on duty in the flight crew compartment shall wear a headset with boom microphone or equivalent. The headset shall be used as the primary device for voice communications with ATS.

- When on the ground:
 - When receiving the ATC departure clearance via voice communication (both pilots shall be listening);
 - When engines are running.
- When in flight:

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- From take-off to top of climb (TOC);
- In cruise whenever the ATC frequency is congested, the quality of signal is lower than 5, or only one flight crew member is in the cockpit;
- From top of descent (TOD) to landing; and
- Whenever deemed necessary by the commander.

8.0.2.2 STABILISED APPROACH CRITERIA

REFER TO: OM-B 2-1-8 STABILISATION CRITERIA

An approach that becomes unstabilized below 1 000 ft AAL in IMC or below 500 ft AAL in VMC requires an immediate go-around.

8.0.2.3 GO-AROUND REQUIREMENTS

REFER TO: [IOSA FLT 3.11.60]

Failure to recognise the need for and to execute a go-around, when required, is a major cause of approach and landing accidents. Because a go-around is an infrequent occurrence, it is important to be "go-around minded". The decision to go-around cannot be delayed, as an early go-around is safer than a last minute one at lower altitude.

8.0.2.4 WHEN TO INITIATE A GO-AROUND

Whenever the safety of a landing appears to be compromised. Typically, this occurs for one of these reasons:

- Instructed by ATC; ATC may instruct a go-around for a variety of reasons, including inadequate separation, landing runway occupied or traffic on a parallel runway;
- Abnormal aircraft conditions; an aircraft system malfunction or erroneous indication may make a landing unsafe;
- Abnormal approach conditions; speed and altitude, either ATC or pilot related;
- Environmental factors; sudden and/or un-forecast changes in environmental conditions like tailwind, windshear or precipitation;

These unexpected events may require a go-around even after the airplane has touched down following a stable approach.

- Whenever the stabilized approach criteria are not met at the required stabilization altitude and maintained thereafter until landing;
- Whenever the landing cannot be made within the touchdown zone; in the case of a long flare or 'floated' landing

8.0.2.5 AUTHORITY TO CALL "GO-AROUND"

Either pilot may call "**GO-AROUND**" and the response to that call out shall be an immediate missed approach.

8.0.2.6 GO-AROUNDS ARISING FROM UNSTABILISED APPROACHES

Fly2Sky is aiming to zero rate of unstable approaches. It shall be understood that an approach that doesn't meet the stabilization criteria is considered and counted as unstable

if it's continued down to landing.

Flight crew shall aim to be stable at 1,000 ft above airfield elevation (AAL) regardless weather condition. If stabilized approach criteria are not met a go-around shall be executed without delay.

8.0.2.7 OTHER SITUATIONS REQUIRING A GO-AROUND

A go-around shall be considered including but not limited to:

- If there is a loss or a doubt about situation awareness;
- If there is a malfunction which jeopardizes the safe completion of the approach e.g., major navigation problem or failure affecting landing performance;
- ATC changes the final approach clearance resulting in rushed action from the crew or potentially unstable approach;
- Any GPWS, TCAS or windshear alert occur;
- Adequate visual cues are not obtained reaching the minima.

8.0.2.8 GO-AROUND DUE TO WEATHER CONDITIONS

In case of go-around due to weather conditions a second approach may be performed. A third approach may be attempted only if there is a significant improvement of the weather conditions with reasonable assurance that the landing can be successfully completed.

Note: In case of an unstable approach a debriefing shall be made and lessons learned have to be taken into consideration.

Unstable approach can lead to a runway excursion and/or a tail strike.

Pilot's briefing for unstabilised approach is made on every recurrent simulator training.

In case of frequent unstabilised approaches recorded by the FDM, a yellow notice is distributed to the pilots via Centrik.

8.0.3 COMMUNICATION

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.10.4], [IOSA FLT 3.10.5]

8.0.3.1 RADIOTELEPHONY PRACTICES

Flight crew members shall use standard radiotelephony procedures and seeks confirmation or clarification if they are in doubt about the contents of an ATC clearance. Standard phraseology shall be enforced due the possibility of call sign confusion and the need to listen to readbacks carefully:

- Always use correct call sign. The call sign is the official radio identification of the flight and must be used in all radio communications with ATC and other aircraft;
- Positively confirm instructions with ATC if any doubt exists between flight crew members;
- If in doubt about an ATC instruction, do not use readback for confirmation;

- Avoid use of the cockpit speaker especially during times of high RT loading;
- Do not clip transmissions;
- Confirm unexpected instructions for any particular stage of flight;
- Advise ATC if it is suspected that another aircraft has misinterpreted an instruction. ATC may be unaware of this fact;
- Exercise particular caution when members of the Flight Crew are involved in other tasks, and may not be actively monitoring the RT;
- At critical stages of flight actively monitor ATC instructions and compliance with them;
- Always use full RT call sign;
- Always use correct RT procedures and discipline.

Confirming the cleared altitudes and flight levels is critical. All crew members have to listen and pay attention to:

- SID - Make sure you know the maximum SID altitude/flight level before departure;
- Ensure that there is no doubt about the altitude/flight level to which you have been cleared;
- Make adequate preparation so that the cleared altitude/flight level is maintained;
- Ensure cross-monitoring takes priority over logging clearances;
- Report immediately to ATC if a cleared altitude/flight level is inadvertently exceeded.

A readback of the ATC instructions and information by the flight crew is required when any part of an ATC clearance involves:

- Airways clearance.
- Climb/Descent clearance, particularly in areas of high terrain;
- Radar headings.
- Route or waypoint changes;
- Frequency changes;
- VOR Radials.
- Clearance for Approach.
- Take-Off and landing clearance.
- Taxi instructions, including hold short instructions;
- Altimeter pressure settings.
- SSR mode/code.

Both flight crew members are required to monitor and confirm clearances to ensure a mutual (flight crew) understanding of accepted clearances under circumstances, as determined by the operator or flight crew, when a missed or misunderstood clearance

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could pose a safety risk to the flight. A requirement to clarify clearances with ATC whenever any flight crew member is in doubt regarding the clearance or instruction received.

After the PM reads back any ATC clearance, the PF acknowledges the clearance received.

To enhance altitude awareness and aircraft separation, the flight crew shall report the cleared flight level on first contact with ATC, unless specifically requested not to do so by ATC. Instructions and guidance are provided in the Jeppesen FD Pro X. *Refer to: Jeppesen FD Pro X – Publications (Pubs) – General Airway Manual – International Civil Aviation Organisation – Air Traffic Management – Air Traffic Management (Doc 4444)*

8.0.3.2 MONITORING OF RADIO FREQUENCIES

All flight crews shall maintain radio listening watch on guard frequency 121.5 MHz throughout the entire flight. If required by the applicable authorities, the flight crew shall maintain radio listening watch on the required frequency used for inflight communication in the designated airspace without ATC coverage (e.g., Africa In Flight Broadcast Procedure).

Monitoring of 121.5 MHz is particularly important as follows:

- On long-range over-water flights or on flights that require the carriage of an emergency locator transmitter (ELT), except during those periods when aircraft are carrying out communications on other VHF channels, or when airborne equipment limitations or flight deck duties do not permit simultaneous guarding of two channels;
- If required by the applicable authorities, (Stated in the Jeppesen FD Pro X Publications), in areas or over routes where the possibility of military intercept or other hazardous situations exist.

8.0.4 CREW RESOURCE MANAGEMENT (CRM)**APPLICABLE TO: ALL**

REFER TO: [IOSA FLT 3.11.16]

Crew Resource Management is the application of team management concepts and the effective use of all available resources to operate a flight safely. In addition to the Flight Crew, it includes all other groups routinely working with the flight crew who are involved in decisions required to operate a flight. These groups include, but are not limited to, airplane dispatchers, cabin crew Members, maintenance personnel and air traffic controllers.

Situational awareness, or the ability to accurately perceive what is going on in the flight deck and outside the airplane, requires on going questioning, crosschecking, communication and refinement of perception.

It is important that all flight deck crewmembers identify and communicate any situation that appears unsafe or out of the ordinary. Experience has proven that the most effective way to maintain the safety of the flight and resolve these situations is to combine the skills and experience of all CMs in the decision-making process in order to determine the safest course of action.

Core CRM Principles

1. Communication

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- Clear, concise, closed-loop communication between crew members.
 - Encourages speaking up and eliminating ambiguity.
2. **Leadership & Teamwork**
 - Balanced authority: captain provides direction, FO contributes input.
 - Mutual respect and support in all phases of flight.
 3. **Situational Awareness (SA)**
 - Continuous perception of aircraft state, environment, and future projection.
 - Avoids tunnel vision and fixation.
 4. **Decision-Making**
 - Structured approach (e.g., **DODAR**, **FORDEC**, **T-DODAR**).
 - Involves gathering info, evaluating options, choosing, reviewing.
 5. **Workload Management**
 - Prioritization: “*Aviate, Navigate, Communicate*”.
 - Task sharing and automation use (without over-reliance).
 6. **Monitoring & Cross-Checking**
 - Active monitoring of instruments, flight path, and each other.
 - Detecting and correcting errors early.
 7. **Error Management & Threat Management**
 - Recognizing that **errors are inevitable**, but must be trapped, mitigated, or recovered.
 - Using **TEM (Threat and Error Management)** model.
 8. **Assertiveness**
 - Encouraging junior crew to speak up if safety is threatened.
 - Promotes a “just culture” where concerns can be raised without fear.
 9. **Briefings & SOP Adherence**
 - Clear pre-flight and in-flight briefings set expectations.
 - SOPs ensure standardization and predictability.
 10. **Interpersonal Skills**
 - Respect, empathy, cultural awareness, conflict resolution.
 - Critical in diverse, multinational crews.

8.0.5 USE OF AUTOMATION**APPLICABLE TO: ALL**

REFER TO: [IOSA FLT 3.11.22]

Aircraft are equipped with several levels of automation, used to perform specific tasks. The automation is considered as an additional feature available to the flight crew, which can decide when to delegate and what level of assistance they need in accordance with the situation. The appropriate use of automated systems significantly helps the flight crew with, for example:

- Workload management;
- Situation awareness (traffic, ATC communication, etc.);
- Precision of navigation;
- Availability of protection modes;
- Passenger comfort;
- Economic flight.

An extensive use of automation on other side may reduce the crew awareness on aircraft response to pilot inputs. The Pilot Monitoring (PM) of the automated flight and navigation systems (AFS) shall ensure appropriate aircraft response to inputs by:

- Cross-checking FMA status;
- Observing the results of any mode changes;
- Supervising the resulting guidance and aircraft response.

Using of a level of automation appropriate for the task, including manual flight when aircraft response is not appropriate or adequate is vital for the safe operation.

8.0.6 FLIGHT CREW COORDINATION

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.11.18], [IOSA FLT 3.14.3]

8.0.6.1 GENERAL

The standard operating procedures outlined in this section are to be applied in conjunction with the procedures detailed in the Flight Crew Operating Manuals (FCOM). The Crew Coordination Concept (CCC) is a balanced distribution of tasks and responsibilities to all operating cockpit crewmembers.

The principles of CCC are described below and applied directly to develop Standard Operating Procedures. It is essential that flight deck crew members are fully aware of the procedures outlined in this section and that they are adhered to in normal and emergency and or abnormal operations.

8.0.6.2 PURPOSE

To ensure a safe operation by a clear and consequent task assignment and following readily defined FCOM step by step in all normal, abnormal and emergency conditions during all phases of the flight. The purpose of the Crew Coordination Concept (CCC) is to ensure the full leadership and responsibility of the Commander regardless of whether he/she is the PF or PM.

Tasks between PF and PM shall be shared such that the PF is able to pay full attention to flight manipulation and that both pilots work as a team to provide mutual supervision,

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information and assistance.

8.0.6.3 DEFINITIONS

COMMANDER

The pilot responsible for the operation and safety of the airplane during flight time. Normally occupying the left-hand seat.

PILOT FLYING (PF)

Pilot whose primary task is to fly the airplane and to give required orders concerning the airplane configuration, system operation and execution of checklist relevant to phase of the flight.

PILOT MONITORING (PM)

Pilot whose primary task is to support PF in completion of his task by handling airplane systems, radio telephony and execution of checklist as well as constant monitoring of the PF performance and the adherence to the standard and confirmed procedure.

8.0.6.4 RESPONSIBILITIES

General philosophy of the CCC is to divide the duties between the flight crew to establish a clear and balanced distribution of workload and to allow the PF to concentrate fully on the primary task of all phases of flight (manual and automatic) and all conditions. The responsibility for revision of CCC principles lies on the Director Flight Operations.

The Commander shall:

- Keep the responsibility for the complete flight;
- Coordinate and cooperate between the flight crew members;
- Set priorities;
- Delegate tasks and responsibilities;
- Have everything under control by appropriate monitoring;
- Inform other crewmember(s) about his actions/intentions.

The Pilot Flying (PF) shall:

- Control the aeroplane;
- Give required orders concerning aeroplane configuration and system operation;
- Call for relevant procedure/checklist (normal/abnormal);
- Perform take-off and approach briefing.

The Pilot Monitoring (PM) shall:

- Monitor the performance of the PF and adhere to the standard procedures;
- Handle airplane systems;
- Communicate on the radio;
- Read the checklists;

- Perform approach briefing.
- Complete Operational FPL and other relevant documentation.

It is not recommended to interfere into the duties of the other crewmember except for emergency and safety reasons, and in case of pilot incapacitation.

8.0.6.5 CROSS-CHECK OF CRITICAL ACTIONS BY THE FLIGHT CREW

REFER TO: [IOSA FLT 3.11.20], [IOSA FLT 3.14.3]

Flight crew shall crosscheck and confirm critical actions, including but not limited to the following items:

- Aircraft configuration changes (landing gear, wing flaps, speed brakes);
- Engine controls (thrust levers and master switches, fire switches, agent discharge switches
- and IDG disconnect switches), including APU fire and agent discharge switches;
- Altimeter subscale settings (QNH/STD)
- Altitude selections on FCU;
- Transfer of control of the aircraft;
- Changes to the FMGS and radio navigation aids during the departure and or approach phases of flight;
- Weight/Mass and balance calculations and associated FMGS entries;
- Performance calculations or inputs, including FMGS entries.

Refer to: OM-B 2-1-2 COMMUNICATION

8.0.7 FLIGHT AND CABIN CREW COORDINATION

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.13.5], [IOSA FLT 3.14.12]

8.0.7.1 COMMUNICATION

Procedures for communication and coordination between the flight crew and the cabin crew are established in the OM-B and the CCOM to ensure a combined and coordinated process in addressing:

- Passenger safety information;
- Cabin readiness prior to first aircraft movement, take-off and landing;
- Arming or disarming of cabin entry door slides;
- Preparation for an encounter with turbulence;
- Flight or cabin crew member incapacitation;
- Emergency evacuation;
- Abnormal situations;

- Medical emergency;
- Emergency situations.

Cabin crew shall use their own discretion to determine whether the situation is related to safety or security matters and whether to call the flight crew. Situations requiring information to the flight crew may include as an example (but not limited):

- Any outbreak of fire inside the cabin or in an engine;
- A burning smell in the cabin or presence of smoke inside or outside;
- Fuel or fluid leakage;
- Localised extreme cabin temperature changes;
- Evidence of airframe icing;
- Cabin or galley equipment or furniture malfunction posing a hazard to the occupants;
- Suspicious object;
- Disruptive passenger;
- Security threat;
- Abnormal vibration or noise;
- Medical emergency;
- General drop-down of the oxygen masks in the cabin; and
- Any other condition deemed safety and/or time critical.

Flight Crew – Cabin Crew Standard Callouts

REFER TO: [IOSA FLT 3.11.21]

NORMAL CALLOUTS

Refer to: OM-B 2-1-2 COMMUNICATION

ABNORMAL AND EMERGENCY CALLOUTS

Refer to: OM-B 3-1-10 CABIN CREW COMMUNICATION

8.0.8 THREAT AND ERROR MANAGEMENT (TEM)

APPLICABLE TO: ALL

8.0.8.1 BACKGROUND

The origin of TEM can be traced to the Line Operations Safety Audit (LOSA) concept. A partnership between the University of Texas Human Factors Research Project (UT) and Delta Airlines in 1994 developed a line audit methodology utilising jump-seat observations on scheduled flights. Both parties agreed that in order for the audit to be productive and show realistic and un-obscured results, confidentiality of the findings with no regulatory or organisational jeopardy to the flight crews shall be guaranteed.

The initial observation forms of the audit were designed by the University of Texas researchers to evaluate “Crew Resource Management (CRM)” behaviour on the flight deck.

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The process was then extended to include error and its management as well as the type of error observed. This enabled trained observers to categorise the origin of detection of and response to (if any) and outcome of each recorded error.

The first full scale TEM-based LOSA was conducted at Continental Airlines in 1996. Together with the original CRM indicators (leadership, communication, and monitoring/cross-checking) the extended concept of TEM was used to identify most frequent threats. This method provided a picture of the most common errors and threats, both those that were well managed and the more problematic and mismanaged.

8.0.8.2 TEM FRAMEWORK

The TEM framework focuses simultaneously on the operational context and the people discharging operational duties in such a context. The framework is descriptive and diagnostic of both human and system performance. It is descriptive because it captures human and system performance in the normal operational context, resulting in realistic descriptions. It is diagnostic because it allows quantifying the complexities of the operational context in relation to the description of human performance in that context, and vice-versa.

8.0.8.3 THREATS

Threats - generally defined as events or errors that occur beyond the influence of the line personnel, increase operational complexity, and which must be managed to maintain the margins of safety.

ANTICIPATED THREATS

Some threats can be anticipated since they are expected or known to the flight crew. For example, flight crews can anticipate the consequences of a thunderstorm by briefing their response in advance or prepare for a congested airport by making sure they keep a watchful eye for other aircraft as they execute the approach.

UNEXPECTED THREATS

Some threats can occur unexpectedly, such as an in-flight aircraft malfunction that happens suddenly and without warning. In this case, flight crews must apply skills and knowledge acquired through training and operational experience.

LATENT THREATS

Lastly, some threats may not be directly obvious to, or observable by, flight crews immersed in the operational context, and may need to be uncovered by safety analysis. These are considered latent threats. Examples of latent threats include equipment design issues, optical illusions, or shortened turn-around schedules.

8.0.8.4 ERRORS

Errors are defined “actions or inactions by the flight crew that lead to deviations from organisational or flight crew intentions or expectations”. Unmanaged and/or mismanaged errors frequently lead to undesired aircraft states. Errors in the operational context thus tend to reduce the margins of safety and increase the probability of adverse events.

Errors are classified in three categories:

- Aircraft handling errors;
- Procedural errors;

- Communication errors.

May be unintentional or involve intentional non-compliance. Errors can be spontaneous (i.e., without direct linkage to specific, obvious threats), linked to threats, or part of an error chain. Examples of errors would include the inability to maintain “stabilised approach” parameters, executing a wrong automation mode, failing to give a required callout, or misinterpreting an ATC clearance.

Regardless of the type of error, an error’s effect on safety depends on whether the flight crew detects and responds to the error before it leads to an undesired aircraft state and to a potential unsafe outcome. This is why one of the objectives of TEM is to understand error management (i.e., detection and response), rather than solely focusing on error causality (i.e., causation and commission). From the safety perspective, operational errors that are timely detected and promptly responded to (i.e., properly managed) do not lead to undesired aircraft states, do not reduce margins of safety in flight operations, and thus become operationally inconsequential. In addition to its safety value, proper error management represents an example of successful human performance, presenting both learning and training value.

Capturing how errors are managed is then as important, if not more, than capturing the prevalence of different types of error. It is of interest to capture if and when errors are detected and by whom, the response(s) upon detecting errors, and the outcome of errors. Some errors are quickly detected and resolved, thus becoming operationally inconsequential, while others go undetected or are mismanaged. A mismanaged error is defined as an error that is linked to or induces an additional error or undesired aircraft state.

8.0.8.5 UNDESIRE STATES

Undesired aircraft states are defined as “flight crew-induced aircraft position or speed deviations, misapplication of flight controls, or incorrect systems configuration, associated with a reduction in margins of safety”. Undesired aircraft states that result from ineffective threat and/or error management may lead to compromising situations and reduce margins of safety in flight operations. Often considered at the cusp of becoming an incident or accident, undesired aircraft states must be managed by flight crews.

Examples of undesired aircraft states would include lining up for the incorrect runway during approach to landing, exceeding ATC speed restrictions during an approach, or landing long on a short runway requiring maximum braking. Events such as equipment malfunctions or ATC controller errors can also reduce margins of safety in flight operations, but these would be considered threats. Undesired states can be managed effectively, restoring margins of safety, or flight crew response(s) can induce an additional error, incident, or accident.

8.0.8.6 COUNTERMEASURES

Flight crews must, as part of the normal discharge of their operational duties, employ countermeasures to keep threats, errors and undesired aircraft states from reducing margins of safety in flight operations. Examples of countermeasures would include checklists, briefings, callouts and SOP, as well as personal strategies and tactics. Flight crews dedicate significant amounts of time and energies to the application of countermeasures to ensure margins of safety during flight operations. Empirical observations during training and checking suggest that as much as 70% of flight crew activities may be countermeasures-related activities.

All countermeasures are necessarily flight crew actions. However, some countermeasures

to threats, errors and undesired aircraft states that flight crews employ build upon “hard” resources provided by the aviation system. These resources are already in place in the system before flight crews report for duty and are therefore considered as systemic-based countermeasures.

8.1 FLIGHT PREPARATION INSTRUCTIONS

8.1.1 MINIMUM FLIGHT ALTITUDES

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.270), [IOSA FLT 3.11.4], [IOSA FLT 3.11.51], [IOSA FLT 4.2.4]

All required information about minimum flight altitude can be obtained from the Jeppesen FD Pro X, which itself is part of the Operations Manual Part C. Jeppesen FD Pro X is an application which encompasses publications, aerodrome charts and enroute charts. The application is part of the Electronic Flight Bag of Fly2Sky, and it is installed in on every on-board and simulator iPad.

The commander or the pilot to whom conduct of the flight has been delegated shall not fly below specified minimum altitudes except when:

- Necessary for take-off or landing; or
- Descending in accordance with procedures approved by the competent authority.

If a subsequent route segment has a higher MOCA or MORA, this new altitude shall be obtained before passing the checkpoint, so that the entire route segment is flown at or above its new altitude.

No descent below the MOCA or MORA may be initiated before passing the intervening checkpoint.

8.1.1.1 MINIMUM VFR ALTITUDE REQUIREMENTS

Fly2Sky does not operate flights under Visual Flight Rules (VFR).

8.1.1.2 MINIMUM IFR ALTITUDE REQUIREMENTS

REFER TO: (CAT.OP.MPA.145), (AMC1 CAT.OP.MPA.145 (A))

When an aircraft is operated for the purpose of commercial air transport, the minimum altitude or flight level at which it is permitted to fly may be governed by national regulations, air traffic control requirements, or by the need to maintain a safe height margin above any significant terrain or obstacle enroute.

Whichever of these requirements produces the highest altitude or flight level for a particular route will determine the minimum flight altitude for that route. The procedures outlined in the following paragraphs are to be followed when calculating the minimum altitude for the safe avoidance of en-route terrain and obstacles.

When establishing the minimum flight altitudes, the following is taken into account:

- The accuracy with which the position of the airplane can be determined;
- The probable inaccuracies in the indications of the altimeters used;
- The characteristics of the terrain along the routes or in the areas where operations are to be conducted;

- The probability of encountering unfavorable meteorological conditions such as severe turbulence and descending air currents; and
- Possible inaccuracies in aeronautical charts.

Consideration is taken also for:

- Corrections for temperature and pressure variations from standard values;
- ATC requirements; and
- Any foreseeable contingencies along the planned route.

The following paragraphs describe examples of the Jeppesen procedures for the calculation of the minimum altitude for the safe avoidance of enroute terrain and obstacles.

8.1.1.3 MINIMUM ALTITUDES DEFINITIONS

REFER TO: (GM1 CAT.OP.MPA.145(A))

MINIMUM CROSSING ALTITUDE

The lowest altitude at certain fixes at which an aircraft must cross when proceeding in the direction of a higher minimum enroute IFR altitude (MEA).

MINIMUM DESCENT ALTITUDE (MDA) – FAA

This is the lowest altitude specified in an instrument approach procedure, expressed in feet above the mean sea level, to which descent is authorized on final approach or during circle-to-land maneuvering until the pilot sees the required visual references for the heliport or runway of intended landing.

MINIMUM DESCENT ALTITUDE/HEIGHT (MDA/H) – ICAO

A specified altitude or height in a non-precision approach or circling approach below which descent must not be made without the required visual reference.

MINIMUM ENROUTE IFR ALTITUDE (MEA)

The lowest published altitude between radio fixes or waypoints that meets obstacle clearance requirements between those fixes or waypoints and in many countries assures acceptable navigational signal coverage. The MEA applies to the entire width of the airway, segment, area navigation low or high route or other direct route between the radio fixes or waypoints defining the airway, segment or route.

MINIMUM IFR ALTITUDES – USA

Minimum altitudes for IFR operations are published on aeronautical charts for airways, routes, and for standard instrument approach procedures. Within the USA, if no applicable minimum altitude is prescribed the following minimum IFR altitudes apply:

- In designated mountainous areas, 2 000 ft above the highest obstacle within a horizontal distance of 4 NM from the course to be flown;
- Other than mountainous areas, 1 000 ft above the highest obstacle within a horizontal distance of 4 NM from the course to be flown; or
- As otherwise authorised by the Administrator or assigned by the ATC.

MINIMUM OBSTRUCTION CLEARANCE ALTITUDE (MOCA)

The lowest published altitude in effect between radio fixes on VOR airways, off airway routes, or route segments which meets obstacle clearance requirements for the entire route segment and in the USA assures acceptable navigational signal coverage only within 22 NM of a VOR.

MINIMUM OFF-ROUTE ALTITUDE (MORA)

This is an altitude derived by Jeppesen. The MORA provides known obstruction clearance 10 NM either side of the route centerline including a 10 NM radius beyond the radio fix reporting or mileage break defining the route segment. For terrain and man-made structure clearance refer to Grid MORA.

MINIMUM RECEPTION ALTITUDE (MRA)

The lowest altitude at which an intersection can be determined.

MINIMUM SAFE/SECTOR ALTITUDE (MSA) – FAA

Altitude depicted on an instrument chart and identified as the minimum safe altitude which provides 1 000 ft obstacle clearance within a 25 NM radius from the navigational facility upon which the MSA is predicted. If the radius limit is other than 25 NM, it is stated. This altitude is for emergency use only and does not necessarily guarantee navaid reception. When the MSA is divided into sectors, with each sector a different altitude, the altitudes in these sectors are referred to as “Minimum Sector Altitude”. MSA is shown in a circle. The controlling authority provides MSA values. MSA values may differ from the derived MORA.

MINIMUM SECTOR ALTITUDE (MSA) – ICAO

The lowest altitude which may be used which will provide a minimum clearance of 300 m (1 000 ft) above all objects located in an area contained within a sector of a circle of 46 km (25 NM) radius centered on a radio aid to navigation.

MINIMUM VECTORING ALTITUDE (MVA)

The lowest MSL altitude at which an IFR aircraft will be vectored by a radar controlled, except as otherwise authorised for radar approaches, departures and missed approaches. The altitude meets IFR obstacle clearance criteria. It may be lower than the published MEA along an airway or J-route segment. It may be utilised for radar vectoring only upon the controller's determination that an adequate radar return is being received from the aircraft being controlled.

For details regarding the minimum altitudes definitions, *Refer to: Jeppesen FD Pro X – Publications (Pubs) – General Airway Manual – Definitions and Abbreviations – Glossary.*

8.1.1.4 TERMINAL AREA

A flight shall not be conducted below MSA unless:

- Under radar vectors at or above Minimum Radar Altitude; or
- On a promulgated route or instrument approach procedure; or
- In continuous visual contact with the ground and able to ensure adequate clearance from all obstacles affecting the intended flight path.).

8.1.1.5 ENROUTE MINIMUM ALTITUDES

Enroute IFR flight levels or altitudes are higher than the published Minimum Enroute IFR

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Altitude (MEA) indicated on enroute charts and are higher than the published Minimum Obstruction Clearance Altitude (MOCA).

The minimum safe Off-Route Altitude is higher than the Minimum Off-Route Altitude (MORA) and the published Minimum Obstruction Clearance Altitude (MOCA). Both minimum altitudes are indicated on enroute charts when applicable.

These minimum altitudes shall be respected along the track with all engines operative. During flight preparation, the enroute minimum altitudes shall be established for all the route segments.

8.1.1.6 CONTINGENCIES ALONG THE PLANNED ROUTE

During a route study process, it may be necessary to establish diversion procedures for critical cases considering the topography along the route and the requirements mentioned below (engine failure, depressurisation). In case of MORA above 10 000 ft, the process for defining enroute engine out and depressurisation escape routings, is described in the OM- C Airports. *Refer to: OM-C Airports 3-2-2 DWC ENROUTE TERRAIN PROCEDURES.*

Diversion procedure, when escape routing is required, established for a particular route is described and published in the OFP. When obstacle limited, the pilot shall use the correct drift down procedure as specified in the FCTM and FlySmart+.

Refer to: FCTOM – PR – AEP – ENG – ENGINE FAILURE DURING CRUISE Refer to: FLYSMART – INFLIGHT-CRZ

8.1.1.7 EN-ROUTE - ONE ENGINE INOPERATIVE (OEI)

REFER TO: (CAT.POL.A.215), (AMC 1 CAT.POL.A.215), [IOSA FLT 4.1.3]

- A. Route analysis and escape routing are based on the one engine inoperative enroute net flight path data, referenced in the FlySmart+ InFlight module, appropriate to the meteorological conditions expected for the flight, which complies with either subparagraph B. or C. at all points along the route. The net flight path shall have a positive gradient at 1500 ft above the aerodrome where the landing is assumed to be made after engine failure. In meteorological conditions requiring the operation of ice protection systems, the effect of their use on the net flight path is considered (FlySmart+ InFlight module).
- B. The gradient of the net flight path shall be positive at least 1 000 ft above all terrain and obstructions along the route within 9,3 km (5 nm) on either side of the intended track.
- C. The enroute net flight path shall permit the airplane to continue flight from the cruising altitude to an aerodrome where a landing can be made in accordance with the requirements for landing on dry, wet and contaminated runways. *Refer to: OM-A 8.1.2 DETERMINING THE ADEQUACY OF AERODROMES* The enroute net flight path clearing vertically, by at least 2 000 ft, all terrain and obstructions along the route within 9,3 km (5 nm) on either side of the intended track, taking into account the following elements:
 1. The engine is assumed to fail at the most critical point along the route;
 2. Account is taken of the effects of winds on the flight path;

3. The aerodrome where the airplane is assumed to land after engine failure shall meet the following criteria:
- The performance requirements at the expected landing mass are met; and
 - Weather reports or forecasts, or any combination thereof, and field condition reports indicate that a safe landing can be accomplished at the estimated time of landing.

The width margins of subparagraphs (b) and (c) above shall be increased to 18,5 km (10 nm) if the navigational accuracy does not meet at least required navigation performance 5 (RNP5).

In order to comply with point C, one means of compliance is the use of MORA and, with D., MEA provided that the airplane meets the navigational equipment standard assumed in the definition of MEA.

8.1.1.8 PRESSURISATION FAILURE

For depressurisation, it may be necessary to descend below the en-route minimum altitude determined for normal operation in order to cope with passenger oxygen requirements.
Refer to: OM-A 8.8 OXYGEN REQUIREMENTS

At any time, the aircraft gross (actual) flight path shall clear vertically all the obstacles by 2,000 ft. The OFP routes are designed to allow for this requirement providing oxygen escape route when necessary.

8.1.1.9 ROUTE ANALYSIS

Refer to: (AMC1 CAT.POL.A.215)

The high terrain or obstacle analysis are being carried out as explained below.

A detailed analysis of the route is made using contour maps of the high terrain and plotting the highest points within the prescribed corridor's width along the route. The next step is to determine whether it is possible to maintain level flight with one engine inoperative 1 000 ft above the highest point of the crossing. If this is not possible, or if the associated weight penalties are unacceptable, a drift down procedure is worked out, based on engine failure at the most critical point and clearing critical obstacles during the drift down by at least 2 000 ft. The minimum cruise altitude is determined by the intersection of the two drift down paths, taking into account allowances for decision making.

This method is an integral part of the PPS flight planning system, and automatic route analysis are being made when MORA is above 10 000 ft.

Note: MEA or MORA normally provide the required 2,000 ft obstacle clearance for drift down. However, at and below 6 000 ft altitude, MEA and MORA cannot be used directly as only 1,000 ft clearance is ensured.

8.1.1.10 MINIMUM FLIGHT ALTITUDE CORRECTIONS

REFER TO: (AMC1 CAT.OP.MPA.145(B)), [IOSA FLT 3.11.32]

In order to determine the geometrical altitude of the aircraft and thus ensure adequate obstacle clearance, corrections have to be applied when Outside Air Temperature and/or pressure differ from standard atmosphere.

8. OPERATING PROCEDURES

Pressure altimeters are calibrated to indicate true altitude under International Standard Atmosphere (ISA) conditions. Temperature deviation from ISA results in erroneous readings on pressure altimeters. When the temperature is lower than standard, the true altitude is less than indicated altitude. Depending on the amount of temperature deviation (on the colder side) and amount of height to be corrected for, significant deviations between indicated and true altitude can occur in conditions of extreme cold weather where terrain clearance is a consideration, corrections are calculated, and a higher indicated altitude established and flown.

TEMPERATURE CORRECTION

REFER TO: (GM8 CAT.OP.MPA.110)

The calculated minimum safe altitudes and heights shall be adjusted when the ambient temperature on the surface is much lower than that predicted by the standard atmosphere. In such conditions, an approximate correction is 4 per cent height increase for every 10°C below standard temperature as measured at the altimeter setting source. This is safe for all altimeter setting source altitudes for temperatures above -15°C.

The correction has to be applied on the height above the elevation of the altimeter setting source. The altimeter setting source is generally the atmosphere pressure at an airport, and the correction on the height above the airport has to be applied on the indicated altitude. The same correction value is applied when flying at either QFE or at QNH.

LOW ALTITUDE TEMPERATURE CORRECTIONS

Unless otherwise specified, the elevation of the aerodrome in use is taken as the elevation of the altimeter source. Altitudes assigned by ATC normally account for temperature variation, but pilots shall be aware of the effect of low temperature on true altitude and assure themselves that obstacle clearance is not compromised.

Altitudes assigned by controllers are temperature compensated and require no corrective action by pilots when:

- On ATC vectors;
- On ATC assigned direct routing which takes the aircraft off an ATS route;
- It is explicitly stated in the Jeppesen FD Pro X; or
- It is confirmed by the ATC controller.

CAUTION

Pilots are responsible for any necessary cold temperature corrections to all published minimum altitudes and heights.

When the aerodrome temperature is 0°C or colder, the temperature error correction shall be added to:

- Altitudes and heights for the initial and intermediate segment(s);
- DA/H, MDA/H;
- Non-precision approach with nominal descent path: to minimum altitudes after passing the FAF (final approach fix);
- Subsequent missed approach altitudes and heights;
- Engine failure acceleration altitude; and

- Minimum Safe Altitudes.

The following table gives an accurate correction. This table is calculated for a sea level aerodrome. It is therefore conservative when applied at higher aerodromes. To calculate the corrections for specific aerodromes or altimeter setting sources above sea level, or for values not tabulated.

Values to be added by the pilot to minimum promulgated heights and altitudes:

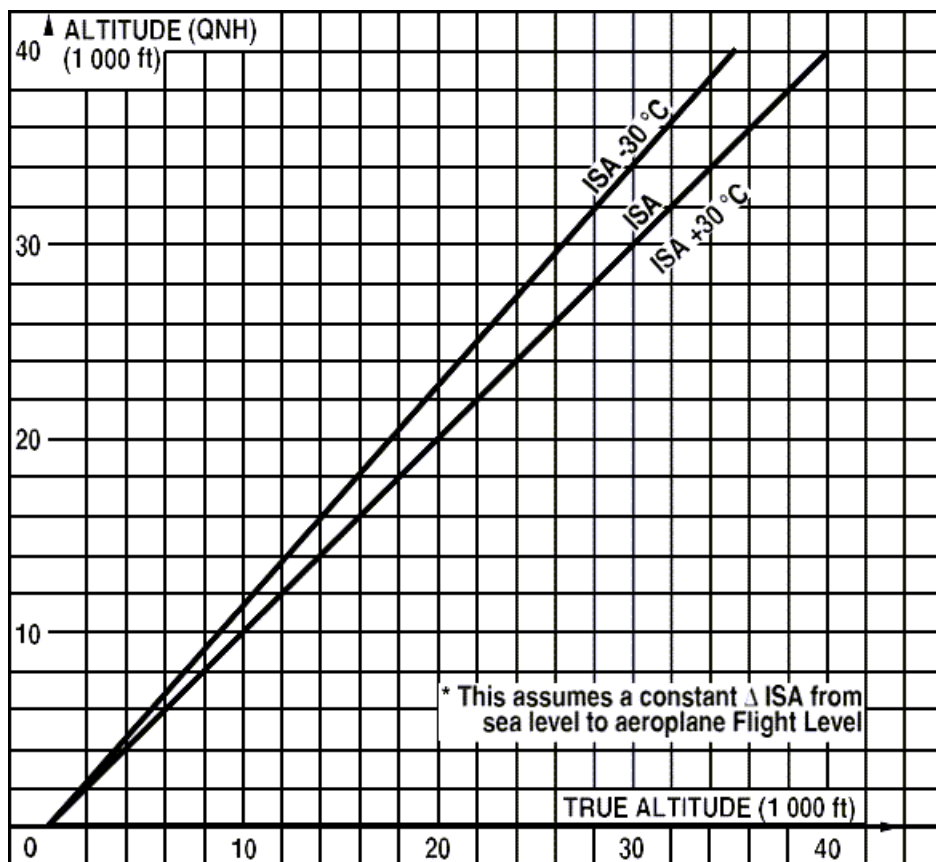
Height above the elevation of the altimeter setting source (ft)														
Aerodrome Temperature	200	300	400	500	600	700	800	900	1000	1500	2000	3000	4000	5000
0°C	20	20	30	30	40	40	50	50	60	90	120	170	230	280
-10°C	20	30	40	50	60	70	80	90	100	150	200	290	390	490
-20°C	30	50	60	70	90	100	120	130	140	210	280	420	570	710
-30°C	40	60	80	100	120	140	150	170	190	280	380	570	760	950
-40°C	50	80	100	120	150	170	190	220	240	360	480	720	970	1210
-50°C	60	90	120	150	180	210	240	270	300	450	590	890	1190	1500

Note: The corrections have been rounded up to the next 10 ft increment.

Temperature values from the reporting station (normally the aerodrome) nearest to the position of the aircraft shall be used.

HIGH ALTITUDE TEMPERATURE CORRECTIONS

The graph given hereafter has to be used en-route for high altitude operation. It does not take into account the elevation of the altimeter setting source. In theory, this correction applies to the air column between the ground and the aircraft. When flying above high terrain, the use of this correction gives a conservative margin.



Example:

Given: MEA = FL200 / ISA -30°C

Find: Minimum FL = FL230

PRESSURE CORRECTION

True altitude decreases/increases with roughly 30 ft for each hPa that barometric pressure is lower or higher than the standard setting of 1013.2 hPa above the terrain over which the aircraft is flying. It is calculated as follows:

- For each hPa the barometric pressure is lower than standard, subtract 30 ft from the altimeter reading to find true altitude.
- For each hPa the barometric pressure is higher than standard, add 30 ft to the altimeter reading to find true altitude.

Pressure correction in regard of the minimum safe altitude must be made when flying at levels with the altimeter set to 1013 hPa, when the pressure is lower than the standard atmosphere (1013 hPa).

Example:

Given: Indicated altitude (STD) 16 000 ft, local QNH is 1 000 hPa over the terrain. Find: True altitude equals 16 000 ft - 390 ft = 15 610 ft.

Note: When using the QNH altimeter setting (giving altitude), a pressure correction is not required.

ALLOWANCE FOR WIND SPEED

When operating within 20 NM of terrain with elevation exceeding 2 000 feet MSL, the MORA/MOCA values shall be increased by the amounts given in the following table, according to the wind speed over the route.

Allowance for Wind Speed				
Terrain Elevation	Wind Speed in Knots			
	0-30	31-50	51-70	More than 70
2,800-8,000 ft	+500 ft	+1,000 ft	+1,500 ft	+2,000 ft
More than 8,000 ft	+1,000 ft	+1,500 ft	+2,000 ft	+2,500 ft

8.1.2 DETERMINING THE ADEQUACY OF AERODROMES

APPLICABLE TO: ALL

8.1.2.1 SELECTION OF AERODROMES

REFER TO: (CAT.OP.MPA.182), (AMC4 CAT.OP.MPA.182), (GM1 CAT.OP.MPA.182(F))

At the planning stage, Fly2Sky ensure that once the flight has commenced, there is reasonable certainty that an aerodrome where a safe landing can be made will be available at the estimated time of use of that aerodrome.

Furthermore, at the planning stage, to allow for a safe landing in case of an abnormal or emergency situation after take-off, the operator shall select and specify in the operational flight plan a take-off alternate aerodrome if either:

- The meteorological conditions at the aerodrome of departure are below the operator's established aerodrome landing minima for that operation; or
- It would be impossible to return to the aerodrome of departure for other reasons.

At the planning stage, for each instrument flight rules (IFR) flight, Fly2Sky selects and specifies in the Operational and Air Traffic Services (ATS) flight plans one or more aerodromes so that two safe-landing options are available during normal operation when:

- Reaching the destination aerodrome; or
- Reaching the point of no return, to any available fuel ERA aerodrome during isolated aerodrome operations; a flight to an isolated aerodrome shall not be continued past the point of no return unless a current assessment of meteorological conditions, traffic, and other operational conditions indicates that a safe landing can be made at the destination aerodrome at the estimated time of use.

Note: In the context of the basic fuel scheme and basic fuel scheme with variations, 'reaching the destination' means the point at which the aircraft has reached the applicable DA/H or MDA/H at the destination aerodrome.

Fly2Sky provides appropriate safety margins to flight planning to take into account a possible deterioration of the available forecast meteorological conditions at the estimated time of landing.

For each IFR flight, Fly2Sky ensures that sufficient means are available to navigate to and

land at the destination aerodrome or at any destination alternate aerodrome in the event of loss of capability for the intended approach and landing operation.

Note: The term ‘sufficient means are available to navigate to and land at’ means that the procedure can be used in the planning stage and shall comply with planning minima requirements.

USABLE AERODROME

REFER TO: (CAT.OP.MPA.105)

Fly2Sky only authorises use of aerodromes that are adequate for the type(s) of aeroplane and operation(s) concerned.

ADEQUATE AERODROME

REFER TO: (CAT.OP.MPA.107), [IOSA FLT 3.6.2]

Fly2Sky considers an aerodrome as adequate if, at the expected time of use, the aerodrome is available and equipped with necessary ancillary services such as air traffic services (ATS), sufficient lighting, communications, meteorological reports, navigation aids and emergency services. An adequate aerodrome shall also satisfy the applicable performance requirements and runway characteristics.

8.1.2.2 RUNWAY CHARACTERISTICS

The available runway length, width and slope shall be sufficient to meet aircraft performance requirements (required take-off and landing distance taking account of obstacle or required slope).

Refer to: OM-A Chapter 8.1.2 DETERMINING THE ADEQUACY OF AERODROMES.

The pavement strength is compatible with aircraft weight or derogation is obtained from airport authority. Pavement Classification Number (PCN) and Aircraft Classification Number (ACN) may be found in the Jeppesen FD Pro X.

8.1.2.3 NAVIGATION AND METEOROLOGICAL SERVICES

Aerodrome shall be equipped with the following services adequate for the type of operations:

- Air Traffic services (ATS);
- Lighting;
- Communications;
- Weather reporting and forecast;
- Nav aids.

8.1.2.4 RESCUE AND FIRE FIGHTING SERVICE (RFFS)

REFER TO: (AMC1 CAT.OP.MPA.107)

When considering the adequacy of an aerodrome's rescue and firefighting services (RFFS), Fly2Sky as part of its management system, assess the level of RFFS protection available at the aerodrome intended to be specified in the operational flight plan in order to ensure that an acceptable level of protection is available for the intended operation; and includes relevant information related to the RFFS protection that is deemed acceptable as

described below.

The published RFFS category for each of the aerodromes (available in Jeppesen FD Pro X) used shall be equal to or better than the airplane RFFS category. Fly2Sky operates Airbus A320 and A321 aircraft which are categorised below.

Aircraft Variant	Required RFFS Category
A320	CAT 6
A321	CAT 7

Subject to specific conditions a downgrade may be acceptable as per the following table.

Aerodromes	Minimum Acceptable RFFS Category
Departure and Destination Aerodrome	One category below the aeroplane RFFS category may be accepted where the number of movements of the aeroplanes in the highest category normally using the aerodrome is less than 700 in the busiest consecutive three months. Flight crew to contact OCC in order to gather information of the particular airport's planned movements.
Departure and destination aerodrome in case of temporary downgrade and Take-off alternate, destination alternate and en-route alternate aerodromes	Two categories below the aeroplane RFFS category.

Note: If the destination airport has category 4 RFFS (5 for A321), the alternate shall have a minimum of category 6 (7 for A321).

Temporary downgrade means RFFS category as notified, including by NOTAM, and resulting from the downgrade of the level of RFFS protection available at an aerodrome, for a period of time not exceeding 72 hours.

Operation to aerodromes with reduced RFFS requires approval of the aerodrome license holder.

Exceptionally, operations below these levels may be permitted following risk assessment by the DFO, identifying possible hazards and proper mitigation actions to assure an acceptable level of safety.

In case, after dispatch, the commander is subsequently advised that the RFFS has been downgraded (not below 4 on A320 and not below 5 on A321) the commander may continue to land at an aerodrome if in the pilot's judgement after due consideration of all prevailing circumstances (i.e., weather, traffic, aircraft technical status) the safety of the flight is not jeopardized.

8.1.2.5 ALTERNATE AERODROMES

REFER TO: (CAT.OP.MPA.182), (AMC1 CAT.OP.MPA.182)

Any required alternate aerodrome(s) are specified in the operational flight plan.

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8.1.2.6 TAKE-OFF ALTERNATE AERODROME

The take-off alternate aerodrome shall not be farther from the departure aerodrome than 1-hour flight time at one-engine-inoperative (OEI) cruising speed according to the AFM in ISA and still-air conditions using the actual take-off mass.

The take-off alternate aerodrome shall be located within a distance from the departure aerodrome that minimizes the risk of exposure to potential abnormal or emergency situations. In selecting the take-off alternate aerodrome, the operator shall consider at least the following:

- Actual and forecast meteorological conditions;
- Availability and quality of the aerodrome infrastructure;
- Navigation and landing capabilities of the aircraft in abnormal or emergency conditions, taking into account the redundancy of critical systems; and
- Approvals held (e.g. extended range operations with two-engine airplanes (ETOPS), low visibility operation (LVO), etc.).

CAUTION	Fly2Sky has adopted the conservative value of 250 NM (great circle distance) for A320 and A321.

8.1.2.7 EN-ROUTE ALTERNATE

The flight crew is able to identify an appropriate en-route airport if needed during flight. Fly2Sky have the following guidance:

- Airport and runway capability - length, pavement strength, surface, fire category;
- Weather – forecasted weather conditions at the time of arrival must be within approach minima;
- Navigation and approach aids – the airport must support a safe approach and landing;
- Airport services – must be operational and capable of handling emergency landing;
- NOTAMs – no NOTAMS that would prevent safe use of the airport.
- MEL/CDL items reduce aircraft capability;
- Weather ahead appears questionable (e.g., widespread low ceilings, thunderstorms, icing);
- Terrain or airspace constraints limit diversion options;
- Fuel planning requires a designated alternate.

1. Key Criteria for Choosing an En Route Alternate:

Airport Infrastructure & Suitability:

- **Runway length** adequate for aircraft landing weight;
- **Runway surface and lighting** appropriate for day/night operations;

- **Instrument** approaches (ILS, RNAV, etc.) available if needed;
- **Navigation aids** capable of supporting arrival;
- **Airport category** approved by operator (if applicable).

Weather Minimums - Ensure the airport meets:

- **Company or regulatory alternate** weather minimums.
- **Forecast ceiling and visibility** at or above approach minima (with alternate adjustments).
- **Acceptable winds**, no conflicting NOTAM closures, and manageable icing/storm conditions.
- **Check weather** for the expected time of arrival at the alternate, not current conditions.

Terrain and Airspace Environment:

- Confirm **terrain clearance** during descent and approach.
- Ensure the airport lies within a **reasonable diversion distance** given aircraft performance.
- Avoid **congested or restricted airspace** that complicates emergency access.

Operational Services - An en route alternate shall ideally have:

- **ATC services** and standard communication coverage;
- **Rescue and firefighting (RFF)** capability required by operator;
- **Adequate fuel**, maintenance support, and passenger handling (especially for extended diversions);
- **Emergency** services availability
- **Runway condition** monitoring

Aircraft Performance and MEL Considerations - Consider:

- **Single-engine and depressurization** drift-down requirements.
- Aircraft **weight limits** for landing.
- Any **MEL/CDL** items that limit:
 - Approach types
 - Runway length
 - Navigation capability (e.g., no RNAV)

2. Inflight Reassessment - Conditions may change. Continuously evaluate;

- Updated **METAR/TAF** and **SIGMETs**;

- **NOTAMs** affecting runway or navaid availability;
- **Fuel status** and aircraft system health;
- **ATC reroutes** that alter proximity to alternates;
- Have a **primary and secondary** en route alternate identified.

3. Practical Workflow for Crews:

Before Departure:

- **Review** the route for suitable airports within a diversion radius;
- **Check** weather and approach minima for each candidate;
- **Verify** runway length, NOTAMs, and services;
- **Select** alternates that satisfy both regulatory and company criteria.

During Flight:

- Monitor en route weather and maintenance messages;
- Update selection if weather deteriorates or route changes;
- Use onboard systems (FMS/CPDLC/ACARS) to obtain updated information.

4. The PIC must avoid:

- Selecting an airport without checking NOTAM restrictions;
- Relying solely on visual conditions without confirming forecast minima;
- Choosing airports beyond realistic single-engine diversion time;
- Ignoring terrain that impacts drift-down paths;
- Assuming services are available at remote fields.

8.1.2.8 DESTINATION ALTERNATE AERODROME

REFER TO: (AMC2 CAT.OP.MPA.182), (AMC1 CAT.OP.MPA.182(F)), (GM1 CAT.OP. MPA.182(F))

Fly2Sky selects and specifies in the operational and the ATS flight plans at least one destination alternate aerodrome for each IFR flight.

Furthermore, the Company selects and specifies in the operational and ATS flight plans two destination alternate aerodromes when for the selected destination aerodrome, the safety margins for meteorological conditions, and the planning minima for destination and en-route alternate aerodrome cannot be met, or when no meteorological information is available.

WARNING

As Fly2Sky has adopted the Basic Fuel Scheme, it does not operate

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without destination alternate aerodromes.

Note: When it is intended to use PBN, the crew shall select an aerodrome as destination alternate aerodrome only if an instrument approach procedure that does not rely on a GNSS is available either at that aerodrome or at the destination aerodrome.

This applies only to destination alternate aerodromes in flights that require a destination alternate aerodrome. A take-off or an ERA aerodrome with instrument approach procedures that rely on a GNSS may be planned without restrictions. A destination aerodrome with all instrument approach procedures that rely solely on a GNSS may be used without a destination alternate aerodrome if the conditions for a flight without a destination alternate aerodrome are met.

8.1.2.9 PLANNING MINIMA

REFER TO: (CAT.OP.MPA.185), (GM4 CAT.OP.MPA.182)

Fly2Sky has procedures described in the OM-A for in-flight fuel management that ensure:

- Continual validation of the assumptions made during the planning stage (pre-flight or in-flight re-planning, or both);
- Re-analysis and adjustment, if necessary;
- That the amount of usable fuel remaining on board is protected and not less than the fuel that is required to proceed to an aerodrome where a safe landing can be made;
- Relevant fuel data for the purpose of previous three bullets shall be recorded.

Note: An instrument approach operation is considered usable for planning minima when the approach facilities are available, the aircraft is equipped to perform such an approach, the flight crew is accordingly trained, and the runway is available for landing.

Refer to: OM-A 8.1.7 DETERMINATION OF THE QUANTITIES OF FUEL AND OIL

PLANNING MINIMA FOR TAKE-OFF ALTERNATE AERODROME

Refer to: OM-A 8.1.6 INTERPRETATION OF METEOROLOGICAL INFORMATION

PLANNING MINIMA FOR DESTINATION AERODROME

Refer to: OM-A 8.1.6 INTERPRETATION OF METEOROLOGICAL INFORMATION

PLANNING MINIMA FOR DESTINATION AND EN-ROUTE ALTERNATE AERODROME

REFER TO: (AMC6 CAT.OP.MPA.182), [IOSA FLT 3.6.3], [IOSA FLT 3.7.8]

The operator shall select an aerodrome as destination alternate aerodrome and fuel ERA aerodrome only when the appropriate weather reports and/or forecasts indicate that the weather conditions will be at or above the planning minima of table below (any limitations related to OEI operations are also taken into account).

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Type of approach operation	Aerodrome ceiling (cloud base or vertical visibility)	RVR/VIS
Type B instrument approach operations	DA/H + 200 ft	RVR/VIS + 800 m
Type A instrument approach operations	DA/H or MDA/H + 400 ft	RVR/VIS + 1,500 m
Circling approach operations	MDA/H + 400 ft	VIS + 1,500 m

Note: Crosswind planning minima stated below shall be applied taking into account the runway condition (dry, wet, contaminated).

The weather minima are stated in the OM-A. Refer to: OM-A 8.1.6 INTERPRETATION OF METEOROLOGICAL INFORMATION.

8.1.2.10 ROUTE AND AERODROME CATEGORIES

REFER TO: (AMC1 ORO.FC.105 (b)(2); (c)), [IOSA FLT 4.2.1], [IOSA FLT 4.2.3]

Categorization of the airports where Fly2Sky intends to operate is initially performed by the Chief Performance Pilot and it is reviewed every 12 months unless significant changes on airport concerned require an earlier review of the categorization.

Aerodromes are categorized according to their operational complexity, based upon an assessment of their terrain characteristics and minimum safe altitudes, approach aids and approach procedures, seasonal weather conditions, performance limitations, and any other unusual characteristics.

In order of any aerodrome to be included to company's network a categorization according to the "Airport Categorization Form for Short Term Operation" form shall be prepared by the Chief Performance Pilot, who shall assess and determine the Category of the respective aerodrome. The Director Flight Operations shall update the OM part C based on the analysis received.

8.1.2.11 AERODROME KNOWLEDGE AND CATEGORIES

Aerodrome familiarization training includes knowledge of obstructions, physical layout, lighting, approach aids and arrival, departure, holding and instrument approach procedures, applicable operating minima and ground movement considerations. The following describes the method of categorization of aerodromes and all category B and C airports are listed in the OM-C Airports document.

Airport are categorized in ascending order of difficulty from Category A to Category C.

CATEGORY A

An aerodrome which satisfies all the following conditions:

- A straight-in 3D instrument approach procedure with a glide path angle of not more than 3.5° to each runway expected to be used for landing;
- At least one runway with no performance-limited procedure for take-off and/or landing, such as no requirement to follow a contingency procedure for obstacle

clearance in the event of an engine failure on take-off from any runway expected to be used for departure;

- A published circling minima not higher than 1 000 ft above aerodrome level; and
- Night operations capability.

CATEGORY B

An aerodrome which does not meet the Category A conditions or requires extra considerations due to:

- Non-standard approach aids and/or approach patterns, such as restrictions on the availability of straight-in instrument approach procedures;
- Unusual local weather conditions, such as environmental features that can give rise to turbulence, windshear or unusual wind conditions;
- Unusual characteristics or performance limitations, such as unusual runway characteristics in length, width, slope, markings or lighting that present an atypical visual perspective on approach;
- Any other relevant considerations, including obstructions, physical layout, lighting, etc., such as restrictions on circling in certain sectors due to obstacles in the circling area;
- Training or flight crew experience requirements stipulated by the competent authority responsible for the aerodrome that do not include instruction in an FSTD or visiting the aerodrome.

CATEGORY C

An aerodrome:

- That requires additional considerations to those of a category B aerodrome; or
- For which flight crew experience or qualification requirements stipulated by the competent authority responsible for the aerodrome include instruction in an FSTD or visiting the aerodrome.

SUMMARY

In case of flights with short notice and/or unavailability of the Chief Performance Pilot, the airport may be analyzed and categorized by one of the following personnel:

- Director Flight Operations;
- Chief Pilot Flight Standards and Documents;
- Safety Manager; and
- Training Manager.

If the concerned airport is categorized A no airport briefing is required, OCC is informed and will pass information to the commander. In case of category B an airport briefing shall be prepared. All briefings are available in the OM-C Airports document, which is integral part of the Operations Manual Part C. In case of category C, Refer to: OM-D 5-6-16 VAW-FCT-014 AIRPORT QUALIFICATION.

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8.1.2.12 ROUTES AND AREAS OF OPERATION

REFER TO: (CAT.OP.MPA.140), (CAT.IDE.A.285), (CAT.IDE.A.305)

Operations can only be conducted along such routes or within such areas, for which:

- Ground facilities and services, including meteorological services, are provided which are adequate for the planned operation;
- The performance of the aeroplane intended to be used is adequate to comply with minimum flight altitude requirements;
- The equipment of the aeroplane intended to be used meets the minimum requirements for the planned operation;
- Current maps, charts and associated documentation or equivalent data are available to cover the intended operation of the aeroplane including any diversion which may reasonably be expected. This includes conversion tables necessary to support operations where metric heights, altitudes and flight levels shall be used.

Unless approved by the competent authority an adequate aerodrome shall be available within the distance flown in 60 minutes at the one-engine-inoperative (OEI) cruising speed (under standard conditions in still air) determined in accordance with the type-specific operations manual. Refer to: OM-B 1-1-4 EN-ROUTE LIMITATIONS.

On overwater flight, within a distance from land suitable for making an emergency landing less than 400 nautical miles.

When the airplane operates at a distance of more than 50 NM from the shore or taking off or landing at an aerodrome where the take-off or approach path is so disposed over water that there would be a likelihood of a ditching it shall be equipped with a life-jacket for each person on board or equivalent flotation device for each person on board younger than 24 months, stowed in a position that is readily accessible from the seat or berth of the person for whose use it is provided. Each lifejacket or equivalent individual flotation device shall be equipped with a means of electric illumination for the purpose of facilitating the location of persons.

For flights over areas in which Search and Rescue would be especially difficult the aircraft shall be equipped with:

- Signaling equipment to make the distress signals;
- At least one ELT; and
- Additional survival equipment for the route to be flown taking account of the number of persons on board, except when the flight remains within a distance from an area where search and rescue are not especially difficult corresponding to 120 minutes at one-engine-inoperative (OEI) cruising speed.

Fly2Sky does not perform flights that requires additional survival equipment and/or over remote or sparsely populated areas.

All above requirements are observed by OCC during the pre-flight planning when applicable and the Operational Flight Plans, including the electronic versions thereof are prepared accordingly.

8.1.2.13 AIRCRAFT PERFORMANCE

REFER TO: (CAT.POL.A.100), (CAT.POL.A.105), (CAT.POL.A.200), (AMC1 CAT.POL.A.

200), [IOSA FLT 3.6.2], [IOSA FLT 3.11.38], [IOSA FLT 3.11.51], [IOSA FLT 4.1.1], [IOSA FLT 4.1.2]

For performance computation Fly2Sky uses Electronic Flight Bag (EFB) with the FlySmart+ application suite by Navblue installed on every on-board and simulator for iPad. The FlySmart+ suite is composed of set of applications which aims at:

- Computing the aircraft performance data:
 - Weight and Balance Data (FS+ Load sheet);
 - Take-off performance (FS+ Takeoff);
 - In-flight performance (FS+ InFlight); and
 - Landing performance (FS+ Landing).
- Displaying the Flight Operations documentation:
 - Quick Reference Handbook (eQRH);
 - Operational Documentation (FS+ OLB).

In cases where the EFB performance is not available to the crew, the Operation Control Centre (OCC) provides paper performance tables and charts. Performance calculations are calculated from the AFM approved performance database.

The aircraft performance database is provided in the Performance Engineer's Program (PEP)/AFM_OCTO Approved FM module. The aircraft performance database provides the performance data applicable to an aircraft model.

Take-off, final take-off, en route net flight path (single engine), go-around and landing performance are provided in the Performance Engineer's Programs/AFM_OCTO approved FM module.

All Fly2Sky airplanes are Performance Class A. For this reason, this chapter refers only to Performance Class A aircraft.

The mass of the airplane at the start of the take-off, or in the event of in-flight re-planning, at the point from which the revised operational flight plan applies shall not be greater than the mass at which the requirements of the chapter (performance class A) can be complied with for the flight to be undertaken. Allowance is made for expected reductions in mass as the flight proceeds.

Approved performance data contained in the Airplane Flight Manual (AFM-PERF-OCTOPERFORMANCE DATABASE) is used to determine compliance with the requirements of the chapter (Class A). When applying the factors prescribed in the chapter (Class A), account is taken of any operational factors already incorporated in the Airplane Flight Manual performance data to avoid double application of factors.

Due account is taken of airplane configuration, environmental conditions and the operation of systems that have an adverse effect on performance. Account is taken of charting accuracy when assessing compliance with the take-off requirements. Approved performance Data contained in the Airplane Flight Manual (AFM-PERF-OCTOPERFORMANCE DATABASE) is sufficient in respect of items such as:

- Accounting for reasonably expected adverse operating conditions such as take-off and landing on contaminated runways; and
- Consideration of engine failure in all flight phases.

The determination of take-off performance data for wet and contaminated runways shall be based on the reported runway surface condition in terms of contaminant and depth.

Refer to: FCOM EFB-TOF-30-TAKEOFF ON WET RUNWAYS

Refer to: FCOM EFB-TOF-30-TAKEOFF TAKEOFF ON CONTAMINATED RUNWAY

The determination of landing performance data shall be based on the reported RWYCC information provided in the FCOM.

Refer to: FCOM EFB-LDG-30-WET RUNWAY

Refer to: FCOM EFB-LDG-30-CONTAMINATED RUNWAY

Refer to: FCOM EFB-LDG-30-RUNWAY CONDITION ASSESMENT MATRIX FOR LDG

The RWYCC is determined by the aerodrome operator using the RCAM and associated procedures. If the runway conditions include a measured runway friction coefficient (MU value), flight crew shall use the following table to correlate MU values to the braking action.

Mu Values	Braking Action
0.40 and above	5 – Good
0.36 to 0.39	4 – Medium to Good
0.30 to 0.35	3 – Medium
0.26 to 0.29	2 – Medium to Poor
0.25 and below	1 – Poor
9	0 – Unreliable

8.1.2.14 TAKE-OFF PERFORMANCE

REFER TO: (CAT.POL.A.205)

The take-off mass shall not exceed the maximum take-off mass specified in the Aeroplane Flight Manual for the pressure altitude and the ambient temperature at the aerodrome at which the take-off is to be made.

Following requirements apply when determining the maximum permitted take-off mass:

- The accelerate-stop distance shall not exceed the accelerate-stop distance available;
- The take-off distance shall not exceed the take-off distance available, with a clearway distance not exceeding half of the take-off run available;
- The take-off run shall not exceed the take-off run available;
- Compliance with this paragraph shall be shown using a single value of V1 for the rejected and continued take-off; and
- On a wet or contaminated runway, the take-off mass shall not exceed that permitted for a take-off on a dry runway under the same conditions.

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- The climb gradient concerning the obstacles and obstacle clearance.
- The brake energy.

In compliance with above requirements, following are taken into account:

- The pressure altitude at the aerodrome;
- The ambient temperature at the aerodrome;
- The runway surface condition and the type of runway surface;
- The runway slope in the direction of take-off;
- Not more than 50% of the reported head-wind component or not less than 150 % of the reported tailwind component; and
- The loss, if any, of runway length due to alignment of the airplane prior to take-off.

8.1.2.15 LOSS OF RUNWAY LENGTH DUE TO ALIGNMENT

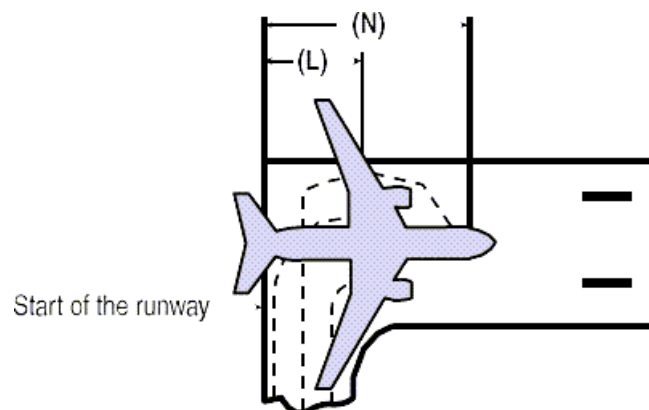
REFER TO: (AMC1 CAT.POL.A.205)

The length of the runway that is declared for the calculation of take-off distance available (TODA), accelerate- stop distance available (ASDA) and take-off run available (TORA) does not account for line-up of the airplane in the direction of take-off on the runway in use. This alignment distance depends on the airplane geometry and access possibility to the runway in use.

Accountability is usually required for a 90° taxiway entry to the runway and 180° turn around on the runway. There are two distances considered:

- The minimum distance of the main wheels from the start of the runway for determining TODA and TORA, (L); and
- The minimum distance of the most forward wheels from the start of the runway for determining ASDA, (N).

FlySmart+ take-off performance calculations provide appropriate distance for the loss of runway length due to alignment (AIB DATA). Alignment distance calculations in accordance with (AMC1 CAT.POL.A.205 (b)) are provided in the Airbus Calculation of Minimum Line-Up Distance Correction document and used with the Airbus Performance Computation Tool.



8.1.2.16 RUNWAY SURFACE CONDITION

REFER TO: (GM1 CAT.POL.A.205)

Operation on runways contaminated with water, slush, snow or ice implies uncertainties with regard to runway friction and contaminant drag and therefore to the achievable performance and control of the airplane during take-off, since the actual conditions may not completely match the assumptions on which the performance information is based. In the case of a contaminated runway, the first option for the commander is to wait until the runway is cleared. If this is impracticable, he/she may consider a take-off, provided that he/she has applied the applicable performance adjustments, and any further safety measures he/she considers justified under the prevailing conditions.

An adequate overall level of safety will only be maintained if operations in accordance with AMC 25.1591 (Performance Information for Operations with Contaminated Runway Surface Conditions) or equivalent are limited to rare occasions. Where the frequency of such operations on contaminated runways is not limited to rare occasions, Fly2Sky provides additional measures ensuring an equivalent level of safety. Such measures include special crew training, additional distance factoring and more restrictive wind limitations.

8.1.2.17 TAKE-OFF OBSTACLE CLEARANCE

REFER TO: (CAT.POL.A.210)

The net take-off flight path shall clear all obstacles by a vertical distance of at least 35 ft or by a horizontal distance of at least 90 m plus $0,125 \times D$, where D is the horizontal distance, the airplane has travelled from the end of the take-off distance available or the end of the take-off distance if a turn is scheduled before the end of the take-off distance available. For airplanes with a wingspan of less than 60 m a horizontal obstacle clearance of half the airplane wingspan plus 60 m, plus $0,125 \times D$ may be used.

In compliance with above, following is taken into account:

- The mass of the airplane at the commencement of the take-off run;
- The pressure altitude at the aerodrome;
- The ambient temperature at the aerodrome; and
- Not more than 50% of the reported head-wind component or not less than 150% of the reported tailwind component.
- Track changes are not allowed up to the point at which the net take-off flight path has achieved a height equal to one half the wingspan but not less than 50 ft above the elevation of the end of the take-off run available. Thereafter, up to a height of 400 ft it is assumed that the airplane is banked by no more than 15°. Above 400 ft height bank angles greater than 15°, but not more than 25° is scheduled;
- Any part of the net take-off flight path in which the airplane is banked by more than 15° shall clear all obstacles within the horizontal distances specified above and by a vertical distance of at least 50 ft; and
- Operations that apply increased bank angles of not more than 20° between 200 ft and 400 ft, or not more than 30° above 400 ft, shall be carried out in accordance with the following:

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- Operations with increased bank angles require prior approval by the competent authority;
- To obtain the approval, the operator shall provide evidence that the operations comply with requirements of CAT.POL.A240.
- Adequate allowance shall be made for the effect of bank angle on operating speeds and flight path including the distance increments resulting from increased operating speeds.
- Where the intended flight path does not require track changes of more than 15°, there is no requirement to consider those obstacles which have a lateral distance greater than 300 m, if the pilot is able to maintain the required navigational accuracy through the obstacle accountability area; or 600 m, for flights under all other conditions.
- For those cases where the intended flight path does require track changes of more than 15°, there is no requirement to consider those obstacles which have a lateral distance greater than: 600 m, if the pilot is able to maintain the required navigational accuracy (see below) through the obstacle accountability area; or 900 m for flights under all other conditions.
- Contingency procedures established (FS+ TakeOff EOSID) to satisfy the requirements and to provide a safe route, avoiding obstacles, to enable the airplane to either comply with the enroute requirements or land at either the aerodrome of departure or at a take-off alternate aerodrome.

8.1.2.18 TAKE-OFF OBSTACLE CLEARANCE DEFINITIONS

REFER TO: (AMC1 CAT.POL.A.210)

In accordance with the definitions used in preparing the take-off distance and take-off flight path data provided in the AFM:

- The net take-off flight path is considered to begin at a height of 35 ft above the runway or clearway at the end of the take-off distance determined for the aeroplane in accordance with the stated below.
- The take-off distance is the longest of the following distances:
 - 115% of the distance with all engines operating from the start of the take-off to the point at which the aeroplane is 35 ft. above the runway or clearway;
 - The distance from the start of the take-off to the point at which the aeroplane is 35 ft above the runway or clearway assuming failure of the critical engine occurs at the point corresponding to the decision speed (V1) for a dry runway; or
 - If the runway is wet or contaminated, the distance from the start of the take-off to the point at which the aeroplane is 15 ft above the runway or clearway assuming failure of the critical engine occurs at the point corresponding to the decision speed (V1) for a wet or contaminated runway.

The net take-off flight path, determined from the data provided in the AFM in accordance with the provisions above, clears all relevant obstacles by a vertical distance of 35 ft. When taking off on a wet or contaminated runway and an engine failure occurs at the point

corresponding to the decision speed (V_1) for a wet or contaminated runway, this implies that the aeroplane can initially be as much as 20 ft below the net take-off flight path in accordance with (a) and, therefore, may clear close- in obstacles by only 15 ft. When taking off on wet or contaminated runways, Fly2Sky performs obstacle assessment, especially if a take-off is obstacle limited and the obstacle density is high.

8.1.2.19 CONTINGENCY PROCEDURES FOR OBSTACLES CLEARANCES

REFER TO: (GM1 CAT.POL.A.210)

Compliance with take-off obstacle clearance is based on an engine failure route (EOSID) that differs from the all engine departure route or SID normal departure, the 'deviation point' is assumed to be not lower than 400 ft AAL where the engine failure route deviates from the normal departure route.

8.1.2.20 EFFECT OF BANK ANGLES

REFER TO: (AMC2 CAT.POL.A.210), [IOSA FLT 3.11.48]

The AFM generally provides a climb gradient decrement for a 15° bank turn. For bank angles of less than 15°, a proportionate amount is be applied, unless the manufacturer or AFM has provided other data.

Unless otherwise specified in the AFM or other performance or operating manuals from the manufacturer, acceptable adjustments to assure adequate stall margins and gradient corrections are provided by the following table.

Bank	Speed	Gradient Correction
15°	V_2	1 x AFM 15° gradient loss
20°	$V_2 + 5 \text{ kt}$	2 x AFM 15° gradient loss
25°	$V_2 + 10 \text{ kt}$	3 x AFM 15° gradient loss

Unless otherwise specified for a particular aerodrome, no turn shall be made **below 400 ft AAL** after departure.

8.1.2.21 REQUIRED NAVIGATIONAL ACCURACY

REFER TO: (AMC3 CAT.POL.A.210)

NAVIGATION SYSTEMS

The obstacle accountability semi-widths of 300 m and 600 m is not used by Fly2Sky.

VISUAL COURSE GUIDANCE

The visual course guidance procedure is not used by Fly2Sky.

LANDING PERFORMANCES

The term 'alternate' for which the landing mass is required to be determined aerodromes include:

- Destination alternate aerodromes;
- Fuel ERA aerodromes; and

- Re-dispatch or re-clearance aerodromes.

LANDING – DESTINATION AND ALTERNATE AIRPORTS

REFER TO: (CAT.POL.A.225), (AMC1 CAT.POL.A.225), (AMC2 CAT.POL.A.225), (GM1 CAT.POL.A.225)

The landing mass of the aeroplane shall not exceed the maximum landing mass specified for the altitude and the ambient temperature expected for the estimated time of landing at the destination and alternate aerodrome.

Fly2Sky uses pressure altitude for its operations. When necessary, pressure altitude is corrected for ambient temperature.

For instrument approaches with a missed approach gradient greater than 2,5 % Fly2Sky verifies that the expected landing mass of the aeroplane allows a missed approach with a climb gradient equal to or greater than the applicable missed approach gradient in the one-engine inoperative (OEI) missed approach configuration and at the associated speed. The data is provided by the FS+ Landing software.

For instrument approaches with decision heights below 200 ft, Fly2Sky verifies that the expected landing mass of the aeroplane allows a missed approach gradient of climb, with the critical engine failed and with the speed and configuration used for go-around of at least 2,5 %, or the published gradient, whichever is the greater.

Where an aeroplane cannot achieve the missed approach gradient specified above, when operating at or near maximum certificated landing mass and in engine-out

conditions, Fly2Sky may propose an alternative means of compliance to the competent authority demonstrating that a missed approach can be executed safely taking into account appropriate mitigating measures.

The proposal for an alternative means of compliance may involve the following:

- Considerations to mass, altitude and temperature limitations and wind for the missed approach;
- A proposal to increase the DA/H or MDA/H; and
- A contingency procedure ensuring a safe route and avoiding obstacles.

Note: DA/H or MDA/H minima increment are part of the Jeppesen FD Pro X minima determination methodology. When necessary, approach charts present different minima based on go-around performance.

LANDING – DRY RUNWAYS

REFER TO: (CAT.POL.A.230)

The landing mass of the aeroplane for the estimated time of landing at the destination aerodrome and at any alternate aerodrome shall allow a full stop landing from 50 ft above the threshold within 60% of the landing distance available.

Fly2Sky does not hold authorisation for steep approach and short landing operations by Competent Authority.

When determining the landing mass, Fly2Sky determines landing distance taking into account the following:

- Not more than 50% of the head-wind component or not less than 150% of the tailwind component.

- Corrections for dry runways performance data is determined in AFM-PERF-OCTOPERFORMANCE DATABASE.

For dispatching the airplane, it is assumed that:

- The aircraft will land on the most favorable runway, in still air; and
- The aircraft will land on the runway most likely to be assigned considering the probable wind speed and direction and the ground handling characteristics of the airplane and considering other conditions such as landing aids and terrain.

If unable to comply with the previous paragraph for the destination aerodrome, the airplane shall only be dispatched if an alternate aerodrome is designated which permits full compliance with one of the following:

- The first three paragraphs above, if the runway at the estimated time of arrival is dry;
- The first four paragraphs above of the subsection "LANDING - WET AND CONTAMINATED RUNWAYS" below if the runway at the estimated time of arrival is wet or contaminated.

FACTORING OF AUTOMATIC LANDING DISTANCE PERFORMANCE DATA

REFER TO: (AMC1 CAT.POL.A.230), (CAT.POL.A.235)

FS+ Landing software provides automatic factorisation when the landing requires the use of an automatic landing system. In any case landing mass of the aeroplane shall be the lesser of:

- The landing mass determined for dry or wet runway as appropriate; or
- The landing mass determined for the automatic landing distance for the appropriate surface condition, as given in the AFM-PERF-LDG-LANDING PERFORMANCE. Increments due to system features such as beam location or elevations, or procedures such as use of overspeed, are also included.

LANDING MASS – DRY RUNWAYS

REFER TO: (GM1 CAT.POL.A.230), (GM1 CAT.POL.A.230(A))

Fly2Sky establishes two considerations in determining the maximum permissible landing mass at the destination and alternate aerodromes:

- Firstly, the aeroplane mass will be such that on arrival the airplane can be landed within 60 % of the landing distance available (LDA) on the most favorable (normally the longest) runway in still air. Regardless of the wind conditions, the maximum landing mass for an aerodrome/aeroplane configuration at a particular aerodrome cannot be exceeded.
- Secondly, consideration shall be given to anticipated conditions and circumstances. The expected wind, or ATC and noise abatement procedures, may indicate the use of a different runway. These factors may result in a lower landing mass than that permitted under the previous bullet, in which case dispatch shall be based on this lesser mass.
- The expected wind referred to in the previous bullet is the wind expected to exist at the time of arrival.

LANDING – WET AND CONTAMINATED RUNWAYS

REFER TO: (CAT.POL.A.235), (GM1 CAT.POL.A.235(A)), (GM1 CAT.POL.A.235(B))

When the weather reports or forecasts, or both, indicate that the runway at the estimated time of arrival may be wet, the LDA shall be a landing distance provided in the AFM-PERF-OCTO-PERFORMANCE DATABASE for use on wet runways at time of dispatch, but not less than 60 % of the landing distance available (LDA).

When the weather reports or forecasts indicate that the runway at the estimated time of arrival may be contaminated, the LDA shall be at least the landing distance determined in accordance with the previous paragraph, or the landing distance determined in accordance with approved contaminated landing distance data AFM- PERF-OCTO-PERFORMANCE DATABASE, whichever is greater.

FS+ Landing software provides landing distance that comply with above requirement. For points first two paragraphs, the following criteria shall be considered:

- Not more than 50% of the headwind component or not less than 150% of the tailwind component;
- Corrections as provided in the AFM.

For dispatching the airplane, the airplane shall either:

- Land on the most favorable runway, in still air;
- Land on the runway most likely to be assigned, considering the probable wind speed and direction, the ground-handling characteristics of the airplane and other conditions such as landing aids and terrain.

Note: If unable to comply with the second bullet for the destination aerodrome where weather reports and forecasts indicate that the runway at the estimated time of arrival may be wet or contaminated, the airplane shall only be dispatched if an alternate aerodrome is designated.

If unable to land on the most favorable runway, in still air for a destination aerodrome where weather reports and forecasts indicate that the runway at the estimated time of arrival may be contaminated and where a landing depends upon a specific wind component, the airplane shall only be dispatched if two alternate aerodromes are designated.

Regarding the previous two paragraphs, the designated alternate aerodrome or aerodromes shall allow compliance with one of the following:

- The first three paragraphs of the Subsection “LANDING - DRY RUNWAYS” above, if the runway at the estimated time of arrival is dry;
- The first four paragraphs above of the subsection “LANDING - WET AND CONTAMINATED RUNWAYS” below if the runway at the estimated time of arrival is wet or contaminated.

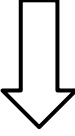
Credits on landing distances are not allowed for runways that have specific friction-improving characteristics.

The in-flight LDTA may, in some cases, and in particular on wet or contaminated runways, exceed the landing distance considered at the time of dispatch. The requirements for dispatch remain unchanged, however, when the conditions at the time of arrival are expected to be marginal, flight crew shall carry out at the time of dispatch a preliminary

calculation of the in-flight LDTA The required landing distance for dispatch shall be the higher between the two values.

RUNWAY SUITABILITY WORKFLOW

REFER TO: (GM1 CAT.POL.A.230, CAT.POL.A.235)

For Landing Distance assessment at time of dispatch	Check the most favourable runway at no wind; and	Check the most likely runway to be assigned at probable wind.
	If unable to comply 	
Dry Runway	Dispatch not allowed	1 Alternate aerodrome required
Wet Runway	Dispatch not allowed	1 Alternate aerodrome required
Contaminated Runway	2 Alternate aerodromes required	1 Alternate aerodrome required

OPERATIONS REQUIRING APPROVAL

REFER TO: (CAT.POL.A.240), (CAT.POL.A.245), (CAT.POL.A.250), (CAT.POL.A.255)

Fly2Sky does not hold authorisation for operations with increased bank angle, steep approach operations, short landing operations and reduced required landing distance operations by the Bulgarian CAA.

8.1.3 ESTABLISHING AERODROME OPERATING MINIMA

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.110), [IOSA FLT 3.6.3], [IOSA FLT 3.6.4], [IOSA FLT 3.11.4], [IOSA FLT 4.2.5]

The term minima refer to the minimum weather conditions required for particular operations at an aerodrome and are expressed in terms of cloud ceiling, RVR and visibility.

Fly2Sky establishes aerodrome operating minima, described in the OM-A for each departure, destination or alternate aerodrome that is planned to be used in order to ensure separation of the aircraft from terrain and obstacles and to mitigate the risk of loss of visual references during the visual flight segment of instrument approach operations. The operating minima shall be the same or higher than those established by the state in which the airport is located.

The method used to establish aerodrome operating minima shall take all the following elements into account:

- The type, performance, and handling characteristics of the aircraft;
- The equipment available on the aircraft for the purpose of navigation, acquisition of visual references, and/or control of the flight path during take-off, approach,

landing, and the missed approach;

- Any conditions or limitations stated in the aircraft flight manual (AFM);
- The relevant operational experience of the operator;
- The dimensions and characteristics of the runways that may be selected for use;
- The adequacy and performance of the available visual and non-visual aids and infrastructure;
- The obstacle clearance altitude/height (OCA/H) for the instrument approach procedures (IAPs);
- The obstacles in the climb-out areas and necessary clearance margins;
- The composition of the flight crew, their competence and experience;
- The IAP;
- The aerodrome characteristics and the available air navigation services (ANS);
- Any minima that may be promulgated by the State of the aerodrome;
- The conditions prescribed in the operations specifications including any specific approvals for low-visibility operations (LVO) or operations with operational credits.
- Any non-standard characteristics of the aerodrome, the IAP or the environment.

The method used by the operator to establish aerodrome operating minima and any change to that method shall be approved by the competent authority.

8.1.3.1 AEROPLANE APPROACH CATEGORY

REFER TO: (CAT.OP.MPA.320)

Airplanes are categorized according to their nominal indicated airspeed at the threshold (V_{AT}) in the landing configuration. Fly2Sky aircraft category is based on $V_{AT} = V_{REF} (1,23 \times VS1G)$ at maximum certified landing weight in all approved landing configurations. For further information on characteristic speed computation, Refer to: FCOM DSC-22-10-50-20-CHARACTERISTIC SPEEDS. Fly2Sky does not apply a lower landing mass for determining the VAT.

Aircraft category and related operating speeds considered for procedure obstacle clearance as per ICAO DOC 8168 (PANS OPS) are as per following table.

Aircraft category in terms of Approach and Maneuvering Speeds							
Variant	Category	V_{AT}	Initial Approach	Final Approach	Circling	Intermediate Missed Approach	Final Missed Approach
A320	C	121/140	160/240	115/160	180	160	240
A321	D	141/165	185/250	130/185	205	185	265

8.1.3.2 AERODROME OPERATING MINIMA

REFER TO: (CAT.OP.MPA.320)

Fly2Sky establishes aerodrome operating minima for each departure, destination or

alternate aerodrome that is planned to be used in order to ensure separation of the aircraft from terrain and obstacles and to mitigate the risk of loss of visual references during the visual flight segment of instrument approach operations.

The method used to establish aerodrome operating minima shall take all the following elements into account:

- The type, performance, and handling characteristics of the aircraft;
- The equipment available on the aircraft for the purpose of navigation, acquisition of visual references, and/or control of the flight path during take-off, approach, landing, and the missed approach;
- Any conditions or limitations stated in the aircraft flight manual (AFM);
- The relevant operational experience of the operator;
- The dimensions and characteristics of the runways that may be selected for use;
- The adequacy and performance of the available visual and non-visual aids and infrastructure;
- The obstacle clearance altitude/height (OCA/H) for the instrument approach procedures (IAPs);
- The obstacles in the climb-out areas and necessary clearance margins;
- The composition of the flight crew, their competence and experience;
- The IAP;
- The aerodrome characteristics and the available air navigation services (ANS);
- Any minima that may be promulgated by the State of the aerodrome;
- The conditions prescribed in the operations specifications including any specific approvals for low-visibility operations (LVO) or operations with operational credits.
- Any non-standard characteristics of the aerodrome, the IAP or the environment

The method used by the Fly2Sky to establish aerodrome operating minima and any change described below to that method is approved by the Bulgarian CAA.

INCREMENTS SPECIFIED BY THE BULGARIAN CAA

REFER TO: (GM6 CAT.OP.MPA.110)

Additional increments to the published minima may be specified by the competent authority to take into account certain operations, such as downwind approaches etc.

8.1.3.3 TAKE-OFF CONDITIONS

REFER TO: (CAT.OP.MPA.265), (AMC1 CAT.OP.MPA.265(A))

Before commencing take-off, the commander shall be satisfied that:

The meteorological conditions at the aerodrome and the condition of the runway intended to be used will not prevent a safe take-off and departure, and that the selected aerodrome operating minima are consistent with all of the following:

- The operative ground equipment;
- The operative aircraft systems;
- The aircraft performance;
- Flight crew qualifications.

The commander shall not commence take-off unless the weather conditions at the aerodrome of departure are equal to or better than the applicable minima for landing at that aerodrome unless a weather-permissible take-off alternate aerodrome is available.

If the reported VIS is below the minimum specified for take-off and RVR is not reported, then take-off shall only be commenced if the commander can determine that the visibility along the take-off runway is equal to or better than the required minimum.

TAKEOFF OPERATING MINIMA

REFER TO: (AMC1 CAT.OP.MPA.110), [IOSA FLT 3.6.4]

Take-off minima shall be expressed as visibility (VIS) or runway visual range (RVR) limits, taking into account all relevant factors for each runway planned to be used and aircraft characteristics and equipment. Where there is a specific need to see and avoid obstacles on departure and/or for a forced landing, additional conditions, e.g., ceiling, shall be specified.

VISUAL REFERENCE

The take-off minima shall be selected to ensure sufficient guidance to control the aircraft in the event of both a rejected take-off in adverse circumstances and a continued take-off after failure of the critical engine.

For night operations, the prescribed runway lights shall be in operation.

REQUIRED RVR OR VIS

For multi-engine airplanes, with performance such that, in the event of a critical engine failure at any point during take-off, the airplane can either stop or continue the take-off to a height of 1 500 ft above the aerodrome while clearing obstacles by the required margins, the take-off minima specified by the operator shall be expressed as RVR or VIS values not lower than those specified in Table below.

Minimum RVR* or VIS*	Facilities
500 m (day)	Nil**
400 m (day)	Centre line markings or Runway edge lights or Runway centre line lights
400 m (night)	Runway end lights*** and Runway edge lights or runway centreline lights

8. OPERATING PROCEDURES

- * The reported RVR or VIS value representative of the initial part of the take-off run can be replaced by pilot assessment.
- ** The pilot is able to continuously identify the take-off surface and maintain directional control.
- *** Runway end lights may be substituted by colour-coded runway edge lights or colour-coded runway centre line lights.

INSTRUMENT DEPARTURE AND APPROACH PROCEDURES

REFER TO: (CAT.OP.MPA.125)

Fly2Sky provide operational flight plans (OFP) using instrument departure and approach procedures established by the State of the aerodrome. Notwithstanding the above, the commander may accept an ATC clearance to deviate from a published departure or arrival route, provided obstacle clearance criteria are observed and full account is taken of the operating conditions. In any case, the final approach shall be flown visually or in accordance with the established instrument approach procedures.

Other departure and arrival procedure than those published by the state of aerodrome are not used.

An aircraft shall not descend in IMC below the minimum (sector) safe altitude (MSA) as shown on the instrument approach chart until it is established in the approved approach, holding procedure, or under positive radar control.

In the vicinity of the aerodrome an approach may be conducted by visual maneuvering (circling) under IFR rules if this type of approach is cleared by the ATC and if weather conditions permit it.

If visual reference is lost, the circling approach must be aborted. The minima for a specific type of approach and landing procedure are considered applicable if:

- The ground equipment shown on the respective chart required for the intended procedure is operative;
- The aircraft systems required for the type of approach are operative;
- The required aircraft performance criteria are met; and
- The crew is qualified accordingly.

REQUIRED RVR/VIS FOR TAKE-OFF WHEN LVTO IS AVAILABLE

Refer to: OM-A 8.4 LOW VISIBILITY OPERATIONS

REQUIRED VISIBILITY FOR TAKE-OFF VISUAL FLIGHT RULES (VFR)

Fly2Sky does not perform take-off in Visual flight Rules (VFR).

8.1.3.4 APPROACH AND LANDING CONDITIONS

REFER TO: (CAT.OP.MPA.300), (CAT.OP.MPA.303), [IOSA FLT 3.11.51], [IOSA FLT 3.11.68A]

Before commencing an approach to land, the commander must satisfy himself that, according to the information available to him, the weather at the aerodrome and the condition of the runway intended to be used shall not prevent a safe approach, landing or missed approach.

The in-flight determination of landing distance shall be based on the latest available report.

Flight crew to assess landing performance prior to arrival at the destination or alternate airport in order to determine that sufficient landing distance exists for a landing to be accomplished with an adequate safety margin:

- On the runway of intended use;
- In the conditions existing at the estimated time of arrival (ETA);
- In the aircraft configuration and with the means of deceleration that will be used for the landing.

Factors that may affect landing performance include, but are not limited to:

- Runway contaminants;
- Runway cutback or reduced runway available;
- Environmental conditions at the ETA (crosswind, tailwind, wind gusts, rain, etc.);
- Aircraft equipment outages (MEL, CDL);
- Flight control malfunctions, engine failures, or other non-normal/emergency events that may affect
- landing distance;
- Flap setting to be used;
- The use of manual vs. auto-brakes (if available);
- The use of manual vs. auto speed brakes (if available);
- The use/availability of reverse thrust;
- The use of automatic approach and landing (if available);
- Any other event or contingency that degrades stopping ability or increases landing distance under the conditions present at the ETA.

Flight crew shall maneuver the aircraft so as to touchdown within the touchdown zone, otherwise rejected landing, go-around shall be executed.

The selected aerodrome operating minima are consistent with all of the following:

- The operative ground equipment;
- The operative aircraft systems;
- The aircraft performance;
- Flight crew qualifications;
- Adequate visual reference.

Carry out a landing distance assessment as detailed in this subsection and the FCOM with the conditions for the intended runway at the ETA in the intended configuration and braking options and modes.

Refer to: FCOM EFB-LDG-IN-FLIGHT PERFORMANCE ASSESSMENT Refer to: FCOM PRO-NOR-SOP-16-DESCENT PREPARATION

Refer to: FCTM PR-NP-SOP-160 LANDING PERFORMANCE

LANDING DISTANCE ASSESSMENT

REFER TO: (AMC1 CAT.OP.MPA.300(A)), (GM1 CAT.OP.MPA.300(A))

The in-flight landing distance assessment shall be based on the latest available weather report and runway condition report (RCR) or equivalent information based on the RCR. The assessment shall be initially carried out when the weather report and the RCR are obtained, usually around top of descent. If the planned duration of the flight does not allow the flight crew to carry out the assessment in non-critical phases of flight, the assessment shall be carried out before departure.

When meteorological conditions may lead to a degradation of the runway surface condition, the assessment shall include consideration of how much deterioration in runway surface friction characteristics may be tolerated, so that a quick decision can be made prior to landing.

The flight crew shall monitor the evolution of the actual conditions during the approach, to ensure that they do not degrade below the condition that was previously determined to be the minimum acceptable.

The information on wind contained in METAR/SPECI/ATIS reports (average of a 10-minute period) shall be the basis for the landing performance calculations, while instant wind information reported by the tower shall be monitored during the approach to ensure that the wind speed does not exceed the assumptions made for landing performance calculations. For the applicable limitations Refer to: FCOM LIM-AG-OPS-ARPT WIND OPERATIONAL PARAMETERS

Note: The terms “recommended” or “demonstrated” crosswind values shall be intended as limiting values.

In the case that ATC reported wind is exceeding the maximum component allowed for landing, the Commander may continue the approach if he has reasonable assurance that at time of landing it will be within the limits. In any case, an approach cannot be continued below 500 feet above threshold if the wind reported by ATC exceeds the maximum component allowed for landing.

IN-FLIGHT CHECK OF THE LANDING DISTANCE AT TIME OF ARRIVAL

REFER: (CAT.OP.MPA.303), (GM1 CAT.OP.MPA.303), (GM2 CAT.OP.MPA.303)

Performance information for the assessment of the LDTA is based on approved data contained in the AFM. Refer to: AFM-PERF-LDG LANDING PERFORMANCE; OM B 2-12-1 General

No approach to land shall be continued unless the landing distance available (LDA) on the intended runway is at least 115 % of the landing distance at the estimated time of landing, determined in accordance with the performance information for the assessment of the landing distance at time of arrival (LDTA).

During flight, the flight crew shall perform a landing performance computation if the landing conditions changed compared with the landing performance computation at dispatch, or with a previous computation (e.g., runway, weather conditions, in-flight failure affecting performance, diversion, etc.).

The landing performance calculation is made with the FlySmart+ Landing application, with the computation type set to IN-FLIGHT. In the FlySmart+ Landing application the 115 %

of the landing distance at the estimated time of landing is equivalent to the Factored In-Flight Landing Distance (F-LD), while the landing distance at time of arrival (LDTA) is equivalent to the landing distance (LD).

The flight crew shall use the RCAM to determine the runway landing performance and code. If the aircraft has been dispatched with deferred MEL or CDL items, the In-Flight Landing Distance and Factored In-Flight Landing Distance must be calculated with the applicable MEL or CDL items selected.

The assessment of the LDTA begins with the acquisition of the latest available weather information and the RCR. The RCR is prepared by airport operator forwarded to air traffic services and aeronautical information services for transmission to the flight crew by SNOWTAM, ATIS and if necessary, radio broadcast. For information about RCR decoding, Refer to: OM-A 8.1.6 INTEPTRETATION OF METEOROLOGICAL INFORMATION.

The information provided in the RCR is divided in two sections:

- The aircraft performance section which contains information that is directly relevant in a performance computation.
- The situational awareness section which contains information that the flight crew shall be aware of for a safe operation, but which does not have a direct impact on the performance assessment.

An example of Runway Condition Report (RCR):

EADD 02170225 09C 2/3/1 75/100/75 06/12/12 SLUSH/WET SNOW/WET SNOW TWY B POOR. APRON NORTH POOR.

The following table identifies RCR elements.

Airport	Date & Time	Runway	RWYCC per third	Coverage per third	Depth of contamination	Contaminant type per third	Situational awareness
EADD	02170225	09C	2/3/1	75/100/75	06/12/12	SLUSH/WET SLUSH/WET SNOW	TWY B POOR APN N POOR

The aircraft performance section of the RCR includes a runway condition code (RWYCC), the contaminant type, depth and coverage for each third of the runway. The determination of the RWYCC is based on the use of the runway condition assessment matrix (RCAM). However, the presentation of the information in the RCAM is appropriate for use by aerodrome personnel trained and competent in assessing the runway condition in a way that is relevant to aircraft performance.

Runway condition assessment matrix (RCAM) is available to flight crew in the eQRH.

Refer to: eQRH C/L-LANDING CONDITIONS

It is the task of the aerodrome personnel to report the appropriate RWYCC in order to allow the flight crew to assess the landing performance characteristics of the runway in use. When no RWYCC is available in winter conditions, the RCAM provides the flight crew with a combination of the relevant information (runway surface conditions: state and/or contaminant or pilot report of braking action (AIREP)) in order to determine the RWYCC.

The aerodrome operator may downgrade a primary assessment based on an AIREP of lower braking action than the one typically associated with the type and depth of

contaminant on the runway or any other observation.

Flight crew is not allowed to upgrade a RWYCC 5, 4, 3 or 2 determined by the aerodrome operator from the observed contaminant type and depth. A RWYCC 1 or 0 may be upgraded by the aerodrome operator to a maximum of RWYCC 3. The reason for the upgrade will be specified in the 'situational awareness' section of the RCR.

Performance information for the assessment of the LDTA correlates the aircraft performance with the RWYCC contained in the RCR, hence the calculation will be based on the RWYCC of the intended runway of landing.

RUNWAY CONDITIONS CONSIDERATIONS

When available for the portion of the runway that will be used for landing, the following elements are relevant for consideration:

- RWYCC;
- Expected runway conditions (contaminant type and depth);
- Other information contained in the RCR related to the following elements:
- Width of the runway to which the RWYCC applies if less than the published runway width;
- Reduced runway length;
- Drifting snow on the runway;
- Loose sand on the runway;
- Chemical treatment on the runway;
- Snowbanks on the runway;
- Snowbanks on taxiways;
- Snowbanks adjacent to the runway;
- Taxiway conditions;
- Apron conditions;
- State approved and published use of measured friction coefficient;
- Plain language remarks;
- AIREP of braking action.

AIRCRAFT PERFORMANCE CONSIDERATIONS

The following elements impact landing distance calculations:

- Runway slope;
- Aerodrome elevation;
- Wind;
- Temperature;
- Airplane mass and configuration;

- Approach speed at threshold;
- Eventual adjustments to the landing distance, such as Autoland; and
- Planned use of available and operative airplane ground deceleration devices.

AUTOBRAKE AND REVERSES USAGE

The landing distance assessment at the time of arrival is not intended to force a higher- than necessary autobrake selection.

For the appropriate use of autobrake and reversers flight crew shall follow the standard operating procedures as per FCOM and FCTM.

Refer to: FCOM PRO-NOR-SOP-19-SOP-LANDING

Refer to: FCTM- PR-NP-SOP-250-SOP-LANDING

EXAMPLE OF LDТА ASSESSMENT

The flight crew receive the following RCR from SNOWTAM/ATIS/ATC:

LBSF 01310225 27 5/3/2 75/100/100 NR/03/03 WET/SLUSH/SLUSH RWY 27 SLIPPERY WHEN WET

The flight crew shall decode the RCR in order to determine which is the landing performance level to apply for landing performance calculation.

Airport	Date & Time	Runway	RWYCC per third	Coverage per third	Depth of contamination	Contaminant type per third	Situational awareness
LBSF	02170225	27	2/3/1	75/100/75	06/12/12	WET SLUSH SLUSH	RWY 29 SLIPPERY WHEN WET
RCAM Lowest Related Landing Performance			2		5 / 3 / 3		3

In the above example:

- The lowest RWYCC reported by airport operator is equal to 2;
- The lowest RWYCC resulting from the combination of contaminant type and depth is equal to 3;
- A NOTAM report "RWY 19 SLIPPERY WHEN WET" that in the RCAM is equal to a RWYCC of 3.

Flight crew shall consider any other element that could lead to a deterioration of the runway condition (heavy rain, gusts, thunderstorms in the vicinity, AIREP, etc.).

If no further downgrade is required, as the lowest RCAM RWYCC is 2 the flight crew shall select "2 MEDIUM TO POOR" as RWY COND in the FlySmart Landing application. The flight crew shall use the lowest RWYCC to determine the maximum acceptable crosswind, as even short sections of very slippery conditions can induce a loss of control.

ASSESSMENT OF THE LDТА BASED ON DISPATCH CRITERIA

REFER TO: (AMC1 CAT.OP.MPA.303), (GM1 CAT.OP.MPA.303)

Provide the flight crew use the same landing technique in terms of brakes and flaps

8. OPERATING PROCEDURES

configuration, the Required Landing Distance (RDL) for dry runways, determined in accordance with the FlySmart+ Landing set to Dispatch, contains adequate margin to fulfil the intent of the assessment of the Factored In-Flight Landing Distance (F-LD), on a dry runway, as it includes allowance for the additional parameters considered in that calculation.

In case of wet runway or contaminated runway, dispatch Required Landing Distance (RDL) is, in some conditions, shorter than the Factored In-Flight Landing Distance (F-LD). When the conditions at time of arrival are expected to be marginal, either in terms of weather, runway condition or runway length flight crew shall carry out at time of dispatch a preliminary calculation of the Factored In-Flight Landing Distance (F-LD), at dispatch in order to nominate suitable destination alternates.

In this case, the landing distance considered for dispatch shall be the maximum of the Required Landing Distance (RDL) and the Factored In-Flight Landing Distance (F-LD).

Refer to: FCOM EFB-LDG-40- IN-FLIGHT LANDING DISTANCE CROSSCHECK

Flight crews are not allowed to take any performance credit for the assessment of the LD_{TA} for runways with friction-improving characteristics.

ASSOCIATION BETWEEN THE RUNWAY SURFACE CONDITION AND THE RWYCC

It is the task of the aerodrome personnel to report the appropriate RWYCC in order to allow the flight crew to assess the landing performance characteristics of the runway in use. However, the table below is for reference for the crew members.

Association between the runway surface condition and the RWYCC				
Runway Condition	Surface Condition	Depth	Notes	RWYCC
Dry		N/A		6
Wet	Damp	3 mm or less	Including wet and contaminated runways below 25 % coverage in each runway third	5
	Wet			
Slippery Wet				3
Contaminated	Compacted Snow	Any	At or below -15 °C ³	4
			Above -15 °C ³	3
	Dry Snow	3 mm or less		5
		More than 3 mm up to 100 mm	Including when any depth occurs on top of compacted snow	3
		Any	On top of ice	02
	Frost ¹	Any		5

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	Ice	Any	In cold and dry conditions	1
	Slush	3 mm or less		5
		3 – 15 mm		2
	Standing Water	3 mm or less		5
		3 – 15 mm		2
		Any	On top of ice	02
	Wet Ice	Any		02
	Wet Snow	3 mm or less		5
		3 – 30 mm		3
		Any		02

Note: ¹Under certain conditions, frost may cause the surface to become very slippery.

²Operations in conditions where less-than-poor braking action prevails are prohibited.

³The runway surface temperature shall preferably be used where available.

COMMENCEMENT AND CONTINUATION OF APPROACH (APPROACH BAN)

Refer to: (CAT.OP.MPA.305), (GM1 CAT.OP.MPA.305), [IOSA FLT 3.11.62], [IOSA FLT 3.11.63], [IOSA FLT 3.11.68B]

8.1.3.5 COMMENCEMENT

Commander shall not accept a clearance to start an approach with specific minima unless he reasonably believes the approach can be safely flown. For the decision to start the approach the following shall be considered:

- The approach type, technique and pilot's tasks are clearly defined.
- The briefing for the particular approach is performed including the missed approach procedure.
- Aircraft landing performance had been assessed based on actual aircraft and runway condition as well external environmental factors (i.e. wind)
- The required airborne navigational equipment's are serviceable
- The required ground navigational aids are serviceable, tuned and identified.
- Commander can satisfy himself to meet the approach stabilization criteria, otherwise additional track miles shall be coordinated with ATC.
- Operating minima is clearly defined and briefed including minimum visibility and/or RVR
- Crew is qualified for the approach type and landing on the selected runway. Before any approach crew shall check if the following qualifications are valid and current (if relevant):

1. Low visibility operation

2. Narrow runway operation

3. Aerodrome and route competency

During all approaches the airplane's descent path must be carefully monitored. This is of particular relevance when conducting non-precision approaches where altitude/height versus range/fix checks shall be strictly observed.

Even if a stopwatch timing facility is not obligatory for the type of approach being conducted it must be remembered that timing provides useful navigational information and can be used as a gross error check.

Note: Except in an emergency or when there has been a significant change in reported weather conditions, no more than two successive approaches to an aerodrome may be carried out where both approaches have resulted in a go-around.

8.1.3.6 CONTINUATION

The commander or the pilot to whom conduct of the flight has been delegated may commence an instrument approach regardless of the reported RVR/VIS.

If the reported visibility (VIS) or controlling RVR for the runway to be used for landing is less than the applicable minimum, then an instrument approach operation shall not be continued:

- Past a point at which the airplane is 1 000 ft above the aerodrome elevation; or
- Into the final approach segment (FAS) if the DH or MDH is higher than 1 000 ft

Note: If no RVR is reported, and the reported VIS is less than the applicable minimum, but the converted meteorological visibility (CMV) is equal or greater than the applicable minimum, then the instrument approach can be continued to the DA/H or MDA/H.

If the required visual reference is not established, then a missed approach shall be executed at or before the DA/H or the MDA/H. Furthermore, if the required visual reference is not maintained after DA/H or MDA/H, then a go-around shall be executed promptly.

If a deterioration in the RVR or VIS is reported once the aircraft is below 1 000 ft or in the FAS, as applicable, then there is no requirement for the approach to be discontinued. In this situation, the normal visual reference requirements would apply at the DA/H.

The touchdown RVR shall be the controlling RVR. If the touchdown RVR is not reported, then the midpoint RVR shall be the controlling RVR. Where the RVR is not available, CMV shall be used except for the purpose of continuation of an approach in LVO in accordance with this subsection.

Where additional RVR information is provided (e.g. midpoint and stop end), this is an advisory. The company recommends the values of the following table.

Approach	TDZ	MID	END
Type A	Applicable Minima	125 m	125 m
CAT I	Applicable Minima	125 m	125 m

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CAT II	Applicable Minima	125 m (75 m if CAT III DUAL)	125 m (75 m if CAT III DUAL)
CAT III	Applicable Minima	125 m (75 m if CAT III DUAL)	125 m (75 m if CAT III DUAL)

Furthermore, the approach shall not be continued below 1 000 ft unless the Commander is satisfied that with the given RWY surface condition, a safe landing can be achieved.

THRESHOLD CROSSING HEIGHT

REFER TO: (CAT.OP.MPA.310)

To accomplish a safe landing the height of the airplane over the landing threshold shall be approximately 50 feet.

REPORTING ON RUNWAY BRAKING ACTION

REFER TO: (CAT.OP.MPA.311), (AMC1 CAT.OP.MPA.311), (GM1 CAT.OP.MPA.311), [IOSA FLT 3.15.5]

Whenever the runway braking action encountered during the landing roll is not as good as that reported by the aerodrome operator in the runway condition report (RCR), the commander shall notify the air traffic services (ATS) by means of a special air-report (AIREP) as soon as practicable.

Since both the ATC and the aerodrome operator rely on accurate braking action reports, flight crew shall use standardized terminology. The role of the flight crew in the runway surface condition reporting process does not end once a safe landing has been achieved. While the aerodrome operator is responsible for generating the RCR, flight crew are responsible for providing accurate braking action reports.

The flight crew braking action reports provide feedback to the aerodrome operator regarding the accuracy of the RCR resulting from the observed runway surface conditions. ATC passes these braking action reports to the aerodrome operator, which in turn uses them in conjunction with the RCAM to determine if it is necessary to downgrade or upgrade the RWYCC.

During busy times, runway inspections and maintenance may be less frequent and need to be sequenced with arrivals. Therefore, aerodrome operators may depend on braking action reports to confirm that the runway surface condition is not deviating significantly from the published RCR.

The following table shows the correlation between the terminology to be used in the AIREP to report the braking action and the RWYCC.

AIREP (braking action)	Description	RWYCC
Not Applicable		6
Good	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	5

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AIREP (braking) action)	Description	RWYCC
Good to Medium	Braking deceleration OR directional control is between good and medium.	4
Medium	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	3
Medium to Poor	Braking deceleration OR directional control is between medium and poor.	2
Poor	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	1
Less than Poor	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	0

An AIREP shall be transmitted to the ATC, in accordance with one of the following specifications, as applicable:

- Good braking action is reported as 'BRAKING ACTION GOOD'.
- Good to medium braking action is reported as 'BRAKING ACTION GOOD TO MEDIUM'.
- Medium braking action is reported as 'BRAKING ACTION MEDIUM'.
- Medium to poor braking action is reported as 'BRAKING ACTION MEDIUM TO POOR'.
- Poor braking action is reported as 'BRAKING ACTION POOR'.
- Less than poor braking action is reported as 'BRAKING ACTION LESS THAN POOR'.

In some cases, the differences between two consecutive levels of the six braking action categories between 'Good' and 'Less than Poor' may be too subtle for the flight crew to detect. It is therefore acceptable for the flight crew to report on a coarser scale of 'Good', 'Medium' and 'Poor'.

Whenever requested by ATC, or if the braking action encountered during the landing roll is not as previously reported by the aerodrome operator in the RCR, pilots shall provide a braking action report. This is especially important and safety relevant where the experienced braking action is worse than the braking action associated with any RWYCC code currently in effect for the portion of the runway concerned.

When the braking action experienced during landing is better than that reported by the aerodrome operator, it is also relevant to report this information, which may trigger further actions for the aerodrome operator in order to update the RCR.

If an aircraft-generated braking action report is available, it shall be transmitted, identifying its origin accordingly. If the flight crew have a reason to modify the aircraft-generated braking action report based on their judgement, the commander shall be able to amend such report.

A braking action AIREP of 'Less than Poor' leads to a runway closure until the aerodrome operator can improve the runway condition. An air safety report in the form of a Combined Reporting Form in Centrik shall be submitted whenever flight safety has been endangered due to low braking action.

The role of the flight crew in the runway surface condition reporting process does not end once a safe landing has been achieved. While the aerodrome operator is responsible for generating the RCR, flight crew are responsible for providing accurate braking action reports.

The flight crew braking action reports provide feedback to the aerodrome operator regarding the accuracy of the RCR resulting from the observed runway surface conditions.

ATC passes these braking action reports to the aerodrome operator, which in turn uses them in conjunction with the RCAM to determine if it is necessary to downgrade or upgrade the RWYCC.

During busy times, runway inspections and maintenance may be less frequent and need to be sequenced with arrivals. Therefore, aerodrome operators may depend on braking action reports to confirm that the runway surface condition is not deviating significantly from the published RCR.

FLIGHT CREW TRAINING

Flight crew members shall be trained on the use of the RCR, on the use of performance data for the assessment of the LDTA and on reporting braking action using the AIREP format.

Refer to: OM-D 5-6-5 VAW-FCT-003 COMPUTER BASED TRAINING

8.1.3.7 APPROACH CATEGORY II/III MINIMA

Refer to: [IOSA FLT 3.6.4]

Refer to: OM-A 8.4 LOW VISIBILITY OPERATIONS

8.1.3.8 DETERMINATION OF DH/MDH FOR INSTRUMENT APPROACH OPERATIONS

REFER TO: (AMC3 CAT.OP.MPA.110), [IOSA FLT 3.6.4], [IOSA FLT 3.11.67]

The decision height (DH) to be used for a 3D approach operation or a 2D approach operation flown using the continuous descent final approach (CDFA) technique shall not be lower than the highest of:

- The obstacle clearance height (OCH) for the category of aircraft;
- The published approach procedure DH or minimum descent height (MDH) where applicable;
- The system minima specified in Table 1 below;
- The minimum DH permitted for the runway specified in Table 2 below; or
- The minimum DH specified in the aircraft flight manual (AFM) or equivalent

document, if stated.

- The MDH for a 2D approach operation flown not using the CDFA technique shall not be lower than the highest of:
- The OCH for the category of aircraft;

The published approach procedure MDH where applicable;

- The system minima specified in Table 1;
- The lowest MDH permitted for the runway specified in Table 2; or
- The lowest MDH specified in the AFM, if stated.

WARNING

An MDA published for an NPA (not followed by visual circling) must be increased by 30 feet to convert it to a DA due to CDFA technique.

Table 1 – System Minima	
Facility	Lowest DH/MDH in feet
ILS/MLS/GLS	200
GNSS/SBAS (LPV)	200*
Precision approach radar (PAR)	200
GNSS/SBAS (LP)	250
GNSS (LNAV)	250
GNSS/Baro VNAV (LNAV/VNAV)	250
LOC with or without DME	250
SRA (terminating at ½ NM)	250
SRA (terminating at 1 NM)	300
SRA (terminating at 2 NM or more)	350
VOR	300
VOR/DME	250
NDB	350
NDB/DME	300
VDF	350

* For localiser performance with vertical guidance (LPV), a DH of 200 ft may be used only if the published FAS data block sets a vertical alert limit not exceeding 35 m. Otherwise, the DH shall not be lower than 250 ft.

Table 2 – Runway Type Minima

Runway type		Lowest DH/MDH (ft)
Instrument runway	Precision approach (PA) runway, category I	200
	NPA runway	250
Non-Instrument runway	Non-instrument runway	Circling minima in the OM-A

Where a barometric DA/H or MDA/H is used, this shall be adjusted where the ambient temperature is significantly below international standard atmosphere (ISA). Refer to: OM-A 8.1.1 MINIMUM FLIGHT ALTITUDES

8.1.3.9 VISUAL REFERENCES FOR INSTRUMENT APPROACH OPERATIONS

REFER TO: (AMC1 CAT.OP.MPA.305(c))

For instrument approach operations Type A and CAT I instrument approach operations Type B, at least one of the visual references specified below shall be distinctly visible and identifiable to the pilot at the MDA/H or the DA/H:

- Elements of the approach lighting system;
- The threshold;
- The threshold markings;
- The threshold lights;
- The threshold identification lights;
- The visual glide path indicator;
- The TDZ or TDZ markings;
- The TDZ lights;
- The runway edge lights; or
- Other visual references specified in the operations manual.

8.1.3.10 DETERMINATION OF RVR OR VIS FOR INSTRUMENT APPROACH OPERATIONS

REFER TO: (AMC5 CAT.OP.MPA.110), (GM2 CAT.OP.MPA.110)

The RVR or VIS for straight-in instrument approach operations shall be not less than the greatest of:

- The minimum RVR or VIS for the type of runway used according to Table 3;

Note: If the value determined is a VIS, then the result is a minimum VIS. In all other cases, the result is a minimum RVR.

- The minimum RVR determined according to the MDH or DH and class of lighting facility according to Table 4; or
- The minimum RVR according to the visual and non-visual aids and on-board equipment used according to Table 5.

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If the approach is flown with a level flight segment at or above the MDA/H, then 400 m shall be added to the RVR calculated in accordance with mentioned above. The visual aids shall comprise standard runway day markings, runway edge lights, threshold lights, runway end lights and approach lights as defined in Table 6.

Table 3 – Type of runway versus minimum RVR or VIS	
Type of runway	Minimum RVR or VIS (m)
PA runway Category I	RVR 550
NPA runway	RVR 750
Non-instrument runway	VIS according to the circling minima in the OM-A

Table 4 – RVR versus DH/MDH						
DH or MDH in feet			FALS	IALS	BALS	NALS
			RVR in meters			
200	—	210	550	750	1 000	1 200
211	—	240	550	800	1 000	1 200
241	—	250	550	800	1 000	1 300
251	—	260	600	800	1 100	1 300
261	—	280	600	900	1 100	1 300
281	—	300	650	900	1 200	1 400
301	—	320	700	1 000	1 200	1 400
321	—	340	800	1 100	1 300	1 500
341	—	360	900	1 200	1 400	1 600
361	—	380	1 000	1 300	1 500	1 700
381	—	400	1 100	1 400	1 600	1 800
401	—	420	1 200	1 500	1 700	1 900
421	—	440	1 300	1 600	1 800	2 000
441	—	460	1 400	1 700	1 900	2 100
461	—	480	1 500	1 800	2 000	2 200
481	—	500	1 500	1 800	2 100	2 300
501	—	520	1 600	1 900	2 100	2 400

Table 4 – RVR versus DH/MDH

521	—	540	1 700	2 000	2 200	2 400
541	—	560	1 800	2 100	2 300	2 400
561	—	580	1 900	2 200	2 400	2 400
581	—	600	2 000	2 300	2 400	2 400
601	—	620	2 100	2 400	2 400	2 400
621	—	640	2 200	2 400	2 400	2 400
641		660	2 300	2 400	2 400	2 400
661	And above		2400	2 400	2 400	2 400

Table 5 – Visual and non-visual aids and/or on-board equipment versus minimum RVR

Type of approach	Facilities	Lowest RVR
3D Operations Final approach track offset 5°	Runway Touchdown Zone Lights (RTZL) and Runway Centre Line Lights (RCLL)	No limitation
	Without RTZL and RCLL but using HUDLS or equivalent system, AP or FD to the DH	No limitation
	No RTZL and RCLL, not using HUDLS or equivalent system or autopilot to the DH	750 m
3D Operations	Runway Touchdown Zone Lights (RTZL) and Runway Centre Line Lights (RCLL) and Final approach track offset > 5°	800 m
	Without RTZL and RCLL but using HUDLS or equivalent system, AP or FD to the DH and Final approach track offset > 5°	800 m
2D Operations	Final approach track offset 5°	750 m
	Final approach track offset > 5°	1 200 m

Table 6 – Approach Lighting Systems

Class of lighting facility	Length, configuration and intensity of approach lights
FALS	CAT I lighting system (HIALS ≥ 720 m) distance coded centre line, barrette centre line

Table 6 – Approach Lighting Systems

IALS	Simple approach lighting system (HIALS 420–719 m) single source, barrette
BALS	Any other approach lighting system (HIALS, MALS or ALS 210–419 m)
	Any other approach lighting system (HIALS, MALS or ALS <210 m) or no approach lights

For night operations or for any operation where credit for visual aids is required, the lights shall be on and serviceable except as provided for in Table 10.

Where any visual or non-visual aid specified for the approach and assumed to be available in the determination of operating minima is unavailable, revised operating minima will need to be determined.

The following table provides a comparison of ICAO and FAA specifications.

Table 7 – Approach Lighting Systems

Class of lighting facility	Length, configuration and intensity of approach lights
FALS	ICAO: CAT I Lighting System (HIALS ≥ 720 m) distance coded centre line, barrette centre line FAA: ALSF1, ALSF2, SSALR, MALSR, high or medium intensity and/or flashing lights, 720 m or more
IALS	ICAO: Simple Approach Lighting System (HIALS 420–719 m) single source, barrette FAA: MALSF, MALS, SALS/SALSF, SSALF, SSALS, high or medium intensity and/or flashing lights, 420–719 m
BALS	Any other approach lighting system (HIALS, MALS or ALS 210–419 m) FAA: ODALS, high or medium intensity or flashing lights 210–419 m
NALS	Any other approach lighting system (HIALS, MALS or ALS <210 m) or no approach lights

8.1.3.11 CIRCLING OPERATIONS

REFER TO: (AMC7 CAT.OP.MPA.110), [IOSA FLT 3.6.4], [IOSA FLT 3.11.65], [IOSA FLT 3.11.69]

CIRCLING MINIMA

The following standards shall apply for establishing circling minima for operations with airplanes.

- The MDH for circling operation shall not be lower than the highest of:
- The published circling OCH for the aeroplane category;

- The minimum circling height derived from Table 8; or
- The DH/MDH of the preceding instrument approach procedure (IAP).

The MDA for circling shall be calculated by adding the published aerodrome elevation to the MDH, as determined by the previous paragraph; and

- The minimum VIS for circling shall be the higher of:
- The circling VIS for the airplane category, if published; or
- The minimum VIS derived from below (Table 8).

Table 8 – MDH and minimum VIS versus aeroplane category

	C	D
MDH (ft)	600	700
Minimum VIS (m)	2 400	3 600

CONDUCT OF FLIGHT – GENERAL

The MDH and OCH included in the procedure are referenced to aerodrome elevation. The MDA is referenced to mean sea level. For these procedures, the applicable visibility is the VIS, and the tabular guidance of the relationship between height above threshold and the in-flight visibility required to obtain and sustain visual contact during the circling maneuver is described in this subsection.

INSTRUMENT APP FOLLOWED BY CIRCLING WITHOUT PRESCRIBED TRACKS

When the airplane is on the initial instrument approach, before visual reference is established, but not below MDA/H, the airplane shall follow the corresponding IAP until the appropriate instrument MAPt is reached.

At the beginning of the level flight phase at or above the MDA/H, the instrument approach track shall be maintained until the pilot:

- Estimates that, in all probability, visual contact with the runway of intended landing or the runway environment will be maintained during the entire circling procedure;
- Estimates that the airplane is within the circling area before commencing circling; and
- Is able to determine the airplane's position in relation to the runway of intended landing with the aid of the appropriate visual references.

If the pilot cannot comply with the conditions above at the MAPt, then a missed approach shall be executed in accordance with the IAP.

After the airplane has left the track of the initial instrument approach, the flight phase outbound from the runway shall be limited to an appropriate distance, which is required to align the airplane onto the final approach. Such maneuvers shall be conducted to enable the airplane to:

- Attain a controlled and stable descent path to the intended landing runway; and
- Remain within the circling area and in such way that visual contact with the runway

of intended landing or runway environment is maintained at all times.

Flight manoeuvres shall be carried out at an altitude/height that is not less than the circling MDA/H for obstacle clearance.

Descent below MDA/H shall not be initiated until the threshold of the runway to be used has been appropriately identified. The airplane shall be in a position to continue with a normal rate of descent and land within the touchdown zone (TDZ).

INSTRUMENT APP FOLLOWED BY CIRCLING WITH PRESCRIBED TRACK

The airplane shall remain on the initial IAP until one of the following is reached:

- The prescribed divergence point to commence circling on the prescribed track; or
- The MAPt.

The airplane shall be established on the instrument approach track in level flight at or above the MDA/H at or by the circling maneuver divergence point.

If the divergence point is reached before the required visual reference is acquired, a missed approach shall be initiated not later than the MAPt and completed in accordance with the instrument approach procedure.

When commencing the prescribed circling maneuver at the published divergence point, the subsequent maneuvers shall be conducted to comply with the published routing and published heights/altitudes to ensure obstacle clearance.

Unless otherwise specified, once the airplane is established on the prescribed track(s), the published visual reference does not need to be maintained unless:

- Required by the State of the aerodrome; or
- The circling MAPt (if published) is reached.

If the prescribed circling maneuver has a published MAPt and the required visual reference has not been obtained by that point, a missed approach shall be executed in

Subsequent further descent below MDA/H shall only commence when the required visual reference has been obtained.

Unless otherwise specified in the procedure, final descent shall not be commenced from MDA/H until the threshold of the intended landing runway has been identified and the airplane is in a position to continue with a normal rate of descent to land within the TDZ.

8.1.3.12 MISSED APPROACH

Missed approach during the instrument procedure prior to circling:

- If the missed approach procedure is required to be flown when the airplane is positioned on the instrument approach track defined by radio-navigation aids RNAV, RNP, or ILS, MLS, and before commencing the circling maneuver, the published missed approach for the instrument approach shall be followed; or
- If the IAP is carried out with the aid of an ILS, an MLS or a stabilized approach (SAp), the MAPt associated with an ILS or an MLS procedure without glide path (GP-out procedure) or the SAp, where applicable, shall be used.

If a prescribed missed approach is published for the circling maneuver, this overrides the maneuvers prescribed below.

If visual reference is lost while circling to land after the airplane has departed from the initial instrument approach track, the missed approach specified for that particular instrument approach shall be followed. It is expected that the pilot will make an initial climbing turn toward the intended landing runway to a position overhead the aerodrome where the pilot will establish the airplane in a climb on the instrument missed approach segment.

The airplane shall not leave the visual maneuvering (circling) area, which is obstacle protected, unless:

- Established on the appropriate missed approach procedure; or
- At minimum sector altitude (MSA).

All turns shall be made in the same direction and the airplane shall remain within the circling protected area while climbing either:

- To the altitude assigned to any published circling missed approach maneuver if applicable;
- To the altitude assigned to the missed approach of the initial instrument approach;
- To the MSA; or
- To the minimum holding altitude (MHA) applicable to transition to a holding facility or fix or continue to climb to an MSA; or as directed by ATS.

When the missed approach procedure is commenced on the 'downwind' leg of the circling maneuver, an 'S' turn may be undertaken to align the airplane on the initial instrument approach missed approach path, provided the airplane remains within the protected circling area.

The commander shall be responsible for ensuring adequate terrain clearance during the above-stipulated maneuvers, particularly during the execution of a missed approach initiated by ATS.

Because the circling maneuver may be accomplished in more than one direction, different patterns will be required to establish the airplane on the prescribed missed approach course depending on its position at the time visual reference is lost. In particular, all turns are to be in the prescribed direction if this is restricted, e.g., to the west/east (left or right hand) to remain within the protected circling area.

If a missed approach procedure is published for a particular runway onto which the airplane is conducting a circling approach and the airplane has commenced a maneuver to align with the runway, the missed approach for this direction may be accomplished. The ATS unit shall be informed of the intention to fly the published missed approach procedure for that particular runway.

The commander shall advise ATS when any missed approach procedure has been commenced, the height/altitude the airplane is climbing to and the position the airplane is proceeding towards and/or heading the airplane is established on.

8.1.3.13 VISUAL APPROACH MINIMA

REFER TO: (AMC9 CAT.OP.MPA.110), [IOSA FLT 3.6.4], [IOSA FLT 3.11.64]

An approach when either part or all of an instrument approach procedure is not completed and the approach is executed with visual reference to terrain.

IFR flights may be cleared to execute a visual approach provided the pilot can maintain visual reference to the terrain and the reported ceiling is not below the approved initial approach level for the aircraft so cleared, or the pilot reports that they are able to carry out a visual approach and landing.

For acceptance of a clearance for a visual approach and the conduct of a visual approach the flight crew shall take into consideration the following:

- ATC approval and separations from other aircraft;
- During night-time visual approach are not recommended and may be accepted and executed only if Commander had previously operated and is familiar with the airport.

A visual approach is not allowed when the reported visibility is less than 5 000 m, and the ceiling is below 2 500 ft.

Refer to: FCOM PRO-NOR-SOP-18-C-VISUAL APPROACH

Refer to: FCTM PR-SOP-190-GUI-VISUAL APPROACH

8.1.3.14 SURVEILLANCE RADAR APPROACH SRA MINIMA

Surveillance Radar Approach (SRA or ASR) is a non-precision approach during which the controller uses surveillance radar equipment to provide lateral guidance to maintain the final approach track as well as providing advisory altitude and range information to assist the pilot to fly the correct rate of descent for the appropriate glide path angle.

Note: Controller guidance terminates at between 2 nm or 0.5 nm from touchdown (as indicated on chart).

PROCEDURES

ATC communication shall include:

- RWY is in use;
- Applicable OCH or OCA;
- Nominal glide path angle or approximate rate of descent;
- Procedure to be followed in case of communication failure, unless procedure is published in airport AOI; and
- Termination point.

Note: Normally the SRA approach ends 2NM from touchdown or when the pilot reports that visual contact to the runway of intended landing is established. (Terminating at 2NM) If the accuracy of the radar equipment permits the SRA can be continued to a distance of 0.5NM. (Terminating at 0.5NM).

During approach no read back of instructions (instruction for SRA approach) given by the controller is required. Landing clearance and in case of go-around the missed approach instructions may be given by the SRA controller or if visual contact established early enough, after handover to tower.

8.1.3.15 REQUIRED VISIBILITY AND CEILING

The required ceiling and visibility are:

8. OPERATING PROCEDURES

- Minimum MDH is 250 Feet for SRA Approach terminating at 0.5 NM;
- Minimum MDH is 350 Feet for SRA Approach terminating at 2 NM. Required DA and Visibility are available on Airport Briefing

PROCEDURES

Surveillance Radar Approach shall be flown according CDFA technique.

8.1.3.16 REQUIRED VISIBILITY FOR LANDING VISUAL FLIGHT RULES (VFR)

Fly2Sky does not perform landing in Visual Flight Rules (VFR).

8.1.3.17 CONVERSION OF VISIBILITY TO CMV

REFER TO: (AMC10 CAT.OP.MPA.110), [IOSA FLT 3.6.5]

The following conditions apply to the use of converted meteorological visibility (CMV) instead of RVR. If the reported RVR is not available, a CMV may be substituted for the RVR, except:

- To satisfy the take-off minima; or
- For the purpose of continuation of an approach in LVO.

If the minimum RVR for an approach is more than the maximum value assessed by the aerodrome operator, then CMV shall be used. A conversion from meteorological visibility to RVR/CMV shall not be used:

- When reported RVR is available;
- For calculating take-off minima;
- For any RVR minima less than 800 m.

In order to determine CMV from visibility:

- For flight planning purposes, a factor of 1.0 shall be used;
- For purposes other than flight planning, the conversion factors specified in the following Table 9 shall be used.

Table 9 – Conversion of reported VIS to RVR/CMV		
Light elements in operation	RVR/CMV = reported VIS x	
	Day	Night
HI approach and runway lights	1.5	2.0
Any type of light installation other than above	1.0	1.5
No lights	1.0	Not Applicable

8.1.3.18 EFFECT ON LDG MINIMA OF TEMPO FAILED OR DOWNGRADED GND EQUIPMENT

REFER TO: (AMC11 CAT.OP.MPA.110)

8. OPERATING PROCEDURES

These instructions are intended for use both before and during flight. It is, however, not expected that the commander would consult such instructions after passing 1 000 ft above the aerodrome. If failures of ground aids are announced at such a late stage, the approach could be continued at the commander's discretion. If failures are announced before such a late stage in the approach, their effect on the approach shall be considered as described in Table 10, and the approach may have to be abandoned.

Conditions applicable to Table 10:

- Multiple failures of runway lights other than those indicated in Table 10 shall not be acceptable;
- Failures of approach and runway lights are acceptable at the same time, and the most demanding consequence shall be applied; and
- Failures other than ILS, GLS, MLS affect the RVR only and not DH.

Required minimum RVR values that consider inoperative approach/runway lighting, inoperative transmissometers or inadequate visual reference can be found in the following table:

Table 10 – Failed or downgraded equipment – effect on landing minima		
Failed or Downgraded Equipment	Effect on Landing Minima	
	Type B	Type A
Navaid stand-by transmitter	No effect	
Outer marker	Not allowed except if the required height versus glide path can be checked using other means, e.g., DME fix	APV — Not applicable
		NPA with final approach fix: No effect unless used as FAF
		If the FAF cannot be identified (e.g., no method available for timing of descent), NPA operations cannot be conducted
Middle marker (ILS only)	No effect	No effect unless used as MAPt
RVR assessment systems	No effect	
Approach lights	Minima as for NALS	
Approach lights except the last 210 m	Minima as for BALS	
Approach lights except the last 420 m	Minima as for IALS	
Standby power for approach lights	No effect	

Table 10 – Failed or downgraded equipment – effect on landing minima

Edge lights, threshold lights and runway end lights	Day: No effect, Night: Not allowed	
Centre line lights	No effect if flight director (F/D), HUDLS or Autoland, otherwise RVR 750 m	No effect
Centre line lights spacing increased to 30 m	No effect	
TDZ lights	No effect if F/D, HUDLS or Autoland, otherwise RVR 750 m	No effect
Taxiway lighting system	No effect	

8.1.3.19 APPROACH FLIGHT TECHNIQUES

REFER TO: (CAT.OP.MPA.115), (GM1 CAT.OP.MPA.115), [IOSA FLT 3.11.66]

All approach operations shall be flown as stabilized approach operations unless otherwise approved by the competent authority for a particular approach to a particular runway.

The continuous descent final approach (CDFA) technique shall be used for approach operations using non-precision approach (NPA) procedures except for such particular runways for which the competent authority has approved another flight technique.

CONTINUOUS DESCENT FINAL APPROACH (CDFA)

REFER TO: (AMC1 CAT.OP.MPA.115), (AMC2 CAT.OP.MPA.115), (AMC3 CAT.OP.MPA.115)

Non-precision approach (NPA) without applying CDFA technique are not authorized.

The following criteria apply to CDFA. For each NPA procedure to be used, Fly2Sky provides information described below, allowing the flight crew to determine the appropriate descent path. This information is either:

- A descent path depicted on the approach chart including check altitude/heights against range;
- A descent path coded into the aircraft flight management system; or
- A recommended descent rate based on estimated ground speed.

The information provided to the crew shall observe human factors principles. The descent path shall be calculated to pass at or above the minimum altitude specified at any step-down fix. The optimum angle for the descent path is 3° and shall not exceed 4,5° except for steep approach operations approved in accordance with this Part.

The pilot monitoring has to verbalize deviations from the required descent path according to and the pilot flying to make prompt corrections to deviation from the required descent path. A call-out to be made when the aircraft is approaching the DA/H.

Refer to: OM-B 2-13 SUMMARY FOR EACH PHASE Refer to: OM-B 2-14 APPROACH

SUMMARIES

A missed approach shall be executed promptly at the DA/H or the MAPt, whichever is first, if the required visual references have not been established. For approaches other than circling approaches, the lateral part of the missed approach shall be flown via the MAPt unless otherwise stated on the approach chart.

Controlled flight into terrain (CFIT) is a major hazard in aviation. Most CFIT accidents occur in the FAS of approach operations flown using the NPA procedures. The use of stabilized-approach criteria on a continuous descent with a constant, predetermined vertical path is seen as a major improvement in safety during the conduct of such approaches.

The elimination of level flight segments at MDA close to the ground during approaches, and the avoidance of major changes in attitude and power/thrust close to the runway that can destabilise approaches, are seen as ways to reduce operational risks significantly.

STABILISED APPROACH (SAP)

The control of the descent path is not the only consideration when using the CDFA technique. Control of the airplane's configuration and energy is also vital to the safe conduct of an approach. The control of the flight path, described above as one of the specifications for conducting an SAP, shall not be confused with the path specifications for using the CDFA technique. The predetermined path specification for conducting an SAP are established in the OM. Refer to: OM-B 2-1-8 STABILISATION CRITERIA

The appropriate descent path for applying the CDFA technique is established by the following:

- The published 'nominal' slope information when the approach has a nominal vertical profile; and
- The designated final-approach segment minimum of 3 NM, and maximum, when using timing techniques, of 8 NM.

Straight-in approach operations using CDFA do not have a level segment of flight at MDA/H. This enhances safety by mandating a prompt missed approach procedure maneuver at DA/H.

An approach using the CDFA technique is always flown as an SAP, since this is a specification for applying CDFA. However, an SAP does not have to be flown using the CDFA technique, for example, a visual approach.

CIRCLING APPROACH OPERATIONS USING THE CDFA TECHNIQUE

Circling approach operations using the CDFA technique require a continuous descent from an altitude/height at or above the FAF altitude/height until MDA/H or visual flight maneuver altitude/height. This does not preclude level flight at or above the MDA/H. This level flight may be at MDA/H while following the IAP or after visual reference has been established as the aircraft is aligned with the final approach track. The conditions for descent from level flight are described in the OM-A.

CDFA ADD-ON MINIMA

During the descent the pilot monitoring shall announce crossing altitudes as published fixes and other designated points are crossed, giving the appropriate altitude or height for the appropriate range as depicted on the chart. The pilot flying shall promptly adjust the rate of descent as appropriate.

Procedures to ensure that an appropriate callout is made when the airplane is approaching DA/H are described in the eQRH.

Refer to: eQRH-NP-Approach LOC G/S Guidance Refer to: eQRH-NP-Approach Final Approach Guidance Refer to: eQRH-NP-Approach FPA Guidance

If the required visual references are not established at DA/H, the missed approach procedure is to be executed promptly. The descent path ensures that little or no adjustment of attitude or thrust/power is needed after the DA/H to continue the landing in the visual segment.

The missed approach must be initiated no later than reaching the MAPt or at the DA/H whichever comes first. The lateral part of the missed approach is flown via the MAPt unless otherwise stated on the approach chart.

8.1.4 EN-ROUTE OPERATING MINIMA FOR VFR FLIGHTS

APPLICABLE TO: ALL

Fly2Sky does not perform flights or portions of flights under Visual Flight Rules (VFR).

8.1.5 AERODROME AND EN-ROUTE OPERATING MINIMA

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.135), (CAT.OP.MPA.185), (CAT.OP.MPA.245), (CAT.OP.MPA.246), [IOSA FLT 3.6.3]

Fly2Sky ensures that operations are only conducted along routes, or within areas, for which:

- Space-based facilities, ground facilities and services, including meteorological services, adequate for the planned operation are provided;
- The performance of the aircraft is adequate to comply with minimum flight altitude requirements;
- The equipment of the aircraft meets the minimum requirements for the planned operation; and
- Appropriate maps and charts are available.

The operations are conducted in accordance with any restriction on the routes or the areas of operation specified by the competent authority.

8.1.5.1 PRESENTATION

Operating minima for departure, destination and alternate aerodromes are specified in the applicable Jeppesen Instrument Approach Chart (IAC). Jeppesen charts for aerodromes of intended use shall be available and used on each flight.

Any increment to operating minima imposed by the relevant authority shall be provided in the OM-C or by company NOTAM.

Specific minima for a given aerodrome will normally be shown as:

- For CAT I operations minima are listed in terms of Decision Altitude (DA) or Decision Height (DH) when QFE is used as the landing altimeter setting and RVR;
- For CAT II/III operations minima are listed in terms of radio altimeter Decision Height

(DH) and RVR;

- For non-precision approaches (NPA) and approaches with vertical guidance (APV), minima are listed in terms of Minimum Descent Altitude or Height for QFE settings and RVR/VIS;
- For circling approaches, the Minimum Descent Altitude / Height will be shown together with a minimum visibility (VIS).

Pressure altimeters are calibrated to indicate true altitude under ISA conditions. In the case where the temperature is higher than ISA the true altitude will be higher than the figure indicated by the altimeter and the true altitude will be lower when the temperature is lower than ISA. The altimeter error may be significant under conditions of extremely low temperatures. Refer to: OM-A 8.1.1 MINIMUM FLIGHT ALTITUDES

8.1.5.2 APPLICATION

The Commander is not permitted to operate to minima that is lower than those published in the Jeppesen FD Pro X, calculated in accordance with OM-A 8-1-3 and 8-1-4, or notified by the State that controls the aerodrome. Commander may decide to operate to higher minima than those established by any of these means if he considers this necessary for the safety of the flight.

Once the flight has started, the Commander must be prepared to amend the intended minima for any aerodrome he is scheduled to use, in order to take account of any change in status of the relevant approach aids, which occurs during the flight. The minima for a specific type of approach and landing procedure are applicable if:

- The ground equipment shown on the respective chart required for the intended procedure is operative;
- The airplane systems required for the type of approach are operative;
- The required airplane performance criteria are met; and
- The crew is qualified accordingly.

8.1.6 INTERPRETATION OF METEOROLOGICAL INFORMATION

APPLICABLE TO: ALL

All flight crewmembers are required to develop and maintain a sound working knowledge of the system used for reporting aerodrome actual and forecast weather conditions and of the codes associated with it.

8.1.6.1 TAF DECODING

Aerodrome weather forecast (TAF) is usually issued to describe the forecast conditions at an aerodrome covering a period of 9 to 24 hours. The validity periods of many of the longer forecasts may not start for up to 8 hours after the time of origin and the forecast details only cover the last 18 hours.

The 9-hour TAF is updated and re-issued every 3 hours, and those valid for 12 and 24 hours, every 6 hours. Amendments are issued as and when necessary.

A TAF may be subdivided into two or more self-contained parts by the use of the abbreviation "FM" (from) followed by the time UTC to the nearest hour, expressed as two

figures.

Comprehensive description of TAF structure and decoding may be found in the Jeppesen FD Pro X. Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Meteorological Services – Aerodrome Weather Forecast

8.1.6.2 METAR DECODING

It is compiled half-hourly or hourly at fixed times while the aeronautical meteorological station is open.

Comprehensive description of METAR structure and decoding may be found in the Jeppesen FD Pro X. Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Meteorological Services – Aerodrome Weather Report

8.1.6.3 METEOROLOGICAL INFORMATION FOR PRE-FLIGHT PLANNING

Meteorological information comprises at least:

- A significant weather chart corresponding to the flight.
- Upper temperature/wind chart in accordance with the different FL used during the flight.
- Aerodrome reports (METAR) and aerodrome forecasts (TAF) for departure, destination, destination alternate and en route alternate airports.
- SIGMET information corresponding to the flight.

8.1.6.4 SAFETY MARGINS FOR METEOROLOGICAL CONDITIONS

REFER TO: (AMC5 CAT.OP.MPA.182)

Fly2Sky only selects an aerodrome as:

- Take-off alternate aerodrome; or
- Destination aerodrome

When the appropriate weather reports and/or forecasts indicate that during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at the aerodrome, the weather conditions will be at or above the applicable landing minima as follows:

- RVR or VIS specified in the following above; and
- For a Type A or a circling operation, ceiling at or above MDH.

Fly2Sky only select an aerodrome as:

- Destination alternate aerodrome; or
- Fuel ERA aerodrome.

When the appropriate weather reports and/or forecasts indicate that during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at the aerodrome, the weather conditions will be at or above the planning minima. Refer to: OM-A 8.1.2 DETERMINING THE ADEQUACY OF AERODROMES

For the take-off alternate aerodrome, any limitations related to OEI operations shall be

taken into account.

8.1.6.5 APPLICATION OF AERODROME FORECAST (TAF & TREND) TO PRE-FLIGHT

REFER TO: (AMC3 CAT.OP.MPA.182)

APPLICATION OF AERODROME FORECASTS (TAF AND TREND) TO PRE-FLIGHT PLANNING							
1. Application of Initial Part of TAF							
Application of Time Period	From the start of the TAF validity period up to the time of applicability of the first subsequent 'FM...*' or 'BECMG', or if no 'FM' or 'BECMG' is given, up to the end of the validity period of the TAF.						
Application of Forecast	The prevailing weather conditions forecast in the initial part of the TAF shall be fully applied with the exception of the mean wind and gusts (and crosswind) which shall be applied in accordance with the policy in the column 'BECMG AT and FM' in the table below. This may however be overdue temporarily by a TEMPO' or 'PROB**' if applicable according to the table below.						
2. Application of Forecast Following Change Indication in TAF and TREND							
TAF or TREND for aerodrome planned as	FM and BECMG AT	BECMG (alone), BECMG FM, BECMG TL, BECMG FM ...*TL in case of		TEMPO (alone), TEMPO FM, TEMPO FM...TL..., PROB30/40 (alone)		PROB TEMPO	
	Deterioration and Improvement	Deterioration	Improvement	Deterioration		Improvement	Deterioration and Improvement
				Transient conditions e.g. TS and showers	Persistent conditions e.g., haze, mist, fog, steady rain	In any case	
Destination Take-Off Alternate Destination Alternate	Applicable from the time of start of change		Applicable from the time of end of change	Not applicable Mean wind and	Applicable Mean wind shall be	Shall be disreg	Deterioration may be disregarded. Improvement

8. OPERATING PROCEDURES
APPLICATION OF AERODROME FORECASTS (TAF AND TREND) TO PRE-FLIGHT PLANNING

Fuel ERA (all at ETA $\pm$ 1 HR)	Mean wind shall be within required limits. Gusts exceeding X-Wind limits shall be fully applied	gusts exceeding required limits may be disregarded	within limits, gusts exceeding x- wind shall be applied	ard	ement shall be disregarded including mean wind and gusts.

The space following 'FM' shall always include a time group,
e.g., FM1030. Note: Required limits are those contained in
the OM.

If promulgated aerodrome forecasts do not comply with the provisions of ICAO Annex 3,

8.1.6.6 VOLMET ATIS

Comprehensive lists of VOLMET and ATIS stations may be found in the Jeppesen FD Pro
Refer to: Jeppesen FD Pro X – Pubs – Regional Airway Manual – Meteorology Data

8.1.6.7 RUNWAY CONDITION REPORT (RCR) DECODING

Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Global Reporting Format

The RCR is forwarded to air traffic services and aeronautical information services for
transmission to the flight crew by SNOWTAM, ATIS and if necessary, radio broadcast. The
Runway Condition Report (RCR) contains the following two sections.

AIRCRAFT PERFORMANCE SECTION (MANDATORY)

EADD 02170225 09C 2/3/1 75/100/100 06/12/12 SLUSH/WET SNOW/WET SNOW 30

SITUATIONAL AWARENESS SECTION (OPTIONAL)

RWY 09C ADJ SNOWBANKS. TWY B POOR. APRON NORTH POOR.

DECODING

Aircraft Performance Section (mandatory)							
EA DD	02170 225	0 9 C	2/ 3/ 1	75/100/ 100	06/12/ 12	SLUSH / WET SNOW / WET SNOW	3 0
1	2	3	4	5	6	7	8

1. Airport Designator
2. Assessment Date and Time
3. Lower Runway Designator
4. RWYCC per third
5. Coverage per third
6. Depth of contamination per third
7. Contaminant type per third
8. Width for which assessment of RWYCC applies.

Situational Awareness Section (optional)

RWY 09C ADJ SNOWBANKS. TWY B POOR. APRON

1. Reduced Runway length	2. Snowbanks adjacent to Runway
3. Drifting Snow	4. Taxiway Conditions
5. Loose Sand	6. Apron Conditions
7. Chemical Treatment	8. Measured Friction
9. Snowbanks on Runway	10. Free-text Remarks
11. Snowbanks on Taxiway	

8.1.6.8 SNOWTAM DECODING

Comprehensive description of SNOWTAM structure and decoding may be found in the Jeppesen FD Pro X. Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – SNOWTAM REFERENCE INFORMATION – SNOWTAM

8.1.7 DETERMINATION OF FUEL AND OIL QUANTITIES CARRIED**APPLICABLE TO: ALL**

Refer to: (CAT.GEN.MPA.105), (CAT.OP.MPA.175), (CAT.OP.MPA.181), (AMC1 CAT.OP.MPA.181), (AMC3 ORO.MLR.100), (GM1 CAT.OP.MPA.181), [IOSA FLT 3.7.1], [IOSA FLT 3.7.2]

8.1.7.1 FUEL POLICY

A flight shall be planned by using the most accurate information available. If aircraft-specific data that is derived from a fuel consumption monitoring system is available, this data is used in preference to data that is provided by the aircraft manufacturer. Data that is provided by the aircraft manufacturer shall be used only in specific cases, e.g. when introducing a new aircraft type into service.

Fuel Policy had been established for the purpose of flight planning and in-flight re-planning to ensure that every flight carries sufficient fuel for the planned operation and reserves to cover deviations from the planned operation.

The Commander shall ensure that the planning of flights is only based upon:

- Procedures and data contained in or derived from the Operations Manual or current airplane specific data;
- The operating conditions under which the flight is to be conducted, including:
 - Realistic airplane fuel consumption data;
 - Anticipated masses;
 - Expected meteorological conditions; and
 - Air traffic services procedures and restrictions.

Based on the appropriate consumption figures for the stage of flight for the specific airplane type, the fuel on board at the start of each flight must be sufficient to cover the elements listed below.

Fly2Sky Operational control center (OCC) provides an Operational Flight Plan (OFP), in electronic or paper form, to determine the minimum required fuel on board based on the Company fuel policy described in this chapter.

The commander shall only commence a flight or continue in the event of in-flight re-planning, when satisfied that the aircraft carries at least the planned amount of usable fuel and oil to safely complete the flight, taking into account the expected operating conditions. At any time during a flight the fuel quantity remaining on board shall be enough to deal with the planned operation and the possible deviations.

The commander shall take into account every MEL/CDL item leading to increased fuel consumption when initiating the fuel planning for the next flight.

It is the commander's responsibility to ensure that the minimum fuel for each phase of flight is in accordance with the following subsections. After completion of the flight, OCC receives detailed information for the fuel after the flight via EFBone.

FUEL CONSUMPTION MONITORING SYSTEM

(Extensive guidance on a fuel consumption monitoring system is provided in ICAO Doc 9976 Flight Planning and Fuel Management (FPFM) Manual, Appendix 5 to Chapter 5 Example of a fuel consumption monitoring (FCM) programme (1st Edition, 2015).

As a basic requirement, the fuel consumption monitoring system (commonly referred to as 'hull-specific fuel bias') is a process of comparing an aeroplane's achieved in-flight performance to an aeroplane's predicted performance. Variations between the achieved performance and the predicted performance result in a variation of the fuel consumption rate, which shall be accounted for by the operator during flight planning and in-flight re-planning. The fuel consumption monitoring system is used to determine an individual aeroplane's performance in comparison with its predicted one. In no case, shall data that is collected from one aeroplane be used as a basis for varying another aeroplane's

performance figures away from the predicted values. AMC and GM to Part-CAT Issue 2, Amendment 20 Annex IV to ED Decision 2022/005/R. The data that is collected and used to determine an aeroplane's actual performance shall be collected in a manner acceptable to the competent authority. Fly2Sky shall demonstrate that the data collected during in-service operation of the aeroplane is accurate. Where possible, the data shall be collected automatically; however, manual recording of data does not preclude an operator from participating in a fuel consumption monitoring system.

ANTICIPATED MASSES — LAST-MINUTE CHANGES

Where appropriate, the operating procedures shall include means to revise the fuel quantity and define limits to zero fuel weight (ZFW) changes, beyond which a new operational flight plan shall be calculated

8.1.7.2 COLD SOAK FUEL MANAGEMENT POLICY

Cold soak refers to a condition where aircraft fuel, structure, and systems become very cold after prolonged exposure to low temperatures — typically during long cruise flights at high altitude or parking in very cold ambient conditions.

A cold-soaked fuel condition exists when the fuel temperature in the wing tanks has dropped significantly (typically below -30°C) due to long exposure to very low outside air temperatures during cruise.

This cold fuel can remain at low temperature for several hours after landing, especially if ambient temperature on the ground is much higher.

At high altitude, outside air temperature (OAT) can be as low as -50°C or lower.

The fuel in the wing tanks gradually cools down to near that temperature.

When the aircraft descends or lands in warmer, humid air, the cold-soaked surfaces (especially wing undersides, flaps, and fuselage) can accumulate frost or ice as moisture condenses and freezes.

Cold Soak Fuel Policy:

- After long cold flights, before refueling, operators may need to check the fuel temperature.
- If it's too low, refueling may be delayed until the fuel warms up (to prevent icing or condensation in tanks).

Ground operations:

- Avoid refueling if tank fuel is below a specified temperature (often around -30°C).
- Watch for fuel venting as temperature rises and fuel expands.

Maintenance/Inspection Implications:

- After landing, cold-soaked structure can lead to:
 - Frost on lower wing surfaces.

- Temporary stiff flight control surfaces (rare, but possible).
- Possible false ECAM messages (due to temperature-related sensor interference).

For fuel soak refer to: FCOM-PRO-SUP-ADVWXR

The fuel scheme chosen by Fly2Sky is the Basic Fuel Scheme and is subject to an approval by the Bulgarian CAA. Therefore, Fly2Sky has established fuel planning and in-flight re-planning policy as part of the fuel scheme, which is described below. This policy ensures that the aeroplanes carry sufficient amount of usable fuel to safely complete the planned flight and to allow for deviations from the planned operation.

The provisions specified in the operations manual in respect of fuel, oil, oxygen, minimum safe altitudes, aerodrome operating minima and availability of alternate aerodromes, where required, can be complied with for the planned flight.

Fly2Sky ensure that the fuel planning of the flight is based on:

- The current aircraft-specific data derived from a fuel consumption monitoring system or, if not available;
- The data provided by the aeroplane manufacturer.

Furthermore, Fly2Sky ensures that the planning of flights includes the operating conditions under which the flight is to be conducted; the operating conditions shall include at least:

- Aircraft fuel consumption data;
- Anticipated masses;
- Anticipated meteorological conditions;
- The effects of deferred maintenance items and/or of configuration deviations;
- The expected departure and arrival routing and runways; and
- Anticipated delays.

8.1.7.3 FUEL PLANNING CRITERIA – BASIC FUEL SCHEME

Fly2Sky ensures that the pre-flight calculation of the usable fuel that is required for a flight includes:

- **Taxi fuel** that shall not be less than the amount expected to be used prior to take-off. Fuel for taxi taking into account the local conditions at the departure aerodrome and the APU consumption. Furthermore, it includes delays due to NOTAMs, meteorological conditions (e.g. winter operations), ATS procedures (e.g. LVP, collaborative decision-making (CDM)), and any other anticipated delay(s).
- **Trip fuel** shall be the amount of fuel that is required to enable the aeroplane to fly from take-off, or from the point of in-flight re-planning, to landing at the destination aerodrome. It includes:
 - Fuel for take-off and climb from the aerodrome elevation to the initial cruising level/altitude, taking into account the expected departure routing;
 - Fuel from the top of climb to the top of descent, including any step climb/descent;

- Fuel from the top of descent to the point where the approach procedure is initiated, taking into account the expected arrival routing; and
- Fuel for making an approach and landing at the destination aerodrome.

Note: Point Merge Pattern is when planning for a STAR to point merge, fuel for the direct STAR to the point merge shall be included in the trip fuel. The fuel required to account for the probability that part of or the entire point merge route needs to be flown may be included in the contingency fuel unless there is an anticipated delay, in which case, the fuel required for the route shall be included in the extra fuel.

Point Trombone Pattern is when planning for a STAR or transition including a trombone pattern, fuel for the reasonably expected route shall be included in the trip fuel. The fuel required to account for the probability that an extended part of or the entire trombone pattern route needs to be flown may be included in the contingency fuel unless there is an anticipated delay, in which case, the fuel required for the trombone pattern route shall be included in the extra fuel.

- **Contingency fuel** that shall be the amount of fuel required to compensate for unforeseen factors;

Fuel calculates for unforeseen factors either:

- 5% of the planned trip fuel or, in the event of in-flight re-planning, 5 % of the trip fuel for the remainder of the flight; or
- An amount to fly for 5 minutes at holding speed at 1 500 ft (450 m) above the destination aerodrome in standard conditions, whichever is the higher.

Note: According to its definition, contingency fuel is the amount of fuel required to compensate for unforeseen factors. Unforeseen factors are those that could have an influence on the fuel consumption to the destination aerodrome, such as deviations of an individual aeroplane from the expected fuel consumption data, deviations from forecast meteorological conditions, extended unexpected delays in flight, extended unexpected taxi times, and deviations from planned routings and/or cruising levels.

- **Destination alternate fuel:**

When the aircraft is operated with one destination alternate aerodrome:

- Fuel for a missed approach from the applicable DA/H or MDA/H at the destination aerodrome to the missed-approach altitude, taking into account the complete missed-approach procedure;
- Fuel for climb from the missed-approach altitude to the cruising level/altitude, taking into account the expected departure routing;
- Fuel for cruising from the top of climb to the top of descent, taking into account the expected routing;
- Fuel for descent from the top of descent to the point where the approach is initiated, taking into account the expected arrival routing; and
- Fuel for making an approach and landing at the destination alternate

aerodrome

Note: The departure aerodrome may be selected as destination alternate aerodrome.

- When the aircraft is operated with two destination alternate aerodromes, the amount of fuel that is calculated in accordance with the previous bullet based on the destination alternate aerodrome that requires the greater amount of fuel.
- When the aircraft is operated with no destination alternate aerodrome (See OMA 8.1.2.6), the destination alternate fuel shall be the amount of fuel required to hold at the destination aerodrome, while enabling the aeroplane to perform a safe landing, and to allow for deviations from the planned operation; as a minimum, this amount shall be 15-minute fuel at holding speed at 1 500ft (450 m) above the aerodrome elevation in standard conditions, calculated according to the estimated aeroplane mass on arrival at the destination aerodrome;

- **Final reserve fuel:**

Shall be the amount of fuel that is calculated at holding speed at 1 500 ft (450 m) above the aerodrome elevation in standard conditions according to the aeroplane estimated mass on arrival at the destination alternate aerodrome, or destination aerodrome when no destination alternate aerodrome is required, and shall not be less than the fuel to fly for 30 minutes;

In no case the final reserve fuel shall be below the amount in the table below:

AIRCRAFT	FINAL RESERVE FUEL
A320	1200 kg
A321	1500 kg

- **Additional fuel:**

It includes an amount of fuel that allows the aeroplane to proceed, in the event of an engine failure or loss of pressurisation, from the most critical point along the route to a fuel enroute alternate (fuel ERA) aerodrome in the relevant aircraft configuration, hold there for 15min. at 1 500 ft (450 m) above the aerodrome elevation in standard conditions, make an approach, and land.

If required by the type of operation; it shall be the amount of fuel to enable the aeroplane to land at a fuel en route alternate aerodrome (fuel ERA aerodrome critical scenario) in the event of an aircraft failure that significantly increases the fuel consumption at the most critical point along the route; this additional fuel is required only if the minimum amount of fuel that is calculated taking into account the trip fuel, contingency fuel, destination alternate fuel and final reserve fuel is not sufficient for such an event;

- **Extra fuel** to take into account anticipated delays or specific operational constraints; and
- **Discretionary fuel**, if required by the commander.

Fly2Sky ensures that in-flight re-planning procedures for calculating the usable fuel that is required when a flight proceeds along a route or to a destination aerodrome other than the ones originally planned include trip fuel, contingency fuel, destination alternate fuel, final reserve fuel, additional fuel and extra fuel.

It is the commander's responsibility to ensure that the minimum fuel for each phase of flight is in accordance with the following subsections.

Fly2Sky provides an Operational Flight Plan (electronic or paper) to determine the minimum required fuel on board based on the Company fuel policy described in this chapter. The commander shall only commence a flight or continue in the event of in-flight re-planning, when satisfied that the aircraft carries at least the planned amount of usable fuel and oil to safely complete the flight, taking into account the expected operating conditions. At any time during a flight the fuel quantity remaining on board shall be enough to deal with the planned operation and the possible deviations.

Operational Flight Plan (OFP) include below items detailed in kg for A320 and A321. The commander shall consult OFP during the flight preparation phase and shall order fuel accordingly.

8.1.7.4 ISOLATED AERODROME OPERATIONS

REFER TO: [IOSA FLT 3.7.9]

Fly2Sky does not operate to isolated aerodromes.

8.1.7.5 FUEL AND OIL SUPPLY

REFER TO: (CAT.OP.MPA.260)

The commander shall only commence a flight or continue in the event of in-flight re-planning, when satisfied that the aircraft carries at least the planned amount of usable fuel and oil to safely complete the flight, considering the expected operating conditions.

8.1.7.6 FUEL AND OIL RECORDS

Fuel and oil loaded, and consumed data are entered into the aircraft technical log.

Refer to: OM-A 8.1.11 TECHNICAL/FLIGHT LOGBOOK

8.1.8 MASS AND CENTRE OF GRAVITY

APPLICABLE TO: ALL

DEFINITIONS

REFER TO: (CAT.POL.MAB.100)

In accordance with ICAO Annex 5 and the International System of Units (SI), the actual and limiting masses of aircraft, the payload and its constituent elements, the fuel load etc., are expressed in EASA-OPS in units of mass (kg). However, in most approved flight manuals and other operational documentation, these quantities are published as weights in accordance with the common language. In the SI system, a weight is a force rather than a mass. Since the use of term "weight" does not cause any problem in the day-to-day handling of aircraft, its continued use in operational applications and publications is acceptable.

Fly2Sky enables the flight crew to prepare and/or accept a load sheet with accurate aircraft weight/mass and balance calculations for each flight.

8. OPERATING PROCEDURES

- It is responsibility of the PIC for ensuring the load sheet content is satisfactory prior to each flight;
- Fly2sky Incorporates procedures for preparing or accepting last minute changes (LMC) to the load sheet, to include guidance for the maximum allowable difference between planned and actual weights.

Fly2Sky ensures that during any phase of operation, the loading, mass and center of gravity of the airplane is in compliance with the limitations specified in the approved AFMLIM-WGHT.

The mass of all operating items and crew members is included in the airplane dry operating mass by using standard masses. The influence of their position on the airplane centre of gravity is determined in accordance with respective Weight and Balance Manual provided by the manufacturer.

The mass of the traffic load (including any ballast) is established by:

- Passenger standard weight;
- Baggage actual or standard weight according airport procedure

The standard weights are described later in this subsection. The mass of the fuel load is established by using the actual density or, if not known, the density calculated in accordance with a method specified in this subsection.

In addition to standard masses for passengers and checked baggage, Fly2Sky can use standard masses for other load items (Catering and removable passenger service equipment, potable water and lavatory chemicals, etc.) if it demonstrates to the competent authority that these items have the same mass or that their masses are within specified tolerances.

For mass and center of gravity computation Fly2Sky uses Electronic Flight Bag (EFB) with the FlySmart+ by Navblue installed in each on-board iPad. The FlySmart+ with software suite is composed of a set of applications which aims at:

- Computing the aircraft performance data:
 - Weight and balance data (FS+ Loadsheets);
 - Take-off performance (FS+ TakeOff);
 - Inflight performance (FS+ InFlight);
 - Landing performance applications (FS+ Landing); and
- Displaying the Flight Operations documentation (FS+ OLB).

Subject the approval from Engineering Department electronic load and trim sheet are provided by handler agent are also accepted.

In any case, Fly2Sky ensures through preliminary provider audits that the loading of:

- Its aircraft is performed under the supervision of qualified personnel; and
- The traffic load is consistent with the data used for the calculation of the aircraft mass and balance.

FlySmart application and electronic load and trim sheet complies with additional structural limits such as the floor strength limitations, the maximum load per running meter, the

maximum mass per cargo compartment and the maximum seating limit.

Fly2Sky specifies the principles and methods involved in the loading and in the mass and balance system that meet the requirements contained in previous paragraphs in the OM-B. Refer to: OM-B 7 LOADING. This system covers all types of intended operations.

CENTRE OF GRAVITY LIMITS

REFER TO: (AMC1 CAT.POL.MAB.100(A))

FlySmart+ applications and electronic load and trim sheet complies with centre of gravity limit as specified in the AFM. Refer to: AFM LIM – WGHT – CENTER OF GRAVITY ENVELOPE

The center of gravity envelope includes limitations for:

- Take-off;
- Flight; and
- Landing.

In order to provide operational margins on deviation and errors to the certified CG envelope take in account passenger movement during flight and fuel consumption.

Additional information is provided in the OM-B for the relevant type.

Refer to: OM-B 6 MASS AND BALANCE Refer to: OM-B 7 LOADING

WEIGHING OF AN AIRCRAFT

REFER TO: (AMC1 CAT.POL.MAB.100(B))

New aircraft that have been weighed at the factory may be placed into operation without reweighing if the mass and balance records have been adjusted for alterations or modifications to the aircraft. Aircraft transferred from one EU operator to another EU operator do not have to be weighed prior to use by the receiving operator unless more than 4 years have elapsed since the last weighing.

The mass and center of gravity (CG) position of an aircraft shall be revised whenever the cumulative changes to the dry operating mass exceed $\pm 0.5\%$ of the maximum landing mass or, for airplanes, the cumulative change in CG position exceeds 0.5% of the mean aerodynamic chord. This may be done by weighing the aircraft or by calculation. If the AFM requires to record changes to mass and CG position below these thresholds, or to record changes in any case, and make them known to the commander, mass and CG position shall be revised accordingly and made known to the commander.

The Weight and Balance Manual (WBM) provided by Airbus provides more information for the procedure of aircraft weighing.

FLEET MASS AND CG POSITION

REFER TO: (AMC1 CAT.POL.MAB.100(B))

Fly2Sky does not utilize fleet mass and CG index. Each aircraft has its own computed individual:

- DOW (Dry Operating Weight);
- DOI (Dry Operating Index).

Additional information is provided in the OM-B and the AHM-565 for the relevant type.

8. OPERATING PROCEDURES**DRY OPERATING MASS/WEIGHT (DOW)**

REFER TO: (AMC1 CAT.POL.MAB.100(d))

The Dry Operating Mass (DOM) is the total mass of the airplane ready for a specific type of operation excluding all usable fuel and traffic load. This mass includes items such as:

- Crew and crew baggage;
- Catering and removable passenger service equipment; and
- Potable water and lavatory chemicals.

MASS VALUES FOR CREW

REFER TO: (AMC2 CAT.POL.MAB.100(d))

Standard masses, including hand baggage, of 85 kg for flight crewmembers and 75 kg for cabin crew members are used for determination of dry operating mass. Actual mass values for crew member are not used. Same masses are applicable for supernumeraries.

Dry operating mass is corrected to account for any additional baggage. The position of this additional baggage is accounted for when establishing the center of gravity of the airplane.

PASSENGER CLASSIFICATION

Adults, male and female, are defined as persons of an age of 12 years and above. Children means persons who are of an age of 2 years and above but who are less than 12 years of age. Infants are defined as persons who are less than 2 years of age.

8.1.8.1 PREPARATION AND ACCEPTANCE OF MASS AND BALANCE CALCULATION

Refer to: (CAT.POL.MAB.100), (GM1 CAT.OP.MPA.181), [IOSA FLT 3.7.3]

METHODS AND PROCEDURES FOR PREPARATION OF LTS

Mass and balance documentation are completed prior to each flight specifying the load and its distribution. The mass and balance documentation enable the commander to determine that the load and its distribution is such that the mass and balance limits of the aeroplane are not exceeded. The person preparing the mass and balance documentation is named on the document. The person supervising the loading of the airplane must confirm by signature that the load and its distribution are in accordance with the mass and balance documentation. This document must be acceptable to the commander, his/her acceptance being indicated by countersignature.

LMC procedures are established for last minute changes to the load. The Commander shall ensure that before each flight a "Load and Trim sheet" is prepared on the correct form and complies with the aircraft weights and CG certified limitations Aircraft mass and Centre of Gravity are calculated using the following:

- FlySmart + application (FS+ Loadsheet);
- Computerised (EDP) Load and Trim Sheet (LTS) provided by handler agent; and
- Manual LTS form from the AHM-565 for the relevant type. Additional information is given in the OM-B.

Refer to: OM-B 6 MASS AND BALANCE Refer to: OM-B 7 LOADING

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RESPONSIBILITIES OF THE COMMANDER

The correct loading of the aircraft is the legal responsibility of the Commander.

The Commander must satisfy himself that the load is distributed in a correct and safe manner and that it is properly stowed and secured.

The Commander shall consider the following assumptions:

- The weighing report showing the weight and the basic index of the empty aircraft has been correctly compiled.
- The freight has been correctly weighed and loaded in accordance with the Load and Trim sheet.

The Commander is personally responsible for:

- Checking that sufficient fuel and oil are on board and correctly loaded and distributed;
- Ensuring that the aircraft is loaded and balanced for the flight according to relevant loading instructions;
- Ensuring that the load is properly stowed and secured;
- Checking that the registration specific DOW/DOI values have been used for LTS preparation;
- Ensuring that an LTS is prepared on the correct form and complies with the aircraft weights and balance certified limitations;
- Checking the LTS calculation;
- Accepting the LTS (to certify the above) by his/her signature in the respective approval field.

Note: If deemed necessary, the Commander has full authority to modify the aircraft loading such as number of passengers, usable cabin seats and cargo compartment loading and distribution.

RESPONSIBILITY OF PERSON PREPARING LOAD AND TRIM SHEET (LTS)

The person preparing the Load and Trim sheet confirms with his/her signature in the respective preparation or checking field:

- Weights used for the LTS are according to this subsection;
- Distribution of the load is according to type specific instructions given in the OM-B;
- The LTS reflects the actual aircraft load and balance state.

RESPONSIBILITIES OF HANDLING COMPANY

Handling Company is responsible for ensuring that the weight and distribution of cargo loaded on board the aircraft:

- Is supervised (properly loaded, stowed and secured), and
- Is accurately reflected on the LTS.

Note: A physical inspection by the Commander is not required unless he deems it necessary.

POLICY FOR USING STANDARD OR ACTUAL MASS

REFER TO: (AMC1 CAT.POL.MAB.100(E))

As general policy Fly2Sky uses the following policy:

Type of load	Weight used	Note
Passengers and Hand Luggage	Standard	If provided divided on male and female and children.
Hold baggage	Actual	Standard weight shall be used if the actual is unknown.
Cargo	Actual	The actual weight shall always be used.
Fuel	Actual	The FOB weight directly given by the Fuel Indication.

8.1.8.2 MASS VALUES FOR PASSENGERS AND BAGGAGE

REFER TO: (AMC1 CAT.POL.MAB.100 (E)), (AMC2 CAT.POL.MAB.100(E)), (GM1 CAT.POL. MAB.100(E)), (GM2 CAT.POL.MAB.100(E))

Fly2Sky utilises standard masses for passenger according to Table 1, or standard mass for baggage according to Table 2. The standard masses include hand baggage and the mass of any infant carried by an adult on one passenger seat. Infants occupying separate passenger seats shall be considered as children for the purpose of this AMC.

Fly2Sky does not apply procedure for revised standard mass value for passenger and baggage. However, if a significant number of passengers on any flight and/or a significant amount of checked baggage is expected to exceed the standard mass then actual masses must be used or an adequate increment to the standard mass must be added.

The Commander is to be advised when a non-standard method of determining the mass of the load is used and the result stated in the Load and Trim Sheet (LTS).

Table 1 – Standard Passenger Mass

Passenger Seats	Male	Female	All Adult*
All flights except holiday charters	88 kg	70 kg	84 kg
Holiday charters**	83 kg	69 kg	76 kg
Children	35 kg	35 kg	35 kg

The All Adult weights are used whenever there is no information regarding the gender of the passengers provided to the crew. If Adults are given in combination with Males and Females, the Adults shall be counted as Males as it is more conservative.

** Holiday charter means a charter flight that is part of a holiday travel package. On such flights the entire passenger capacity is hired by one or more charterer(s) for the carriage of passengers who are travelling, all or in part by air, on a round- or circle-trip basis for holiday purposes. The holiday charter mass values apply provided that not more than 5 % of passenger seats installed in the aircraft are used for the non-revenue carriage of certain categories of passengers. Categories of passengers such as company personnel, tour

operators' staff, representatives of the press, authority officials, etc. can be included within the 5 % without negating the use of holiday charter mass values.

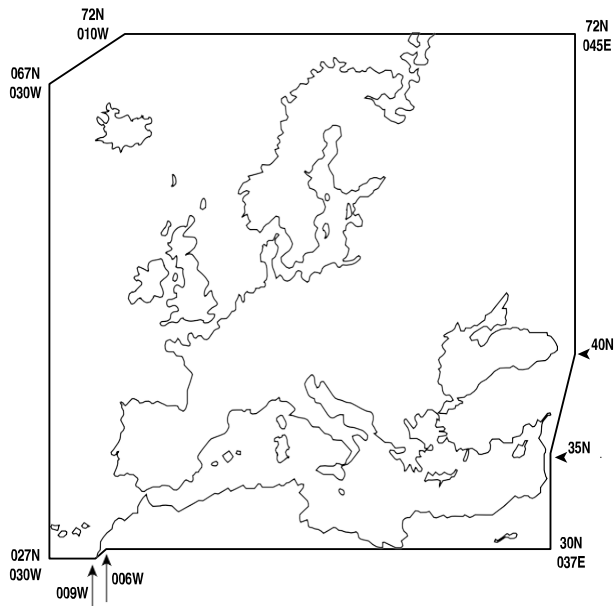
Table 2 – Standard Baggage Mass	
Type of Flight	Baggage Standard Mass
Domestic flights	11 kg
Within the European region	13 kg
Intercontinental flights	15 kg
All other	13 kg

For the purpose of Table 2 above:

- Domestic flight is a flight with origin and destination within the borders of one State;
- Flights within the European region mean flights, other than domestic flights, whose origin and destination are within the area specified in below; and
- Intercontinental flight means flights beyond the European region with origin and destination in different continents.

Flights within the European region are flights conducted within the following area:

N7200 E04500	N2700 W00900
N4000 E04500	N2700 W03000
N3500 E03700	N6700 W03000
N3000 E03700	N7200 W01000
N3000 W00600	N7200 E04500



ADJUSTMENT OF THE STANDARD MASSES

On any flight identified as carrying a significant number of passengers whose masses, including hand baggage, are expected to significantly deviate from the standard passenger mass, the operator shall determine the actual mass of such passengers by weighing or by adding an adequate mass increment.

If standard mass values for checked baggage are used and a significant number of passengers checked baggage is expected to significantly deviate from the standard baggage mass, the actual mass of such baggage shall be determined by weighing or by adding an adequate mass increment.

8.1.8.3 GENERAL INSTRUCTION FOR LOAD AND TRIM SHEET VERIFICATION

REFER TO: (CAT.POL.MAB.105 (B))

A copy of the load and trim sheet will be retained on the ground for at least the duration of each flight. This can be done on paper or by sending the Loadsheets to the relevant ground station. Procedure for verification of the data generated by computerised load and trim sheet are detailed in the OM-B. Refer to: OM-B 6 MASS AND BALANCE

8.1.8.4 LAST MINUTE CHANGE PROCEDURES

REFER TO: (CAT.POL.MAB.105 (D)), (GM1 CAT.OP.MPA.181), [IOSA FLT 3.7.3]

In the event of any Last Minute Changes (LMC), where actual baggage weights have been utilized, the LMC adjustment may be made utilizing standard baggage weights, as long as the total LMC does not exceed allowable limits.

Last Minute Change means any change concerning traffic load including crew, passengers, baggage, (cargo) fuel (usable or not) occurring after the issuance of LTS. LMC of fuel quantity is not allowed.

A detailed description of the LMC is provided in the OM-B. Refer to: OM-B 6-2-5 LAST MINUTE CHANGE

8.1.8.5 MASS AND GRAVITY OF FUEL OIL AND OTHER FLUID

REFER TO: (GM1 CAT.POL.MAB.100(G))

The mass of the fuel load must be calculated using either actual density or the following standard density values:

- Jet fuel Jet A-1 (JP1) = 0.79 kg/litre
- Jet fuel Jet B (JP4) = 0.76 kg/litre

The total mass of fuel on board must always be compared with the fuel remaining prior to refuel plus the volume of fuel uplifted in order to provide a gross error check.

The mass of Oil and other fluids certified with the aircraft (including hydraulic fluid, water, etc.) are included in the calculation of dry operating weight (DOW).

8.1.8.6 SEATING POLICY

All flights are operated with allocated by default. Seats are assigned for each passenger. In exceptional cases, free seating procedure may be used (e.g.: technical difficulties with check-in system).

When free seating procedure is applied, the commander shall check if actual distribution of passengers in the cabin matches the assumed distribution on the Load and Trim sheet. If not, he has 2 options:

- Instruct the cabin crew to reassign seats for passengers in order that the actual seating distribution matches the LTS.
- Adjust (or have it adjusted) the LTS to reflect the actual distribution.

When free seating' procedure is required, passengers shall be allowed a free choice of seating from the space available on the airplane, as far as possible. Irrespective of the seating procedure used (allocated or free), consideration shall be given to seat choice/assignment affecting emergency evacuation of the airplane. To this extent passengers shall be categorized into three groups and seats shall be allocated accordingly.

8.1.9 ATS FLIGHT PLAN

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.177), (AMC1 CAT.OP.MPA.177), [IOSA FLT 3.7.5]

Refer to: (CAT.OP.MPA.177), (AMC1 CAT.OP.MPA.177), [IOSA FLT 3.7.5]

Air traffic services are used for all flights. All commercial flights of Fly2Sky are conducted under an IFR Flight Plan. IFR flight plan is filed for each commercial flight to ensure all flights of Fly2Sky are afforded all of the air traffic services applicable to aircraft operating under IFR within controlled airspace. When operating from a site where it is impossible to submit an ATS flight plan, the ATS flight plan shall be transmitted as soon as possible after take-off by the commander or the operator.

Before each flight The ATC must be informed of the expected operation and an ATC flight plan must be filed for each flight (IFR). Special procedures or maneuverability limitation must be indicated. Approval of an ATC flight plan by the ATC implies that ATC will be able to ensure the separation of the planned IFR flight with other traffic. When unable to submit or close the ATS flight plan due to lack of ATS facilities or of any other means of communications to ATS, the crew shall contact the OCC to for cording with the relevant

units, especially those responsible for alerting the search and rescue (SAR) services.

To ensure that each flight is located at all times, if an aircraft is overdue or missing, ensure that the appropriate ATS or SAR service is notified, and it shall be ensured that the information will be retained at a designated place until the completion of the flight. This can be done both in paper and electronically.

8.1.9.1 FILLING AND FILING ATC FLIGHT PLAN

REFER TO: (CAT.OP.MPA.100) (GM1 CAT.OP.MPA.100(A)(2))

BEFORE THE FLIGHT

Flight is not commenced unless an ATS flight plan has been submitted. The procedures to fill an ATC flight plan is defined in the Appendix 2 of ICAO PAN-RAC (Doc 4444). The ATC flight plan must be filed at least 3 hours before the expected take-off time, unless otherwise required by overflown countries. The Flight Operations Assistant on duty must file the ATC flight plan and request a slot departure when needed.

The Flight Operations Assistant must ensure that the ATS flight plan has been filed and transmit to ATC for approval. The Flight Operations Assistant must inform the ATC or Search and Rescue Services when an aircraft is overdue or missing.

The flight plan is amended, or a new flight plan submitted, and the old flight plan cancelled, whichever is applicable in the event of a delay for which a flight plan has been submitted:

- Of 15 minutes in excess of the estimated off-block time for a controlled flight in Eurocontrol Integrated Flight Planning Zone;
- Of 30 minutes in excess of the estimated off-block time for a controlled flight for outside of Eurocontrol Integrated Flight Planning Zone.

The Commander is responsible for ensuring that a plan has been filed, and that he is fully aware of the details including the routing selected. This shall always be compared to the Computerized Flight Plan (CFP) routing. A copy of the filed ATC flight plan with any modifications to the filed flight plan, must be given to the Commander and be carried aboard. He/she shall ensure that the air traffic services (ATS) appropriate to the airspace and the applicable rules of the air are used for all flights whenever available.

DURING THE FLIGHT

The flight crew must arrange the route and profile of flight in accordance with active ATS flight plan. When necessary, the deviation clearance is obtained from respective ATS unit. ATS unit shall be immediately advised of any incidental change to the flight path stated in the active ATS flight plan (route and altitude deviations, navigation and radio equipment failures). In-flight operational instructions involving a change to the ATS flight plan, when practicable, are coordinated with the appropriate ATS unit before transmission to an aircraft.

In case of in-flight re-planning the procedure for individual FPL is applied. In-flight operational instructions received from the Company do not relieve a commander of responsibility for obtaining an appropriate clearance from ATS unit, if applicable, before making a change in flight plan.

8.1.9.2 DESCRIPTION OF AN ATS FLIGHT PLAN

Full description of the ATS flight plan is given in the Jeppesen FD Pro X. Refer to: Jeppesen

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FD Pro X – Pubs – General Airway Manual – International Civil Aviation Organization – Air Traffic Management – Appendix 2 – Flight Plan

8.1.10 OPERATIONAL FLIGHT PLAN

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.175(A)), [IOSA FLT 3.7.6]

Refer to: (CAT.OP.MPA.175(a)), [IOSA FLT 3.7.6]

Before each flight an operational flight plan shall be prepared by dispatchers or by the flight crew. It is normally obtained through a computerized process. For this reason, Operational Flight Plan are also called Computerized Flight Plan (CFP) and is based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes concerned. A new OFP shall be issued if there is a difference of more than 500 kg between the actual and the estimated weights.

Fly2Sky utilizes an Electronic Flight Bag (EFB) application called EFBOne. It includes:

- Operational Flight Plan (OFP);
- Journey Log (JL);
- Metrological Information; and
- NOTAM.

The crew must check the company Operational Flight Plan (OFP) for routing, altitudes, and flight time. Furthermore, the Commander shall check the ATC flight plan and ensure that:

- It is filled in and filed, in accordance with the prescribed procedures; and
- It agrees with the flight plan routing.

The crew will check the estimated load figures, and the maximum allowable take-off and landing weights.

Although computerized fuel requirements are normally accurate, the flight crew must check them for gross errors. Ensure that flight deck crew members have verified that the fuel calculations and the required fuel on board are correct and that the figure complies with the applicable regulations. Fly2Sky uses a computerized flight planning system to produce an operational flight plan, and its functionality is described in this subsection.

The company uses primarily an electronic version of the operational flight plan in the form of IFS EFBOne. However, as back-up precaution, the paper format of the operational flight plan is also described in this subsection as the crew may revert to it in case of EFB malfunction.

8.1.10.1 IFS EFBONE APPLICATION DESCRIPTION

All iPads and users can be used to fill the flight plan, however, the captain is responsible for signing the data, both Before Take-off and After Landing. A complete manual about the functionalities of the system is provided in the Training Materials section in Centrik.

To start the system, the pilot shall always enter VAW under ICAO in the log-in dialogue and use his/her Username and Password. After logging in, the pilot finds his/her flight and by clicking on the aircraft icon the download the flight(s) intended to be flown begins. When

the download process is finished, the aircraft icon turns green and by clicking it again, the pilot can open the flight.

The first window greeting the user is called Overview and it is for information only and no data has to be filled in there. The next window is called Flight Planning and it contains a copy of the paper version of our Flight Package. The window contains six tabs corresponding to the sections of the Flight Package. This window is again for information only and no data can be filled there.

The next window is called Pre Flight Reporting and contains three tabs. The Pre Flight tab contains information about the crew and the alternate aerodromes, which can be modified.

The crew must record the On Ground altimeter check, check the fuel and fill in the Fuel information and upload some additional documents. The first document is the Fuel Slip where its number shall also be recorded, the take-off performance, where a screenshot of the results is enough, the final loadsheet, where a picture or screenshot of the ready loadsheet is enough (please note that a screenshot of the actual loadsheet with signatures), a NOTOC (if any), a Security Form (if any on paper) and place for two additional documents if such are relevant (i.e. Ramp Check Report).

The next tab on the same window is called Security where one can use it already and just remember that the 3LC of the person performing the check (usually the purser) shall be entered there. The final tab is called Gen Dec and for the time being is blank. The next window is called ATIS / Clearance / Notes and it is exactly what it sounds like, there are three tabs where the first one is dedicated to the ATIS, which can be entered either by filling in the boxes and/or by typing it as free text or in the handwriting section at the bottom. The same applies to the next two tabs.

The next window is called View and Sign and it is the window where the commander shall sign the data by entering his/her username and password. Please remember that the field Prepared by shall be filled with the 3LC of the person preparing the OFP (usually the PM). A Last-Minute Change is always possible even if the data has been signed already. With that, the Before Take-off section of the flight is completed.

The next window is called OFF Block and it requires the crew to insert the actual OFF Block and Take-off times. After doing so, the system automatically calculates the Total Delay, and the crew has three delay codes to use to describe the delay. If a De- / Anti-Icing was performed, it has to be described in this window. The next window is called RVSM Check. When you open it, you'll notice that the previously entered Altimeter ground check has been populated automatically here. The crew shall make a mandatory RVSM Check before entering the RVSM airspace and make recommended hourly checks.

The next window is called Fuel & Time Check and it is a representation of the well-known second page of the current OFP. The crew shall enter the actual FL, ATO, Actual FOB and Fuel used at 30-minute intervals just as it is on the paper OFP. The routing to the Alternate aerodromes is given under the other tabs. The next page is called Enroute / Weather / Notes and it is exactly what the title suggests.

The next page is called ATIS / Clearance / Notes and it is similar to the one previously described in the Before Take-off section. The LT Alt Corr which stands for Low Temperature Altitude Correction which shall be noted by the crew if used according to the OM-A. Refer to: 8-1-1 MINIMUM FLIGHT ALTITUDES.

The only window in the last section (After Landing) is called Post Flight Reporting. Pilots

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shall insert the times, whether an LVO took place, if an automatic landing was performed, who was the pilot taking off and landing and other self-explanatory information.

The window ends with the Commander's credentials to sign the flights, where the Last-Minute Change is possible as described above.

8.1.10.2 PAPER OPERATIONAL FLIGHT PLAN DESCRIPTION

REFER TO: (AMC1 CAT.OP.MPA.175(A)), [IOSA FLT 3.7.6], [IOSA FLT 3.7.7]

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① FLY2SKY - OPERATIONAL FLT PLAN FLIGHT: TVF65NG -----FLIGHT INFO----- ③ ACFT : A320 ④ REG : LZMDK ⑤ FLT : TO7647 ⑥ FL : 360 FROM : LPPT LIS LISBON/HUMBERTO TO : LFPO ORY PARIS/ORLY ⑦ ALT1 : LFPG CDG PARIS/CHARLES D ALT2 : ----- <table border="0"> <tr> <td></td> <td>FUEL Kg</td> <td>TIME</td> <td>CORR</td> </tr> <tr> <td>TRIP F. LFPO</td> <td>5318</td> <td>1:55</td> <td>.....</td> </tr> <tr> <td>5% RES</td> <td>266</td> <td>0:06</td> <td>.....</td> </tr> <tr> <td>ALT 1. LFPG</td> <td>1692</td> <td>0:28</td> <td>.....</td> </tr> <tr> <td>ALT 2.</td> <td>0</td> <td>0:00</td> <td>.....</td> </tr> <tr> <td>FINAL RSV</td> <td>1100</td> <td>0:30</td> <td>.....</td> </tr> <tr> <td>⑪ ADDITIONAL</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>EXTRA</td> <td>524</td> <td>0:16</td> <td>.....</td> </tr> <tr> <td>DISCRETIONARY</td> <td>0</td> <td>0:00</td> <td>.....</td> </tr> <tr> <td>TAXI</td> <td>200</td> <td>0:10</td> <td>.....</td> </tr> <tr> <td>TOTAL</td> <td>9100</td> <td>3:15</td> <td>.....</td> </tr> <tr> <td>MIN REQ LAND</td> <td>2792</td> <td>0:58</td> <td>.....</td> </tr> </table> NOTE: LDGWT INCLUDES RESERVE FUEL -----MISC----- GAIN/LOSS : NOT AVAILABLE OPT. FUEL : 9100 L.ELEV: 291 FT PLND ROUTE : 877 NM (1624 KM) AVG. WC/TRK: 50 KTS TAIL / 36 ⑭ ISA AT TOC : ISA DEV -1 PLN PROFILE: CI35 GC DIST : 776 NM PPS PI(%) : 6.0 FUEL PENALTIES +/- 1000KG TOM: 60 Kg		FUEL Kg	TIME	CORR	TRIP F. LFPO	5318	1:55		5% RES	266	0:06		ALT 1. LFPG	1692	0:28		ALT 2.	0	0:00		FINAL RSV	1100	0:30		⑪ ADDITIONAL	0			EXTRA	524	0:16		DISCRETIONARY	0	0:00		TAXI	200	0:10		TOTAL	9100	3:15		MIN REQ LAND	2792	0:58		② FLIGHT LOG - MET : 11061355 DATE : 06/11-2022 ----- PIC : VSD ⑧ F/O : NNB DISP: RIG ⑨ DOW..... DOI..... ⑩ EST PAX= 174 CGO= 2262Kg ----- <table border="0"> <tr> <td></td> <td>RAMP WT</td> <td>LDGWT</td> <td>ZFWT</td> <td>PAYLOAD</td> </tr> <tr> <td>MAX Kg</td> <td>77200</td> <td>64500</td> <td>61000</td> <td></td> </tr> <tr> <td>⑫ EST Kg</td> <td>69054</td> <td>63536</td> <td>59954</td> <td>15660</td> </tr> <tr> <td>ACT Kg</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </table> STD 13:55 STA 15:50 CTOT : DELAY C : ⑬ ON BLK : LAND : OFF BLK : TAKE OFF : BLK TIME : FLIGHT TIME : LANDFUEL : BURN OFF : -----CORRECTIONS----- <table border="0"> <tr> <td>FL</td> <td>WC</td> <td>TIME</td> <td>TRIP</td> <td>10KT</td> <td>1TON</td> <td>D/C</td> </tr> <tr> <td>0</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>N/A</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>N/A</td> <td>0</td> </tr> <tr> <td>380</td> <td>57</td> <td>117.0</td> <td>5357</td> <td>120</td> <td>64</td> <td>36</td> </tr> <tr> <td>⑮ 360</td> <td>50</td> <td>115.0</td> <td>5318</td> <td>120</td> <td>60</td> <td>19</td> </tr> <tr> <td>340</td> <td>56</td> <td>116.0</td> <td>5264</td> <td>118</td> <td>50</td> <td>0</td> </tr> <tr> <td>320</td> <td>54</td> <td>115.0</td> <td>5311</td> <td>119</td> <td>40</td> <td>16</td> </tr> <tr> <td>300</td> <td>52</td> <td>116.0</td> <td>5358</td> <td>120</td> <td>44</td> <td>35</td> </tr> <tr> <td>280</td> <td>49</td> <td>116.0</td> <td>5462</td> <td>123</td> <td>44</td> <td>74</td> </tr> <tr> <td>260</td> <td>47</td> <td>116.0</td> <td>5627</td> <td>126</td> <td>25</td> <td>136</td> </tr> </table>		RAMP WT	LDGWT	ZFWT	PAYLOAD	MAX Kg	77200	64500	61000		⑫ EST Kg	69054	63536	59954	15660	ACT Kg					FL	WC	TIME	TRIP	10KT	1TON	D/C	0	0		0	0	N/A	0	0	0		0	0	N/A	0	380	57	117.0	5357	120	64	36	⑮ 360	50	115.0	5318	120	60	19	340	56	116.0	5264	118	50	0	320	54	115.0	5311	119	40	16	300	52	116.0	5358	120	44	35	280	49	116.0	5462	123	44	74	260	47	116.0	5627	126	25	136
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IMPORTANT NOTICE FROM DISPATCH:

⑯ DEP: Freq:
ARR ALYZIA ORY +33 1 49 75 47 08 Freq: 131.935

ATC ROUTE : IXIDA DCT TOSDI UN745 ZMR UN976 DGO UN858 ABRIX DCT
CNA/N0453F280 DCT TUDRA DCT BEVOL UT158 AMB

⑰

ATIS DEP:

⑱

LIM/WGHT _____ FLAP SET _____ V1 _____ Vr _____ V2 _____ FLEX.TEMP _____

ENG FAIL PROC. _____

⑲ ACT TOM _____ MAC TO _____ % STAB _____

GND ALT CHK _____ L ALT+/- _____ FT R ALT+/- _____ FT STBY+/- _____ FT

I CERTIFY THAT THIS FLIGHT IS PLANNED IN FULL COMPLIANCE WITH CIVIL AVIATION
LAW AND/OR COMPANY OPERATIONS MANUAL INCLUDING ALL APPLICABLE COMPANY NOTAMS.
⑳ Airport category...(IF A/P CAT B -SELF BRIEFING MADE BY THE COMMANDER)

PIC SIGN:

8. OPERATING PROCEDURES

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LPPT-LFPO TVF65NG

21													
IDENT LPPT	T AWY FL	GMORA W/V	S	MT ISA	TAS GS	DIST REM	TIME ACC	ETO	RET	ATO	USED MREQ	ACT ONB	OPT FL BEST GS ECO FUEL
22	23	24	25	26	27	28	29	30	31	32	33	34	35 36 37
IXIDA LPPC	A IXID3S CLB 257/035	44	1	046 7	400 426	106 771	15 0:15	...	...	...	1265 7045		
TOSDI LECM	A DCT CLB 257/035	86	1	045 7	400 426	113 658	16 0:31	...	...	...	2401 5909		
-TOC-	D UN745 CLB 257/035	77	0	043 7	400 426	17 641	2 0:33	...	...	...	2572 5738		320 92
ZMR LECM	D UN745 360 248/071	73	0	043 -2	445 508	26 615	3 0:36	...	...	...	2700 5610		320 380 360 10 806 0.0
38 RVSM: ALT DIFF LH					FT / SB			FT / RH			FT		
NEA LECM	D UN976 360 248/071	103	0	067 -2	445 516	75 540	9 0:45	...	...	...	3063 5247		300 360 360 10 0 0.0
DGO LECM	D UN976 360 250/080	103	1	066 -2	445 525	60 480	7 0:52	...	...	...	3348 4962		320 360 360 11 0 0.0
ABRIX LECM	A UN858 360 253/072	95	1	029 -2	445 494	82 398	10 1:02	...	...	...	3759 4551		300 360 360 12 0 0.0
CNA LFBB	D DCT 360 248/090	74	2	030 -1	447 514	140 258	16 1:18	...	...	...	4430 3880		340 360 360 11 0 0.0
TUDRA LFBB	A DCT 280 245/070	28	3	040 1	453 515	70 188	8 1:26	...	...	...	4811 3499		340 360 360 15 127 13.6
BEVOL LFBB	A DCT 280 245/070	27	3	011 1	452 491	29 159	4 1:30	...	...	...	4976 3334		340 360 380 8 123 12.8
AMB LFFF	D UT158 280 240/078	27	3	011 0	451 499	25 134	3 1:33	...	...	...	5116 3194		300 360 360 6 111 11.8
-TOD-	AMB9W 280 240/078	23	3	033 0	451 499	27 107	3 1:36	...	...	...	5271 3039		
LFPO	AMB9W 247/046	27		033 2	307 342	107 0	19 1:55	...	...	...	5518 2791		

END

39 ATIS ARR:

40 VOLMET:

41 ATIS ALTERNATE:

ROUTE TO ALTERNATE:

42

Log Nr.:5169 Page 2 PPS 8. 0. 944. 0 3 To be continued next page.....

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The operational flight plan used by Fly2Sky, and the entries made during flight contain the following items:

1. Title and Callsign;
2. Flight log information and **Date of flight**;
3. Aircraft type and variant;
4. **Aircraft Registration**;
5. Flight identification;
6. Initial Flight level;
7. Airfield box consisting of:
 - Place of departure;
 - **Place of arrival (planned and shall be changed if different than actual)**;
 - Alternate aerodrome(s);
8. **Codes of the flight crew members** and dispatcher including duty assignment;
9. Actual Dry Operating Weight and Index;
10. Estimated passenger number and cargo in kilograms;
11. Fuel box consisting of calculated, corrected and time for the following:
 - Trip Fuel;
 - Contingency Fuel (5%);
 - Alternate Fuel for Alternate aerodrome 1;
 - Alternate Fuel for Alternate aerodrome 2;
 - Final Reserve Fuel;
 - Additional Fuel;
 - Extra Fuel;
 - Discretionary Fuel;
 - Taxi Fuel;
 - Total Fuel on Board when starting the engines; and
 - Minimum required to landing fuel.
12. Weight box consisting of the following maximum, estimated and actual:
 - Ramp weight;
 - Landing Weight;
 - Zero Fuel Weight; and
 - Payload.
13. Time box consisting of the following:
 - Standard Time of Departure;

- Standard Time of Arrival;
- Calculated Take-off Time;
- Delay code;
- Actual on-block time;
- **Actual time of landing;**
- Actual off-block time;
- **Actual take-off time;**

14. Miscellaneous box consisting of the following:

- Gain/loss data;
- Optimum Fuel and Landing elevation;
- Average wind component and track;
- ISA deviation at the Top of Climb;
- Cost index used for the calculation;
- Great circle distance;
- PPS PI in percentage;
- Fuel Penalties.

15. Corrections box;

16. Important notice from the dispatch box;

17. ATC Route box with space for initial ATS clearance and re-clearance;

18. A box for the ATIS at the departure aerodrome;

19. Take-off performance box consisting of the following:

- Performance limiting weight;
- Flap setting for departure;
- V1, Vr and V2 speeds;
- Flex temperature;
- Engine fail procedure;
- Actual take-off weight, MAC and Stabilizer position; and
- A space to record the ground RVSM check.

20. Statement and space for the PIC signature;

21. A space for RVSM check at entry;

22. Route, route segments with waypoints identification;

23. Airways and **Planned altitudes and flight levels;**

24. Safe altitudes and minimum levels;

25. Shear Rate;
26. **Magnetic track** and ISA deviation;
27. Planned cruising True Airspeed and Ground Speed;
28. **Distance to the next waypoint and distance remaining;**
29. Time to the next waypoint and time remaining;
30. **Estimated Time Overhead;**
31. Revised Estimated Time Overhead;
32. **Actual Time Overhead;**
33. Used and Minimum Required Fuel;
34. **Actual used fuel and Fuel on board;**
35. Fastest Ground Speed Flight Level;
36. Most economical Flight Level;
37. Most fuel-efficient Flight Level;
38. A space for RVSM check (if applicable to the flight);
39. A space for the ATIS at the aerodrome of arrival;
40. **A space for VOLMET with space for in-flight replanning calculations;**
41. A space for the ATIS at the aerodrome of arrival; and
42. **Alternate routing (may include take-off alternate and ERA) with points 21 to 38.**

Note: Fly2Sky does not operate flights under VFR and the type of flight is indicated in the Leon system, which is readily available to the flight crew.

The briefing package given to the crew for every flight contains meteorological information in accordance with point (a) of point MET.TR.215 of Part-MET.

OPERATIONAL FLIGHT PLAN FILLING

Items that are readily available in other documentation (i.e., Journey Log, Load and Trim Sheet, Aircraft Performance) or from another acceptable source, or such that are irrelevant to the type of operation may be omitted from the operational flight plan. All entries on the operational flight plan shall be made concurrently and be permanent in nature in ink.

The OFP shall be comprehensively completed by the PM before the flight, in flight and after landing, except when operating in busy terminal areas at lower altitudes (practically below 10 000 feet AGL). If difficulties are encountered in following a particular route, the more information which is recorded to assist a post-flight investigation, the greater will be the chances of overcoming the difficulties in future flights over the same route.

The OFP shall be undersigned by Commander.

BEFORE FLIGHT

The following information shall be filled:

- Actual Weights and Index (DOW, DOI, RAMP WET, LDGWT, ZFW and Payload);

- Corrected fuel data if any;
- CTOT;
- ATIS Departure airport (take-off alternate airport if applicable);
- ATC clearance;
- ALT system check; and
- Take-off performance box;

IN FLIGHT

The following information shall be filled:

- Block off and Take-off times;
- RVSM entry check and RVSM at intervals not more than 1 hour in RVSM airspace;
- Comparison between the ATO points with the ETO;
- Fuel checks with flight time period not more than 30 min from TOC until TOD or once per flight, if flight time 1 hour and less; and
- ATIS information for the ERA, destination and destination alternate aerodromes;

AFTER LANDING

The following information shall be filled:

- Landing and Block on times;
- Flight and block times; and
- Remaining Fuel on board.

The Operational Flight Plan shall be accepted, completed and signed (or approved by another electronic method) by the commander before every intended flight, indicating that the flight can be conducted in compliance with the OM. Amendments due to flight crew requirements, ATC clearance or limitations such as aircraft MEL or CDL items may require the Operational Flight Plan to be updated by the flight crew.

8.1.11 TECHNICAL/FLIGHT LOGBOOK**APPLICABLE TO: ALL**

REFER TO: [IOSA FLT 3.8.1], [IOSA FLT 3.8.2], [IOSA FLT 3.8.3], [IOSA FLT 3.8.7A]

Before each departure, it is the commander's responsibility, that the pre-flight inspection is performed, either by himself/herself, or by any qualified person/flight crew member whom he/she may delegate. For instance, the co-pilot or qualified and licensed aircraft maintenance technician. If delegated, the commander shall ensure that he/she is notified prior to flight that the inspection is been completed.

When such exterior aircraft inspection is delegated to the licensed aircraft maintenance technician Fly2Sky always assesses the safety risk and mitigation performed in accordance with SMS principles. The exterior inspection shall include the following safety-critical items: pitot and static ports are not damaged or obstructed; flight controls are not locked or disabled (as applicable, depending on airplane type); frost, snow or ice is not present on critical surfaces; airplane structure or structural components are not damaged.

Fly2Sky does not delegate the accomplishment of the exterior aircraft inspection (walkaround) to any other qualified individuals, other than the flight crew and the technical personnel.

When leaving the airplane for a prolonged ground stop, the Commander, or the person delegated by him, shall also make a brief external inspection of the airplane to look for oil and fuel leakages, cut in tires and possible external damages, which require technical assistance, and immediately inform the technical department of these deficiencies.

The Aircraft Technical Log (TLB) system is a system containing the following information for each aircraft:

- Information about each flight, necessary to ensure continued flight safety;
- The current aircraft certificate of release to service;
- The current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the competent authority may agree to the maintenance statement being kept elsewhere;
- All outstanding deferred defects rectifications that affect the operation of the aircraft; and
- Any necessary guidance instructions on maintenance support arrangements.

The TLB system consists of the following documents:

- Technical/Flight Logbook (TLB);
- Hold Item List;
- Aircraft Damage Book;
- Copy of the current Certificate of Release to Service (CRS on TLB, or equivalent).

The Commander shall ensure:

- That the exterior walkaround has been performed, then sign it off; and
- That the TLB is completed for all flights; and
- That all airworthiness related information (defects or resets during flight, RTO, lightning strike, bird strike, etc.) are recorded in the TLB book;
- Before each departure, it is the Commander's responsibility, that the pre-flight inspection is performed, either by himself/herself, or by any qualified person whom he/she may delegate, i.e., the co-pilot or qualified and licensed aircraft maintenance technician. If delegated, the PIC shall ensure that he/she is notified prior to flight that the inspection is been completed. When such exterior aircraft inspection is delegated to the licensed aircraft maintenance technician or another qualified individual the Company always assesses the safety risk and mitigation performed in accordance with SMS principles. Refer to: OM-B 2-3-1 SAFETY EXTERIOR INSPECTION

All entries into the Technical/Flight Logbook system shall:

- Be up to date;
- Be legible;

- Be written in permanent ink;
- Not be erased;
- Be allowed to be corrected in case of an error provided each correction is identifiable and errors remain legible.

All entries into the TLB and TLB pages shall be printed in block capital letters (excluding signature). Samples of the above documents and filling instructions are included in the OM-A. The Aircraft Technical Log System and all subsequent amendments shall be approved by the Bulgarian CAA.

8.1.11.1 ACCEPTANCE OF THE AIRCRAFT BY THE COMMANDER

During a flight mission, the aircraft is placed under the authority of the commander. The Commander shall accept the aircraft for each flight of the intended mission by checking the following:

- Aircraft hours recorded in the TLB compared against 'Due At' items on the Aircraft Status Report in the following sections:
 - Next Due Maintenance Events
 - MEL/CDL Open Items
 - HIL Open Items
- If any item is shown expiring before the end of the intended flight MCC shall be contacted for clarification prior to flight.

Note: Some items may be shown, as expired in the Aircraft Status Report. Appropriate documents overriding the ASR statement and verifying the validity of that item shall be attached to the Aircraft Status Report, otherwise MCC shall be contacted for clarification prior to flight.

- When accepting the aircraft, the Commander ensures, for each flight, a description of known or suspected defects that affect the operation of the aircraft is recorded in the ATL
- Any defect entered in the TLB book has been fixed by maintenance or has been deferred in the Aircraft Status Report, or the aircraft is dispatchable according to MEL by Commander as per procedure described in the OM-A. Refer to: OM-A 8.6 USE OF MEL AND CDL Note: If an item is fixed or deferred, the yellow and green sheets of the TLB page will be removed. The Certificate of Release to Service (CRS) on the TLB page must be signed by the engineer before the aircraft departs. The CRS confirms that the TLB page has been closed or the defective item has been transferred to the Aircraft Status Report.
- The Downgrades/Limitations section of Aircraft Status Report has been checked and listed downgrades or limitations are compatible with the intended mission.

Note: It is possible that not all downgrades/limitations are listed in this section, therefore the next step is always a must.

- The MEL/CDL Open Items section of Aircraft Status Report has been checked and inoperative systems on this list are compatible with the intended mission.

Note: An aircraft may be dispatchable according to MEL but may not be suitable for

the intended mission. It is the Commander's responsibility to check the dispatch conditions before every flight in order to determine if the limitations and operational procedures permit to complete the flight.

Example: An aircraft with limited braking capability may be dispatchable according to MEL but may not be suitable for the intended airport due to runway length; an aircraft may be dispatchable for daytime operations only, and a commander may accept it for a flight and not for the following flight).

- No unidentified damage has been found during the exterior walkaround. Dents and buckles identified by maintenance and inspected are identified by a sticker on the aircraft fuselage and recorded in the Structural Damage Chart. When performing walk around, if a dent is not identified by a sticker on the fuselage and recorded in the Structural Damage Chart, then the Commander must request an inspection or support from MCC to determine if the aircraft is dispatchable. If damage(s) are recorded and marked, there is no need for further action by the commander.
- The HIL Open Items section of the Aircraft Status Report has been checked. This section contains items which may not be relevant for the airworthiness but are to be known by the crew (flight or cabin). When a "none airworthiness" item is reported (i.e., cabin seat worn, coffee maker INOP), the Commander is to check first if the item is already differed before opening a new TLB page.
- The Technical Services Notices to Crew section of the Aircraft Status Report has been checked.
- The exterior walkaround has been performed in accordance with the FCOM. Refer to: FCOM PRO-NOR-SOP-05 EXTERIOR WALKAROUND.

8.1.11.2 RECORDS

When signing the Technical/Flight Logbook, the commander insists that:

- The exterior walkaround (Pre-Flight Inspection/Check) has been performed;
- Aircraft Status has been checked and verified that:
 - No maintenance event overdue or due during the intended flight is listed;
 - MEL and CDL open items checked;
 - Technical Services Notices to Crew (TSNC), if any, checked.
- The completion time of the security search (when required) shall be recorded once all of these searches have been completed both in the cabin and in the flight deck.
- The Commander's Acceptance shall be signed by the Commander once all of the above has been performed and after the walk around is completed, including the check of fuel cap and fuel panel door.

Note: The captain designated as the commander of the flight is responsible for the acceptance of the aircraft. He is responsible for compliance with this procedure whatever his position (left or right seat). He is the one to sign the TLB (flight log. Filling the TLB defect in can be delegated to first officer to senior cabin crew member, however the Commander is ultimately remains responsible of the entry.

The Commander shall check the Technical Log for existing Deferred Defects before flight.

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He/she shall check the data of expiration and the previous Deferred Defects and their closure. The flight crew has the authority to reject an airplane if, prior to each flight, the Commander is dissatisfied with any aspect of airworthiness and maintenance.

8.1.11.3 COMPLETION OF THE TECHNICAL/FLIGHT LOGBOOK

The Commander of the rotation has the ultimate responsibility of filing the Technical/Flight Logbook. A description of the Technical/Flight Logbook and instructions for completing it are included in the CAME. Refer to: CAME 5.1 SAMPLE DOCUMENTS, INCLUDING THE TEMPLATE OF THE ATL SYSTEM.

To ensure continuity between the old and new TLB pads, the next and previous TLB sheet numbers are to be recorded by the Commander in the designated field on the cover page of the document.

8.1.11.4 RECORDING DEFECTS IN THE TLB

Any defect affecting the airworthiness of the airplane must be recorded in the TLB book by opening a new TLB page without delay. Defects may be recorded either by flight crew or by maintenance personnel.

If a defect cannot be fixed immediately and the aircraft is dispatchable according to MEL:

- Maintenance personnel will enter the actions performed, state the MEL reference and record the deferred item in the Aircraft Status Report; or
- If no maintenance personnel are available and only those maintenance actions are required (if any) which are defined in MEL preamble for MEL items, the Commander may dispatch the aircraft as per procedure described in OM-A. Refer to: Refer to: OM-A 8.6 USE OF MEL AND CDL

Every technical problem, even if it looks minor to flight crew must be recorded. Crews might feel that a problem is minor since it was solved by a computer reset. The only way to have an appropriate follow-up is an appropriate and accurate TLB book entry.

Crews are encouraged to discuss technical issues with maintenance personnel, but a verbal report can only be a complementary action to help troubleshooting and does not replace an appropriate TLB page entry.

FOR INFO STATEMENTS

Flight crew may from time-to-time record entries in the Description of complaint section under the heading of "FOR INFO". The Commander must contact MCC to ensure the item is suitable as an entry for information only. If MCC agrees with the crews' assessment, the Commander must write "REVIEWED AND NIL DEFECT CONFIRMED" in the 'Action Taken' section of the TLB.

OPENING A TLB PAGE

The Commander will leave the ground station copy of the TLB page to the ramp agent, together with a copy of the TLB page. After the series of flights, the Commander hands the aircraft over to another commander or to maintenance personnel. The only way for those persons to accurately perform their duty is to receive technical status properly recorded in the TLB book and in the Aircraft Status.

ADVISING MCC

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A call to MCC must be made as soon as possible after an TLB page has been opened, and in any case before the next flight. This call will permit MCC to provide a call log number, organise actions if needed, to request additional information to be recorded on the TLB page, or to support the Commander at performing actions as per OM-A.

PERFORMED BY THE COMMANDER

The decision of accepting an aircraft dispatched under MEL remains at all times exclusively with the Commander. In case of maintenance actions done away from base by local maintenance provider, the crew must call the MCC before dispatch and to seek for agreement to be released by MCC.

NEW TLB PAD

To ensure continuity between the old and new pads of Technical/Flight Logbook, the next and previous Aircraft Technical Log (TLB) page numbers are to be recorded in the Next/Previous TLB.

8.1.11.5 MAINTENANCE OR RESET ACTIONS PERFORMED BY THE COMMANDER

The commander is not authorised to commence a flight with less equipment than required by the approved company MEL. If the Aircraft can easily be returned to service. Any either one or more of the actions listed in the MEL and if acceptable by the Commander, he/she is allowed to perform those actions. Refer to: MEL/PREAMBLE/MEL SECTION - MEL ITEMS/REMARKS OR EXCEPTIONS

The Commander must record any of the above actions (including the installation of placards/warnings) on an TLB page. Successful resets must also be recorded in accordance with OM-A. Refer to: OM-A 8.6 USE OF MEL AND CDL. In order to close the work order, a duplicate test or inspection action from maintenance is required.

If the Aircraft cannot be returned to service, after Commander action, the Certificate of Airworthiness is not valid anymore; the MCC will proceed to arrange a contracted Part 145 maintenance organization to support with the defect.

8.1.11.6 RETURN TO RAMP OR RETURN FROM AIR

An aircraft returning from air or returning to ramp on ground for any technical reason comes under the responsibility of MCC and the Commander must seek approval for release from the Nominated Post Holder (NPH) via MCC to resume the flight. This is in addition to the legal requirement of having the aircraft released to service and documented in the TLB by an authorised maintenance provider or having the aircraft dispatched under MEL by the Commander himself, as per procedure described in OM-A. Refer to: OM-A 8.6 USE OF MEL AND CDL

8.1.11.7 DOCUMENTATION OF MEL OPERATIONAL PROCEDURES

In order to indicate to subsequent flight crews that a periodic operational procedure have been applied, the first flight crew of the day must document the accomplishment of such operational procedures.

The number of the applicable operational procedure shall be entered into the comment section of the Aircraft Flight Logbook (TLB). The need for this requirement will be indicated within the operational procedure under the Flight Preparation/Limitations section.

If the number of the operational procedure is already entered in the TLB for the same day

by previous crew, the operational procedure can assume to be accomplished. In case the operational procedure number is missing from the previous pages in the TLB for the same day, the flight crew must assume that the periodic operational procedure has not been performed, therefore the Operational Procedure must be applied and documented.

8.1.12 DOCUMENTS, FORMS AND INFORMATION TO BE CARRIED

APPLICABLE TO: ALL

REFER TO: (CAT.GEN.MPA.180), (AMC1 CAT.GEN.MPA.180), (GM1 CAT.GEN.MPA.180(A) (1)), (CAT.GEN.MPA.190), [IOSA FLT 1.7.4]

The following documents, manuals and information are carried on each flight, as originals or copies, or in electronic forms in Centrik (verified by a QR code), unless otherwise specified:

- Certificate of Registration (original or electronic variant verified by a QR code in Centrik);
- Noise Certificate (original or electronic variant verified by a QR code in Centrik);
- Air Operator Certificate (electronic variant verified by a QR code);
- The operations specifications relevant to the aircraft type, issued with the AOC;
- Aircraft Station Licence (original or electronic variant verified by a QR code in Centrik);
- Certificate of Airworthiness (original or electronic variant verified by a QR code in Centrik);
- Airworthiness Review Certificate (original);
- Third party liability Insurance Certificate (original or electronic variant in Centrik);
- Technical/Flight Logbook Refer to: OM-A 8.1.11 TECHNICAL/FLIGHT LOGBOOK;
- Journey Log or electronic equivalent;
- Forms and Seals.

Note: Certified true copies may be provided directly by the competent authority, or by persons holding privileges for certification of official documents in accordance with the applicable Member State's legislation, e.g., public notaries, authorised officials in public services.

Translations of the air operator certificate (AOC) including operations specifications do not need to be certified.

Every flight crew member, when performing a flight, must have a valid license with corresponding current entries, which complies with the flight conditions presented in the operational flight plan. Furthermore, every crew member must also have a valid passport and company ID card.

On any flight, the following current manuals are available through the Centrik application on the on-board iPad or in paper and are easily accessible to the crew members during the flight:

- **Operation Manuals:**
 - OM-A

- OM-B
- OM-C and OM-C Airports
- OM-D
- SMM
- GOM
- OCM
- ERM
- EFB
- **Airplane Operations Manuals and Documents:**
 - AFM
 - FCOM
 - FCTM
 - CCOM
 - AHM-565 A320 and AHM-565 A321
 - MEL
 - CDL
 - APD
 - WBM
 - eQRH
- Current and suitable aeronautical charts for the route of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted, as well as an Airway Manual on the Jeppesen FD Pro X application;
- Performance Calculations on FlySmart for:
 - Loadsheet
 - Take-off
 - Inflight
 - Landing
- Miscellaneous manuals:
 - ICAO Annex 18
 - Emergency Response Guidance (Doc 9481)

Besides the above-mentioned documents, the following documents are carried on each flight:

- Flight Plan (OFP and filled ATS);
- Jeppesen FD Pro X (all aerodrome and enroute data e.g. Departure, destination, enroute alternate and emergency airports);

- Appropriate NOTAMs and AIS briefing information;
- Appropriate Meteorological information;
- Mass and Balance documentation;
- Notification of special categories of passenger (SCPs) and special loads (if applicable);
- Special load notification (NOTOC);
- Cargo and/or passenger manifests (if applicable);
- Route and airport instructions and information (aeronautical charts/route guide) for the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted, to include, as a minimum: departure airport, destination airport, en route alternate airports; emergency airports;
- If required, the escape routes (published on OFP) used in case of decompression in an area of high terrain;
- Procedures and visual signals information for use by intercepting and intercepted aircraft;
- The procedures reflect those contained in the International Civil Aviation Organization (ICAO) Annex 2;
- Information concerning search and rescue services for the area of the intended flight, which is easily accessible in the flight crew compartment;
- Any other documentation that may be pertinent to the flight or is required by the States concerned with the flight.

Documents, manuals and information are stored in the Electronic Flight Bag (EFB) subject to approval by the Bulgarian CAA. The commander shall within a reasonable time of being requested to do so by a person authorized by an authority, provide to that person the documentation required to be carried on board.

In case of loss or theft of documents carried on each flight, as originals or copies unless otherwise specified: the operation may continue until the flight reaches its destination or a place where replacement documents can be provided.

8.2 GROUND HANDLING INSTRUCTIONS

8.2.1 FUELLING PROCEDURES

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.200), (AMC5 CAT.OP.MPA.200), [IOSA FLT 3.11.4], [IOSA FLT 3.11.51]

The following procedures for refuelling with an engine running, re/de-fueling with passengers embarking on board or disembarking and refuelling/defuelling with mixed and wide-cut fuel are subject of an approval by the Bulgarian CAA.

8.2.1.1 SAFETY PRECAUTIONS

Safety precautions must be always taken to preclude the possibility of fire during refuelling and defuelling procedures. The main causes of risk of fire with fuel deal with sparks due

to static electricity and hot point (engines, APU, ground installations, smoking).

The fuel generally does not catch fire easily, but the risk of fire is increased when the fuel is sprayed (connecting, disconnecting pipe) and in the presence of fuel vapor especially when low flash point fuels are used.

Smoking is strictly prohibited.

The list of approved fuel types and additives are given in AFM. Refer to: AFM LIM-28-FUEL AND ADDITIVE SPECIFICATIONS

BEFORE REFUELLING

The Commander shall confirm with operations that the fuel quantity ordered is sufficient to meet at least the requirements calculated for the flight, and during the pre-flight inspection he/she shall ensure that he/she, or a flight crewmember nominated by him/her, confirms that:

- No thunderstorm activity is reported at the aerodrome by the meteorological services;
- The fuel truck or other fuel installation is earthed to the airplane structure before the hose is extended, and remains earthed until refueling is complete;
- Particular care has been taken in advising the refueling agency of the type, grade and fuel quantity required, with special reference to the units of measurement quoted (litres, US gallons, pounds etc.).

DURING REFUELLING

During refuelling/defueling (while the fuelling line is connected to the aircraft) it is strictly prohibited to:

- Refill the oxygen;
- Operate the weather radar;
- Operate the HF radio;
- Use an air conditioning cart for heating;
- Use an unpressurized fuelling system when passengers are on board;
- Start the APU if the APU failed to start on the previous attempt or if an APU auto-shutdown has occurred.

Spilled fuel is to be removed or cleaned up before passengers are boarded. Additional information shall be referred to for all refuelling procedures other than standard automatic refuelling, Refer to: FCOM PRO-NOR-SUP-FUEL and Refer to: FCOM PER-LOD-FUL-USE OF MAGNETIC INDICATOR

AFTER REFUELLING

After refuelling it shall be checked that:

- All fuel tank caps are properly secured;
- The airplane fuel gauges indicate that the tanks have been filled to the required levels, and;
- Details of the fuel uplift have been correctly entered in the technical log (refuel sheet)

and a gross error check is carried out.

8.2.1.2 REFUELLING WITH AN ENGINE RUNNING

Not applicable to Fly2Sky operations.

8.2.1.3 RE/DE-FUELLING WITH PASSENGERS EMBARKING, ON BOARD OR DISEMBARKING

REFER TO: (AMC5 CAT.OP.MPA.200), (AMC6 CAT.OP.MPA.200), [IOSA FLT 3.9.2]

The aircraft shall not be refuelled/defueled with wide-cut type of fuel or a mixture of these types of fuel (JET B, JP4 or equivalent), when passengers are embarking, on board or disembarking.

For all other types of fuel necessary precautions are taken, and the aircraft is properly manned by qualified personnel ready to initiate and direct an evacuation of the aircraft by the most practical and expeditious means available.

These precautions involve the engineers, ground persons, the ramp agent in charge of re/defueling, the cabin crew and the pilots.

When refuelling/defueling with passengers on board, ground servicing activities and work inside the aircraft, such as catering and cleaning, are conducted in such a manner that they do not create a hazard and allow emergency evacuation to take place through those aisles and exits intended for emergency evacuation. The opening of emergency exits as a prerequisite to refuelling is not required.

The following precautions apply during any fuelling operations:

- At least one flight crew member shall remain in the cockpit during fuelling operations with passengers on board. This flight crew shall handle any emergency procedures concerning fire protection and firefighting, handle communications and initiate and direct an evacuation;
- Two-way communication shall be established and remain available by the aeroplane's intercommunication system or other suitable means (hand signal, two-way radio etc.) between the ground crew supervising the refuelling and the pilot on board the aeroplane;
- The involved personnel shall remain within easy reach of the system of communication;
- Crew, personnel and passengers shall be warned that re/defueling takes place;
- Fasten Seat Belts signs shall be OFF;
- No Smoking signs shall be ON, together with interior lighting to enable emergency exits to be identified;

Note: On A320 family aircraft, the NO SMOKING switch in AUTO position activates the Exit and No Smoking signs.

- Passengers shall be instructed to unfasten their seat belts and refrain from smoking;
- The minimum required number of cabin crew shall be on board and be prepared for an immediate emergency evacuation;

- If the presence of fuel vapor is detected inside the airplane, or any other hazard arises during re/defueling, fuelling shall be stopped immediately;
- The ground area beneath the exits intended for emergency evacuation and slide deployment areas shall be kept clear at doors where stairs are not in position for use in the event of evacuation;
- Cabin exits are designated for rapid deplaning or emergency evacuation, and routes to such exits are unobstructed;
- Provision is made for a safe and rapid evacuation;
- Engine ignition system must be OFF;
- The weather radar must be switched OFF;
- Radio is not transmitting on HF;
- Ground power unit (GPU) and APU may be functioning, but must not be started nor stopped;
- No open flame, nor smoking is permitted around the aircraft.

The person supervising the re/defueling shall:

- Be a qualified person (pilot, ramp agent, engineer)
- Must remain in location that permits adequate view of refuelling operations and visible from cockpit during fuelling operations with passengers on board;
- Be able to handle emergency procedures concerning fire protection and firefighting;
- Be able to handle communications;
- Be able to initiate and directing an evacuation;
- Establish and maintain a two-way communication with the pilot(s);
- Ensure that pilot(s), cabin crew and ramp agent are at their stations;
- Ensure that the ground areas beneath emergency exits and slide deployment are kept clear;
- Ensure that the fire service is alerted, if required by airport regulations;
- Ensure that passenger boarding / disembarkation is carried out in a controlled manner;
- Inform the pilot(s) of the beginning and ending of fuelling;
- Alert pilot(s) if fire occurs, or of any hazardous occurrences;
- Stop fuelling upon pilot request.

The refueller staff in charge of re/defueling shall:

- Follow the instructions of the person (pilot, ramp agent, engineer) supervising the re/defueling;
- Stop re/defueling if any hazard arises or by the order of the person supervising the re/defueling.

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8. OPERATING PROCEDURES

The flight crew shall:

- Inform ATC and the aerodrome fire service, if required by local regulations;
- One pilot must be on the flight deck through the refuelling;
- Establish and maintain communication with the person supervising the re/defueling;
- Inform the cabin crew of the beginning and ending of fuelling;
- Listen for any fire warning alarm;
- Be prepared to initiate passenger evacuation if necessary.
- Turn ON the No Smoking (No Smoking switch in AUTO position);
- Turn OFF the Fasten Seat Belt sign.

The detailed cabin crew procedure is described in the CCOM. Refer to: CCOM 8.14 REFUELLING/DEFUELING WITH PASSENGERS ON BOARD OR WITH PASSENGERS EMBARKING/DISEMBARKING

8.2.1.4 REFUELLING/DEFUELING WITH MIXED AND WIDE-CUT FUEL

REFER TO: (CAT.OP.MPA.200), (GM1 CAT.OP.MPA.200)

SAFETY PRECAUTIONS

The various types of jet engine fuels are miscible, in all proportions:

- The density varies proportionally to the percentage of the mixture;
- The flash point of the mixture varies in function of non-straight laws.

JET A, JET A1 JP8, TS1, RT and TH are kerosene type fuel. JET B and JP4 are wide- cut gasoline type fuel.

Wide cut fuel (designated JET B, JP-4 or AVTAG) is an aviation turbine fuel that falls between gasoline and kerosene in the distillation range and consequently, compared to kerosene (JET A or JET A1), it has the properties of higher volatility (vapor pressure), lower flash point and lower freezing point.

Wherever possible, Fly2Sky avoids the use of wide-cut fuel types. If a situation arises such that only wide-cut fuels are available for refuelling/defueling, Fly2Sky is aware, that mixtures of wide-cut fuels and kerosene turbine fuels can result in the air/fuel mixture in the tank being in the combustible range at ambient temperatures. The extra precautions set out below are to avoid arcing in the tank due to electrostatic discharge. The risk of this type of arcing can be minimized by the use of a static dissipation additive in the fuel. When this additive is present in the proportions stated in the fuel specification, the normal fuelling precautions set out below are considered adequate.

JP-4 is used in military aviation but is being replaced by JP8 (kerosene type fuel), which provide more safety.

Wide-cut fuel is considered to be “involved” when it is being supplied or when it is already present in aircraft fuel tanks. When wide-cut fuel has been used, this shall be recorded in the Technical Log. The next two uplifts of fuel shall be treated as though they too involved the use of wide-cut fuel. When refuelling/defueling with turbine fuels not containing a static dissipator, and where wide-cut fuels are involved, a substantial reduction on fuelling flow

rate shall be observed.

Reduced flow rate, as recommended by fuel suppliers and/or airplane manufacturers, has the following benefits:

- It allows more time for any static charge build-up in the fuelling equipment to dissipate before the fuel enters the tank;
- It reduces any charge which may build up due to splashing; and
- Until the fuel inlet point is immersed, it reduces misting in the tank and consequently the extension of the flammable range of the fuel.

The flow rate reduction necessary is dependent upon the fuelling equipment in use and the type of filtration employed on the airplane fuelling distribution system. It is difficult, therefore, to quote precise flow rates. Reduction in flow rate shall be observed whether pressure fuelling, or over-wing fuelling is employed.

WARNING

Over-wing refuelling is not permitted.

FUEL FREEZING POINT DETERMINATION

The freezing point of a fuel mixture vary in function of non-straight laws. Therefore, the only reliable way to obtain an accurate freeze point of a mixture of fuels is to make an actual freeze point measurement.

When this is not possible, consider the freezing point of the mixture to be the same as the highest freezing point when the fuel type in lowest quantity reaches 10% of the mixture. Determination of the fuel freezing point of fuel mixtures may be particularly a concern when operating transatlantic or transpacific routes and when very low OAT is expected as the aircraft must continuously cope with the mixture of JET A generally delivered in USA and JET A1 elsewhere.

On a practical point of view, in order to determine the fuel freezing point, apply the following:

- When the mixture contains less than 10% JET A, the fuel is considered as JET A1;
- When the mixture contains more than 10% JET A, the fuel is considered as JET A.

Mixing all the residual JET A with all the refuel JET A1 to achieve maximum dilution is not considered practical.

To practically achieve the best dilution, all the JET A shall be placed in the inner wing tanks as these have the largest volume (by transfer of outer tanks JET A fuel into the inner tanks either during the previous flight or on ground before refuelling). Depending on the aircraft model, inner tanks receive fuel from the centre tank early in the flight, further diluting the JET A.

Placing all the JET A into the inner wing tanks potentially enables a maximum dilution but does not guarantee that the mixture is homogenous. Due to the compartmental structure of the inner wing tank and the fact that the residual JET A fuel starts at the inboard end of the tank, the concentration of JET A is greater near the tank's inboard end.

The poor dilution of the JET A in the inner wing tank and its concentration near the inboard end of the tank has a potentially positive consequence. This is because the fuel near the inboard end of the inner wing tank tends to be consumed first by the engines. Thus, the

concentration of the remaining JET A fuel on board, later in flight, when low fuel temperatures might be encountered in the case of low OAT, will be less than at take-off. This gives a higher confidence margin that low concentrations of JET A in JET A1 will have a freeze point similar to JET A1 and can thus be treated as JET A1 with respect to the cold fuel alert.

For in-flight fuel management of fuel freezing, Refer to: OM-A 8.3.7 POLICY AND PROCEDURES FOR IN-FLIGHT FUEL MANAGEMENT

8.2.2 AIRCRAFT, PASSENGERS, AND CARGO HANDLING PROCEDURES

APPLICABLE TO: ALL

Authorized contractors at the home base as well as at outstations supply ground handling services under the guidance of the Fly2Sky Ground Operations Manual. No handling activities with passengers on board shall take place without crew on board.

8.2.2.1 SPECIAL CATEGORY OF PASSENGER (SCP)

REFER TO: (CAT.OP.MPA.155), (AMC1 CAT.OP.MPA.155(B)), (AMC2 CAT.OP.MPA.155(B)), (AMC3 CAT.OP.MPA.155(B)), (GM1 CAT.OP.MPA.155(B)), (GM2 CAT.OP.MPA.155(B)), [IOSA FLT 3.9.3]

The Commander shall be notified in advance when SCPs are to be carried on board. If deemed necessary, he may request a medical examination by a qualified physician. Persons requiring special conditions, assistance and/or devices when carried on a flight are considered as SCPs including at least:

- Persons with reduced mobility (PRM) who, without prejudice to Regulation (EC) No 1107/2006, are understood to be any person whose mobility is reduced due to any physical disability, sensory or locomotory, permanent or temporary, intellectual disability or impairment, any other cause of disability, or age;
- Infants and unaccompanied children; and
- Deportees, inadmissible passengers or prisoners in custody.

SCPs must be carried under conditions that ensure the safety of the aircraft and its occupants according to procedures established by Fly2Sky in the CCOM. SCPs must not be allocated, nor occupy, seats that permit direct access to emergency exits or where their presence could:

- Impede the crew in their duties;
- Obstruct access to emergency equipment; or
- Impede the emergency evacuation of the airplane.
- Disabled or PRM passengers shall not be seated where they can impede emergency exits or cabin service activities. In circumstances in which the number of PRMs forms a significant proportion of the total number of passengers carried on board:
- The number of PRMs does not exceed the number of able-bodied persons capable of assisting with an emergency evacuation;
- Passengers may be seated close but not adjacent to floor level exits, near toilets, in any aisle seat with moveable armrests.

Comprehensive information about procedures for the carriage of SCPs, information and briefing to SCPs, safe carriage of unaccompanied children is described in the CCOM. Refer to: CCOM 8.21 CARRIAGE OF SPECIAL CATEGORIES OF PASSENGERS

The Commander shall satisfy himself that the carriage of such passengers does not cause inconvenience or discomfort to other passengers and that emergency evacuation and safety during the flight is guaranteed.

INFANT

An infant (INF) is a passenger who has not yet reached 2 years of age. An infant must be placed on the lap of the adult passenger or secured in an approved CRD. One adult can be accepted with one infant only. If an adult wish to travel with two infants she/he has to:

- Arrange for a travel companion who is older than 16 year and who will be responsible for the infant while onboard; or
- Secure infant in the approved CRD on a separately booked seat.

Detailed information and procedures are described in the CCOM. Refer to: CCOM 8.21 CARRIAGE OF SPECIAL CATEGORIES OF PASSENGERS

EXPECTANT MOTHER

Pregnant women can normally travel safely by air, but most airlines restrict travel in late. Typical guidelines for those who have an uncomplicated pregnancy are:

- After the 28th week of pregnancy a letter from a doctor or midwife shall be carried confirming the expected date of delivery and that the pregnancy is normal;
- Flying is permitted up to the end of the 36th week;

UNACCOMPANIED MINORS

Passenger 2-12 years inclusive and Unaccompanied Minors (UM) Children are subjected to the following transportation regulations:

- Children of 2 years or older must have their own seat;
- They are not allowed to seat alone in a seat row, but always directly besides an accompanying person. This person may be an adult, brother, sister at least 12 years old;
- With seat belt sign "on", they are not allowed to seat on the lap of an adult.

UM is the responsibility of the cabin crew, from the time that they enter the airplane until they are handed over to the handling agents at destination. UM are generally accepted only between the ages of 5 to 12 years.

CAUTION

The maximum acceptance for UMs on board for all departures is 8 UMs.

Exception: In the case that brothers and sisters are traveling together the number of UMs may increase. Official permission must be requested by ground handling. Each UM must carry a completely filled in 'UM handling advice', which usually is already prepared by travel agency.

UMs always have to be handed over personally to cabin crew by a member of ground staff before or after boarding the other passengers (depending on situation). Principally cabin crews prefer pre-boarding. When handing over the UM to cabin crew, it must be in

possession of a UM plastic wallet, containing the UM handling advice and all other necessary travel documents.

The Handling advice must be issued in 3 copies and must contain the following information:

- Child's name;
- Person's name and phone number escorting the child to the airport;
- Person's name and phone number meeting the child;
- List of connecting flights;
- Special instructions or needs shall be included, along with the child's ticket/boarding passes, passport, luggage tags and any medical conditions. At point of destination the UM will be handed over personally by cabin crew to a member of ground staff.

When handing over the UM to receiving party, the station has to ensure that the receiving person is authorized for pick-up and corresponds to the person(s) named in the handling advice.

CARRIAGE OF CHILDREN/INFANTS ESCORTED BY MINORS

Children under the age of 5 years will be accepted for transport, if escorted by:

- Brother or sister who is at least 16 years old;
- An adult of at least 18 years.

Children between the age of 5 to 12 years will be accepted for transport:

- As UM, if traveling alone;
- If escorted by brother or sister of at least 13 years (UM handling not necessary);
- If escorted by an adult of at least 18 years.

INADMISSIBLE PASSENGERS, DEPORTEES OR PERSONS IN CUSTODY

Inadmissible passenger (INAD) means a passenger who is refused admission to a country by authorities of such country, or who is refused onward carriage by a Member or government authority at a point of transfer, e.g., due to lack of a visa, expired passport, etc.

In accordance with the ICAO Convention, Annex 9, the carrier is fully responsible for the carriage of inadmissible passengers recognized by competent authorities, back to the point of the beginning of carriage.

Deportee means a person who had legally been admitted to a country by its authorities or who had entered a country illegally, and who at some later time is formally ordered by the authorities to be removed from that country. Every case of deportation is considered individually and in accordance with the threat level the decision on the possibility to increase security measures for that flight is taken.

The following types of deported persons:

- DEPA refers to the industry-approved code for a deportee who is escorted by authorised personnel during the flight;
- DEPU refers to the industry-approved code for a deportee who is not escorted by authorised personnel during the flight;

Note: The pilot-in-command has the right to refuse to take on board any passenger who, in his opinion, jeopardizes the security of the flight. The departing authorities cannot cancel the decision of the pilot-in-command.

The persons being carried as DEPU are allowed on board without an escort if they do not provide signs of aggression or a potential threat and their number is not more than 5 persons. DEPU passport and other passenger's accompanying documents are passed to the pilot-in command for the time of the flight (to avoid cases of loss, destruction or any other actions).

DEPA passports and other accompanying documents are transmitted to the escort. By performing the carriage of deportees, no matter what type (DEPA/DEPU), mentally alienated, persons in custody, dangerous prisoners are prohibited on board an Fly2Sky aircraft. The Authority of a country who orders the expulsion of a person will be in charge regarding obtaining the flight ticket for the deportee and his escort.

In DEPA cases, deportees under 12 years old are not shown as DEPA, on the passengers list. The maximum number of DEPA per regular flight shall be 5. DEPU and DEPA under influence of drugs will not be accepted without medical certificate. Deportees shall be treated with the same courtesy and tact as all other passengers.

Experienced senior staff shall give special assistance.

Unless explicitly order otherwise by the authorities refusing entry, an INAD is carried outbound again on a flight of the inbound carrier. Because of their responsibility for the safety of their passengers, airlines are entitled to be informed by the departing authority of the reason for the deportation and, if necessary, to insist on the DEPO being escorted during the flight:

- If Fly2Sky is required to carry inadmissible or deported passengers or persons in custody, special arrangements, including the provision of escorts, shall be made and full details shall be included in a notification to the Commander;
- Fly2Sky accepts maximum 5 such passengers without escort plus maximum 3 children under the age of 14 traveling with them;
- Disorderly passengers shall not be accepted on board at the discretion of the Commander;
- The Commander must be informed about presence of any inadmissible passengers, deportees or persons in custody;
- Persons in custody must be accompanied by guards;
- The number of guards must not be less than one guard for one or two prisoners plus one guard;
- Prisoners and guards will be seated at the rear of the aircraft;
- Prisoners shall not be seated next to or directly across from any door or exit, in any lounge area, or in any aisle seat.

DISRUPTIVE PASSENGERS

No person is allowed to enter or be in, and all reasonable measures are taken to ensure that no person enters or is in, an airplane when under the influence of alcohol or drugs to the extent that the safety of the airplane or its occupants is likely to be endangered.

Fly2Sky takes all reasonable measures to ensure that no person recklessly or negligently acts or omits to act:

- So as to endanger an airplane or person therein;
- So as to cause or permit an airplane to endanger any person or property.
- Disruptive passengers are not accepted on board at the discretion of the Commander.

PASSENGER CAPABLE OF ASSISTING IN AN EMERGENCY

REFER TO: (GM3 CAT.OP.MPA.155(B)), (GM4 CAT.OP.MPA.155(B))

In a planned emergency, if time permits, passengers identified by the cabin crew as capable of assisting an SCP shall be briefed on the assistance they can provide.

A passenger capable of assisting in case of an emergency means a passenger who is not an SCP and has no other role or private responsibility that would prevent him/her from assisting the SCP. For example, an adult travelling alone has no other role or private responsibility, unlike a family travelling together with younger children.

SEATS ALLOCATION

REFER TO: (AMC1 CAT.OP.MPA.155(c)), (AM21 CAT.OP.MPA.155(c)), (GM1 CAT.OP. MPA.155(c)), (GM2 CAT.OP.MPA.155(c))

All persons on board aged 2 years or more must occupy a fixed seat fitted with a safety belt (or a berth fitted with a restraining belt). Seats layout must permit access to emergency evacuation doors and the assistance of the cabin crew.

Any infant (less than 2 years old) must be attended by an adult (more than 16 years old). This adult may hold the infant in his arms and the safety belt of this adult seat must not strap the infant but only the adult. A supplementary loop belt or other restraint device is used for the infant. Child Restraint Devices in the form of a Child Car Seat may be used onboard aircraft for an infant. A separate seat must be booked in advance for an infant.

The number of passengers on each seat row must not be higher than the number of life vests and oxygen masks available on this row.

Any child (less than 12 years old) must be assisted by an adult seated near him. The adult attending children must be informed of safety instructions, the lay out of the emergency exits and of the use of the individual safety equipment. An adult may attend a group of children if he is not in charge during the flight of an infant less than 2 years old. This adult could be a cabin crewmember in addition of the minimum cabin crew number and being not on safety duty during the flight.

In case of group of SCPs, the following additional procedure shall be applied:

- Taking into account access to exits, groups of non-ambulatory SCPs shall be seated throughout the cabin to ensure that each SCP is surrounded by the maximum number of passengers capable of assisting in case of an emergency; and
- If non-ambulatory SCPs cannot be evenly distributed throughout the cabin, the operator shall establish procedures to mitigate the increased safety risk such as seating of passengers capable of assisting in case of an emergency in the vicinity, additional information or training of cabin crew.

When passengers are embarking required cabin crew must be on board able to give

instruction about seat availability or allocation and hand baggage storage. Cabin crew has to be informed by ground crew or flight crew about hazardous situation and must be able to manage emergency evacuation of passengers.

EXIT ROW SEATING ASSIGNMENTS

REFER TO: (CAT.OP.MPA.165), (AMC1 CAT.OP.MPA.165)

General requirements for passenger seating near emergency exit:

- A passenger occupies a seat at least on each side in a seat row with direct access to an emergency exit (not staffed by a cabin crew member) during taxiing, take-off and landing unless this would be impracticable due to a low number of passengers or might negatively impact the mass and balance limitations.
- Those passengers who are allocated seats that permit direct access to emergency exits appear to be reasonably fit, strong, and be able and willing to assist the rapid evacuation of the aircraft in an emergency after an appropriate briefing by the crew;
- In all cases, passengers who, because of their condition, might hinder other passengers during an evacuation or who might impede the crew in carrying out their duties, shall not be allocated seats that permit direct access to emergency exits. If procedures cannot be reasonably implemented at the time of passenger 'check-in', Fly2Sky establishes a procedure which ensures that the correct seat allocations are, in due course, made.

ACCESS TO EMERGENCY EXIT

REFER TO: (AMC2 CAT.OP.MPA.165)

The following categories of passengers are among those who must not be allocated to, or directed to seats which permit direct access to emergency exits:

- Passengers suffering from obvious physical, or mental, handicap to the extent that they would have difficulty in moving quickly if asked to do so;
- Passengers who are either substantially blind or substantially deaf to the extent that they might not readily assimilate printed or verbal instructions given;
- Passengers who because of age or sickness are so frail that they have difficulty in moving quickly;
- Passengers who are so obese that they would have difficulty in moving quickly or reaching and passing through the adjacent emergency exit;
- Children (whether accompanied or not) and infants;
- Pregnant women;
- Deportees, inadmissible passengers or prisoners in custody; and,
- Passengers with animals.

Direct access means a seat from which a passenger can proceed directly to the exit without entering an aisle or passing around an obstruction.

When allocating a seat in a seat row with direct access to an emergency exit, Fly2Sky considers at least the following:

- Providing the passenger with the applicable emergency exit seating restrictions

prior to boarding, or upon assigning a passenger to a seat;

- Utilizing, as far as practicable, cabin crew members that are additional to the minimum required cabin crew complement, or positioning crew members, if available on board.

In addition, designated exit row seat is not assigned to passengers who are unwilling to assist in the event of an emergency.

Passengers seated in an exit row who, prior to boarding, decide they wish to be re-seated, will be issued another seat assignment in a non-exit row without question and without being required to disclose the reason for requesting re-seating.

ACCESS OF SPECIAL AIRCRAFT AREAS DURING FLIGHT

No-one is allowed to access any part of an airplane in flight which is not a part designed for the accommodation of persons unless temporary access has been granted by the Commander to any part of the airplane:

- For the purpose of taking action necessary for the safety of the airplane or of any person, animal or goods therein; or
- In which cargo or stores are carried, being a part, which is designed to enable a person to have access thereto while the airplane is in flight.

8.2.2.2 HAND LUGGAGE

REFER TO: (CAT.OP.MPA.160)

Only hand baggage which can be adequately and securely stowed can be taken into the passenger cabin.

All baggage and cargo on board, which might cause injury or damage, or obstruct aisles and exits if displaced, is placed in stowage designed to prevent movement.

The outside dimensions of any piece of cabin baggage must not exceed 56 x 45 x 25 cm and weight must not exceed 8 kg. For detailed information about hand luggage restriction refer to the GOM.

8.2.2.3 STOWAGE OF BAGGAGE

REFER TO: (AMC1 CAT.OP.MPA.160)

Cabin baggage is restricted to handbags, briefcases, coats and other items that can be reasonably stowed in approved stowage, unless the carriage in the cabin of other items has been cleared with the company at the time of booking:

- Mass limitations attached on or adjacent to a stowage must not be exceeded;
- Under-seat stowage must not be used unless the seat is equipped with a restraint bar and the baggage is of such a size that it may adequately be restrained by this equipment and not obstruct egress from the seat row;
- Items must not be stowed in toilets or against bulkheads that are incapable of restraining;
- Articles against movement forwards, sideways or upwards and unless the bulkheads carry a placard specifying the greatest mass that may be placed there;

- Baggage and cargo placed in lockers must not be of such a size that they prevent latched doors from being closed securely;
- Baggage and cargo must not be placed where it can impede access to emergency equipment; and
- Checks must be made before take-off, before landing, and whenever the Commander orders so to ensure that baggage is stowed where it cannot impede evacuation from the airplane or cause injury by falling (or other movement) as may be appropriate to the phase of flight.

8.2.2.4 STOWAGE OF CARGO

REFER TO: (AMC2 CAT.OP.MPA.160)

The following are observed before carrying cargo in the passenger compartment:

- Dangerous goods are not allowed;
- A mix of passengers and live animals are only allowed for pets weighing not more than 8 kg and guide dogs;
- The mass of cargo does not exceed the structural loading limits of the floor or seats;
- The number/type of restraint devices and their attachment points are capable of restraining the cargo in accordance with applicable certification specifications; and
- The location of the cargo is such that, in the event of an emergency evacuation, it does not hinder egress nor impair the crew's view.

8.2.2.5 LOADING AND SECURING THE ITEMS IN THE AIRCRAFT

Checked baggage shall be stowed and secured only in those areas and compartments that are designated for its carriage and subject to the floor loading limitations of the particular areas.

It may be necessary to restrict the type of luggage carried in particular areas or to restrict the weight carried for balance purposes, rather than structural considerations. The Commander shall ensure that all personnel who may be responsible for loading the airplane is made aware of such additional restrictions.

Procedures applicable for loading of the aircraft are given in the GOM. Refer to: GOM 4.5.6 LOADING and GOM 4.5.7 SECURING OF LOAD and GOM 2 BAGGAGE HANDLING. Type specific procedures and limitations are provided in the OM-B. Refer to: OM-B 7 LOADING

SPECIAL LOADS

For the transportation of special loads, rules and procedures, Refer to: GOM 2.7.3 SPECIAL BAGGAGE HANDLING and GOM 10.7 HANDLING, LOADING AND UNLOADING

8.2.2.6 POSITIONING OF GROUND EQUIPMENT

Once the airplane has been parked, ground support vehicles shall be stationed clear of its extremities and, if possible, parallel to the fuselage or main plane centerline so that in the event of brake failure they will not collide with the airplane itself. Ground equipment shall also be positioned so that inadvertent movement will not endanger the airplane structure. In all cases, free access to the airplane main exit must be preserved.

For the positioning of ground equipment, Refer to: GOM 3.1.3 SAFETY INSTRUCTIONS FOR OPERATING AND WORKING WITH GROUND SUPPORT EQUIPMENT ON THE RAMP

8.2.2.7 OPERATION OF AIRCRAFT DOORS

After boarding, the forward passenger door is to remain open until all customers have stowed their hand baggage and taken their seats. This also permits the last-minute transfer of excess hand baggage to the hold if necessary.

The opening of the doors shall be authorized by Commander.

Before opening the doors, the flight crew and the cabin crew must ensure that no cabin differential pressure exists. Upon arrival the passenger, galley service, cargo bay etc. doors shall not be opened until all engines have stopped and the parking brake has been set (or chocks are in).

The responsible ground personnel shall:

- a) Knock twice on the door, to indicate that a GSE or PBB is properly positioned, and the door swing area is free from obstruction. Provide a conventional "thumbs up" signal through the door window to the crew.
- b) Stand clear or retreat to a safe position before the door is opened by the crew.
- c) Assist crew when required, with moving the door to the fully opened position and engaging the gust lock.
- d) Remove boarding device after cabin door closed

Before starting the engines, all doors shall be closed and locked. In exceptional cases, when one engine needs to be running, doors are allowed to be opened only on the side opposite to the running engine.

Prior to removing or repositioning GSE (Ground Service Equipment) or PBB (Passenger Boarding Bridge), the responsible ground personnel shall:

- a) Notify crew that equipment needs to be removed or repositioned (as applicable) and that the cabin access door needs to be closed.
- b) Receive confirmation from the crew that the cabin access door will be closed.
- c) Visually inspect the exterior of cabin access door and surrounding areas for signs of damage, debris, or obstructions.
- d) Retract equipment safety rails and canopy (where fitted) where necessary to close the door.
- e) Assist cabin crew when required, with moving the door to the fully closed position.
- f) Where using passenger stairs or PBB, remain on the platform until the door is fully closed.
- g) Where using elevating equipment (e.g., catering truck or medical loader) retreat from the platform prior to the door being closed.
- h) Check that the cabin access door is closed and that the door and handle are flush with the surrounding fuselage.
- i) Descend passenger stairs before they are moved.

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The Doors are described in the FCOM. Refer to: FCOM DSC-52 DOORS.

The arming, disarming and opening of the doors is described in the CCOM. Refer to: CCOM

8.7. DOORS OPERATION (ARMING/DISARMING) and Refer to: 13.17.5 DOORS/EXITS OPERATION FROM INSIDE THE AIRCRAFT A320/321

The cargo doors operation is detailed in the FCOM. Refer to: FCOM DSC-52-50 HOW TO OPERATE THE FWD AND AFT CARGO DOOR

8.2.2.8 SAFETY ON THE RAMP

Whenever an airplane is to be positioned on the ramp, whether under tow or under its own power, the assistance of marshallers or wingtip guides, as appropriate, shall be obtained if there is any doubt about the clearances available for maneuvering. Once on the apron, positioning of the airplane shall represent the best available compromise between the requirements of the aerodrome and/or air traffic control authorities, the prevailing wind direction and the proximity to buildings and other airplanes.

Ground staff must have been briefed on all aspects of ramp safety with particular reference to fire prevention, blast and suction areas and the need to be constantly alert to remove loose objects and/or debris.

YELLOW SAFETY JACKET

All crew members are required to carry yellow safety jackets on all flight duties. Safety jackets are to be worn at all times outside the aircraft in the airside apron, unless they are moving directly from aircraft steps to crew transport or vice versa.

FIRE PREVENTION AND SAFETY

Fire prevention is more important than firefighting. Smoking at airports is forbidden except in designated smoking areas. Smoking on the ramp is forbidden. Sufficient fire protection equipment must be in place to protect an aircraft and equipment from a localized fire, and in accordance with local airport procedures. If fire occurs, personnel must safeguard the lives of both passengers and colleagues as well as the aircraft or other equipment involved but without putting themselves at risk.

PASSENGER SAFETY ON RAMP

Passengers shall be escorted, directed and monitored (normally by ramp agent) while boarding or disembarking to ensure they do not enter the aircraft danger zone. When monitoring passengers on the ramp particular attention shall be given to parents with infants, children, disabled and elderly passengers. Extra vigilance is required in relation to darkness, adverse weather conditions, no smoking restrictions and aircraft/vehicle movements.

If the airport layout brings passengers into conflict with vehicle traffic a locally agreed and documented solution shall be adopted for the applicable parking position/s. As a minimum; a ground staff member must man the roadway or inter-stand clearway crossings.

BLAST AREAS AND AIRCRAFT HAZARD ZONES

Personnel must remain clear of the hazard area in front of running engines. Personnel must not enter behind any aircraft with the anti-collision beacons on or engines running.

This applies to personnel and vehicles. Illustration of the Hazard Zones can be found in the FCOM. Refer to: FCOM PRO-NOR-SOP-ENGINE START GROUND RUN UP DANGER AREAS

START-UP, RAMP DEPARTURE AND ARRIVAL PROCEDURES

REFER TO: (CAT.OP.MPA.205), (AMC1 CAT.OP.MPA.205)

Push back and towing procedures shall be conducted in accordance with established Fly2Sky standards and procedures. When departing from the ramp, local procedures for start-up and taxi clearance shall be followed.

Pre- or post-taxi positioning of the airplanes shall only be executed by barless towing if one of the following conditions are met. The airplane manufacturer has published procedures, and these are included in the operations manual. Refer to: FCOM PRO- NOR-SUP-MISC-D-PUSHBACK WITH POWER PUSH UNIT VIA THE MAIN LANDING GEAR

Engine start shall not be initiated until all passengers or freight have been loaded, the airplane doors and hatches have been closed and all ground equipment, except for a ground power unit (electric and/or pneumatic) when used, has been removed from the vicinity of the airplane. The flight crew will instruct the ground crew on procedures for push back, engine start during push back and power back (if relevant).

The use of intercom system is recommended for communication between flight crew and ground crew. During engine start attention shall be placed to avoid misunderstanding by ground crew of flight crew inter communication.

When intercom system cannot be used, the crew shall refer to standard ICAO hand signals described in the Jeppesen FD Pro X. Refer to: Jeppesen FD Pro X – Publications (Pubs) – International Civil Aviation Organization – Rules of the Air – ICAO Rules of the Air – Annex 2

TAXI OF AN AIRPLANE

REFER TO: (CAT.GEN.MPA.124), (AMC1 CAT.GEN.MPA.124), (CAT.GEN.MPA.125), (GM2 CAT.GEN.MPA.125)

Taxiing shall be treated as a safety-critical activity due to the risks related to the movement of the aeroplane and the potential for a catastrophic event on the ground. Taxiing is a high-workload phase of flight that requires the full attention of the flight crew.

Taxiing of a Fly2Sky aircraft may be performed only by a qualified flight crew.

Commander shall adhere to the Standards Operating Procedures for taxiing of aircraft in order to ensure safe operation and in order to enhance runway safety. In particular flight crew shall:

- Apply the sterile flight crew compartment procedures;
- Use of standard radiotelephony (RTF) phraseology;
- Use of lights as required;
- Apply measures to enhance the situational awareness of the minimum required flight crew members.

The following list of typical items shall be adapted by the Commander to take into account its operational environment:

- Each flight crew member shall have the necessary aerodrome layout charts

available;

- The pilot taxiing the aircraft shall announce in advance his/her intentions to the pilot monitoring;
- All taxi clearances shall be heard and shall be understood by each flight crew member;
- All taxi clearances shall be cross-checked against the aerodrome chart and aerodrome surface markings, signs, and lights;
- An aircraft taxiing on the maneuvering area shall stop and hold at all lighted stop bars, and may proceed further when an explicit clearance to enter or cross the runway has been issued by the aerodrome control tower, and when the stop bar lights are switched off;
- If the pilot taxiing the aircraft is unsure of his/her position, he/she shall stop the aircraft and contact air traffic control;
- The pilot monitoring shall monitor the taxi progress and adherence to the clearances, and shall assist the pilot taxiing;
- Any action which may disturb the flight crew from the taxi activity shall be avoided or done with the parking brake set;

For Standard Operating Procedure, Refer to: FCOM PRO – NOR – SOP – TAXI and

Refer to: FCTM – PR – NP – SOP – TAXI

Taxi out from a parking position is not allowed without obtaining a proper clearance from ground staff.

On parking position classified self-maneuvering, taxi in and parking may be performed without ground staff assistance. Assistance of marshallers shall be requested if there is any doubt about the clearances available for maneuvering.

On other parking position the aircraft shall not parked without either proper marshalling or directional guidance lights calibrated for the aircraft type. In case of guidance system failure or wrong type displayed aircraft shall be immediately stopped and assistance of marshallers shall be requested.

Parking brakes shall not be released until all engines have been shut down and until the pilots have received acknowledge from ground staff that chocks have been inserted and that the aircraft is not moving.

8.2.2.9 RUNWAY INCURSION AWARENESS

REFER TO: [IOSA FLT 3.12.7]

Definition Runway incursion is the unintended presence of an aircraft, vehicle or person on the runway or runway strip. It is considered one of the most serious safety issues in airport operations. Avoiding In order to avoid runway incursion follow instructions below:

BRIEFING

- Conduct a briefing for all flight crew members;
- At busier airports, expect standard routings and brief them accordingly;
- Become familiar with the aerodrome;

- Plan the timing and execution of checklists;
- Review NOTAMs;
- Ensure that the flight crew fully understand all departure briefing items;
- Ensure that the briefing on the assigned taxi route is as thorough as that of the instrument approach;
- Ensure that the aerodrome diagram is readily available to all flight crew members;
- Maintain situational awareness while operating in the airport to ensure that the aircraft position is relative to the airport surface;
- Specify the use of onboard equipment and aircraft lighting as a means to mitigate the risk of an incursion;
- Identify the hot spots and/or areas on the airport surface that could pose a higher risk of an incursion;
- In case of LVO or reduced visibility, emphasize the correct crew awareness to minimize the risk of an incursion

PREPARATION FOR TAXI

- If necessary, write down the taxi route;
- Assign a crew member to progressively follow the aircraft's position on the aerodrome chart;
- Follow company SOPs with regard to exterior lighting when taxiing and cleared for take-off - where possible, have maximum illumination;
- Adopt a sterile flight deck for the taxi phase;
- Be aware that the visibility required for taxiing may be less than the runway visual range (RVR);
- Be alert for mandatory signs, markings, stop bars and runway guard lights;
- Look for visual aids such as taxiway location information and destination signs;
- Designate a crew member to look for and report signs and markings and keep track of the aircraft's location against the aerodrome chart;
- Conduct pre-departure checklists when the aircraft is stationary;
- Use standard radio phraseology;
- Receive explicit clearance before crossing any runway;
- Read back all runway crossing or hold short clearances using correct phraseology;
- Do not be rushed by any party;
- Listen to clearances issued to other aircraft;
- Never cross red stop bars when entering or crossing a runway unless contingency measures are in force, e.g. to cover cases where the stop bars or controls are unserviceable;
- Before entering or crossing any runway, check for traffic;

- Cancel any checklist activity when crossing any runway;
- Ensure you have a correct understanding of the ICAO phraseology “taxi to holding point”;
- Beware of the fundamental difference between the phraseology “position and hold” (which has the same meaning as the ICAO standard phrase “line up [and wait]”) and the standard ICAO phraseology “taxi to holding point” (which means taxi to, and hold at, the runway-holding point);

Listen carefully to the instruction and if unsure do not hesitate to ask until fully understand the route for taxi.

SITUATIONAL AWARENESS

Before starting the approach:

- Obtain all needed information;
- Brief flight crew about planned primary runway exits and taxi routes;
- Eliminate as much distraction as possible;
- Have the aerodrome chart available for instant use;
- Maintain situational awareness on final approach at day and night;
- Listen for clearances to other aircraft.

RUNWAY INCURSION PREVENTION

- Strictly adhere to all relevant ICAO Standards and Recommended Practices, procedures and guidance material, including phraseologies. Speak slowly and clearly;
- Ensure that flight crews follow the clearances or instructions that are actually received and not those they expect to receive;
- Ensure good planning of ground operations in order to decrease the workload during taxi. The flight and its associated risks start during the preparation;
- Ensure that good situational awareness is the top priority during taxi, and involve all crew members;
- Make “crew resource management” principles during taxi as important as during the other phases of flight;
- Maintain full concentration of all flight crew on the runway traffic situation;
- Be defensive and let the built-in safety nets do their work so that a single mistake does not lead to a serious incident or accident.
- Flight crew shall have the airport diagram available for use. Pay particular attention to areas of the airport surface that could pose a higher risk of an incursion (Hotspots) and temporary situations such as work in progress etc;
- Write down instructions and query any uncertainties. Review actual route given prior to commencing taxi;
- Both pilots shall monitor the ATC frequency when a clearance is issued and be in agreement with the instructions received. This is especially relevant to all

instructions that include a runway crossing, take-off or landing clearance;

- Do not taxi into position on the runway and hold for an extended period of time without notifying ATC;
- Never cross red stop bars especially when entering or crossing an active runway. In exceptional circumstances, having received unambiguous instruction and reasoning, continue as instructed.
- Continuously monitor position against airfield map to reconfirm position. This is achieved by assigning one crew member to specifically carry out this task. This is particularly relevant during Low Visibility operations and when approaching known Hotspots;

In reduced visibility, consider using external lighting when the aircraft is moving – fixed navigation lights, wing inspection lights, taxi lights etc. When entering the runway, illuminate logo light, strobes and landing lights;

8.2.2.10 SERVICING OF AIRCRAFT

WATER SERVICING

Water service shall not be performed by staff that has already performed toilet servicing during the same shift. Only uplift water if authorized by the Commander.

TOILET SERVICING

The complete procedure for servicing the aircraft toilet waste tank consists of the following 3 steps:

- Draining of the waste tank(s);
- Flushing of the waste tank(s);
- Adding an amount of pre-charge and/or a concentrated deodorant pre-charge product as applicable.

DOCUMENT AND FORMS FOR AIRCRAFT HANDLING

For baggage, cargo loading the reference document is the weight and balance data sheet. Additional forms are used in case of:

- Dangerous Good (DGR)
- Rush Baggage (RUSH)
- Live Animal (AVIH)

8.2.2.11 SPECIAL LOAD AND LOAD IN COMPARTMENT

Before loading, the hold shall be visually inspected for damage that can affect the load capacity. Qualified personnel shall supervise the loading of the aircraft and provide a signed confirmation to confirm that:

- The aircraft has been loaded as instructed, including any special load instructions;
- The condition of locks, restraints or ULDs has not affected load capacity;
- The bulk load and ULDs are correctly secured, and locks and nets are in use;

- Visible dangerous goods packages were inspected prior to loading;
- Special loads, including dangerous goods have been stowed and secured according to regulations and operating airline procedures;
- The holds are free of any foreign objects;
- Any deviations are approved by Load Agent and recorded.

At the completion of loading, shall pass the final loading information to the Load Agent. For compartment general loading policy, Refer to: OM-B 7 LOADING

DANGEROUS GOOD (DGR)

Fly2Sky holds an approval for the transport of dangerous goods by air issued by Civil Aviation Administration of Bulgaria. For limitation and procedures on dangerous good loading, Refer to: OM-A 9 DANGEROUS GOODS AND WEAPONS.

LIVE ANIMALS (AVIH)

Fly2Sky carries domestic pet only (dogs, cats etc.) in the cargo hold. AVIH can be transported as cargo or as passenger baggage. The following must be respected:

- The AVIH must be securely lashed; and
- The Commander shall be notified via NOTOC.

The optimum pet location is in the hold that is empty or least loaded (i.e., hold 5 if empty or hold 1 if loaded less than half).

For limitation and procedures on AVIH loading, Refer to: OM-B 7 LOADING

8.2.2.12 MULTIPLE OCCUPANCY OF AIRCRAFT SEATS

Multiple occupancy of airplane seats may only be allowed on specified seats and must not occur other than by one adult and one infant who is properly secured by a supplementary loop belt or other restraint device.

8.2.2.13 TEMPORARY ACCESS

Refer to: (CAT.GEN.MPA.165)

Fly2Sky takes all measures to ensure that no person is in any part of an aircraft in flight that is not designed for the accommodation of persons unless temporary access has been granted by the commander:

- For the purpose of taking action necessary for the safety of the aircraft or of any person, animal or goods therein; or
- To a part of the aircraft in which cargo or supplies are carried, being a part that is designed to enable a person to have access thereto while the aircraft is in flight.

8.2.3 PROCEDURES FOR THE REFUSAL OF EMBARKATION

APPLICABLE TO: ALL

REFER TO: (CAT.GEN.MPA.105), (CAT.GEN.MPA.170)

8.2.3.1 AUTHORITY OF THE COMMANDER

The Commander has the statutory authority to refuse entry to his airplane of anyone whose presence in flight could represent a hazard to the safety of the airplane or its passengers.

Such persons include those suspected of being under the influence of alcohol or drugs to the extent that the safety of the airplane or its occupants is likely to be endangered, or of suffering from any form of mental or physical illness which could put the remaining passengers at risk.

In the case of known or declared illnesses, arrangements may be made for such sufferers to be carried if prior medical approval has been given and qualified nursing personnel accompany the patient.

In order to assist the Commander to exercise this authority, all personnel engaged in passenger handling and loading, including other crew members, handling agents and check-in personnel, shall alert the Commander if at any time they consider that the condition of particular passengers could jeopardize the safety of a proposed flight.

The Commander is allowed to refuse to carry or to off-load at any aerodrome any person if, in his opinion, the conduct, status, age or mental or physical condition of the person is such as to:

- Render him incapable of caring for himself without special assistance of cabin crew;
- Cause discomfort or makes himself objectionable to other passengers;
- Involves any hazard or risk to himself or to other persons, to property or to the aircraft;
- Fails to comply with instructions of the crew;
- Does not hold valid travel documents (including the destruction of such documents in the course of carriage);
- Behavior or clothes frighten, disgust or scandalize those on board.

Authority to refuse embarkation to person obviously under the influence of drugs does not apply to persons who are subject to such condition following emergency medical treatment after commencement of the flight, nor to persons under medical care accompanied by personnel trained for that purpose.

RESPONSIBILITIES OF PERSONS OTHER THAN THE COMMANDER

In order to assist the Commander in the proper exercise of his authority, all company personnel engaged in passenger handling and loading, including other crew members, handling agents and check-in personnel, shall alert the Commander if at any time they consider that the condition of a particular passenger could compromise the safety of a flight.

8.2.3.2 DISEMBARKATION PROCEDURE

Passenger shall be informed about the decision taken by the Commander. Whenever it becomes necessary to remove a passenger from an aircraft, the flight crew shall inform the handling agent who, in turn, shall take the necessary actions, considering assistance of local law enforcement officers.

Passengers who have been refused embarkation or who has been disembarked are left

with the airport authorities. If difficulty is encountered in dealing with such passengers, particularly those who may require physical restraint, the assistance of the aerodrome or local police shall be requested. In case of unruly passenger, an occurrence report in Centrik shall be submitted.

8.2.4 DEICING AND ANTI-ICING ON THE GROUND

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.250), (GM1 CAT.OP.MPA.250), (GM3 CAT.OP.MPA.250), [IOSA FLT 3.8.7A], [IOSA FLT 3.9.6]

The procedures for de-icing and anti-icing on the ground and the holdover times are provided in the OM-C Airports. Refer to: OM-C AIRPORTS 2 HOLDOVER TIMES and GOM Chapter 11 De-icing/Anti-icing

The Commander is responsible for determining the need for de/anti icing and has final responsibility for ensuring that all critical aircraft surfaces are free of frost, ice, snow or slush prior to departure and at take-off. Whenever deemed necessary, the Commander has the authority to request De-/Anti-icing prior departure.

Dry Snow is not to be left on the surfaces to blow off during the take-off run. Thin hoarfrost is acceptable on the upper surface of the fuselage.

Takeoff will not commence unless the critical surfaces are clear of any deposits that might adversely affect the performance and/or controllability of the aircraft. The Commander shall only commence take-off if the aircraft is clear of any deposit (snow, ice, frost or slush) that might adversely affect the performance or controllability of the aircraft, except as permitted in accordance with the FCOM. Refer to: FCOM PRO-NOR-SUP-ADVERSE WEATHER

Note: On the underside of the wing tank areas, a maximum layer of 3 mm (0.125 in) of frost is acceptable.

Thin hoarfrost is typically a white crystalline deposit, which usually develops uniformly on exposed surfaces on cold and cloudless nights; it is so thin that a person can distinguish surface features (lines or markings) beneath it.

The Commander may request ground agents to move the stairs next to the wing to satisfy himself that upper wing is free of clear ice. Shall this not be possible, the Commander may consider preventive de-icing.

8.2.4.1 GENERAL

REFER TO: (GM1 CAT.OP.MPA.250)

TERMINOLOGY

Terms used in the context of de-icing/anti-icing have the meaning defined in the following subparagraphs.

ANTI-ICING

Is the process of protecting the aircraft to prevent contamination due to existing or expected weather, typically by applying anti-icing fluids on uncontaminated aircraft surfaces.

ANTI-ICING FLUID

Includes, but is not limited to, the following:

- Typically, Type II, III or IV fluid (neat or diluted), normally applied unheated *;
- Type I fluid/water mixture heated to minimum 60°C at the nozzle.

* When de-icing and anti-icing in a one-step process, Type II and Type IV fluids are typically applied diluted and heated.

CLEAR ICE

A coating of ice, generally clear and smooth, but with some air pockets. It forms on exposed objects, the temperatures of which are at, below or slightly above the freezing temperature, by the freezing of super-cooled drizzle, droplets or raindrops. Clear ice is very difficult to be detected visually.

COLD SOAKED SURFACE FROST (CSSF)

Frost developed on cold soaked aircraft surfaces by sublimation of air humidity. This effect can take place at ambient temperatures above 0° C. Cold soaked aircraft surfaces are more common on aircraft that have recently landed. External surfaces of fuel tanks (e.g., wing skins) are typical areas of CSSF formation (known in this case as cold soaked fuel frost (CSFF)), due to the thermal inertia of very cold fuel that remains on the tanks after landing.

CONDITIONS CONDUCTIVE TO AIRCRAFT ICING ON THE GROUND

Freezing fog, freezing precipitation, frost, rain or high humidity (on cold soaked wings), hail, ice pellets, snow or mixed rain and snow, etc.

CONTAMINATION

All forms of frozen or semi-frozen deposits on an aircraft, such as frost, snow, slush or ice.

CONTAMINATION CHECK

A check of the aircraft for contamination to establish the need for de-icing.

DE-ICING

The process of eliminating frozen contamination from aircraft surfaces, typically by applying de-icing fluids.

DE-ICING FLUID

Such fluid includes, but is not limited to, the following:

- Heated water;
- Preferably, Type I fluid (neat or diluted (typically));
- Type II, III or IV fluid (neat or diluted).

The de-icing fluid is normally applied heated to ensure maximum efficiency and its freezing point shall be at the outside air temperature (OAT) or below.

DE-ICING/ANTI-ICING

This is the combination of de-icing and anti-icing performed in either one or two steps.

GROUND ICE DETECTION SYSTEM (GIDS)

A system used during aircraft ground operations to inform the personnel involved in the operation and/or the flight crew about the presence of frost, ice, snow or slush on the

aircraft surfaces.

HOLDOVER TIME (HOT)

The period of time during which an anti-icing fluid provides protection against frozen contamination to the treated aircraft surfaces. It depends among other variables, on the type and intensity of the precipitation, OAT, wind, the particular fluid (or fluid Type) and aircraft design and aircraft configuration during the treatment.

LIQUID WATER EQUIVALENT (LWE) SYSTEM

An automated weather measurement system that determines the LWE precipitation rate in conditions of frozen or freezing precipitation. The system provides flight crew with continuously updated information on the fluid protection capability under varying weather conditions.

LOWEST OPERATIONAL USE TEMPERATURE (LOUT)

The lowest temperature at which a fluid has been tested and certified as acceptable in accordance with the appropriate aerodynamic acceptance test whilst still maintaining a freezing point buffer of not less than:

- 10°C for a Type I fluid; or
- 7°C for Type II, III or IV fluids.

POST-TREATMENT, POST- DE-ICING OR POST- DE-ICING/ANTI-ICING CHECK

Is an external check of the aircraft after de-icing and/or anti-icing treatment accomplished by qualified staff and from suitably elevated observation points (e.g., from the de-icing/anti-icing equipment itself or other elevated equipment) to ensure that the aircraft is free from frost, ice, snow, or slush.

PRE-TAKE-OFF CHECK

The flight crew shall continually monitor the weather conditions after the de-icing/anti-icing treatment.

Prior to take off, the flight crew shall assess whether the applied HOT is still appropriate, and/or if untreated surfaces may have become contaminated. E.g. localized de-icing may have been carried out and now a complete De-icing/anti-icing treatment may be required. This check is usually performed from inside the cockpit.

The flight crew shall continuously assess if the HOT needs to be reduced when:

Weather conditions deteriorate (e.g. more adverse weather precipitation type/intensity, or temperature decreases).

NOTE: HOT cannot be increased to account for improving weather conditions.

- The flight crew suspect that the critical surfaces are contaminated.
- The flight crew have doubts concerning the efficiency of the de/anti-icing treatment
- The aircraft is exposed to external influences such as jet blast, gusty winds, etc.

The Commander must exercise a sound judgement when nominating himself or a member of the flight crew to conduct the visual inspection from the cabin check, including using additional crew members when available.

From the best vantage point in the aircraft a qualified flight crew member will conduct a

visual check of the wing surfaces, leading edges, engine inlets and any other critical surfaces in view.

The check is to confirm:

- The absence of any slush, snow or ice accumulated during taxi.
- The anti-icing fluid remains of a uniform glossy, smooth and wet appearance.

If the surfaces are losing their gloss or turning white, or snowflakes remain on surfaces without melting, the fluid is not providing anti-ice protection and take-off shall not be attempted.

To review the representative surfaces, it will be necessary to assess the wing from appropriate windows within the cabin area. The aircraft must be stationary with the parking brake ON/SET for the duration that a flight crew is absent from his station.

If Pre-Take-off check cannot be completed, then perform a Pre-Take-off Contamination Check.

This is a check of the critical surfaces for contamination. This check shall be performed when the condition of the critical surfaces of the aircraft cannot be effectively assessed by a pre-take-off check or when the HOT has been exceeded.

This check is performed from the outside of the aircraft and shall be conducted by qualified ground personnel.

When the applicable HOT has been exceeded, and freezing precipitation still exists, the only option available to permit the take-off is a pre-take-off contamination check.

This check:

- Shall be conducted by authorized ground staff outside the aircraft; and
- Shall be completed within 5 minutes of the start of the take-off

NOTE:

- **If is not possible to comply with the above requirements, the A/C must return to undergo further de/anti-icing.**
- **The pre-takeoff contamination check cannot be applied in ice pellet conditions after the applicable allowance time has been exceeded.**
- **If, under any circumstances, the Commander cannot ascertain that the A/C complies with the "Clean Aircraft Concept", a takeoff must not be commenced. The aircraft must return to undergo a further deicing/anti-icing treatment.**
- **If an additional treatment is required, any residue from previous treatment must be flushed off and a complete deicing/anti-icing treatment shall be performed.**

ANTI-ICING CODES

Upon completion of the anti-icing treatment, a qualified staff provides the anti-icing code to the flight crew as follows: 'the fluid Type/the fluid name (except for Type I)/concentration (except for Type I)/local time at start of anti-icing/date (optional)/the statement 'post- de-icing/anti-icing check completed' (if check completed).

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EXAMPLE	TYPE II/MANUFACTURER, BRAND X / 75% / 1335 / 15FEB20 / POST-DE-ICING/ANTI-ICING CHECK COMPLETED

When a two-step de-icing/anti-icing operation has been carried out, the anti-icing code shall be determined by the second step fluid.

8.2.4.2 DE-/ANTI-ICING PROCEDURES

REFER TO: (GM2 CAT.OP.MPA.250)

The de-icing and/or anti-icing procedures of Fly2Sky take into account the manufacturer's recommendations, including those that are type-specific and cover:

Contamination checks, including detection of clear ice and under-wing frost; limits on the thickness/area of contamination published in the AFM or other manufacturers' documentation shall be followed;

Procedures to be followed if de-icing and/or anti-icing procedures are interrupted or unsuccessful;

- Post-treatment checks;
- Pre-take-off checks;
- Pre-take-off contamination checks;
- The recording of any incidents relating to de-icing and/or anti-icing; and
- The responsibilities of all personnel involved in de-icing and/or anti-icing. These procedures are described in the FCOM and FCTM.

Refer to: FCOM PRO-NOR-SUP-ADVWXR-AIRFRAME DEICING/ANTI-ICING PROCEDURE ON GROUND

Refer to: FCOM PRO-NOR-SUP- ADVWXR-GROUND OPERATIONS IN COLD WEATHER CONDITIONS

Refer to: FCTM PR-NP-SP-10-COLD WEATHER OPERATIONS AND ICING CONDITIONS

The commander shall ensure the following:

- When aircraft surfaces are contaminated by ice, frost, slush or snow, they are de-iced prior to take-off according to the prevailing conditions. Removal of contaminants may be performed with mechanical tools, fluids (including hot water), infrared heat or forced air, taking account of aircraft type-specific provisions.
- Account is taken of the wing skin temperature versus OAT, as this may affect:
 - The need to carry out aircraft de-icing and/or anti-icing; and/or
 - The performance of the de-icing/anti-icing fluids.
- When freezing precipitation occurs or there is a risk of freezing precipitation occurring that would contaminate the surfaces at the time of take-off, aircraft surfaces shall be anti-iced. Anti-icing fluids (neat or diluted) shall not be applied at OAT below their LOU. If both de-icing and anti-icing are required, the procedure may be performed in a one- or two-step process, depending upon weather conditions, available equipment, available fluids and the desired HOT. One-step

de-icing/anti-icing means that de-icing and anti-icing are carried out at the same time, using a mixture of de-icing/anti-icing fluid and water. Two-step de-icing/anti-icing means that de-icing and anti-icing are carried out in two separate steps. The aircraft is first de-iced using heated water only or a heated mixture of de-icing/anti-icing fluid and water. After completion of the de-icing operation, a layer of a mixture of de-icing/anti-icing fluid and water, or of de-icing /anti-icing fluid only, is sprayed over the aircraft surfaces. The second step will be taken before the first step fluid freezes (typically within 3 minutes but severe conditions may shorten this) and, if necessary, area by area.

- When an aircraft is anti-iced and a longer HOT is needed/desired, the use of a less diluted fluid shall be considered.
- All restrictions relative to OAT and fluid application (including, but not necessarily limited to, temperature and pressure) published by the fluid manufacturer and/or aircraft manufacturer, are followed. and procedures, limitations and recommendations to prevent the formation of fluid residues are followed.
- During conditions conducive to aircraft icing on the ground or after de-icing and/or anti-icing, an aircraft is not dispatched for departure unless it has been given a contamination check or a post-treatment check by a trained and qualified person. This check shall cover all treated surfaces of the aircraft and be performed from points offering sufficient visibility to these parts. To ensure that there is no clear ice on suspect areas, it may be necessary to make a physical check (e.g., tactile).
- The required entry is made in the technical log.
- The commander continually monitors the environmental situation after the performed treatment. Prior to take-off, he/she performs a pre-take-off check, which is an assessment of whether the applied HOT is still appropriate. This pre-take-off check includes, but is not limited to, factors such as precipitation, wind and OAT.
- If any doubt exists as to whether a deposit may adversely affect the aircraft's performance and/or controllability characteristics, the commander shall arrange for a re-treatment or a pre-take-off contamination check to be performed in order to verify
- that the aircraft's surfaces are free of contamination. Special methods and/or equipment may be necessary to perform this check, especially at night time or in extremely adverse weather conditions. If this check cannot be performed just before take-off, re-treatment shall be applied.
- When re-treatment is necessary, any residue of the previous treatment shall be removed, and a completely new de-icing/anti-icing treatment shall be applied.
- When a ground ice detection system (GIDS) is used to perform an aircraft, surfaces check prior to and/or after a treatment, the use of GIDS by suitably trained personnel shall be part of the procedure.

Special operational considerations:

- When using thickened de-icing/anti-icing fluids, the commander shall consider a two-step de-icing/anti-icing procedure, the first step preferably with hot water and/or unthickened fluids.
- The use of de-icing/anti-icing fluids shall be in accordance with the FCOM. This is

particularly important for thickened fluids to assure sufficient flow-off during take-off. Avoid applying excessive thickened fluid on the horizontal tail of aircraft with unpowered elevator controls.

- The commander shall comply with any type-specific operational provision(s), such as an aircraft mass decrease and/or a take-off speed increase associated with a fluid application.
- The commander shall take into account any flight handling procedures (stick force, rotation speed and rate, take-off speed, aircraft attitude etc.) laid down by the aircraft manufacturer when associated with a fluid application.
- The limitations or handling procedures resulting from above shall be part of the flight crew pre-take-off briefing.

Communications:

- Before aircraft treatment. When the aircraft is to be treated with the flight crew on board, the flight and personnel involved in the operation shall confirm the fluid to be used, the extent of treatment required and any aircraft type-specific procedure(s) to be used. Any other information needed to apply the HOT tables shall be exchanged.
- Anti-icing code. The procedures include an anti-icing code, which indicates the treatment the aircraft has received. This code provides the flight crew with the
- minimum details necessary to estimate a HOT and confirms that the aircraft is free of contamination.
- After treatment. Before reconfiguring or moving the aircraft, the flight crew shall receive a confirmation from the personnel involved in the operation that all de-icing and/or anti-icing operations are complete, and that all personnel and equipment are clear of the aircraft.
- Fly2Sky has published in OM-C Airports the HOTs in the form of a table, to account for the various types of ground icing conditions and the different types and concentrations of fluids used. However, the times of protection shown in these tables are to be used as guidelines only and are normally used in conjunction with the pre- take-off check.

Training:

Fly2Sky's initial and recurrent de-icing training programmes (including communication training) for flight crew and for other personnel involved in de-icing operations shall include additional training if any of the following is introduced:

- A new method, procedure and/or technique;
- A new type of fluid and/or equipment; or
- A new type of aircraft.

Contracting:

When Fly2Sky contracts de-icing/anti-icing functions, the company ensures that the contractor complies with the operator's training/qualification procedures, together with any specific procedures in respect of:

- Roles and responsibilities;
- De-icing and/or anti-icing methods and procedures;
- Fluids to be used, including precautions for storage, preparation for use and chemical incompatibilities;
- Specific aircraft provisions (e.g., no-spray areas, propeller/engine de-icing, APU operation, etc.);
- Different checks to be conducted; and
- Procedures for communications with flight crew and any other third party involved. For more information, Refer to: GOM 11 AIRCRAFT DE-/ANTI-ICING.

Special maintenance considerations:

- General – Fly2Sky takes proper account of the possible side-effects of fluid use. Such effects may include, but are not necessarily limited to, dried and/or re-hydrated residues, corrosion and the removal of lubricants.
- Special considerations regarding residues of dried fluids – Fly2Sky has established procedures to prevent or detect and remove residues of dried fluid. Fly2Sky has established appropriate inspection intervals based on the recommendations of the airframe manufacturers and/or the operator's own experience:
 - Dried fluid residues:

Dried fluid residues could occur when surfaces have been treated and the aircraft has not subsequently been flown and has not been subject to precipitation. The fluid may then have dried on the surfaces.
 - Re-hydrated fluid residues:

Repetitive application of thickened de-icing/anti-icing fluids may lead to the subsequent formation/build-up of a dried residue in aerodynamically quiet areas, such as cavities and gaps. This residue may re-hydrate if exposed to high humidity conditions, precipitation, washing, etc., and increase to many times its original size/volume. This residue will freeze if exposed to conditions at or below 0 °C. This may cause moving parts, such as elevators, ailerons, and flap actuating mechanisms to stiffen or jam in-flight. Re-hydrated residues may also form on exterior surfaces, which can reduce lift, increase drag and stall speed. Re-hydrated residues may also collect inside control surface structures and cause clogging of drain holes or imbalances to flight controls. Residues may also collect in hidden areas, such as around flight control hinges, pulleys, grommets, on cables and in gaps.
 - Operators are strongly recommended to obtain information about the fluid dry out and re-hydration characteristics from the fluid manufacturers and to select products with optimised characteristics.
 - Additional information shall be obtained from fluid manufacturers for handling, storage, application and testing of their products.

8.2.4.3 ANTI-ICING PROCEDURES

REFER TO: (GM3 CAT.OP.MPA.250), [IOSA FLT 3.9.6]

Further guidance material on this issue is given in the ICAO Manual of Aircraft Ground De-icing/Anti-icing Operations (Doc 9640) (hereinafter referred to as the ICAO Manual of Aircraft Ground De-icing/Anti-icing Operations).

The flight crew has to perform a visual check of the wings before take-off, if any contamination is suspected. This may be delegated to another qualified person as per FCOM procedure.

GENERAL

Any deposit of frost, ice, snow or slush on the external surfaces of an aircraft may drastically affect its flying qualities because of reduced aerodynamic lift, increased drag, modified stability and control characteristics. Furthermore, freezing deposits may cause moving parts, such as elevators, ailerons, flap actuating mechanism etc., to jam and create a potentially hazardous condition.

Engine or APU performance may deteriorate due to the presence of frozen contaminants on blades, intakes and components. Also, engine operation may be seriously affected by the ingestion of snow or ice, thereby causing engine stall or compressor damage. In addition, ice/frost may form on certain external surfaces (e.g., wing upper and lower surfaces, etc.) due to the effects of cold fuel/structures, even in ambient temperatures well above 0 °C.

Procedures established by the operator for de-icing and/or anti-icing are intended to ensure that the aircraft is clear of contamination so that degradation of aerodynamic characteristics or mechanical interference will not occur and, following anti-icing, to maintain the airframe in that condition during the appropriate HOT.

Under certain meteorological conditions, de-icing and/or anti-icing procedures may be ineffective in providing sufficient protection for continued operations. Examples of these conditions are freezing rain, ice pellets and hail, heavy snow, high wind velocity, fast dropping OAT or any time when freezing precipitation with high water content is present. No HOT guidelines exist for these conditions.

Operational procedures are based on:

- ICAO Annex 3, Meteorological Service for International Air Navigation;
- ICAO Manual of Aircraft Ground De-icing/Anti-icing Operations;
- ISO 11075 Aircraft – De-icing/anti-icing fluids – ISO type I;
- ISO 11076 Aircraft – De-icing/anti-icing methods with fluids;
- ISO 11077 Aerospace – Self-propelled de-icing/anti-icing vehicles – Functional requirements;
- ISO 11078 Aircraft – De-icing/anti-icing fluids -- ISO types II, III and IV;
- EUROCAE ED-104A Minimum Operational Performance Specification for Ground Ice Detection Systems;
- SAE AS5681 Minimum Operational Performance Specification for Remote On-Ground Ice Detection Systems;
- SAE ARP4737 Aircraft – De-icing/anti-icing methods;

- SAE AMS1424 De-icing/anti-Icing Fluid, Aircraft, SAE Type I;
- SAE AMS1428 Fluid, Aircraft De-icing/anti-Icing, Non-Newtonian, (Pseudoplastic), SAE Types II, III, and IV;
- SAE ARP1971 Aircraft De-icing Vehicle – Self-Propelled, Large and Small Capacity;
- SAE ARP5149 Training Programme Guidelines for De-icing/anti-icing of Aircraft on Ground; and
- SAE ARP5646 Quality Program Guidelines for De-icing/anti-icing of Aircraft on the Ground.

FLUIDS

Type I fluid: Due to its properties, Type I fluid forms a thin, liquid-wetting film on surfaces to which it is applied which, under certain weather conditions, gives a very limited HOT. With this type of fluid, increasing the concentration of fluid in the fluid/water mix does not provide any extension in HOT.

Type II and Type IV fluids contain thickeners which enable the fluid to form a thicker liquid wetting film on surfaces to which it is applied. Generally, this fluid provides a longer HOT than Type I fluids in similar conditions. With this type of fluid, the HOT can be extended by increasing the ratio of fluid in the fluid/water mix. Type III fluid is a thickened fluid especially intended for use on aircraft with low rotation speeds.

Fluids used for de-icing and/or anti-icing shall be approved by aircraft manufacturer. These fluids normally conform to specifications such as SAE AMS1424, SAE AMS1428 or equivalent. Use of non-conforming fluids is not recommended due to their characteristics being unknown. The anti-icing and aerodynamic properties of thickened fluids may be seriously degraded by, for example, inappropriate storage, treatment, application, application equipment and age.

HOLD-OVER PROTECTION

Hold-over protection is achieved by a layer of anti-icing fluid remaining on and protecting aircraft surfaces for a period of time. With a one-step de-icing/anti-icing procedure, the HOT begins at the commencement of de-icing/anti-icing. With a two- step procedure, the HOT begins at the commencement of the second (anti-icing) step. The hold-over protection runs out at the commencement of the take-off roll (due to aerodynamic shedding of fluid); or when frozen deposits start to form or accumulate on treated aircraft surfaces, thereby indicating the loss of effectiveness of the fluid.

The duration of hold-over protection may vary depending on the influence of factors other than those specified in the HOT tables. Guidance is provided by Fly2Sky to take account of such factors, which include atmospheric conditions, e.g., exact type and rate of precipitation, wind direction and velocity, relative humidity and solar radiation; and the aircraft and its surroundings, such as aircraft component inclination angle, contour and surface roughness, surface temperature, operation in close proximity to other aircraft (jet or propeller blast) and ground equipment and structures.

HOT is not meant to imply that flight is safe in the prevailing conditions if the specified HOT has not been exceeded. Certain meteorological conditions, such as freezing drizzle or freezing rain, may be beyond the certification envelope of the aircraft.

RECORDING

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The anti-icing code is communicated by the ground crew to the flight crew by referring to the last step (anti-icing) of the procedure and in the sequence provided below:

- The fluid type, e.g., type I, type II or type IV;
- The concentration of fluid within the fluid/water mixture, expressed as a percentage by volume;
- The local time (hours/minutes) at the beginning of the final de-icing/anti-icing step.
- Communicating the anti-icing code to the flight crew confirms that a post De- /Anti-icing check (PDAC) was completed, and the aeroplane is clean.

Example: A de-icing/anti-icing procedure whose last step is the use of a mixture of 75% of an ISO Type II fluid and 25% water commencing at 13:35 local time is transmitted as follows:
Anti-icing Code: TYPE II/75 13:35.

The Anti-icing code must be entered into the Technical/Flight Logbook by the Commander

8.2.4.4 FLUIDS COMMERCIAL NAMES

Fly2Sky Hold Over Timetable (HOT) are based on generic type I, II and IV fluids. A full list of brand and name can be found in OM-C Airports.

8.2.4.5 FLUIDS CHARACTERISTICS

ISO STANDARDS

Procedures used in cold weather operation with respect to de-icing and anti-icing are based upon standards from the International Standards Organisation (ISO). The ISO anti-icing code has been developed to represent the quality of the treatment the aircraft has received. The Commander can use this code, in correlation with the holdover time tables, to evaluate the amount of protection he has got against re-freezing.

FLUID TYPES

Only the following three fluid types are approved for Fly2Sky operation (ISO and SAE specifications are considered similar).

ISO TYPE I

ISO Type I de-icing/anti-icing fluids provide a very limited protection against re-freezing during precipitation conditions. The concentration of this fluid is not related to the holdover time. Due to their properties ISO Type I fluids form a thin liquid wetting film that provides limited holdover time especially in conditions of freezing precipitation. With this type of fluid increasing the concentration of the fluid in the fluid/water mix would not provide additional holdover time. Type I fluids show a relatively low viscosity which only changes depending on temperature.

ISO TYPE II AND TYPE IV

ISO Type II and Type IV de-icing/anti-icing fluids provide an extensive protection against refreezing during precipitation conditions. ISO Type II/IV fluids contain a pseudo-plastic thickening agent that enables the fluid to form a thicker liquid wetting film on external aircraft surfaces. This film provides a longer holdover time especially in conditions of freezing precipitation. With this type of fluid additional holdover time will be provided by increasing the concentration of the fluid in the fluid/water mix, with maximum holdover time available from undiluted fluid.

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Additional information may be found in the FCTM. Refer to: FCTM PR-NP-SP- ADVERSE WEATHER

8.2.4.6 EFFECT ON AIRCRAFT PERFORMANCE

Under no circumstances can an aircraft that has been anti-iced receive a further coating of anti-icing fluid directly on top of the existing film. In continuing precipitation, the original anti-icing coating will be diluted at the end of the holdover time and re-freezing could begin. Also, a double anti-ice coating shall not be applied because the flow-off characteristics during take-off may be compromised.

Some Type IV fluids may, over a period of time under certain low humidity conditions, thicken and affect the aerodynamic performance of the fluid during subsequent take-off. If gel residues of Type IV fluids are found at departure, the surface must be cleaned and re-protected as necessary.

Refer to: FCOM PRO-NOR-SUP-ADVERSE WEATHER Refer to: FCTM PR-NP-SP-ADVERSE WEATHER

CRITICAL SURFACES

Critical surfaces are:

- Leading edges and upper surfaces of wings;
- Vertical and horizontal stabilisers;
- All control surfaces; and
- Slats and flaps.

HOLDOVER TIMETABLE (HOT)

Due the wide number of brand name available and the possibility of confusion between similar names and brand Fly2Sky provide to flight crew only generic holdover timetable that are conservative in all cases.

Flight Crew shall utilise type I/II/IV holdover timetable provided in the OM-C Airports document. HOT times are provided as a guide. The shortest time represents protection that may be available for moderate levels of precipitation and the longest for light precipitation. In case of doubt, select the time that is more restrictive (e.g., use time for moderate instead of light).

Use of light freezing rain holdover times for freezing drizzle is not acceptable.

It remains the Commanders responsibility to ensure that critical surfaces remain free of contamination before commencing the take-off roll. For the determination of snowfall intensity to be used for HOT tables, Table 53 Snowfall Intensities as Function of Prevailing Viability will guide the crew. The METAR/SPECI reported visibility or flight crew observed visibility will be used with this visibility table to establish snowfall intensity for Type I, II, III and IV holdover time guidelines, during snow, snow grain, or snow pellet precipitation conditions.

When using HOT it shall be used in conjunction with the notes and Caution items available under the HOT tables as they contain information necessary for the safe conduct of flight.

8.2.4.7 PRECAUTIONS DURING USAGE

Since the de-icing fluid may be further diluted by the melting deposits which it is designed to remove, refreezing may occur if the solution runs onto other parts of the aircraft, and close attention shall be paid to this possibility.

Care shall be taken to prevent de-icing fluid from accumulating around cockpit transparencies, on which it may cause smearing and loss of vision as speed is increased during a subsequent take-off.

When de-icing operations have been completed, ideally as close to the scheduled departure time as possible, a careful walk-round inspection of the aircraft is to be completed by a qualified person in order to confirm that flying and control surfaces have been cleared of deposits, and that intake and drain holes are free of any obstruction.

If possible, control surfaces shall be moved over their full range, and jet engine compressors rotated by hand to ensure that they have not become frozen in position. The protection against icing (holdover time) afforded by the application of de-icing fluid can be shortened by high winds or jet blasts causing damage to the de-icing fluid film which forms to protect the aircraft surface.

Wing skin temperatures can be significantly lower than the OAT. It can therefore be a more representative guide to the de-icing requirements, de-icing fluid/water-mixing ratio and subsequent holdover times.

8.3 FLIGHT PROCEDURES

8.3.1 VFR/IFR POLICY

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.10.1]

Fly2Sky does not perform flights under Visual Flight Rules (VFR). All flights are operated under Instrumental Flight Rules (IFR Flight Plan) and in accordance with an IFR clearance. Where an instrument approach is required, it shall be flown in accordance with the procedures approved by the state in which the airport of intended landing is located.

8.3.1.1 AIRCRAFT APPROVAL FOR IFR OPERATIONS

REFER TO: (CAT.IDE.A.125), (CAT.IDE.A.130), (AMC1 CAT.IDE.A.125), (CAT.IDE.A.130), (AMC2 CAT.IDE.A.125), (AMC1 CAT.IDE.A.125(A)(1)(i)), (CAT.IDE.A.130(A)(1)), (AMC1 CAT.IDE.A.125(A)(1)(ii)), (CAT.IDE.A.130(A)(2)), (AMC1 CAT.IDE.A.125(A)(1)(iii)), (CAT.IDE.A.130(B)), (AMC1 CAT.IDE.A.125(A)(1)(iv)), (CAT.IDE.A.130(A)(3)), (AMC1 CAT.IDE.A.125(A)(1)(ix)), (CAT.IDE.A.130(A)(8)), (AMC1 CAT.IDE.A.125(B)), (CAT.IDE.A.130(H)), (AMC1 CAT.IDE.A.125(c)), (CAT.IDE.A.130(D)), (GM1 CAT.IDE.A.125), (CAT.IDE.A.130), (AMC1 CAT.IDE.A.125), (CAT.IDE.A.130), (AMC1 CAT.IDE.A.125(A)(1)(i)), (CAT.IDE.A.130(A)(1)), (AMC1 CAT.IDE.A.125(A)(1)(ii)), (CAT.IDE.A.130(A)(2)), (AMC1 CAT.IDE.A.125(A)(1)(iv)), (CAT.IDE.A.130(A)(3)), (AMC1 CAT.IDE.A.130(A)(5)), (AMC1 CAT.IDE.A.125(A)(1)(ix)), (CAT.IDE.A.130(A)(8)), (AMC1 CAT.IDE.A.125(A)(1)(iii)), (CAT.IDE.A.130(B)), (AMC2 CAT.IDE.A.130(B)), (AMC1 CAT.IDE.A.125(c)), (CAT.IDE.A.130(D)), (AMC1 CAT.IDE.A.130(E)), (AMC1 CAT.IDE.A.125(B)), (CAT.IDE.A.130(H)), (AMC1 CAT.IDE.A.130(I)(5)), (AMC1 CAT.IDE.A.130(J)), (GM1 CAT.IDE.A.125), (CAT.IDE.A.130), [IOSA FLT 4.3.1]

Fly2Sky A32F aircraft are certified in the public transport category for day and night operations in the following conditions:

- VFR and IFR
- Flight in icing conditions

8.3.1.2 ROUTE SELECTION

ROUTE SELECTION BEFORE FLIGHT

Flights for the purpose of commercial air transport shall be routed via the most convenient, available airway network and in accordance with the Instrument Flight Rules, irrespective of the forecasted and actual weather conditions of the route.

When Controlled Airspace exists between departure and destination aerodromes, flights will be planned to remain within Controlled Airspace. When Controlled Airspace does not exist, but Advisory Airspace exists, flights will be planned to remain within Advisory Airspace. Where neither Controlled nor Advisory Airspace exists on a route or part of a route, flights will only be planned provided that the distance flown outside Controlled or Advisory Airspace is kept to the minimum practicable. In the case of test flying and other non-revenue activity, flights may be planned outside Controlled and Advisory airspace, to satisfy operational necessity.

ROUTE SELECTION IN FLIGHT

Occasionally ATC may offer direct routings along routes within controlled airspace. Pilots shall use good judgment before making any request for such direct routings. Consideration shall be given to factors such as how busy the particular controller/airspace is at that time. Flights, which have been planned to remain inside Controlled or Advisory Airspace, are to be flown within that airspace, except that aircraft may fly outside Controlled or Advisory Airspace to the minimum extent necessary to ensure safety.

Although not the norm there may be occasions where flight outside Controlled or Advisory Airspace may be appropriate for reasons such as:

- Weather considerations;
- Grid MORA must be taken into account;
- When VMC in sight of the airfield;
- When the route is flown through airspace that is known to be clear of other traffic, such as Military Airspace at the weekends.

Specific guidance on operations to and from aerodromes outside Controlled Airspace will be given for each such airports in the OM C. Pilots must ensure familiarity with the rules of the air and relevant operational procedures relating to the conduct of flights in advisory airspace. In particular, pilots must maintain a complete understanding of the limitations and provisions of ATC Advisory Service, Radar Advisory Service, and Radar Information Service.

8.3.1.3 FLIGHTS OUTSIDE CONTROLLED AIRSPACE

REFER TO: [IOSA FLT 3.10.6]

GENERAL

When flights are operated outside Controlled Airspace every effort must be made to ensure that the aircraft is in receipt of highest level of radar service available. In circumstances, which prevent receipt of a radar service, pilots shall pay particular attention to keeping an effective lookout and using all available means to assess the traffic situation around their aircraft. All flight are operated in accordance with the restrictions of the AOC.

The Air Traffic services available, and the related procedure must be used can be obtained

from Jeppesen FD Pro X at the particular airport where the flight might be operating outside of controlled airspace or in airspace where no full air traffic control service provided (for example in Class E airspace where the IFR traffic separated from IFR, however about VFR traffic only traffic information is given as far as practicable). An IFR flight operating outside controlled airspace but within or into areas, or along routes, shall maintain an air-ground voice communication watch on the appropriate communication channel and establish two-way communication, as necessary, with the air traffic services unit.

In class 'E' Airspace IFR and VFR flights are permitted. IFR flights are provided with air traffic control service and are separated from other IFR flights. All flights receive traffic information, as far as is practical. Continuous air-ground voice communications are required for IFR flights. A speed limitation of 220 knots IAS applies to all flights below 3050m (10 000 ft) AMSL and 250 knots above 3 050m (10 000 ft) AMSL, except where approved by the competent authority for aircraft types, which for technical or safety reasons, cannot maintain this speed. All IFR flights shall be subject to ATC clearance.

SEE AND AVOID PRINCIPLE

Recognised as a method for avoiding collision when weather conditions permit and require that pilots shall actively search for potentially conflicting traffic, especially when operating in airspace where all traffic is not operating under the instructions of ATC.

Note: TCAS has precedence, in case of TCAS RA it must be followed.

The "SEE AND AVOID" requires the application of the following:

- Effective visual scanning;
- The ability to gather information from radio transmissions from ground stations and other aircraft;
- Situational awareness; and
- The development of good airmanship.

ATC will not separate IFR from VFR traffic. The controller might not in contact with the VFR traffic and might not even have it on his screen. In case traffic information is given by ATC, or traffic is observed by the crew, and a potentially conflicting clearance is issued (i.e., Descent towards the traffic) Commander has to satisfy himself that it is safe to accept the clearance. In case that he is not satisfied this must be expressed to ATC and an alternative clearance must be requested.

Note: ATC usually has the best overview of the traffic situation and Commander shall not make any decision without consultation with ATC.

VISUAL SCANNING TECHNIQUE

To avoid collisions, you must scan effectively from the moment the aircraft moves until it comes to a stop at the end of the flight. Collision threats are present on the ground, at low altitudes in the vicinity of aerodromes, and at cruising levels.

Before take-off, check the runway visually to ensure that there are no aircraft or other objects in the take-off area. Check the approach and circuit to be sure of the position of other aircraft. Assess the traffic situation from radio reports. After take-off, continue to scan to ensure that there will be no obstacles to your safe departure. During the climb and descent beware of the blind spot under the nose – manoeuvre the aircraft so that you can check.

Listen to radio exchanges between air traffic and other aircraft and form a mental image of the traffic situation and positions of aircraft on opposing and intersecting headings, anticipating further developments. Scan with particular care in the area of airway (route) intersections and when near a radio beacon. You shall remain constantly alert to all traffic within your normal field of vision, as well as periodically scanning the entire visual field outside the aircraft to ensure detection of conflicting traffic. Remember that the

performance capabilities of many aircraft, in both speed and rates of climb/descent, result in high closure rates, limiting the time available for detection, decision, and evasive action.

RIGHT OF WAY PRINCIPLE

The aircraft that has the right-of-way shall maintain its heading and speed. An aircraft that is aware that the maneuverability of another aircraft is impaired shall give way to that aircraft. An aircraft that is obliged by the following rules to keep out of the way of another shall avoid passing over, under or in front of the other, unless it passes well clear and takes into account the effect of aircraft wake turbulence.

APPROACHING HEAD ON

When two aircraft are approaching head-on or approximately so and there is danger of collision, each shall alter its heading to the right.

CONVERGING

When two aircraft are converging at approximately the same level, the aircraft that has the other on its right shall give way, except as follows:

- Airships shall give way to sailplanes and balloons;
- Sailplanes shall give way to balloons;
- Power-driven aircraft shall give way to aircraft which are seen to be towing other aircraft or objects.

OVERTAKING

An overtaking aircraft is an aircraft that approaches another from the rear on a line forming an angle of less than 70 degrees with the plane of symmetry of the latter, i.e., is in such a position with reference to the other aircraft that at night it shall be unable to see either of the aircraft's left (port) or right (starboard) navigation lights. An aircraft that is being overtaken has the right-of-way and the overtaking aircraft, whether climbing, descending or in horizontal flight, shall keep out of the way of the other aircraft by altering its heading to the right, and no subsequent change in the relative positions of the two aircraft shall absolve the overtaking aircraft from this obligation until it is entirely past and clear.

LANDING

An aircraft in flight, or operating on the ground, shall give way to aircraft landing or in the final stages of an approach to land.

When two or more heavier-than-air aircraft are approaching an aerodrome or an operating site for the purpose of landing, aircraft at the higher level shall give way to aircraft at the lower level, but the latter shall not take advantage of this rule to cut in front of another which is in the final stages of an approach to land, or to overtake that aircraft. Nevertheless, power-driven heavier-than-air aircraft shall give way to sailplanes.

Emergency landing. An aircraft that is aware that another is compelled to land shall give

way to that aircraft.

TAKING OFF

An aircraft taxiing on the maneuvering area of an aerodrome shall give way to aircraft taking off or about to take off.

8.3.1.4 AIR TRAFFIC SERVICES OUTSIDE U.K. CONTROLLED AIRSPACE

DEFINITIONS

AIR TRAFFIC ADVISORY SERVICE

Air Traffic Advisory Service is a service provided within Class F airspace to ensure separation, in so far as practical, between participating IFR flights. Class F airspace is not currently established in the UK FIRs.

FLIGHT INFORMATION SERVICE (FIS)

FIS is a service provided for the purposes of supplying advice and information useful for the safe and efficient conduct of flight, together with pertinent information about weather; changes to serviceability of facilities; conditions at aerodromes; any other information likely to affect safety. Class G airspace is an ATS airspace where IFR and VFR flights are permitted and receive flight information service if required. In Class G

airspace, the ICAO requirements for Flight Information Service are met through a suite of services, known as the 'UK Flight Information Services'.

The UK Flight Information Services consist of:

- Basic Service;
- Traffic Service;
- Deconfliction Service;
- Procedural Service.

AIR TRAFFIC SERVICES OUTSIDE U.K. CONTROLLED AIRSPACE

GENERAL

In the UK, Air Traffic Services Outside Controlled Airspace (ATSOCAS) are provided by many civilian and military Air Traffic Service (ATS) providers to a variety of airspace users including Commercial Air Transport (CAT) operators, General Aviation (GA) and military pilots. Aircraft that have flight planned to operate IFR on advisory routes shall be provided with one of the following services, without the need for the pilot to state his requirements in advance:

- A Deconfliction Service will be provided wherever possible;
- A Procedural Service will be provided in the absence of a Deconfliction Service;
- A Traffic Service may be provided in addition to a Procedural Service.

The services available from an air traffic unit when flying outside controlled airspace are explained below. Pilots shall make all reasonable efforts to establish the highest level of service available to avoid conflict with other known traffic. Where possible, pilots shall request a Deconfliction Service or Procedural Service depending on the availability of surveillance equipment (surveillance radar). Controllers will endeavor to provide the

service that a pilot requests.

However, due to equipment limitations and or controller workload, a reduction in traffic information may have to be applied, and in some circumstances an alternative service may have to be provided. Flight Information Service Officers (FISO) are not licensed to provide Traffic Service, Deconfliction Service, or Procedural Service. Therefore, pilots shall not request any of these services from a FISO unit.

Note: FISO units can be identified by the RTF suffix 'Information', e.g., 'London Information'.

TYPES OF AIR TRAFFIC SERVICE (ATS)

BASIC SERVICE

A Basic Service is provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights. This may include weather information, changes of serviceability of facilities, conditions at aerodromes, general airspace activity information, and any other information likely to affect safety. The avoidance of other traffic is solely the pilot's responsibility.

Basic Service is available at all levels and the pilot remains responsible for terrain clearance at all times.

TRAFFIC SERVICE

A Traffic Service is a surveillance based ATS, where in addition to the provisions of a Basic Service, P 3/5 the controller provides specific surveillance derived traffic information to assist the pilot in avoiding other traffic. Controllers may provide headings and/or levels for the purposes of positioning and/or sequencing; however, the controller is not required to achieve deconfliction minima, and the avoidance of other traffic is ultimately the pilot's responsibility. Subject to ATS surveillance system coverage, Traffic Service may be provided below ATC unit terrain safe levels.

However, pilots remain responsible for terrain clearance at all times. Other than when following a notified instrument flight procedure, a pilot requesting to descend below the ATC unit terrain safe level shall be reminded that he remains responsible for terrain clearance.

DECONFLICTION SERVICE

A Deconfliction Service is a surveillance based ATS where, in addition to the provisions of a Basic Service, the controller provides specific surveillance derived traffic information and issues headings and/or levels aimed at achieving planned deconfliction minima against all observed aircraft in Class F/G airspace, or for positioning and/or sequencing. However, the avoidance of other traffic is ultimately the pilot's responsibility.

A Deconfliction Service shall only be provided to aircraft operating at or above the ATC unit's terrain safe level, unless on departure from an aerodrome when climbing to the ATC unit's terrain safe level, or when following notified instrument approach procedures. In all other circumstances, if a pilot requests descent below ATC unit terrain safe levels, controllers shall no longer provide a Deconfliction Service but will instead, subject to surveillance and RTF coverage, apply a Traffic Service and inform the pilot.

PROCEDURAL SERVICE

A Procedural Service is an ATS where, in addition to the provisions of a Basic Service, the controller provides vertical, lateral, longitudinal and time instructions, which if complied

with, shall achieve deconfliction minima against other aircraft participating in the Procedural Service. Neither traffic information nor deconfliction advice can be passed with respect to unknown traffic. A Procedural Service is available at all levels and the pilot remains wholly responsible for terrain clearance at all times. However, if a pilot wishes to operate below ATC unit terrain safe levels, unless on departure from an aerodrome when climbing to the ATC unit's terrain safe level, or when following notified instrument approach procedures, controllers shall advise the pilot of the terrain safe level and remind him of his terrain responsibilities.

Note: A Procedural Service does not require information derived from an ATS surveillance system. Therefore, pilots shall be aware of the high likelihood of encountering conflicting traffic without warnings being provided by ATC.

The provision of a Procedural Service does not require information derived from radar systems. Procedural Service is routinely provided to Instrument Flight Rules (IFR) flights, and on request to Visual Flight Rules (VFR) flights, by Air Traffic Control (ATC) units that are not equipped with radar, or when their radar is unavailable. When flying in Class G airspace, pilots in receipt of a Procedural Service shall be aware of the high likelihood of encountering conflicting traffic that is unknown to ATC. Controllers providing a Procedural Service may be able to provide some limited and generic traffic information on those aircraft in the area that they are aware of; however, due to the absence of radar data, the traffic information is unlikely to be specific. Therefore, in response to traffic information provided by ATC, pilots may in fact gain visual contact with other traffic that is unknown to the controller.

This highlights the importance of always following an Airborne Collision Avoidance System (ACAS) Resolution Advisory (RA) when enunciated. Recent Airprox events have indicated that some pilots operating under IFR in receipt of a Procedural Service may incorrectly believe that they have right of way over other aircraft routing through the local area.

However, in the absence of a priority being communicated by ATC, operating under IFR does not confer any precedence over other aircraft that may be encountered. Therefore, pilots in receipt of a Procedural Service must still comply with Rule 8 of the Rules of the Air Regulation 2007 (Avoiding Aerial Collisions). Pilots shall always advise ATC whenever it is necessary to deviate from their clearance in order to comply with Rule 8. Reduced Radar Services A Traffic Service and a Deconfliction Service can only be provided by a controller using radar.

Air traffic controllers generally use two types of radar, often in combination: Primary Surveillance Radar (PSR) and SSR. PSR is normally available in much of the UK and gives horizontal position information on non-transponder-equipped aircraft, subject to those aircraft being good reflectors of radio energy and to various atmospheric conditions. SSR is used for most radar service provision and relies on aircraft operating transponders, ideally with mode C selected so that level information is available. When surveillance performance is degraded (for example due to weather clutter) controllers may still be able to offer a radar service that is reduced to reflect the shortfall in radar capability.

Pilots will be advised of any such service reductions using the following Radiotelephony (RT) phraseology: (Aircraft identity), reduced traffic information (direction and extent) due to (reason). Where PSR is temporarily unavailable (for example following a failure or during short periods of maintenance), an ATS using SSR alone may be provided. In these circumstances, controllers will limit the extent to which the service is provided and will highlight this to pilots receiving a Traffic or Deconfliction Service through the use of the

following RT phraseology: '(Aircraft identity), reduced traffic information, SSR only'. When in receipt of a SSR only service in Class G airspace, ATC will only be aware of aircraft that are transponding. Aircraft that are not equipped with a transponder, or the transponder has not been selected to transmit, will not be detected, and therefore ATC are unable to warn pilots of their proximity. Such aircraft would also not be able to be detected by ACAS. This situation may arise in large volumes of Class G airspace.

PRECAUTIONS

Pilots shall be aware of the implications of the Air Traffic Service (ATS) provision on flights in Class G airspace when receiving either a Procedural Service, or a 'Reduced' Radar Service, including where Secondary Surveillance Radar (SSR) only is employed. Due to the uncontrolled and 'unknown' Class G airspace environment, it is important that pilots recognise, fully understand, and appropriately manage, any limitations or reductions in ATS capability. Within Class G airspace, regardless of the ATS being provided, pilots are ultimately responsible for collision avoidance and terrain clearance, and they shall always consider ATS provision to be constrained by the unpredictable nature of this environment.

Such unpredictability and constraints include but are not limited to:

Aircraft not showing on radar due to slow speed or poor radar cross-section, e.g., gliders and hot air balloons;

High performance aircraft manoeuvring in the lateral or vertical planes, and which may not be immediately evident to the controller due to radar update rates;

The inability of the controller to detect aircraft due to the vertical or lateral limits of radar cover, or radar clutter caused by effects such as weather and interference.

8.3.1.5 METEOROLOGICAL CONDITION MINIMA

IFR FLIGHTS

On IFR flights the Commander shall only:

- Commence take-off; or
- Continue beyond the point from which a revised ATS flight plan applies in the event of inflight replanning, when information is available indicating that the expected weather conditions, the time of arrival, at the destination and/or required alternate aerodrome(s) are at or above the planning minima. On IFR flights, the Commander shall only continue towards the planned destination aerodrome when the latest information available indicates that.

At the expected time of arrival, the weather conditions at the destination, or at least one destination alternate aerodrome, are at or above the applicable aerodrome operating minima.

Additionally, the Commander shall only continue beyond:

- The decision point when using the reduced contingency fuel (RCF) procedure; or
- The pre-determined point when using the pre-determined point (PDP) procedure;
- When information is available indicating that the expected weather conditions, at the time of arrival, at the destination and/or required alternate aerodrome(s) are at or above the applicable aerodrome operating minima.

For detailed information about aerodrome operating minima and RCF, PDP procedures refer to the OM-A. Refer to: OM-A 8.1.3 ESTABLISHING AERODROME OPERATING MINIMA and Refer to: OM-A 8.1.7 DETERMINATION OF FUEL AND OIL QUANTITIES CARRIED

VFR FLIGHTS

Fly2Sky does not perform flights under Visual Flight Rules (VFR).

8.3.1.6 NOISE ABATEMENT PROCEDURE

REFER TO: (CAT.OP.MPA.130), (AMC1 CAT.OP.MPA.130)

Noise abatement procedures ensure that the necessary safety of flight is maintained whilst minimizing exposure to noise on the ground. Flight Crews must ensure that safety has priority over noise abatement considerations.

Pilot prompted by safety concerns can refuse a runway offered for noise preferential reasons. Noise Abatement Procedures are not conducted in conditions of significant turbulence or windshear.

Pilot in command must not perform or no longer apply Noise Abatement Procedure, if conditions preclude the safe execution of the procedure and the minimum required obstacle clearance.

The Noise abatement procedures for each type are described in the Jeppesen FD Pro X and the type-related company procedures in the OM-B. Refer to: OM-B 2-6 NOISE ABATEMENT PROCEDURES

8.3.2 NAVIGATION PROCEDURES

APPLICABLE TO: ALL

This chapter contains information about the navigation methods used in Fly2Sky operations.

Fly2Sky ensures all aircraft in its fleet have the following systems and equipment as necessary to satisfy operational requirements for the routes and/or airspace of intended operations including, but not limiting as applicable, and/or if installed PBN, MNPS/NAT HLA, RVSM and PBSC if applicable:

- Instrumentation and/or avionics, readily visible to the intended pilot flight crew member, necessary to conduct operations and meet applicable flight parameters, maneuvers and limitations;
- Equipment necessary to satisfy applicable operational communication and surveillance requirements, including emergency communication;
- Avionics, equipment and/or components necessary to satisfy applicable navigation requirements and provide necessary redundancy;
- Avionics, instrumentation and/or radio equipment necessary to satisfy applicable approach and landing requirements;
- Other components and/or equipment necessary to conduct operations under applicable flight conditions, including instrument meteorological conditions.

8.3.2.1 STANDARD NAVIGATION PROCEDURES

AREA NAVIGATION

The primary method of navigation in Fly2Skys operations is area navigation (supported by FMS) based on the concept of Performance Based Navigation (PBN). Majority of the operations will be performed based on the PBN method including:

- Terminal navigation (Departure routes, STAR, arrival routes);
- En-route navigation;
- Approaches (RNAV/RNP and ground navaid based NPA);
- During pre-flight preparation consult MEL for the PBN capability of a specific aircraft.

RAW DATA NAVIGATION

A navigation method using the displayed signals of ground navaids (raw data) as a reference may also be used in specific scenarios including:

- Precision approaches based on ground navaids (ILS), during which the primary method of navigation is raw data.
- Departures, arrivals, STARS and conventional (non-RNAV) NPA, when PBN is not allowed/available.

RADAR VECTORS

As a tactical procedure or as a contingency method, navigation with the help of ATC provided radar vectors may also be used. Examples of scenarios for using this method are:

- Weather avoidance
- Separation
- Navigation system degradation

Note: Contrary to other navigation methods, when following radar vectors, terrain and obstacles separation is the responsibility of the ATC controller. Nevertheless less, flight crew shall exercise the maximum situational awareness during radar vector to guarantee obstacle separation. If available, minimum radar vector chart shall be use for cross check.

INDEPENDENT ENTRY CROSS CHECK

Regardless the navigation system used all entry that affect vertical and later profile shall be cross checked by both pilots.

For standard operational philosophy and communication refer to the following manuals.

Refer to: FCOM PRP-NOR-SOP-90/COMMUNICATION AND STANDARD TERMS Refer to: FCTM AOP-20-GENERAL

Refer to: FCTM PR-NP-GEN-COMMUNICATION

8.3.2.2 PERFORMANCE BASED NAVIGATION

REFER TO: (CAT.OP.MPA.126), (AMC1 CAT.OP.MPA.126), [IOSA FLT 3.11.8B], [IOSA FLT 3.1.11]

To perform PBN operations (RNAV and RNP), the aircraft must have ground and airborne equipment including:

Airborne equipment:

- Flight Management System (FMS)
 - Must support RNAV/RNP specifications (e.g., RNAV 1, RNAV 5, RNP APCH).
 - Must be able to use multiple navigation inputs (GNSS, DME/DME, VOR/DME, IRS).
- Navigation Sensors
 - GNSS Receiver (GPS, SBAS/GBAS capable if required).
 - DME/DME receivers (for DME/DME RNAV).
 - VOR/DME receivers (backup for RNAV in some cases).
 - IRS/INS (if needed for RNP AR or long-range RNAV).
- Performance Monitoring & Alerting
 - For RNP operations, the system must monitor navigation accuracy and provide alerts if accuracy cannot be maintained.
- Cockpit Displays
 - CDI/HSI, MFD, or PFD capable of displaying lateral deviation with correct scaling.
 - Moving map (optional but recommended).
- AFM / MEL Documentation
 - Aircraft Flight Manual (AFM) must state compliance with the specific PBN specification
 - MEL must define dispatch requirements for PBN operations.

Ground Equipment Requirements:

PBN is designed to minimize reliance on ground infrastructure, but some ground equipment is still required depending on the type of navigation being used:

- GNSS Infrastructure
 - Satellite constellations (GPS, Galileo, GLONASS).
 - Augmentation systems (SBAS — WAAS/EGNOS, or GBAS where available).
- DME / VOR Stations
 - For DME/DME or VOR/DME RNAV operations (fallback if GNSS not available).
- ATC Systems
 - Capable of handling RNAV routes and RNP procedures.
 - Controller training for PBN phraseology and procedures.
- Procedure Design

8. OPERATING PROCEDURES

- Properly designed RNAV/RNP routes, SIDs, STARs, and approaches published in the AIP.

Operating limitations and procedures:

Refer to FCOM-PRO-SPO-51 and OM-B 2-14PROACH SUMMARIES

Both members of the flight crew are responsible for monitoring navigation performance, verifying present position and maintaining a particular RNP/RNAV, according to the relevant procedures in the FCOM. The check of navigation accuracy is mandatory before commencing the approach and after prolonged in-flight operation when ground-based or space-based navigation facilities become available for such checks.

The Performance Based Navigation (PBN) concept implies that the aircraft follows the defined track with a requested navigation performance. The PBN includes RNAV and RNP operations.

The FMS used on Fly2Sky aircraft supports PBN concept and complies with a wide range of PBN specifications. Both RNP and RNAV operations are supported by the area navigation capability. For the description of the particular navigation system used on Fly2Sky aircraft refer to the FCOM and the AFM for regulatory compliance with PBN operations.

Refer to: FCOM DSC-22_20 20-NAVIGATION

Refer to: AFM LIM-22-FMS-NAVIGATION PERFORMANCE

CAUTION

RNP AR APCH (requiring special approval) and LPV (requiring SBAS) operations are not allowed.

DESCRIPTION

REFER TO: (GM1 CAT.OP.MPA.126)

For both, RNP X and RNAV X designations, the 'X' (where stated) refers to the lateral navigation accuracy (total system error) in NM, which is expected to be achieved at least 95 % of the flight time by the population of aircraft operating within the airspace, route or procedure.

For RNP APCH and A-RNP, the lateral navigation accuracy depends on the segment. PBN may be required on notified routes, for notified procedures and in notified airspace. Refer to the table below for navigation specification according to flight phase.

RNAV 10

For purposes of consistency with the PBN concept, this Regulation is using the designation 'RNAV 10' because this specification does not include on-board performance monitoring and alerting.

However, it shall be noted that many routes still use the designation 'RNP 10' instead of 'RNAV 10'. 'RNP 10' was used as designation before the publication of the fourth edition of ICAO Doc 9613 in 2013. The terms 'RNP 10' and 'RNAV 10' shall be considered equivalent.

NAVIGATION SPECIFICATION TABLE

	Flight Phase

Navigation on Specific ation	Enroute Oceanic Remote	Enroute Continental	ARR	Approach				Departure
				Initial	Int	Final	Missed	
RNAV10	10							
RNAV 5		5	5					
RNAV 2		2	2					2
RNAV 1		1	1	1	1		1	1
RNP 1			1	1	1		1	1
RNP APP				1	1	0.3	1	

PBN OPERATIONS

FLIGHT PREPARATION FOR PBN OPERATIONS

REFER TO: (AMC1 CAT.OP.MPA.175)

The flight crew shall ensure that RNAV 1, RNAV 2, RNP 1 RNP 2, and RNP APCH routes or procedures to be used for the intended flight, including for any alternate aerodromes, are selectable from the navigation database and are not prohibited by NOTAM.

The flight crew shall take in account of any NOTAMs or operator briefing material that could adversely affect the aircraft system operation along its flight plan including any alternate aerodromes.

When PBN relies on GNSS systems for which RAIM is required for integrity, its availability shall be verified during the preflight planning. In the event of a predicted continuous loss of fault detection of more than five minutes, the flight planning shall be revised to reflect the lack of full PBN capability for that period.

For RNP 4 operations with only GNSS sensors, a fault detection and exclusion (FDE) check shall be performed. The maximum allowable time for which FDE capability is projected to be unavailable on any one event is 25 minutes. If predictions indicate that the maximum allowable FDE outage will be exceeded, the operation shall be rescheduled to a time when FDE is available.

For RNAV 10 operations, the flight crew shall take account of the RNAV 10 time limit declared for the inertial system, if applicable, considering also the effect of weather conditions that could affect flight duration in RNAV 10 airspace. Where an extension to the time limit is permitted, the flight crew will need to ensure that en route radio facilities are serviceable before departure, and to apply radio updates in accordance with any AFM limitation.

NORMAL ABNORMAL EMERGENCY AND CONTINGENCY PROCEDURES

Refer to: (AMC1 CAT.OP.MPA.126)

The Flight Crew Operating Manual (FCOM) provides Standard, Abnormal and Emergency

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procedures. Refer to: FCOM PRO-SPO-51 - Performance Based Navigation (PBN)

Note: Not all Fly2Sky aircraft are approved for RNP APCH for the type-specific approved area navigation specifications refer to the OM-B.

Contingency procedures will be described later in this chapter.

NAVIGATION DATABASE

Refer to: (AMC2 CAT.OP.MPA.175), [IOSA FLT 3.5.2], [IOSA FLT 4.2.6]

Overall navigation function integrity shall include the integrity of the navigation database. This is essential for all types of operations based on the PBN concept, but particularly important when lateral and vertical FMS guidance modes are to be used and navaid raw data monitoring is not available (typically in case of an RNAV/RNP approach). The flight crew shall check that any navigational database required for PBN operations includes the routes and procedures required for the flight.

Regarding the Fly2Sky operations the navigation database is supplied, and its integrity is ensured by an approved supplier which has been issued with EASA or FAA type 2 Letter of Acceptance (LOA). The supplier is subject to the auditing process of Fly2Sky Compliance Monitoring System. It is fully compatible with the intended function of equipment in which it is installed. Furthermore, the database is checked for compatibility by the EFB administrator with the intended use and is distributed in a manner to allow insertion of current and unaltered electronic navigation data into all aircraft.

The integrity and validity of the electronic navigation database is also confirmed by flight crew prior each flight during their preparation (departure and approach) briefings by comparing FMS navigation data with relevant data from independent sources (current approach chart, OFP) according to type specific flight phaserelated procedures. Refer to: FCOM PRO-NOR-SOP-04-EFB/ACARS INITIALIZATION. The database validity (current AIRAC cycle) shall be checked before the flight.

Navigation databases shall be current for the duration of the flight. If the AIRAC cycle is due to change during flight, the flight crew shall follow procedures established by the operator to ensure the accuracy of navigation data, including the suitability of navigation facilities used to define the routes and procedures for the flight.

An expired database may only be used if the following conditions are satisfied:

- Fly2Sky has confirmed that the parts of the database which are intended to be used during the flight and any contingencies that are reasonable to expect are not changed in the current version;
- Any NOTAMs associated with the navigational data are taken into account;
- Maps and charts corresponding to those parts of the flight are current and have not been amended since the last cycle;
- Any MEL limitations are observed; and
- The database has expired by no more than 28 days. MINIMUM EQUIPMENT LIST (MEL)

Minimum Equipment List includes dispatch, operational and maintenance procedures, in case of system unserviceability that affect PBN Operations.

CREW TRAINING AND CHECKING

Before being enrolled in PBN operations all crew members receive initial training and checking. PBN operations is part of recurrent training and checking. For detailed information on crew training and checking refer to the OM-D.

Refer to: OM-D 2-1-1 OPERATOR CONVERSION TRAINING AND CHECKING Refer to: OM-D 2-1-2 ROUTE AND AERODROME COMPETENCE QUALIFICATION Refer to: OM-D 2-1-4 RECURRENT TRAINING

CONTINUED AIRWORTHINESS OF THE AREA NAVIGATION SYSTEM

The CAMO manager is responsible for the continued airworthiness of the area navigation system.

PBN MONITORING AND VERIFICATION

Refer to: (AMC2 CAT.OP.MPA.126), [IOSA FLT 3.11.1], [IOSA FLT 3.11.2]

PRE-FLIGHT AND GENERAL CONSIDERATIONS

At navigation system initialization, the flight crew shall confirm that the navigation database is current and verify that the aircraft position has been entered correctly, if required.

The active flight plan shall be checked by comparing the charts or other applicable documents with navigation equipment and displays. This includes confirmation of the departing runway and the waypoint sequence, reasonableness of track angles and distances, any altitude or speed constraints, and, where possible, which waypoints are fly-by, and which are fly-over.

The flight crew shall check that the navigation aids critical to the operation of the intended PBN procedure are available. The flight crew shall confirm the navigation aids that shall be excluded from the operation, if any.

An arrival, approach or departure procedure shall not be used if the validity of the procedure in the navigation database has expired. The flight crew shall verify that the navigation systems required for the intended operation are operational.

Note: The augmentation system used on board Fly2Sky aircraft are ABAS systems. Refer to: FCOM DSC-22_20 20-NAVIGATION.

Refer to: FCOM DSC-22_20-50-10-FMS2 Honeywell-Predictive GPS Pages Refer to: FCOM PRO-NOR-SOP-02-GPS PRIMARY Availability

Operation control Centre (OCC) and flight crew for planning purposes may use the official RAIM service provided by EURONCONTROL (AUGUR RAIM PREDICTION) available on the following web link: <https://augur.eurocontrol.int/ec/status>

DEPARTURE

Prior to commencing a take-off on a PBN procedure, the flight crew shall check that the indicated aircraft position is consistent with the actual aircraft position at the start of the take-off roll. Where GNSS is used, the signal shall be acquired before the take-off roll. Unless automatic updating of the actual departure point is provided, the flight crew shall ensure initialization on the runway by means of a manual runway threshold or intersection update, as applicable. This is to preclude any inappropriate or inadvertent position shift after take-off.

ARRIVAL AND APPROACH

The flight crew shall verify that the navigation system is operating correctly, and the correct

arrival procedure and runway (including any applicable transition) are entered and properly depicted. Any published altitude and speed constraints shall be observed. The flight crew shall check approach procedures (including alternate aerodromes if needed) as extracted by the system (e.g., MCDU flight plan page) or presented graphically on the moving map, in order to confirm the correct loading and the reasonableness of the procedure content.

Prior to commencing the approach operation (before the IAF), the flight crew shall verify the correctness of the loaded procedure by comparison with the appropriate approach charts. This check shall include:

- The waypoint sequence;
- Reasonableness of the tracks and distances of the approach legs and the accuracy of the inbound course; and
- The vertical path angle, if applicable.

Note: Certain RNAV/RNP approaches in Fly2Sky operations are classified Approach with Vertical guidance (APV). APV approaches are identified by LNAV/VNAV in the minima table of the approach chart.

Fly2Sky aircraft support only barometric VNAV. Altimetry settings for RNP APCH operations using Baro VNAV Barometric settings.

The flight crew shall set and confirm the correct altimeter setting and check that the two altimeters provide altitude values that do not differ more than 100 ft at the most at or before the final approach fix (FAF).

The flight crew shall fly the procedure with:

- A current local altimeter setting source available – A remote or regional altimeter setting source shall not be used; and
- The QNH/QFE, as appropriate, set on the aircraft's altimeters.

TEMPERATURE COMPENSATION

For RNP APCH operations to LNAV/VNAV minima using Baro VNAV:

- The flight crew shall not commence the approach when the aerodrome temperature is outside the promulgated aerodrome temperature limits for the procedure;
- When the temperature is within promulgated limits, the flight crew shall not make compensation to the altitude at the FAF and DA/H;
- Since only the final approach segment is protected by the promulgated aerodrome temperature limits, the flight crew shall consider the effect of temperature on terrain and obstacle clearance in other phases of flight.

For RNP APCH operations to LNAV minima, the flight crew shall consider the effect of temperature on terrain and obstacle clearance in all phases of flight, in particular on any stepdown fix.

SENSOR AND LATERAL NAVIGATION ACCURACY SELECTION

For multi-sensor systems, the flight crew shall verify, prior to approach, that the GNSS sensor is used for position computation (GPS PRIMARY). The Flight crew of aircraft with RNP input selection capability shall confirm that the indicated RNP value is appropriate for the PBN operation.

Refer to: FCOM PRO-NOR-SOP-18-C Approach using FINAL APP Guidance - General
Refer to: FCOM PRO-NOR-SOP-18-C Approach using FPA Guidance - General

MANAGEMENT OF THE NAVIGATION DATABASE

REFER TO: (AMC3 CAT.OP.MPA.126)

For RNAV 1, RNAV 2, RNP 1, RNP 2, and RNP APCH, the flight crew shall neither insert nor modify waypoints by manual entry into a procedure (departure, arrival or approach) that has been retrieved from the database. User-defined data may be entered and used for waypoint altitude/speed constraints on a procedure where said constraints are not included in the navigation database coding.

For RNP 4 operations, the flight crew shall not modify waypoints that have been retrieved from the database. User-defined data (e.g., for flex-track routes) may be entered and used. The lateral and vertical definition of the flight path between the FAF and the missed approach point (MAPt) retrieved from the database shall not be revised by the flight crew.

DISPLAY AND AUTOMATION

REFER TO: (AMC4 CAT.OP.MPA.126)

For RNAV 1, RNP 1, and RNP APCH operations, the flight crew shall use a lateral deviation indicator (cross track error on ND), flight director and/or autopilot in lateral navigation mode.

The appropriate displays shall be selected so that the following information can be monitored:

- The computed desired path;
- Aircraft position relative to the lateral path (cross-track deviation) for FTE monitoring;
- Aircraft position relative to the vertical path (for a 3D operation).

The flight crew of an aircraft with a lateral deviation indicator (e.g., CDI) shall ensure that lateral deviation indicator scaling (full-scale deflection) is suitable for the navigation accuracy associated with the various segments of the procedure.

The flight crew shall maintain procedure centerlines unless authorized to deviate by air traffic control (ATC) or demanded by emergency conditions. Cross-track error/deviation (the difference between the area-navigation-system-computed path and the aircraft-computed position) shall normally be limited to $\pm \frac{1}{2}$ time the RNAV/RNP value associated with the procedure. Brief deviations from this standard (e.g., overshoots or undershoots during and immediately after turns) up to a maximum of 1 time the RNAV/RNP value shall be allowable.

For a 3D approach operation, the flight crew shall use a vertical deviation indicator and, where required by AFM limitations, a flight director or autopilot in vertical navigation mode. Deviations below the vertical path shall not exceed 75 ft at any time, or half-scale deflection where angular deviation is indicated, and not more than 75 ft above the vertical profile, or half scale deflection where angular deviation is indicated, at or below 1 000 ft above aerodrome level.

The flight crew shall execute a missed approach if the vertical deviation exceeds this criterion, unless the flight crew has in sight the visual references required to continue the approach.

Refer to: FCOM DSC-31-40 Indications on PFD Refer to: FCOM DSC-31-45 Indications on ND

Refer to: FCOM PRO-NOR-SOP-18-C Approach using FINAL APP Guidance - General

Refer to: FCOM PRO-NOR-SOP-18-C Approach using FPA Guidance - General

VECTORIZING AND POSITIONING

REFER TO: (AMC5 CAT.OP.MPA.126)

ATC tactical interventions in the terminal area may include radar headings, direct-to clearances which bypass the initial legs of an approach procedure, interceptions of an initial or intermediate segments of an approach procedure or the insertion of additional waypoints loaded from the database.

In complying with ATC instructions, the flight crew shall be aware of the implications for the navigation system.

Direct-to clearances may be accepted to the IF provided that it is clear to the flight crew that the aircraft will be established on the final approach track at least 2 NM before the FAF. Direct-to clearance to the FAF shall not be acceptable. Modifying the procedure to intercept the final approach track prior to the FAF shall be acceptable for radar-vector arrivals or otherwise only with ATC approval.

The final approach trajectory shall be intercepted no later than the FAF in order for the aircraft to be correctly established on the final approach track before starting the descent (to ensure terrain and obstacle clearance).

Direct-to clearances to a fix that immediately precede an RF leg shall not be permitted. For parallel offset operations en route in RNP 4 and A-RNP, transitions to and from the offset track shall maintain an intercept angle of no more than 45° unless specified otherwise by ATC.

ALERTING AND ABORT

REFER TO: (AMC6 CAT.OP.MPA.126)

Unless the flight crew has sufficient visual reference to continue the approach operation to a safe landing, an RNP APCH operation shall be discontinued if:

- Navigation system failure is annunciated (e.g., warning flag);
- Lateral or vertical deviations exceed the tolerances;
- Loss of the on-board monitoring and alerting system.

Discontinuing the approach operation may not be necessary for a multi-sensor navigation system that includes demonstrated RNP capability without GNSS in accordance with the AFM/FCOM.

Where vertical guidance is lost while the aircraft is still above 1 000 ft AGL, the flight crew may decide to continue the approach to LNAV minima, when supported by the navigation system.

Refer to: FCOM PRO-SPO-51-A- MANAGEMENT OF DEGRADED NAVIGATION

Refer to: FCOM PRO-NOR-SOP-18-C Approach using FINAL APP Guidance - General

Refer to: FCOM PRO-NOR-SOP-18-C Approach using FPA Guidance – General

CONTINGENCY PROCEDURES - GENERAL

REFER TO: (AMC7 CAT.OP.MPA.126)

The flight crew shall make the necessary preparation to revert to a conventional arrival procedure where appropriate. The following conditions shall be considered:

- Failure of the navigation system components including navigation sensors, and a failure effecting flight technical error (e.g., failures of the flight director or autopilot);
- Multiple system failures affecting aircraft performance;
- Coasting on inertial sensors beyond a specified time limit; and
- RAIM (or equivalent) alert or loss of integrity function.

In the event of loss of PBN capability, the flight crew shall invoke contingency procedures and navigate using an alternative means of navigation. The flight crew shall notify ATC of any problem with PBN capability, Refer to Table 2 In the event of communication failure, the flight crew shall continue with the operation in accordance with published lost communication procedures.

In case of the malfunction of an on-board system, for the PBN capability of the system with the remaining components refer to the Required Equipment paragraph of the relevant RNP/RNAV specification.

Note: Navigation systems used on Fly2Sky aircraft mainly are relying on GNSS signals. In case of GNSS system malfunctions, the navigation system may still be capable to comply with the applicable navigation specification.

Example: During an RNP final approach the required RNP is 0.3. In case of an accuracy degradation to 0.4NM (due to the loss of GNSS signal), the approach will have to be aborted, but the missed approach can still be followed as it is having a less strict RNP requirement of 1.0 NM.

Losing GNSS signal while flying in RNAV airspace will cause the position accuracy to gradually downgrade, but the backup navigation modes (radio updating, IRS) can still support the required accuracy.

In the event of loss of required PBN capability (aircraft system indication or symptoms that navigation accuracy is below the required one):

- Notify ATC about the loss of RNAV capability and the intended course of action, advise ATC unit: **“UNABLE RNAV DUE TO”** or **“UNABLE RNP DUE TO”** following the aircraft call sign, obtain revised clearance for further operation.
- Navigate using an alternative means of navigation which may include:
 - Revert to raw data navigation (if available);
 - Continue via ground-based nav aids (in cruise); or
 - Request a raw data (NDB, VOR, LOC, ILS) approach.
- Request radar assistance (if available);
- As a last resort ensure obstacle clearance (climb if needed).

Refer to: FCOM PRO-SPO-51-A- MANAGEMENT OF DEGRADED NAVIGATION

Table 2 – PBN Contingency Phraseology		
Flight Crew	ATC	Circumstance
Unable (designator)		Unable to accept RNAV/RNP procedure for reasons of equipment or its operational use
Unable (designator) Departure or Arrival (reasons)		Unable to accept RNAV/RNP procedure for any other reason
Unable RNAV due equipment		Unable to accept RNAV/RNP clearance due to equipment failure
	Unable to issue (designator) Departure or Arrival Due RNAV Type	ATC unable to issue RNAV/RNP clearance based on equipment indicated in Flight Plan
	Unable to issue (designator) Departure or Arrival (reasons)	ATC unable to issue RNAV/RNP clearance for any other reason
	Advise if able (designator) Departure or Arrival	A means for ATC to confirm the ability of a pilot to accept a specific RNAV/RNP procedure

CONTINGENCY PROCEDURES - RNP APCH

RNP APCH procedures guide the aircraft below the MSA and it may be necessary to take expeditious action to ensure obstacle clearance. In case of RNP APCH the standard approach briefing shall include a review of strategy to apply in case of navigation degradation during the approach.

The crew may face different scenario for which different actions shall be planned. The majority of airports are equipped with approach radar service, the request of radar vector for safe obstacle separation shall be the primary action. When radar service is not available or due to congestion of ATC is not possible to delay the action, the following recommendation shall be followed after leaving the IAF.

In VMC Condition, the approach may be continued visually provide the crew has adequate visual reference to safely continue the approach visually, ATC shall be informed.

In IMC Condition, intermediate and/or go-around segment based on RNAV, check is the degradation comply with the RNP for the intermediate and/or go-around segment (RNP 1) if affirmative NAV mode may be used, perform a standard missed approach, inform ATC, if negative climb to MSA (use TOGA up to maximum limit, do not accelerate until reaching),

maintain the most appropriate heading for obstacle clearance, immediately inform ATC.

Intermediate and/or go-around segment overlying conventional nav aids, revert to conventional raw data navigation and perform a missed approach, ATC shall be informed. The above different scenario shall be analyzed during approach briefing and the MCDU RAD NAV page prepared accordingly for a fast reversion to raw data flight if necessary.

For specific airport where obstacle separation during an RNP APCH is critical a specific contingency procedure is published in the OM-C Airports.

PBN SPECIFIC REPORTING

REFER TO: (AMC2 ORO.GEN.160)

Incidents which affect or could have affected the safety of area navigation operations shall be reported by means of an ASR (IQSM). The crew shall report any lateral or vertical NAV guidance anomaly.

The use of the route or procedure will be prohibited until the error has been corrected. This prohibition will be annotated via a company NOTAM. An ASR shall also be filed for any significant discrepancy. Examples may include, but are not limited to:

Significant navigation errors attributed to incorrect data or a database coding error;

Unexpected deviations in lateral/vertical flight path not caused by flight crew input or erroneous operation of equipment;

- Significant misleading information without a failure warning;
- Total loss or multiple navigation equipment failure; and
- Loss of integrity, e.g., RAIM function, whereas integrity was predicted to be available during pre-flight planning, The following details shall be documented for further investigation and corrective actions:
 - Approach designation and airport.
 - A/C type, MSN, GW, wind/temp.
 - Navigation database cycle.
 - Pilot selections, FMA, ND, MCDU displays.
 - Description of anomaly, flight path.

8.3.2.3 MINIMUM NAVIGATION PERFORMANCE SPECIFICATION

REFER TO: MNPS (SPA.MNPS.100), (GM1 SPA.MNPS.100 MNPS), [IOSA FLT 3.11.11]

Fly2Sky holds a Minimum Navigation Performance Specification (MNPS) approval for North Atlantic High-Level Airspace (NAT-HLA). Fly2Sky aircraft may operate in designated minimum navigation performance specifications (MNPS) airspace in accordance with regional supplementary procedures.

MNPS and the procedures governing their application are published in the Regional Supplementary Procedures, ICAO Doc 7030, as well as in national AIPs.

MNPS OPERATIONS APPROVAL

Refer to: (SPA.MNPS.105 MNPS)

Fly2Sky MNPS approval North Atlantic High-Level Airspace (NAT-HLA) is based on

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evidence that:

- Aircraft navigation equipment meets the required performance;
- Navigation displays, indicators and controls are visible and operable by either pilot seated at his/her duty station;
- A training programme for the flight crew members involved in these operations has been established;
- Operating procedures have been established specifying:
 - The equipment to be carried, including its operating limitations and appropriate entries in the MEL;
 - Flight crew composition and experience requirements;
 - Normal procedures;
 - Contingency procedures including those specified by the authority responsible for the airspace concerned;
 - Monitoring and incident reporting.

Flight crew may be planned for MNPS operation if they have successfully passed MNPS NAT-HLA training and checking. Fly2Sky do not apply restriction on crew composition and/or experience.

Comprehensive description of normal and contingency procedure may be found in the Jeppesen FD Pro X.

MNPS operations do not rely on extensive ground-based navigation aids, but depend on:

- GNSS – provide global positioning coverage
- HF Radio Stations – enable long-range communication
- ATC Systems (Gander, Shanwick, etc) – manage separation based on reports and ADS-C
- Rescue Coordination Centre – required support for emergency or SAR events in oceanic zones

Airborne equipment required for MNPS operations:

1. Navigation Equipment:

- Long-range navigation systems (LRNS) – at least two independent systems, to ensure redundancy. Must meet RNP 10 or RNP 4. Commonly acceptable systems included:
 - Inertial Navigation System (INS) or Inertial Reference System (IRS)
 - Global Navigation Satellite System (GNSS, e.g. GPS)
- The systems had to be capable of providing accuracy consistent with MNPS standards (± 10 NM for 95% of the flight time).

2. Communication Equipment

- VHF radios – for communication in VHF coverage areas (e.g., near land or oceanic entry/exit points).

- HF radios – for long-range communications where VHF coverage is not available, especially over the ocean.
 - Controller–Pilot Data Link Communications (CPDLC)
3. Surveillance / Monitoring
- Transponder with Mode C/S capability – for altitude reporting.
 - ADS-C (Automatic Dependent Surveillance – Contract) – in some parts of NAT airspace.
 - ACAS/TCAS II – collision avoidance system (mandated in NAT region).
4. Other Required Onboard Equipment
- Cockpit voice recorder (CVR) and flight data recorder (FDR) – per ICAO Annex 6 requirements.
 - Altimetry system – two independent, functioning systems capable of meeting RVSM tolerances (since NAT MNPS airspace also requires RVSM compliance at FL 290–410).
 - Magnetic Compass and Heading System – for backup navigation.
 - Clocks and timing devices – accurate to support position reporting and navigation system checks.

LONG RANGE COMMUNICATION SYSTEM

REFER TO: (AMC1 SPA.MNPS.105), (AMC4 CAT.IDE.A.345)

For unrestricted operation in MNPS airspace an aircraft shall be equipped with two independent LRNSs.

- An LRNS may be one of the following:
 - One inertial navigation system (INS);
 - One global navigation satellite system (GNSS); or
 - One navigation system using the inputs from one or more inertial reference system (IRS) or any other sensor system complying with the MNPS requirement.
- In case of the GNSS is used as a stand-alone system for LRNS, an integrity check shall be carried out.
- For operation in MNPS airspace along notified special routes the aeroplane shall be equipped with one LRNS.

The long-range communication system shall be either a high frequency/HF-system or another two-way communication system if allowed by the relevant airspace procedures. When using one communication system only, the competent authority may restrict the minimum navigation performance specifications (MNPS) approval to the use of the specific routes. All Fly2Sky aircraft are equipped with two HF systems.

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8.3.2.4 POLAR NAVIGATION

Currently not applicable to Fly2Sky operations.

8.3.2.5 OTHER AREAS NAVIGATION

For navigation procedures in other areas, refer to Jeppesen FD Pro X.

8.3.2.6 IN-FLIGHT RE-PLANNING AND RE-ROUTING

A re-planning shall be done in flight upon diversion of a flight, finishing at an aerodrome different than the originally planned, or as result of an incidence or emergency situation in flight, or contingency or emergency at destination.

Any in-flight re-planning is under the Commander's responsibility, who shall verify the following:

- Closure times of the new aerodrome: shall be checked;
- Fuel availability: Flight crew members shall check that has enough fuel through consumption data available in the FlySmart, InFlight module in Plan mode, and the automatic calculation executed by the aircraft's FMS;
- Limitations of required crew qualifications for the aerodrome and route resultant from a re-planning to a non-planned aerodrome: Flight crew members shall check that both hold the aerodrome and route qualification in force for re-planned alternates;
- On-route and re-planned aerodrome weather: Flight crew members shall check the weather for the new re-planned route and the aerodrome minima. Crew shall request weather information to ATC;
- Re-planning of routes is only authorized in emergency or contingency situations in flight;
- Aerodrome operating minima: Flight crew members shall check the aerodrome operating minima with the information obtained from the ATC;
- Aerodrome technical data accessible to the crew in Jeppesen FD Pro X. Flight crew members shall ensure that has all technical data and limitations for the operated aircraft type and variant in the associated manuals (performance tables, navigation charts, route and aerodrome categorization);
- Reduced Fire Fighting category RFF (available in Jeppesen FD Pro X): Flight crew member shall check whether the new aerodrome, after re-planning, meets the minima RFF for Fly2Sky aircraft.

Re-planning executed under the Commander's responsibility, shall have ATC support for navigation, which shows the route to be followed in order to land in the new unplanned aerodrome after re-planning. The delimiting factor is securing enough fuel to follow the proposed re-planned route to the closest alternate.

An in-flight re-routing result from modifying an originally planned route due to efficiency reasons or proposed by ATC in each FIR. The re-routing is always under the Commander's responsibility. The ATC service proposes direct routes (DCT) to the crew for efficiency purposes in the air traffic control or due to a decrease in congestion within flown airspace.

Therefore, given this proposal the Commander is responsible for accepting, considering:

- Fuel availability: Flight crew shall check that has enough fuel through consumption data available in FlySmart, InFlight module in Plan mode and the automatic calculation executed by the aircraft's FMS;
- Weather on the new proposed route: Flight Crew shall check the weather on the new route for re-routing. He/she shall request the weather information to ATC;
- Aerodrome technical data accessible to the crew (OM-C and Jeppesen FD Pro X) Flight Crew shall ensure that has all technical data and limitations for the new route within the navigation charts.

The commander may accept re routings for efficiency reasons always confirming that, prior to the overflight, Jeppesen FD Pro X that obstacle separation and requirements in case of emergency descent or engine failure are met.

8.3.2.7 PROCEDURES FOR SYSTEM DEGRADATION

Degradation of on-board equipment shall be taken into consideration for any in-flight planning/ re-planning with regard to destination and alternate weather, and for fuel planning for en-route conditions. Any downgrading of ground facilities shall be assessed about possible increased landing minima at destination and/or alternate airports.

8.3.2.8 REDUCED VERTICAL SEPARATION MINIMUM (RVSM)

REFER TO: (SPA.RVSM.100), [IOSA FLT 3.11.8A], [IOSA FLT 3.11.32]

SERVICEABILITY CHECKS DURING PRE-FLIGHT PHASE:

Both altimeters shall be set on aerodrome QNH and checked that they indicate within ± 25 feet of the aerodrome elevation, and within 20 feet of each other.

PERMISSION TO ENTER RVSM AIRSPACE:

Aircraft shall only be operated in designated airspace where a reduced vertical separation minimum of 300 m (1 000 ft) applies between flight level (FL) 290 and FL 410, inclusive, if the operator has been granted an approval by the competent authority to conduct such operations.

The A32F aircraft systems are designed to comply with the design criteria of the EASA and FAA regulations (documents references provided in the AFM) for the RVSM capability. Fly2Sky holds an RVSM approval issued by the Bulgarian CAA.

OPERATION APPROVAL

REFER TO: (SPA.RVSM.105 RVSM), (AMC1 SPA.RVSM.105 RVSM)

To obtain RVSM operation approval Fly2Sky has presented to the authority:

- Airworthiness documents
- Description of aircraft equipment
- Training programmes, operating practices and procedures
- Manuals and checklists
- Past performance

- Minimum equipment list
- Plan for participation in verification/monitoring programmes

Note: Fly2Sky is participating in the European Regional Monitoring Agency (EUR RMA) that is responsible for monitoring and supporting aircraft operations in European Reduced Vertical Separation Minima (RVSM) airspace.

Results of monitoring are periodically downloaded and analyzed by flight operations department. For additional information on monitoring program Refer to: <https://www.eurocontrol.int/service/european-regional-monitoring-agency>

- Continuing airworthiness based on above documentation RVSM operational approval has been granted by Bulgarian CAA on the base that Fly2Sky:
- Operates aircraft with airworthiness approval for RVSM;
- Procedures for monitoring and reporting height-keeping errors have been established;
- A training program for the flight crew members involved in these operations has been established;
- Operating procedures have been established;
- The CAMO Manager is responsible for airworthiness approval and procedures for monitoring and reporting height-keeping errors.

Training program for flight crew include initial training and checking detailed in the OM-D. Refer to: OM-D 2-1 FLIGHT CREW. Operating procedures are detailed further in this chapter.

EQUIPMENT REQUIREMENTS

Refer to: (SPA.RVSM.110 RVSM), (AMC1 SPA.RVSM.110(a))

Aircraft used for operations in RVSM airspace shall be equipped with:

- Two independent altitude measurement systems;
- An altitude alerting system;
- An automatic altitude control system;
- A secondary surveillance radar (SSR) transponder with altitude reporting system that can be connected to the altitude measurement system in use for altitude control.

For type specific requirements, Refer to: FCOM PRO-SPO-50 REDUCED VERTICAL SEPARATION MINIMUM - RVSM

OPERATING LIMITATION AND PROCEDURE

REFER TO: (AMC2 SPA.RVSM.105 RVSM)

FLIGHT PLANNING

During flight planning the flight crew shall pay particular attention to conditions that may affect operation in RVSM airspace. These include, but may not be limited to:

- Verifying that the airframe is approved for RVSM operations;

- Reported and forecast weather on the route of flight;
- Minimum equipment requirements pertaining to height-keeping and alerting systems; and
- Any airframe or operating restriction related to RVSM operations.

PRE-FLIGHT PROCEDURES

The following actions shall be accomplished during the pre-flight procedure:

- Review technical logs and forms to determine the condition of equipment required for flight in the RVSM airspace. Ensure that maintenance action has been taken to correct defects to required equipment.
- During the external inspection of aircraft, particular attention shall be paid to the condition of static sources and the condition of the fuselage skin near each static source and any other component that affects altimetry system accuracy. This check may be accomplished by a qualified and authorized person other than the pilot (e.g., a flight engineer or ground engineer).
- Before take-off, the aircraft altimeters shall be set to the QNH (atmospheric pressure at nautical height) of the airfield and shall display a known altitude, within the limits specified in the aircraft operating manuals. The two primary altimeters shall also agree within limits specified by the aircraft operating manual. An alternative procedure using QFE (atmospheric pressure at aerodrome elevation/runway threshold) may also be used. The maximum value of acceptable altimeter differences for these checks in QNH shall not exceed 23 m (75 ft). Any required functioning checks of altitude indicating systems shall be performed.
- Before take-off, equipment required for flight in RVSM airspace shall be operative and any indications of malfunction shall be resolved.

PRIOR TO RVSM AIRSPACE ENTRY

The following equipment shall be operating normally at entry into RVSM airspace:

- Two primary altitude measurement systems. A cross-check between the primary altimeters shall be made. A minimum of two will need to agree within ± 60 m (± 200 ft).
- Failure to meet this condition will require that the altimetry system be reported as defective and air traffic control (ATC) notified;
- One automatic altitude-control system;
- One altitude-alerting device; and
- Operating transponder.

Shall any of the required equipment fail prior to the aircraft entering RVSM airspace, the pilot shall request a new clearance to avoid entering this airspace.

IN-FLIGHT PROCEDURES

The following practices shall be incorporated into flight crew training and procedures:

- Flight crew shall comply with any aircraft operating restrictions, if required for the specific aircraft type, e.g., limits on indicated Mach number, given in the RVSM

airworthiness approval;

- Emphasis shall be placed on promptly setting the sub-scale on all primary and standby altimeters to 1013.2 hPa / 29.92 in Hg (STD) when passing the transition altitude and rechecking for proper altimeter setting when reaching the initial cleared flight level;
- In level cruise it is essential that the aircraft is flown at the cleared flight level. This requires that particular care is taken to ensure that ATC clearances are fully understood and followed. The aircraft shall not intentionally depart from cleared flight level without a positive clearance from ATC unless the crew are conducting contingency or emergency maneuvers;
- When changing levels, the aircraft shall not be allowed to overshoot or undershoot the cleared flight level by more than 45 m (150 ft). If installed, the level off shall be accomplished using the altitude capture feature of the automatic altitude-control system;
- An automatic altitude-control system shall be operative and engaged during level cruise, except when circumstances such as the need to re-trim the aircraft or turbulence require disengagement. In any event, adherence to cruise altitude shall be done by reference to one of the two primary altimeters. Following loss of the automatic height-keeping function, any consequential restrictions will need to be observed;
- Ensure that the altitude-alerting system is operative;
- At intervals of approximately 1 hour, cross-checks between the primary altimeters shall be made. A minimum of two will need to agree within ± 60 m (± 200 ft). Failure to meet this condition will require that the altimetry system be reported as defective, and ATC notified;
- The usual scan of flight deck instruments shall suffice for altimeter cross-checking on most flights;
- In normal operations, the altimetry system being used to control the aircraft shall be selected for the input to the altitude reporting transponder transmitting information to ATC;
- If the pilot is notified by ATC of a deviation from an assigned altitude exceeding ± 90 m (± 300 ft) then the pilot shall take action to return to cleared flight level as quickly as possible.

Contingency procedures after entering RVSM airspace are as follows:

- The pilot shall notify ATC of contingencies (equipment failures, weather) that affect the ability to maintain the cleared flight level and coordinate a plan of action appropriate to the airspace concerned. The pilot shall obtain to the guidance on contingency procedures is contained in the relevant publications dealing with the airspace.
- Examples of equipment failures that shall be notified to ATC are:
 - Failure of all automatic altitude-control systems aboard the aircraft;
 - Loss of redundancy of altimetry systems;

- Loss of thrust on an engine necessitating descent; or
- Any other equipment failure affecting the ability to maintain cleared flight level.
- The pilot shall notify ATC when encountering greater than moderate turbulence.
- If unable to notify ATC and obtain an ATC clearance prior to deviating from the cleared flight level, the pilot shall follow any established contingency procedures for the region of operation and obtain ATC clearance as soon as possible.

POST-FLIGHT PROCEDURES

In making technical log entries against malfunctions in height-keeping systems, the pilot shall provide sufficient detail to enable maintenance to effectively troubleshoot and repair the system. The pilot shall detail the actual defect and the crew action taken to try to isolate and rectify the fault.

The following information shall be recorded when appropriate:

- Primary and standby altimeter readings;
- Altitude selector setting;
- Subscale setting on altimeter;
- Autopilot used to control the aircraft and any differences when an alternative autopilot system was selected;
- Differences in altimeter readings if alternate static ports selected;
- Use of air data computer selector for fault diagnosis procedure; and
- The transponder selected to provide altitude information to ATC and any difference noted when an alternative transponder was selected.

Comprehensive description of type related flight crew normal, abnormal and emergency RVSM procedure may be found in the FCOM. Refer to: FCOM PRO-SPO- 50 REDUCED VERTICAL SEPARATION MINIMUM - RVSM

RVSM REGIONAL PROCEDURES

REFER TO: (GM1 SPA.RVSM.105(D)(9) RVSM)

The areas of applicability (by Flight Information Region) of RVSM airspace in identified ICAO regions is contained in the relevant sections of ICAO Document 7030/4. In addition, these sections contain operating and contingency procedures unique to the regional airspace concerned, specific flight planning requirements and the approval requirements for aircraft in the designated region.

Comprehensive guidance on operational matters for European RVSM airspace is contained in ICAO EUR Doc 009 entitled 'Guidance material on the implementation of a 300 m (1.000 ft) vertical separation minimum in the European RVSM airspace' with further material included in the relevant State aeronautical publications. Flight crew may consult area and regional RVSM procedure may be found in the Jeppesen FD Pro X.

RVSM REPORTING

REFER TO: (SPA.RVSM.115 RVSM)

During post flight crew shall report any malfunction or deviation in relation to the altitude keeping capability and any failure of the required equipment Fly2Sky reports recorded or

communicated occurrences of height-keeping deviations errors caused by malfunction of aircraft equipment or operational nature, equal to or greater than:

- A Total Vertical Error (TVE) of ± 300 feet (for example, measured by an HMU);
- An Altimetry System Error (ASE) of ± 245 feet;
- An Assigned Altitude Deviation (AAD) of ± 300 feet.

Reports of such occurrences shall be sent to the Bulgarian CAA within 72 hours. Reports shall include an initial analysis of causal factors and measures taken to prevent repeat occurrences. When height-keeping errors are recorded or received, Fly2Sky shall take immediate action to rectify the conditions that caused the errors and provide follow-up reports, if requested by the Bulgarian CAA.

Note: For comprehensive information relevant to reporting procedures and reportable events in the OM-A. Refer to: OM-A 11 HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS, AND OCCURRENCES, AND USING THE CVR RECORDING

8.3.3 ALTIMETER SETTING PROCEDURES

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.101), [IOSA FLT 3.11.29], [IOSA FLT 3.11.30], [IOSA FLT 3.11.31]

8.3.3.1 SERVICEABILITY CHECKS DURING PRE-FLIGHT PHASE

- Set both altimeters to aerodrome QNH and check that they indicate within ± 25 feet of the aerodrome elevation, and within 20 feet of each other.

8.3.3.2 GENERAL

Altimeter Setting procedures are defined in part VI of ICAO "Aircraft operations" DOC 8168-OPS/611 and in part II of ICAO "Rules of the Air and Traffic Services" DOC 4444-RAC/501/12. All operations shall take into account the procedures established by the State of the aerodrome or the State of the airspace, if applicable.

Aircraft altimeter system is described in FCOM Aircraft Systems description volume - Instruments and associated procedures are given in the FCOM. Refer to: FCOM DSC-22_20-60-10-GENERAL

For altimeter call checks, refer to OM B 2-4-2.

8.3.3.3 SERVICEABILITY

Altimeter tolerances are given in the FCOM.

Refer to: FCOM PRO-NOR-SOP-06-GLARESHIELD

Refer to: FCOM PRO-SPO-50-RVSM NORMAL PROCEDURES

8.3.3.4 SETTING PROCEDURES

A32F aircraft have the possibility to select different pressure reference. As indicated in the table below, each setting will result in an altimeter indication which provide a measure of the vertical distance with regard to the ICAO Standard Atmosphere (ISA) above the particular reference datum shown.

8. OPERATING PROCEDURES

Altimeter setting	Reference Datum	Altimeter indication
Standard (STD)	1013.25 hPa / 29.92 inHg	Flight Level
QNH	Local MSL pressure	Altitude

Altimeters shall be set, and crosschecked whenever a new setting is applied, in accordance with the following table.

Flight Stage	ALT 1	ALT 2	STBY	Remarks
Before Take-off	QNH	QNH	QNH	Aerodrome setting
Climb, En-route and Descent	QNH	QNH	QNH	If remaining below Transition Altitude
Climb	STD	STD	STD	When passing the Transition Altitude
Enroute	STD	STD	STD	If above Transition Altitude
Descent	STD	STD	STD	When cleared to intermediate Flight Levels
Descent	QNH	QNH	QNH	When cleared to descend to an altitude
Initial Approach	QNH	QNH	QNH	Aerodrome setting
Final Approach	QNH	QNH	QNH	Aerodrome setting
Missed Approach	QNH	QNH	QNH	Aerodrome setting

8.3.3.5 TEMPERATURE CORRECTION

Pressure altimeters are calibrated to indicate true altitude under International Standard Atmosphere (ISA) conditions. Any deviation from ISA will therefore result in an erroneous reading on the altimeter. The altimeter error may be significant under conditions of extremely cold temperature. Appropriate corrections shall be applied.

For altitude temperature corrections, Refer to: OM-A 8.1.1 MINIMUM FLIGHT ALTITUDES.

8.3.3.6 METRIC ALTIMETRY AND CONVERSION TABLES

REFER TO: (GM1 CAT.OP.MPA.175(B)(5))

Some countries or FIR/UIR use dimension units different from ICAO standard, for example:

- Wind speed in meter per second;
- Speed in kilometers per hours;
- Cruising level in meters;

- Altimeter setting in mmHg;
- Altitude based in meters based on QFE setting, etc.

Before commencing a flight, the Commander must ensure that current maps, charts and associated documentation are available to cover the intended operation of the aeroplane including conversion tables necessary to support operations where metric heights, altitudes and flight levels must be used. These can be found in the Jeppesen FD Pro X.

8.3.3.7 QFE OPERATING PROCEDURES

In certain States dimensions used are metric. Charts for these aerodromes indicate all vertical distances as altitudes in feet (QNH), with conversion to heights in feet (QFE) and/or metres (QFE).

ATC instructions and flight crew reports concerning vertical navigation below transition height/level are expressed in metres based on QFE altimeter setting (height). For departure, for en-route flying at or below transition altitude/level and for intermediate and final approach, both altimeters shall be set to QNH and the QNH/QFE conversions table used to establish and report vertical position. Approach charts include a table for converting meters QFE to feet QNH.

8.3.4 ALTITUDE ALERTING SYSTEM PROCEDURES

APPLICABLE TO: ALL

REFER TO: (CAT.IDE.A.140)

The purpose of the altitude alerting system is to alert the flight crew by the automatic activation of a visual and an aural signal when the aircraft is about to reach or is leaving the pre-selected altitude / flight level. The system and its operation ensure an accurate altitude adherence during all phases of the flight.

Fly2Sky aircraft are equipped with altitude alerting system shall be capable of:

- Alerting the flight crew when approaching a preselected altitude; and
- Alerting the flight crew by at least an aural signal, when deviating from a preselected altitude.

Detailed system description and operational functionality is described in the FCOM. Refer to: FCOM DSC-31-40-ALTITUD ALERT

8.3.4.1 ALTITUDE AWARENESS

REFER TO: [IOSA FLT 3.11.28]

The use of the altitude alerting system does not in any way release the flight crew from the responsibility for ensuring that the aircraft levels off or will be levelled off at the correct altitude or flight level. The flight crew shall:

- Use automated or verbal altitude callouts and any other actions to be taken to maintain altitude awareness;
- Apply reduction of vertical speed approaching levels or altitudes to avoid altitude deviations as per OM-B. Refer to OM-B 2-4-3 VERTICAL SPEED GUIDANCE AND CALLS;

- Clearly state and verify, if necessary, call sign during altitude clearance acceptance and readback.

Report the cleared flight level on first contact with ATC, unless specifically requested not to do so by ATC Standard SOP and callouts shall be used in accordance with the following.

Refer to: OM-B 2 NORMAL PROCEDURES Refer to: FCOM PRO-NOR-SOP-90-CALLOUTS Refer to: FCTM AOP-20-GENERAL

8.3.5 GROUND PROXIMITY WARNING SYSTEM

APPLICABLE TO: ALL

8.3.5.1 PROCEDURES AND INSTRUCTIONS:

REFER TO: (CAT.IDE.A.150), (AMC1 CAT.IDE.A.150), (GM1 CAT.IDE.A.150), [IOSA FLT 3.11.50C], [IOSA FLT 3.14.9]

The (Enhanced) Ground Warning Proximity System ((E)GPWS) is designed to alert pilots that the aircraft position in relation to the terrain is abnormal and, if not corrected, could result in a Controlled Flight Into Terrain (CFIT). All Fly2Sky aircraft are fitted with EGPWS.

EGPWS operational functioning is described in the FCOM. Refer to: FCOM DSC-34-40-EGPWS

8.3.5.2 DEFINITIONS

The following definitions are applicable on (E)GPWS operations:

The term 'alert' includes both cautions and warnings;

The term 'false' means that the TAWS issued an alert which could not possibly be justified by the position of the aircraft in respect to terrain and it is probable that a fault or failure in the system (equipment and/or input data) was the cause;

The term 'nuisance' means that the TAWS issued an alert which was appropriate, but was not needed because the flight crew could determine by independent means that the flight path was, at that time, safe;

The term 'genuine' means that the TAWS issued an alert which was both appropriate and necessary.

8.3.5.3 FLIGHT CREW PROCEDURES

REFER TO: (CAT.OP.MPA.290)

Associated E(GPWS) procedures are detailed in the FCOM. Refer to: FCOM PRO-ABN-SURV-[MEM] EGPWS CAUTIONS/WARNINGS

When undue proximity to the ground is detected by any flight crewmember or by a ground proximity warning system, the Commander or the pilot to whom conduct of the flight has been delegated shall ensure that corrective action is initiated immediately to establish safe flight conditions.

The EGPWS system or related modes may not be deactivated by pulling the circuit breaker or use of the relevant switch except when specified by approved procedures. The appropriate maneuver detailed in the FCOM must be followed for any warning except when a warning occurs during daylight and 'VMC' conditions, and when positive visual verification

is made that no hazard exists, or the possibility of a nuisance or false warning has been identified and notified on the Navigation Chart or in Company documentation (NOTAM or Airport Briefing).

Limitation on vertical speed shall be respected. Refer to: OM-B 2-4-3 VERTICAL SPEED GUIDANCE AND CALLS

8.3.5.4 FLIGHT CREW TRAINING

REFER TO: (GM1 CAT.OP.MPA.290)

Ground Warning Proximity System ((E)GPWS training is part of specific type rating training, nevertheless, all flight crew attend initial and recurrent training and evaluation on EGPWS system and procedures during operator conversion course and recurrent training.

Comprehensive description of crew training is in the OM-D.

Refer to: OM-D 2-1-1 OPERATOR CONVERSION TRAINING AND CHECKING Refer to: OM-D 2-1-4 RECURRENT TRAINING

8.3.5.5 TERRAIN DATABASE

REFER TO: (CAT.IDE.A.355), [IOSA FLT 4.2.7]

The aim of the process is to ensure terrain and obstacle data acquired from the supplier (Honeywell) is distributed in a manner to allow the timely insertion of current and unaltered data into FMS.

The terrain database (TDB) in the fleet is updated a minimum once a year. Further update of terrain database is decided when there is a change in the database affecting any of the airport and/or obstacle terrain data. Additionally, the database is reviewed periodically for currency and applicability to Fly2Sky's routes and airports and updated as required. The process of the Terrain Database (TDB) update as follows:

- Honeywell (via website) publish current available database and "future releases" in advance. Service Bulletin is also attached.
- At revision of "future releases" Honeywell publish under "change info" tile information about TDB changes in the current release. This document to be reviewed by Performance pilot.
- If during the review of Database 'change info' an airport or obstacle found to affect the operation, Technical / Performance pilot shall inform DFO in order to decide of TDB timely update.
- If terrain database update is necessary DFO to informs EFB Administrator and CAMO Manager to initiate TDB update in the fleet.
- Maintenance department will issue work order to install latest available TDB into all aircraft.

If during line operation nuisance EGPWS warning had been noticed Honeywell shall be contacted by EFB administrator or Technical / Performance pilot for investigation. Crew awareness shall be raised for possible nuisance warnings in particular airports. All steps shall be taken to update TDB once the obstacle data had been updated by Honeywell and new TDB release is available.

EGPWS is equipped with a worldwide topographic database. GPWS provides the

mandatory forward-looking capability in addition to the warning capabilities of the GPWS. This allows functions such as terrain display and terrain awareness.

8.3.5.6 REPORTING

REFER TO: (GM1 CAT.OP.MPA.290)

VERBAL REPORT

Verbal reports shall be made promptly to the appropriate air traffic control unit:

- Whenever any maneuver has caused the aircraft to deviate from an air traffic clearance;
- When, following a maneuver which has caused the aircraft to deviate from an air traffic clearance, the aircraft has returned to a flight path which complies with the clearance; and/or
- When an air traffic control unit issues instruction which, if followed, would cause the pilot to maneuver the aircraft towards terrain or obstacle or it would appear from the display that a potential CFIT occurrence is likely to result.

WRITTEN REPORT

Irrespective of their nature (false, nuisance, genuine), all alerts and warnings, including those received when expected, e.g., warning on intentional glide slope deviation shall be reported in Centrik.

CFIT and GPWS/TAWS training elements are covered in OM-D 2.1.

8.3.6 POLICY AND PROCEDURES FOR THE USE OF TCAS/ACAS

APPLICABLE TO: ALL

REFER TO: (CAT.IDE.A.155), [IOSA FLT 3.14.8]

Fly2Sky aircraft are equipped with TCAS 7.1 version of TCAS software as had been mandated by 1st of December 2015 according to EC 1332/2011.

The Traffic Alert and Collision Avoidance System (TCAS), which is in ICAO terminology referred to as Airborne Collision Avoidance System (ACAS), is intended to provide flight crews with an independent means of detecting proximity to other aircraft. TCAS provides collision avoidance maneuver advice in the vertical plane, in either of the following two forms:

- Traffic Advisory (TA): A TA indicates the approximate position of nearby responding aircraft, which may become a threat, relative to the subject airplane either in azimuth only, or azimuth and altitude.
- Resolution Advisory (RA) : An RA commands maneuver or a restriction of a maneuver in the vertical plane to resolve conflicts with the SSR Mode C responding aircraft.

TCAS system installed on Fly2Sky fleet is described in the FCOM.

Refer to: FCOM DSC-34-SURV-60-TCAS-DESCRIPTION

Refer to: FCOM DSC-34-SURV-60-TCAS-TCAS-CONTROLS AND INDICATORS

8.3.6.1 FLIGHT CREW PROCEDURES

REFER TO: (CAT.OP.MPA.295), (GM1 CAT.OP.MPA.295)

When TCAS is installed and serviceable, it shall be used during flight in a way that enables resolution advisories (RA) to be produced for the flight crew when undue proximity to another aircraft is detected, unless inhibition of RA mode using traffic advisory (TA) only or equivalent is called for by an abnormal procedure or due to performance limiting conditions.

Pilots shall use indications generated by TCAS in conformity with the following:

- When undue proximity to another airplane (RA) is detected by ACAS, PF must ensure that any corrective action (indicated by the RA) is initiated immediately, unless doing so would jeopardize the safety of the airplane.
- The corrective action shall:
 - Never be in a sense opposite to that indicated by the RA;
 - Be in the correct sense indicated by the RA even if this is in conflict with the vertical element of an ATC instruction;
 - Be the minimum possible to comply with the RA indication.

CREW COORDINATION

The following shall be respected:

- Pilots shall not maneuver their aircraft in response to TA only;
- In the event of a TA/RA, proper task sharing between the pilot flying and the pilot monitoring. The pilot flying shall respond to a corrective RA with appropriate control inputs. The pilot monitoring shall monitor the response to the RA and shall provide updates on the traffic location by checking the traffic display. Proper crew resource management (CRM) shall be used.
- The alteration of the flight path shall be limited to the minimum extent necessary to comply with RA;
- Pilots who deviate from an ATC clearance in response to RA shall promptly return to the terms of the previous ATC instruction or clearance when the conflict is resolved, and they shall notify the appropriate ATC unit as soon as possible;
- An RA takes precedence over an ATC instruction (pilots shall comply with the RA when receive simultaneously an instruction to maneuver from ATC and an RA).

COORDINATION

Once an airplane departs from the current ATC clearance in compliance with an RA, the controller shall not attempt to modify the flight path until the pilot reports returning to terms of the current ATC instruction or clearance but shall provide traffic information as appropriate. In this case ATC controllers cease to be responsible for separation between that aircraft and other aircraft.

The controller's responsibility resumes in the following cases:

- The controller acknowledges a report from the flight crew that the airplane has resumed current ATC clearance;

- The controller acknowledges a report from the flight crew that the airplane is resuming to the current clearance and issues an alternate clearance, which is acknowledged by the flight crew.

PHRASEOLOGY RULES

Refer to: OM-B 3-2-10 TCAS WARNING

8.3.6.2 FLIGHT CREW TRAINING

REFER TO: (GM1 CAT.OP.MPA.295)

Traffic Alert and Collision Avoidance System (TCAS) training is part of specific type rating training, nevertheless, all flight crew attend initial and recurrent training and evaluation on TCAS system and procedures during operator conversion course and recurrent training.

Comprehensive description of crew training is in the OM-D.

Refer to: OM-D 2-1-1 OPERATOR CONVERSION TRAINING AND CHECKING Refer to: OM-D 2-1-4 RECURRENT TRAINING

8.3.6.3 REPORTING

When the airplane has departed from ATC clearance in order to comply with an RA, an ASR shall be filled as combined report in Centrik.

8.3.7 POLICY AND PROCEDURES FOR IN-FLIGHT FUEL MANAGEMENT

APPLICABLE TO: ALL

REFER TO: (AMC1 CAT.OP.MPA.185(A)), (GM1 CAT.OP.MPA.181), [IOSA FLT 3.7.1], [IOSA FLT 3.7.2], [IOSA FLT 3.7.10], [IOSA FLT 3.11.6], [IOSA FLT 3.11.7], [IOSA FLT 3.14.15]

8.3.7.1 IN-FLIGHT FUEL CHECKS

The pilot-in-command shall continually ensure that the amount of usable fuel remaining on board is not less than the fuel required to proceed to an aerodrome where a safe landing can be made with the planned final reserve fuel remaining upon landing and to ensure that in-flight fuel checks are carried out at regular intervals or at specified points indicated in the operational flight plan (one check at least every 60 minutes).

- The remaining usable fuel shall be evaluated to compare the actual consumption with the planned consumption;
- Check that the remaining usable fuel is sufficient to complete the flight, in accordance with the next subtitle (In-flight fuel management); and
- Determine the usable fuel that is expected to remain upon landing at the destination aerodrome.

In relation to the recording of relevant data, Fly2Sky:

- Agreed with the Bulgarian CAA on what constitutes relevant data for the purpose of recoding;
- Use the relevant data as safety performance indicators (SPIs) of the current fuel scheme; and

- Ensure that the recorded data is stored for at least 2 years.

The data is de-identified to a level that ensures the implementation of the just culture, established at Fly2Sky.

8.3.7.2 IN-FLIGHT FUEL MANAGEMENT

The flight shall be conducted to ensure that the usable fuel expected to remain upon landing at the destination aerodrome is not less than:

- The required alternate fuel plus the Final Reserve Fuel (FRF); or
- The Final Reserve Fuel.

If an in-flight fuel check shows that the usable fuel expected to remain upon landing at the destination aerodrome is less than:

- The required alternate fuel plus the FRF, the commander shall request delay information from the ATC, and take into account the prevailing traffic and operational conditions at the destination aerodrome, at the destination alternate aerodrome, and at any other adequate aerodrome, to decide whether to proceed to the destination aerodrome or to divert in order to perform a safe landing with not less than the FRF; or
- The FRF, if no destination alternate aerodrome is required, the commander shall take appropriate action and proceed to an aerodrome where a safe landing can be made with not less than the FRF.

The use of fuel after flight commencement for objectives other than the ones originally intended during pre-flight planning shall require reanalysis and, if applicable, adjustment of the planned operation.

8.3.7.3 IN-FLIGHT RE-PLANNING

In the context of fuel policy, in-flight re-planning means voluntarily changing the destination aerodrome, any alternate aerodrome, or the remainder of the route after the flight commences, even when the flight can be completed as originally planned. However, the modified flight plan shall fulfil all requirements of a new flight plan. In-flight re-planning shall not apply when the aircraft no longer continues via the flight plan route to the intended destination for reasons that could not be anticipated. In such cases, the in-flight fuel management policy dictates the commander's course of action.

8.3.7.4 PHRASEOLOGY FOR FUEL-RELATED MESSAGES

Refer to: (CAT.OP.MPA.185), (GM1 CAT.OP.MPA.185), [IOSA FLT 3.14.15], [IOSA FLT 3.14.16], [IOSA FLT 3.14.17]

The commander shall obtain delay information from a reliable source (usually through the Air Navigation Service Provider) when unforeseen circumstances may result in landing at the destination aerodrome with less than the final reserve fuel plus:

- The final reserve fuel plus any fuel to proceed to an alternate aerodrome, if required.

The commander shall advise air traffic control (ATC) of a minimum fuel state by declaring “**MINIMUM FUEL**” when the commander has:

- Committed to land at a specific aerodrome; and
- Calculated that any change to the existing clearance to that aerodrome may result in landing with less than the planned final reserve fuel.

The pilot shall not expect any form of priority handling as a result of a **“MINIMUM FUEL”** declaration. However, the ATC shall advise the flight crew of any additional expected delays, as well as coordinate with other ATC units when transferring the control of the aircraft, to ensure that the other ATC units are aware of the flight’s fuel state.

The commander shall declare a situation of fuel emergency by broadcasting **“MAYDAY MAYDAY MAYDAY FUEL”** when the usable fuel that is calculated to be available upon landing at the nearest aerodrome where a safe landing can be made is less than the planned final reserve fuel.

8.3.7.5 FUEL MANAGEMENT IN CASE OF ENGINE FAILURE

For applicable strategy and fuel consumption in case of engine failure refer to FlySmart InFlight module.

8.3.8 ADVERSE AND POTENTIALLY HAZARDOUS ATMOSPHERIC CONDITIONS

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.11.38], [IOSA FLT 3.11.39], [IOSA FLT 3.15.2]

8.3.8.1 GENERAL

Commander is responsible for the safe conduct of the flight considering all potentially hazardous atmospheric conditions. Weather analysis for identification of potentially hazardous atmospheric conditions shall be performed during pre-flight planning and in-flight. The Commander shall notify the appropriate ATS unit without delay whenever a potentially hazardous condition with the potential to pose safety risks to the reporting aircraft or flight operations are appropriately identified. The following list is not exhaustive however contain few key elements shall be reported:

- Meteorological Conditions, severe weather, icing, windshear, severe turbulence;
- Geophysical Events Volcanic ash observed or encountered;
- Security Breaches Air Piracy or other hostile acts that threaten the safety of the aircraft or its passengers;
- Wildlife Birds or large animals in the vicinity of the airport or runways;
- Inadequacy of navigational facilities or undesirable navigational aid;
- Facilities and infrastructure performance, Braking Action or other irregularity in navigational or ground facilities Aircraft Performance Unable to accept or maintain RVSM and reason (e.g. turbulence, mountain wave, wake turbulence, etc.), loss of navigational capability;
- Laser Illumination activities, events or exposure;
- Other Unmanned free balloons, downed aircraft observation or ELT broadcast;
- The runway braking action encountered is not as good as reported.

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Note: The above list shall not prevent the Commander to report other hazardous conditions to ATC unit if he considers them to pose safety risk to the crew, passengers, and aircraft.

Commander shall fill safety report via Centrik.

PRE-FLIGHT WEATHER PLANNING

Fly2Sky provides to flight crew meteorological information for departure, destination and enroute alternate (ERA):

- METAR;
- TAF;
- NOTAM;
- SIGMET; and
- PIREP.

Weather charts are also provided including:

- Significant weather
- Upper wind and temperature
- Thunderstorm and CAT area
- Wind component, tropopause and MORA
- Available flight levels along the route Information on interpretation of meteorological information, codes and format is available in the Jeppesen FD Pro X.

Operational procedures and recommendations applicable in adverse weather condition are in the FCOM.

Refer to: FCOM PRO-NOR-SUP-ADVWXR-SUPPLEMENTARY PROCEDURES-ADVERSE WEATHER

Refer to: FCTM PR-NP-SP-Adverse Weather

IN-FLIGHT WEATHER MONITORING

REFER TO: [IOSA FLT 3.11.5]

During the enroute phase of flight the flight crew (the information shall be listened by PM) shall monitor weather information, including but not limited to current weather and forecasts, as applicable, for:

- Destination airport;
- Destination alternate airport(s);
- En-route alternate airports(s);
- Driftdown alternate airports(s).

Good airmanship shall be exercise by crew in flight to monitor weather situation for early recognition of a potentially hazardous atmospheric condition.

This includes but is not limited to:

- Use on board weather radar;
- Monitor ATIS and VOLMET;
- Request weather information to ATC;
- Cooperate reporting hazardous atmospheric conditions (PIREP).

Enroute Alternate (ERA), when requested, shall be assessed for accessibility considering situation of:

- Engine failure
- Additionally, airport along the route shall be assessed for accessibility in case of any unforeseen situation requiring and immediate landing, such as but not limited to:
 - Emergency descent;
 - Medical emergency;
 - Crew incapacitation;
 - Other abnormal or emergency requiring a LAND ASAP (red).

Note: LAND ASAP is defined in the AFM. Refer to: AFM GEN-DEF-LAND ASAP DEFINITION

Weather at destination, destination alternate and enroute alternate (when required) shall be checked and recorded in the Enroute / Weather / Notes section of IFS/OFP at intervals of approximately 1 hour.

Note: When weather information is requested by means of ACARS message, recording is not necessary provided a printout of message is stored in the flight envelope or a picture is uploaded in IFS.

REPORTING

Any hazardous atmospheric conditions encountered during the flight shall be reported to ATC (PIREP), and ASR shall be filled, for addition information Refer to: OM-A 11 HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS, AND OCCURRENCES, AND USING THE CVR RECORDING

8.3.8.2 THUNDERSTORMS

GENERAL

All effort shall be made to avoid thunderstorm activity as it poses risk to flight safety. Following rules and guideline apply.

The take-off, initial climb, final approach and landing phases of flight in the vicinity of thunderstorms may present the pilot with additional problems because of the airplane's proximity to the ground. To maintain a safe flight path in these phases can be very difficult.

The following shall be respected:

- Do not take off if a thunderstorm is overhead or approaching.
- At destination, hold if a thunderstorm is overhead or approaching. Divert if necessary.

- Avoid severe thunderstorms even at the cost of diversion or an intermediate landing. If avoidance is impossible, the procedures recommended in these paragraphs shall be followed.

Note: A pilot intending to avoid weather when under Air Traffic Service control involving ATC responsibility for separation shall obtain clearance from or notify ATC so that separation from other aircraft can be maintained. If for any reason the pilot is unable to contact ATC to inform the controller of his intended action, any maneuver shall be limited to the extent necessary to avoid immediate danger and ATC shall be informed as soon as possible.

ATC PHRASEOLOGY

In most cases, the initial request shall be for a flexible solution:

- “RADAR, VAW100, REQUEST DEVIATION TO THE RIGHT/LEFT DUE WEATHER”
- “RADAR, VAW100, REQUEST 5/10 NM DEVIATION TO THE RIGHT/LEFT DUE WEATHER”

Note: In most traffic situations ATC controllers will apply level separation in TS/CB areas to maintain traffic separation, thus avoiding aircraft will have some flexibility in changing heading during weather avoidance. This will reduce radio communication and enable the pilot to alter avoiding heading without the need for immediate notification to ATC, as long as the clearance given by ATC is complied with (i.e., the aircraft stays left/right of original track).

When the controller is not able to provide this flexibility, he/she will require the pilot to define specific heading/distance for the avoidance:

- “VAW100, WHAT HEADING DO YOU NEED TO AVOID?”
- “VAW100, FOR HOW LONG DO YOU NEED TO MAINTAIN THIS HEADING?”

In busy airspace, specifying the requested parameters in the initial request may be a more appropriate solution:

- “LUTON RADAR, VAW100, REQUEST HDG 300 FOR THE NEXT 25NM TO AVOID WEATHER”

When clear of weather pilot shall inform ATC and ask for clearance to resume the previously cleared route. Due to separation purposes ATC might issue new clearance.

- “LUTON RADAR, VAW100, CLEAR OF WEATHER, REQUEST RESUME OWN NAVIGATION TO...”

GUIDELINES FOR USE OF WEATHER RADAR

Weather radar is the most powerful tool in thunderstorm avoidance. It shall be ON any time:

- Taking-off;
- Thunderstorms are present or forecasted along the route;
- Flying in IMC condition;
- The Commander deems it necessary for the safe of flight.

For weather radar system description, and operational recommendations:

Refer to: FCOM DSC-34-SURV-30- WEATHER RADAR – DESCRIPTION Refer to: FCTM AS-WEATHER RADAR

ADDITION PRECAUTIONS

To minimize the risk of encountering severe turbulence, a cumulonimbus shall be cleared by a minimum of 5 000 ft vertically and 20 NM laterally. If it is difficult to estimate this separation but ATC or meteorological information on the altitude of the tops may be available for guidance.

If the top of cell is at or above 25 000 ft, over-flying shall be also avoided due to the possibility of encountering turbulence stronger than expected. If the radar is inoperative, avoid by 10 miles any storm that by visual inspection is tall, growing rapidly or has an anvil top.

Intermittently monitor long ranges on radar to avoid getting into situations where no alternative but the penetration into hazardous areas remains. Avoid flying under a cumulonimbus overhang due to possible wind shears, microburst, severe turbulence or hail. If this cannot be avoided, tilt the antenna fully up occasionally to determine, if possible, whether precipitation (which may be hail) exists in or is falling from the overhang.

IF THUNDERSTORM CANNOT BE AVOIDED

Irrespective of the equipment fitted the latest meteorological forecasts and actual weather reports shall be used to plan routes along which the risk of a thunderstorm encounter is low. If, despite these precautions, the Commander finds himself committed to flying through an area of thunderstorm activity, the following procedures are recommended.

Note: Although flight through areas of thunderstorm activity shall be avoided whenever possible, provided that the recommended techniques are employed, such flight may be carried out where no alternative course of action is possible.

APPROACHING THE THUNDERSTORM AREA

Ensure that crew members and passengers safety belts or harnesses are firmly fastened, and any loose articles are secured. One pilot shall control the airplane and the other monitors the flight instruments and electrical supplies continuously.

Select an altitude for penetration whilst ensuring adequate terrain clearance. Check the operation of all anti-icing and de-icing equipment and operate all these systems in accordance with the instructions of the AFM and Operation Manual.

Disregard any radio navigation indications subject to interference from static, e.g., ADF.

Turn the cockpit lighting fully ON and lower the crew seats and sun visors to minimize the blinding effect of lightning flashes. Use of the flight director and autopilot, if available. Continue monitoring the weather radar in order to select the safest track for penetration. Avoid flying in close proximity to a thunderstorm whenever possible.

WITHIN THE STORM AREA

The autopilot shall be left engaged. If it automatically disengages, it shall be re-engaged if possible. Autothrust shall be used unless thrust variations are excessive. If auto flight is not possible, control the airplane whilst concentrating on maintaining a constant pitch attitude appropriate to climb, cruise or descent, by reference to the attitude indicators.

Avoid harsh or excessive control movements. Do not be misled by conflicting indications on other instruments. Do not allow large attitude excursions in the rolling plane to persist. Attempt to maintain the original heading. Do not correct for altitude gained or lost through up and down draughts unless absolutely necessary. Maintain the trim settings and avoid changing the power setting except when necessary to restore margins from stall warning or high-speed buffet.

If negative G is experienced, temporary warnings (e.g., low oil pressure) may occur. These shall be ignored. On no account climb in an attempt to get over the top of the storm.

8.3.8.3 ICING CONDITIONS

GENERAL

Icing conditions are defined in the FCOM. Refer to: FCOM LIM-ICE_RAIN-DEFINITION OF ICING CONDITIONS

Fly2Sky aircraft are certified for known-icing conditions. Nevertheless, aircraft are not certified for take-off or flight when carrying ice deposits resulting from ground operations.

ON-GROUND ICING CONDITIONS

The Commander shall ensure that de/anti-icing operations appropriate to the conditions are carried out on the ground before departure and that pre-flight inspection indicates that all significant deposits of hoar, frost, ice and snow have been removed before any attempt is made to take off. For detailed information on de-ice/anti-ice procedure, Refer to: OM-A 8.2.4 DEICING AND ANTI-ICING ON THE GROUND.

IN-FLIGHT ICING CONDITIONS

If the intensity of icing exceeds for which the aircraft is certified, or has the capability to cope with, the Commander shall exit the icing conditions without delay, by a change of level and/or route, if necessary, by declaring an emergency to ATC.

Different parties have different interpretation (and standards) regarding the intensity of icing (light/moderate/severe). Meteorologists use "representative accretion rate" for reference purposes combined with pilot reports. Severe icing rarely occurs below -12°C. Where severe icing is most likely to occur are around FL 100 down to the ground and in/near CB clouds.

Pilots use observations on their aircraft regarding to the de-/anti icing equipment capability to cope with conditions (while these equipments are operated). By definition "severe" icing conditions are those when "the rate of accumulation is such that de-icing/anti-icing equipment fails to reduce or control the hazard. Immediate flight diversion is necessary". Consequently, there is no aircraft certified to "severe" icing conditions.

Type specific (Airbus) definition for sever ice accretion is in the FCOM.

Refer to: FCOM LIM-ICE-RAIN-DEFINITION OF SEVERE ICE ACCRETION Refer to: FCOM PRO-NOR-STANDARD OPERATING PROCEDURES

For the use of anti-ice systems in the different phases of flight and apply the minimum speed with ice accretion according to the FCOM. Refer to: FCOM PRO-NOR-SUPADVWXR-MINIMUN SPEED WITH ICE ACCRETION

8.3.8.4 TURBULENCE

REFER TO: [IOSA FLT 3.13.3]

GENERAL

If the weather conditions, cloud structure and route forecast indicate that turbulence is likely, the cabin crew shall be pre-warned, and the passengers advised to return to, and/or remain in their seats, and to ensure that their seat belts/harnesses are securely fastened.

LEVEL OF TURBULENCE

There are broadly three levels of turbulence: Light, Moderate, and Severe.

Intensity	Effect on Aircraft	Effect Inside the Aircraft
Light	Turbulence that momentarily causes slight, erratic changes in altitude and/or attitude.	Occupants may feel a slight strain against seat belts or shaller straps. Unsecured objects may be displaced slightly. Food service may be conducted and little or no difficulty is encountered in walking.
Moderate	Similar to light turbulence but of greater intensity. Changes in altitude and/or attitude occur but the aircraft remains in positive control at all times. It usually causes variations in indicated airspeed.	Occupants feel definite strains against seat belts or shaller straps. Unsecured objects are dislodged. Food service and walking are difficult.
Severe	Turbulence that causes large, abrupt changes in altitude and/or attitude. It usually causes large variation in indicated airspeed. Aircraft may be momentarily out of control.	Occupants are forced violently against seat belts or shaller straps. Unsecured objects are tossed about. Food service and walking is impossible.

OPERATIONAL PROCEDURES

Whenever possible, avoid areas with known or forecasted severe turbulence. If turbulence is unavoidable, aim to keep the speed in the region of the target speed given in the eQRH (see below), so as to provide the best protection against the effect of gust on the structural limits, whilst maintaining an adequate margin above VLS.

Seat belt sign shall be switched ON any time turbulence is encountered or forecasted along the route regardless the level of intensity.

Communication between cabin and cockpit is essential. The Commander shall not hesitate to use the intercom to inform cabin crew about potential hazardous situations. Catering and other loose equipment shall be stowed and secured until it is evident that the risk of further turbulence has passed.

Consider requesting a lower flight level to increase margin to buffet onset. Sufficient buffet margin exists at optimum altitude. Additional information on operating procedures in

presence of severe turbulence may be found in the eQRH. Refer to: eQRH-ABN-MISC-SEVERE TURBULENCE

Seat belt sign may be switched OFF at Commander's discretion at least 5 minutes after turbulence has ceased.

8.3.8.5 WINDSHEAR

GENERAL

Windshear is a rapid variation in wind velocity and/or direction along the flight path of the aircraft over a relatively short distance. Windshear occurs either horizontally or vertically at all altitudes.

Windshear conditions are usually associated with the following weather situations:

- Jet streams;
- Mountain waves;
- Frontal surfaces;
- Thunderstorms and convective clouds;
- Microbursts.

When encountering windshear conditions, pilots are urgently requested to report such conditions to ATC as soon as practicable in stating the loss or gain of speed and the altitude at which it was encountered.

Pilot Reports provide constitute the most significant source of data about this phenomenon.

Wind shear reports shall, in as much as possible, include the following information:

- Altitude at which it was first encountered, with reference to the procedure;
- Wind direction and intensity above and below the wind shear layer;
- Type of airplane and initial aerodynamic effect;
- Quantify indicated speed variations (when this is not possible, report the existence of these variations).

OPERATIONAL PROCEDURES

For system description and the related operational procedures and recommendations flight crew shall refer to the following.

Refer to: FCOM DSC-34-SURV-30-20- WEATHER RADAR - PRED WS SYSTEM Refer to: FCOM PRO-ABN-SURV-[MEM] WINDSHEAR

Refer to: FCOM PRO-ABN-[MEM] WINDSHEAR AHEAD

Refer to: FCTM PR-NP-SP-10-Windshear

8.3.8.6 JET STREAM

Jet streams are narrow bands with extreme high wind speeds up to 300 kts. They can extend up to several thousand miles; the width can be several miles.

Avoid flying along the edge of jet streams due to possible associated turbulence. Pilots shall

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also be aware of the effect of increased fuel consumption due to unexpected significant head wind components that can be encountered.

8.3.8.7 VOLCANIC ASH CLOUDS

REFER TO: (GM2 ORO.GEN.200(A)(3))

GENERAL

Fly2Sky does not operate into airspace forecasted to be or aerodromes known to be contaminated with volcanic ash. Nevertheless, crew may encounter unforested areas of volcanic ash. The atmospheric impacts of volcanic activity can be particularly hazardous to airplanes.

Flight through volcanic ash can cause extreme abrasion to all forward-facing parts of the airplane, to the extent that:

- Visibility through the windshields may be totally impaired;
- Airfoil and control surface leading edges may be severely damaged;
- Airspeed indications may be completely unreliable through blocking of the pitot heads;
- Engines may become clogged causing power interruptions or even shutdowns.

The NOTAM system details known areas of volcanic activity where ash may be present in the atmosphere. Flight into such known areas shall be avoided, particularly at night or in daytime forecast IMC conditions when ash clouds may not be seen.

Ash concentration charts provided by the London VAAC and Toulouse VAAC for operations identify the three zones:

- Area of Low Contamination (to be displayed in Cyan): an airspace of defined dimensions where volcanic ash may be encountered at concentrations greater than $0,2 \times 10^{-3}$ gr/m³, but less than or equal to 2×10^{-3} gr/m³;
- Area of Medium Contamination (to be displayed in Grey): an airspace of defined dimensions where volcanic ash may be encountered at concentrations greater than 2×10^{-3} gr/m³, but less than 4×10^{-3} gr/m³;
- Area of High Contamination (to be displayed in Red): an airspace of defined dimensions where volcanic ash may be encountered at concentrations equal to or greater than 4×10^{-3} gr/m³.

Note: Weather radar will not pick up any returns from volcanic ash activity, so the only avoidance methods are by NOTAM or visual contact. In the event of inadvertent penetration of ash cloud, the major immediate problem is to keep engines running and find the shortest route out of the cloud, which may be downwards.

PRE-FLIGHT

Consult volcanic ash charts and NOTAMS, flight planning shall be revised accordingly. Consider the effect of MEL items if overflight of a volcanic ash zone is planned (e.g., pack INOP). If in any doubt, consult MCC. Extra fuel shall be considered, where appropriate, in case of unexpected airspace closure.

DURING FLIGHT

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Avoid flight into visible ash clouds. A volcanic ash encounter may be suspected if one or more of the below phenomena are observed or detected or experienced during flight (volcanic ash encounter shall be reported to ATC):

- Acrid odors similar to electrical smoke;
- Rapid onset of engine problems;
- St. Elmo's fire;
- Bright white/orange glow appearing at the engine inlets;
- Dust in the cockpit or cabin;
- Sudden (unexpected) outside darkness;
- Airspeed fluctuations; - Landings lights casting sharp, distinctly visible beam.
- Landings lights casting sharp, distinctly visible beam.

POST FLIGHT

Perform the walk-around with specific attention for visual evidence of exposure to ash. If any of the above phenomena is observed, detected or experienced, it must be recorded in the Technical/Flight Logbook and an ASR must be raised.

OPERATIONAL PROCEDURES

For operational procedures and recommendations in case of volcanic ash flight crew shall refer to the following.

Refer to: FCOM PRO-NOR-SUP-ADVWXR-OP WITH VOLCANIC ASH, SAND OR DUST
Refer to: eQRH-ABN-MISC-VOLCANIC ASH ENCOUNTER

Refer to: FCTM-PR-AEP-MISC- VOLCANIC ASH ENCOUNTER

8.3.8.8 HEAVY PRECIPITATION

GENERAL

Heavy precipitation may occur as rain showers, snow showers and hail. The greatest impairment to flight is the reduced visibility and the risk of in combination with low temperature. Heavy precipitation can be associated with significant downdrafts and windshear.

Under given weather conditions, the water / air ratio absorbed by jet engines is directly related to its performance and aircraft speed. This ratio is considerably increased at a high aircraft speed and engines at flight idle (typical descent conditions). This means, that during descent, under heavy rainfall conditions, or hail, significant ingestion of water may cause surging or flame out of jet engines.

Heavy precipitation can quickly lead to high levels of runway contamination so runway clearance/drainage rate must be closely monitored in order to assess if a diversion is necessary.

OPERATIONAL PROCEDURES

For operational procedures and recommendations in case of heavy precipitation crew shall, Refer to: FCOM PRO-NOR-SUP-ADVWXR-GROUND OPERATIONS IN HEAVY RAIN

8.3.8.9 SANDSTORMS

GENERAL

Avoid flying in active sandstorms whenever possible. When on ground, aircraft shall ideally be kept under cover if dust storms are forecast or in progress. Alternatively, all engine blanks and cockpit covers shall be fitted, as well as the blanks for the various system and instrument intakes and probes. They shall be carefully removed before flight to ensure that accumulation of dust is not deposited in the orifices which the covers are designed to protect.

OPERATIONAL PROCEDURES

For operational procedures and recommendations in case of heavy precipitation crew shall, Refer to: FCOM PRO-NOR-SUP-ADVWXR-OPERATIONS WITH VOLCANIC ASH, SAND OR DUST

8.3.8.10 MOUNTAIN WAVES

GENERAL

Take-off or landing is not advisable in a strong lee-wave rotor and shall not be attempted. If severe turbulence is encountered at low level in the lee of a mountain range, the quickest way out is up. If unable to climb, the next best is directly away from the range.

Mountain waves can be recognized by long-term variations in airplane speed and pitch attitude in level cruise. Variations may be large.

Altitude can usually be maintained by the A/P, but in severe cases it may be necessary to change power if speed alters dangerously. Bear in mind that at cruise heights the margin between low and high-speed limits can be relatively small. The effect of mountain waves reduces with increased height. At normal cruise altitudes, mountain waves are usually free from clear-air turbulence, unless associated with jet streams or thunderstorms.

Near the ground in a mountain wave area, however, severe turbulence and windshear may be encountered. This region is known as a lee wave rotor and is caused by flow separation behind the mountain range.

These form in the lee of a range of mountains when a strong wind is blowing broadside on (within about 30 degrees) to the range. They are usually in the form of standing waves, with several miles between peaks and troughs; they can extend to 10000 or 20000 feet above the mountain range and for up to 200 or 300 miles downwind.

OPERATIONAL PROCEDURES

For operational procedures and recommendations in case on mountain waves crew shall refer to the following.

Refer to: FCOM PRO-ABN-MISC-[QRH] SEVERE TURBULENCE Refer to: eQRH ABN-MISC-SEVERE TURBULENCE

Refer to: FCOM PRO-ABN-ABN-[MEM] WINDSHEAR

Refer to: FCOM PRO-ABN-ABN-[MEM] WINDSHEAR AHEAD

Refer to: FCTM PR-NP-SP-10-Windshear

8.3.8.11 SIGNIFICANT TEMPERATURE INVERSION

GENERAL

All ambient temperature variations have an effect on airplane performance. Inversions will usually affect performance adversely. The significance of this will vary according to airplane type and operating mass.

Examples of inversion effects include those shown below:

- Large temperature inversions encountered shortly after T/O can seriously degrade an airplane climb performance, particularly at high operating mass. Similarly, if the airplane is operating to a maximum landing mass limited by G/A climb performance considerations, the required gradient may not be achieved;
- The maximum cruising altitude capability of the airplane can be significantly reduced if a temperature inversion of even a small magnitude exists at upper levels. This may prevent an airplane reaching its preferred cruising altitude. Shall an airplane encounter an area of inversion once in the cruise at limiting altitude, its buffet margins may be so eroded that a descent is necessary;
- Temperature inversions at lower levels in the atmosphere are frequently associated with deteriorating visibility and can prevent the clearing of fog for prolonged periods.

OPERATIONAL PROCEDURES

In case of significant temperature inversion forecasted or experienced on take-off or Commander shall consider the use of TOGA for best climb performance within the approved time limit.

8.3.9 WAKE TURBULENCE

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.11.40]

Wake turbulence is generated by a pressure change between the lower and upper surfaces of the wing. This pressure change generates wingtip vortices that extend downstream. These vortices are proportional to the size and mass of the airplane. Their intensity diminishes with distance and time elapsed since the passing of the airplane that has generated them.

The effects generally produced by wake turbulence are induced roll, sinking and loss of speed. The most dangerous effect is the induced roll that may exceed the control capability of an airplane, especially during the approach phase.

8.3.9.1 WAKE TURBULENCE AIRCRAFT CATEGORY

Aircraft turbulence categorization and wake turbulence separation minima are defined ICAO PANS ATM, Doc. 4444, as follows:

CATEGORY	ICAO and Flight Plan	UK
Heavy (H)	MTOW $\geq$ 136 000 kg	MTOM $\geq$ 136 000 kg
Medium (M)	7 000 kg < MTOW < 136 000 kg	40 000 kg < MTOM < 136 000 kg

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Small (S)	N/A	7 000 kg < MTOM 40 000 kg
Light (L)	MTOW 7 000 kg	MTOM 7 000 kg

Note: The A380-800 has a maximum take or mass in the order of 560 000 kgs and is categorized as being in the “Heavy” wake turbulence category. However, the A380-800 has additional wake turbulence separation minima. The wake turbulence category is indicated on the ATC flight plan as J. During initial radiotelephony contact between with ATS units, A380-800 will include the expression ‘Super’ after the callsign for recognition purposes.

8.3.9.2 SEPARATION ON ARRIVAL

Leading Aircraft	Minimum Distance (NM)
A380	7
Heavy	5
Medium	3

Note: Where the leading medium aircraft is a B757 the minimum distance shall be increased to 4NM.

8.3.9.3 SEPARATION ON DEPARTURE

Minimum wake separation at the time aeroplanes is airborne when departing from same position or from parallel runway separated by less than 760 m:

Leading Aircraft	Minimum Time (Minutes)
A380	3
Heavy	3
Medium	Note below

Note: Separation for wake turbulence reasons alone is not necessary.

Minimum wake separation at the time airplanes are airborne when departing from an intermediate point on the same runway or from an intermediate point of a parallel runway separated by less than 760 m:

Leading Aircraft	Minimum Time (Minutes)
A380	4
Heavy	3
Medium	Note below

Note: Separation for wake turbulence reasons alone is not necessary.

8.3.9.4 OPPOSITE RUNWAY OPERATIONS

A minimum of two minutes shall be applied between a light, small or medium aircraft and a heavy aircraft, and between a light aircraft and a small or medium aircraft when the

heavier aircraft is making a low or missed approach and the lighter aircraft is:

- Utilizing an opposite direction runway for take-off, or
- Landing on the same runway in the opposite direction, or
- Landing on a parallel opposite direction runway separated by less than 760 meters.

Note: At aerodromes where a grass strip is in use, in addition to the runway(s), the strip will be counted as a runway for wake vortex separation minima.

8.3.9.5 WAKE TURBULENCE AWARENESS AND PROCEDURES

During the en-route phase of flight, pilots shall expect possible wake encounters when other traffics in proximity appear to be on similar tracks ahead, crossing above flight level, climbing or descending ahead through flight path, while wind direction is likely to move the wake towards own aircraft trajectory.

Wake turbulence occurs suddenly and is usually accompanied by a loud thump and/or a few degrees of bank. As it only lasts for a very brief time, and mostly occurs in a quiet atmosphere, passengers may be stressed by this unusual experience that cannot be mistaken for atmospheric turbulence.

In case of a wake encounter, pilots shall:

- Be aware that it has been demonstrated during flight tests that if the pilot reacts at the first roll motion, when in the core of the vortex, the roll motion could be amplified by this initial piloting action. The result can be a final bank angle greater than if the pilot would not have moved the controls.
- Be aware that in-flight incidents have demonstrated that pilot inputs may exacerbate the unusual attitude condition with rapid roll control reversals carried out in an "out of phase" manner.
- Be aware that if the autopilot is engaged, intentional disconnection can complicate the scenario, and the autopilot will facilitate the recovery.
- Avoid large rudder deflections that can create important lateral accelerations, which could then generate very large forces on the vertical stabilizer that may exceed the structural resistance.

THE MAIN CHARACTERISTICS OF AIRCRAFT WAKE VORTICES

Considering the high operating air speeds in cruise, wake can be encountered up to 25 nautical miles (NM) behind the generating airplane, with the most significant encounters reported within a distance of 15 NM.

This is larger than in approach or departure phases of flight:

- Sink rate: 300 to 500 feet/minute;
- Stabilization at 500 to 900 feet under the aircraft at the origin of the vortices;
- Lateral movement at 5 knots, when reaching the ground.

LIFE SPAN

Approximately 30 seconds, with a wind speed between 5 and 10 knots:

- Up to 85 seconds, when the wind speed is less than 5 knots;

- Up to 100 seconds in still air.

The probability of encountering wake vortices during approach largely depends on weather conditions.

PROBABILITY OF A VORTEX ENCOUNTER

The following factors increase the probability of a vortex encounter:

- Heavy, slow, and clean leading aircraft;
- Leading aircraft performing a go around;
- Parallel or crossing runways;
- Visual Meteorological Conditions (VMC), because of the reduction in separation between aircraft during visual approaches;
- Light crosswind (3 to 10 knots) or tailwind;
- Stable atmosphere, temperature inversion (at sunrise for example);
- Flat surrounding terrain;
- During the final descent, a tailwind can bring wake vortices back to the glide path.

WAKE VORTEX AVOIDANCE STRATEGY

Coordination with ATC unit is a key element and shall always be performed.

TAKE-OFF AND CLIMB

When the flight crew identifies the factors that increase the life span of wake turbulence, they shall request a 2-to-3-minute delay in take-off. If possible, the flight crew shall ensure that the aircraft climbs above the leading aircraft trajectory. If not, the aircraft shall remain upwind of the leading aircraft trajectory.

Headings that may lead the aircraft to cross the preceding aircraft trajectory, behind and below the leading aircraft, shall be avoided.

CRUISE

Wake turbulence events are more frequent in RVSM airspace, even with very distant aircraft (20 NM). The flight crew shall consider keeping the seat belt signs 'ON', when the aircraft proximity is known.

If necessary, the flight crew may offset from the cleared track, by up to a maximum of 2NM, in order to alleviate the effects of wake turbulence. The ATC must be advised to obtain clearance. It is important to note that wake turbulence can cause variation in pitch. When crossing a vortex perpendicularly, these pitch variations are sometimes accompanied by a loud thumping noise.

During an approach at night, passengers may have the sensation that the aircraft has touched the ground.

APPROACH

If feasible, check the spacing with the leading aircraft by using the TCAS display. A visual estimation of the horizontal spacing is not sufficient and shall not be trusted. Note: If the flight crew accepts a visual separation, they are also responsible for wake turbulence avoidance.

LANDING:

If another aircraft crosses the active runway shortly before landing, a lateral jerk may result from crossing the jet blast.

OTHER CONSIDERATION

The responsibility for wake turbulence avoidance is transferred to the flight crew, when they have accepted to:

- Maintain a visual separation; and
- Fly a visual approach.

The flight crew must closely monitor wake turbulence, when:

- In VMC;
- The wind is calm, between 0 to 10 knots, with no gusts;
- Flat terrain is upwind of the runway;
- The atmosphere is stable.

The flight crew shall be aware of surrounding traffic. The aircraft shall remain upwind and above the preceding aircraft, in order to avoid wake turbulence

8.3.9.6 STRATEGIC OFFSET IN NAT AREA

The procedure is described in the Jeppesen FD Pro X. Refer to: Jeppesen FD Pro X – Publications (Pubs) – Atlantic

8.3.9.7 REPORTING

In case of experiencing wake turbulence ATC shall be notified, and crew shall fill ASR as combined flight report in Centrik.

8.3.10 CREW MEMBERS AT THEIR STATIONS**APPLICABLE TO: ALL****8.3.10.1 FLIGHT CREW**

REFER TO: (CAT.OP.MPA.210), (AMC2 ORO.GEN.110(E)), [IOSA FLT 3.8.7B], [IOSA FLT 3.8.8], [IOSA FLT 3.12.3], [IOSA FLT 3.12.4], [IOSA FLT 3.12.5]

During ground operations, whenever passengers are embarking, on board or disembarking at least one flight crew member shall be in the flight deck at his assigned stations. On ground whenever an engine is running minimum flight crew shall be at their assigned station.

During take-off and landing each flight crew member required to be on duty in the flight crew compartment shall be at the assigned station. During all other phases of flight each flight crew member required to be on duty in the flight crew compartment shall remain at the assigned station, unless absence is necessary for the performance of duties in connection with the operation or for physiological needs, provided at least one suitably qualified pilot remains at the controls of the aircraft at all times.

Fly2Sky ensures the availability, accessibility and serviceability of the aircraft flight deck emergency systems and equipment. The procedures for this require a pre-flight inspection of systems and equipment, which is conducted by the flight crew prior to the first flight:

- Of the flight crew on an aircraft during a duty period;
- On an aircraft after it has been left unattended by the flight crew for any period of time, relying on the processes and procedures in the Company that ensure flight deck systems and emergency equipment remain undisturbed.

The procedures are described in OM-B and FCOM. The Company ensures the availability, accessibility and serviceability of the aircraft cabin emergency systems and equipment. The procedures for this include that a preflight inspection of such systems and equipment which shall be conducted by the flight crew or, if applicable, delegated to the cabin crew prior to the first flight:

- After a new cabin crew, and if no cabin crew is used, a new flight crew has assumed control of the aircraft cabin;
- After an aircraft has been left unattended by a flight crew or cabin crew for any period of time. Fly2Sky does not have a procedure that ensures aircraft cabin emergency systems and equipment remain undisturbed.

If an active crew member leaves the flight deck due to physiological needs flight crew shall strictly adhere to the procedure "Access procedures to the cockpit during the flight" as described in the OM-A. Refer to: OM-A 10.3.1 SEARCH STANDARDS

In addition, the following requirements are applicable:

- The remaining flight crew member shall maintain unobstructed access to the flight control;
- The remaining flight crew member shall maintain alertness and situational awareness;
- While the cabin crew is present in the flight deck, the remaining pilot must be wearing a headset and shall not communicate with the cabin crew unless needed for safety reasons;
- Pilots shall take into consideration the timing of this procedure in order to avoid interrupting the cabin service, whenever possible;
- Cabin crew shall not sit on active pilot seat in the cockpit.

Note: If there are three active pilots in the cockpit and one leaves, there is no need to ask cabin crew to enter the cockpit, as the minimum 2 members in the flight deck is fulfilled.

During all phases of flight each flight crew member required to be on duty in the flight crew compartment shall remain alert. If a lack of alertness is encountered, appropriate countermeasures shall be used as but not limited:

- Inform the other crew member;
- Temporary transfer of aircraft control;
- Physical exercise;
- Balanced eating and drinking;
- Controlled rest.

If unexpected fatigue is experienced, a controlled rest procedure, organised by the

commander, may be used if workload permits. Controlled rest taken in this way shall not be considered to be part of a rest period for purposes of calculating flight time limitations nor used to justify any extension of the duty period. Controlled rest procedure is detailed later in this chapter.

Flight crew shall not leave their seat below 10 000 ft AAL. If a seat change is required (i.e., training flight, LVO, etc.) it shall be planned well in advance to be completed above 10 000 ft AAL unless Commander deems it necessary for safety reason. In any case the Commander shall adhere to the following:

- The aircraft is with AP engaged;
- The pilot remain seated must take control and communications;
- Loudspeaker must be set to at least 12 o'clock position;
- The exchange of seats is to take place swiftly but without rush to insure no inadvertent switching on the pedestal;
- Both pilots who swapped seat must be re-briefed by the pilot who remained at the controls.

Video recording on the flight deck is strictly prohibited from the moment passenger doors are closed to when they are opened, without the specific approval of the DFO. Commander shall ensure that any person authorized to travel in the jump seat is briefed accordingly.

Note: Portable electronic devices capable of video recording used in the cockpit could cause a distraction for the operating crew and can be perceived negatively by our passengers and public who view these videos.

8.3.10.2 FLIGHT CREW CONTROLLED REST

REFER TO: (GM1.CAT.OP.MPA.210)

GENERAL

The following procedure is applicable when operating with the minimum flight crew. In case with more crew than minimum (training flight, line checks, etc.), the Commander shall consider a seat change in order to have the minimum crew at the controls.

Although flight crew members shall stay alert at all times during flight, unexpected fatigue can occur as a result of sleep disturbance and circadian disruption.

To cover for this unexpected fatigue, and to regain a high level of alertness, a controlled rest procedure in the flight crew compartment, organized by the commander may be used, if workload permits. 'Controlled rest' means a period of time 'off task' that may include actual sleep. The use of controlled rest has been shown to significantly increase the levels of alertness during the later phases of flight, particularly after the top of descent, and is considered to be good use of crew resource management (CRM) principles. Controlled rest shall be used in conjunction with other on-board fatigue management countermeasures such as physical exercise, bright cockpit illumination at appropriate times, balanced eating and drinking, and intellectual activity.

Controlled rest taken in this way shall not be considered to be part of a rest period for the purposes of calculating flight time limitations, nor used to justify any duty period. Controlled rest may be used to manage both sudden unexpected fatigue and fatigue that is expected to become more severe during higher workload periods later in the flight. Controlled rest

is not related to fatigue management, which is planned before flight.

Controlled rest periods shall be agreed according to individual needs and the accepted principles of CRM; as controlled rest involve cabin crew; consideration shall be given to their workload.

Before applying this procedure, Commander shall ensure that:

- The other flight crew member(s) is (are) adequately briefed to carry out the duties of the resting flight crew member;
- One flight crew member is fully able to exercise control of the aircraft at all times; and
- Any system intervention that would normally require a cross-check according to multicrew principles is avoided until the resting flight crew member resumes his/her duties.

PROCEDURE

The following shall be respected:

- Only one flight crew member at a time shall take rest at his/her station; the restraint device shall be used, and the seat positioned to minimize unintentional interference with the controls;
- During this time all flight crew members have to stay at their stations, including the resting flight;
- The rest period shall be no longer than 45 minutes (in order to limit any actual sleep to approximately 30 minutes) to limit deep sleep and associated long recovery time (sleep inertia);
- After this 45-minute period, there shall be a recovery period of 20 minutes to overcome sleep inertia during which control of the aircraft shall not be entrusted to the flight crew member. At the end of this recovery period, an appropriate briefing shall be given;
- An alarm shall be set on PM iPad to alert the end of the controlled rest;
- Senior Cabin Crew must be informed about the controlled rest and the expected duration;
- PF must call the cabin every 20 minutes to advise they are still awake. If they fail to do so, the Senior Cabin Crew shall call the flight deck;
- Controlled rest shall only be used during the cruise phase and shall terminate at least 30 minutes prior to top of descent;
- Only one rest period is permitted per individual flight crew member per sector;
- There shall be a minimum of 20 minutes between two subsequent controlled rest periods in order to overcome the effects of sleep inertia and allow for adequate briefing
- PF must wear their headset for the full length of controlled rest with the volume properly adjusted;
- 121.5 only must be set on the second radio. PF shall not listen any other stations

(i.e., VOLMET/ATIS/Handling agent);

- PF must continue to fill OFP as required;
- PF shall remain alert, concentrate only on flying duties and avoid distractions;
- Personal equipment, which may facilitate rest, is permitted (eye shades, neck supports, earplugs);
- Finally, the PF shall let the PM rest and avoid interrupting the rest unless any abnormal situation occurs such as (but not limited to) Master Warning/Caution, cabin situation, weather situation.

8.3.10.3 CABIN CREW

REFER TO: (CAT.OP.MPA.210), (AMC1 CAT.OP.MPA.210(B))

During critical take-off, initial climb, final approach, landing and when instructed by the Commander each cabin crew member shall be seated at the assigned station and shall not perform any activities other than those required for the safe operation of the aircraft.

Cabin crew seating positions are determined so that they are:

- Close to a floor level exit;
- Able to provide a good view of the areas of the passenger cabin for which the cabin crew member is responsible; and
- Evenly distributed through the cabin.

For detailed description of cabin crew seating position is given in the CCOM.

8.3.11 USE OF SAFETY BELTS FOR CREW AND PASSENGERS

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.225), [IOSA FLT 3.12.2]

8.3.11.1 CREW MEMBERS

During take-off and landing, and whenever the Commander considers it necessary in the interests of safety, crewmembers shall be at their assigned crew stations, properly secured by the safety belts and shaller harnesses provided. During other phases of the flight, each flight crewmember on the flight deck shall keep his seat belt fastened while at his station.

All flight crew members shall wear both safety belts and shaller harnesses below 10 000 feet AGL. However, it is recommended that both safety belts and shaller harnesses are worn:

- During climb up to top of climb;
- During descent;
- When turbulence is expected; and
- If one of the pilots has to leave its seat temporarily (e.g., for physiological reasons) the pilot at the controls shall be secured with seatbelts and harness and wear the headset for communications.

8.3.11.2 PASSENGERS

The Commander shall ensure that each person on board is briefed before take-off on how to fasten and unfasten his safety seat belts. Before take-off and landing, and whenever he considers it necessary in the interests of safety, the Commander shall ensure that each passenger on board occupies a seat with his safety seat belt properly secured.

Multiple occupancy of an airplane seat is not permitted, except by one adult and one infant who is properly secured by a supplementary loop belt or other restraint device.

8.3.12 ADMISSION TO FLIGHT DECK

APPLICABLE TO: ALL

REFER TO: (CAT.GEN.MPA.135), [IOSA FLT 3.11.16]

8.3.12.1 POLICY

Fly2Sky flight crews are responsible for ensuring that the cockpit door is closed and locked just prior to engine start, preventing access to the flight deck by unauthorized personnel. It must remain closed until both engines are shut down or any external aircraft door is opened for disembarkation except when necessary to permit access or egress by authorized persons.

Within the above period, number of entries to the cockpit shall be reduced as much as possible as it might be both disturbing for the flight crew and a negative factor for security.

When required for the purpose of entry to or exit from the flight deck, the flight deck door may be opened, solely at the discretion of the aircraft Commander.

The flight crew must not leave the flight deck while the aircraft engines are in operation except for health (including physiological needs) and safety reasons.

8.3.12.2 GENERAL

No person, other than the flight crew members assigned to a flight, shall be admitted to, or carried in, the flight deck unless this person is:

- An operating crewmember;
- A representative of the authority responsible for certification, licensing or inspection if this is required for performance of his official duties, or;
- Is authorized by the DFO and permitted by the Commander.

The DFO may authorize personnel to the cockpit during a flight or series of flight such as:

- Quality or LOSA auditors;
- Maintenance engineers;
- Other personnel required to be in the flight deck to provide a service to Fly2Sky.

The commander shall ensure that:

- Admission to the flight crew compartment does not cause distraction or interference with the operation of the flight; and
- All persons carried in the flight crew compartment are made familiar with the relevant safety procedures.

- No access is granted to the flight deck by unauthorized personnel;
- Authorized personnel requesting entry into the flight deck is fully identified and complies with the authorization required. The ID document shall be shown and carried at the appropriate visual position.

The Commander has the final decision regarding admission to the flight deck.

8.3.12.3 ACCESS TO AUTHORITY

REFER TO: (ORO.GEN.140), [IOSA FLT 3.13.16]

For the purpose of determining compliance with the relevant requirements of Regulation (EU) 2018/1139 and its delegated and implementing acts, Fly2Sky grant the possibility to enter and remain in the aircraft during flight operations, unless otherwise decided by the commander for the flight crew compartment in the interest of safety, to representatives of:

- Competent authority (The Bulgarian CAA);
- Authority performing ramp inspection;
- Other authority in the purpose of oversight.

All above personnel shall wear an official ID and be identified by the Commander.

8.3.12.4 PROCEDURE

It is a company procedure that the entire area outside the flight deck entry door to be monitored from either pilot seat/station in order to identify persons requesting entry and to detect suspicious behavior or potential threats during all phase of the flight.

When Fly2Sky performs flights with cabin crew, it is necessary for cabin crew members to:

- Notify the flight crew in the event of suspicious activity or security breaches in the cabin by using a correct wording as discussed during the preflight briefing;
- Gain entry to the flight deck. (refer to CCOM 8.1.4)

Before opening the cockpit door for entry:

- Cabin crew:
 - Must apply body cover procedure (refer to CCOM 8.1.4.1);
- Person requesting access to the cockpit:
 - Must obtain access by a request via the keypad;
 - While dialling, must cover the keypad by one hand in order to avoid passengers to spy out the access code;
- Person entering the cockpit (cabin crew members, authorized pilots, LTC, TRI, TRE, security personnel):
 - Must look into the overhead camera for identification.
- Pilot opening the cockpit door:
 - Must check the area outside the cockpit door (through CCTV or cockpit door spyhole) for the application of the body cover procedure and the identification of the person requesting entry and to detect suspicious behavior or potential

threat (refer to CCOM 8.1.4.2, 8.1.4.3). He/she will unlock the door if body cover procedure was applied.

Note: Shall the cabin crew not apply the body cover procedure, flight deck crew must refuse the permission of cockpit entry.

Before opening the cockpit door for exit:

- Crew member exiting (or PM if the exiting person is not a crew member):
 - Must check the area outside the cockpit door (through CCTV or cockpit door spyhole) to make sure that no unauthorized person is present in the FWD galley and FWD entry area.

Note: If the area is not clear, pilots will call cabin crew via intercom to remove persons from galley and apply the body cover procedure.

After any entry to/exit from the cockpit:

- Pilots must make sure, that the door is closed and locked.

PROCEDURE IN CASE OF CDSS FAILURE OR IF SUCH IS NOT INSTALLED

The Commander shall necessarily make sure who wants to enter the cockpit by using the spy hole. The Commander will ensure that all persons carried on the flight deck are made familiar with the relevant safety and operational procedures, including emergency procedures and, in particular, the requirement not to distract the flight crew during certain phases of flight.

In this case:

- The Commander invite Senior Cabin Crew Member to the Flight deck by interphone,
- She / He has to identify herself/himself with position number and family name, adding a specific password, chosen by the Commander during the Preflight briefing.
- Additional CCM must also attend the forward galley, curtains to be pulled and a big double trolley pulled to block access of the passengers to the area in front the cockpit door.
- Crew member using spy hole ensure that area is clear and open the door for Senior Cabin Crew Member to enter,
- Crew member leaving flight deck and locking the door after himself,
- When Crew member coming back to the flight deck, he/she signaling by pressing appropriate code on keyboard of door locking system,
- Senior Cabin Crew Member using spy hole ensure that area is clear and open the door for Crew member;
- Senior Cabin Crew Member leaving flight deck and locking the door after himself to continue his/her duties. In the event of suspicious activity or security breaches in the cabin, Senior cabin crew or other cabin crew member shall notify the pilots via intercom and the flight deck door must remain LOCKED; and
- The Commander shall necessary make sure who wants to enter the cockpit by using

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the spy hole.

8.3.12.5 SAFETY BRIEFING

Refer to: [IOSA FLT 3.11.23]

A person shall only be carried in the flight deck provided that a jump seat with safety belt and harness is available and that requirements concerning supplemental oxygen are met.

The person shall be briefed by a flight or cabin crew member on:

- Sterile cockpit policy;
- Not distract or interfere with the operation of the flight;
- Prohibition to smoke;
- Prohibition to consume alcoholic beverages;
- Operation of jump seat, use of seat belts and shaller harness;
- Location and operation of emergency exits;
- Use of oxygen and emergency oxygen equipment;
- Location and use of life jacket;
- The importance of avoiding contact with or operation of any control or switch;
- Prohibition of video recording;
- Security procedures in the flight deck.

8.3.13 USE OF VACANT CREW SEATS

APPLICABLE TO: ALL

8.3.13.1 GENERAL

REFER TO: [IOSA FLT 3.13.2]

Fly2Sky aircraft are equipped with addition flight and cabin crew seats (jump seats) than the minimum required. These seats may be occupied by persons other than active crew member provide the requirement of this chapter are met and receive a safety briefing as per OM-A. Refer to: OM-A 8.3.12 ADMISSION TO FLIGHT DECK

The Commander has anyway the final decision regarding the use of jump seats.

8.3.13.2 PERSONNEL ALLOWED TO OCCUPY A JUMP SEAT

The following personnel may be allowed to occupy a jump seat provided they are listed in the General Declaration (GENDEC), or they hold a travel ticket:

- Pilots on training duties;
- Duty positioning crew employed by the airline when no seat is available in the passenger compartment;
- Additional crew - flight and cabin crew who have specific duties to perform in-flight in addition to the normal operating crew, (This includes supernumerary or crew who are travelling for the purpose of familiarization);

- Ground Operations Manager and Station Managers when positioning from, to, or carrying out audit duties;
- Flight and cabin crew employed by Fly2Sky, who are off duty but either travelling to start their duty, or travelling after its end, when no seat is available in the passenger cabin and only when wearing uniform.

In addition, and only when prior permission is given by the DFO the following people may be carried on a jump seat provided, they hold a valid company ID and travel ticket:

- Fly2Sky employees other than the listed above.

FLIGHT DECK JUMP SEAT

The carriage of persons on the flight deck jump seat(s) is approved by the DFO, except for representative of the authority responsible for certification, licensing or inspection if this is required for performance of his official duties.

Approval shall be communicated to Commander by email in case they hold a travel ticket or by listing the name of the person in the General Declaration (GENDEC).

CABIN JUMP SEAT

The carriage of persons on cabin jump seat(s) is allowed provided they are listed in the General Declaration (GENDEC) or hold a valid ticket.

8.3.14 INCAPACITATION OF CREW MEMBERS

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.11.18], [IOSA FLT 3.13.3], [IOSA FLT 3.14.13]

8.3.14.1 GENERAL

Incapacitation is defined as any condition affecting the physical or mental health of a crew member during the performance of his duties, which renders him incapable of properly performing those duties. While the remedial action, which can be taken within an airplane in the event of flight crew incapacitation, varies according to flight deck design and size as well as crew composition of the given aircraft type, the general principles are listed below:

- Reactivation of incapacitated crew member for the same flight duty period is not permitted.
- In case of injury during flight duty or any other sickness resulting incapacitation, the crew member, who is concerned, must seek aeromedical advice and if applicable shall undergo medical assessment in an official Aeromedical center before returning to flight duties.
- In case of food poisoning, after the flight ALL crewmembers must obtain medical clearance before their next flight.
- An ASR shall be filled after the crew rotation, and the occurrence shall be reported to the Competent Authority by Safety department

8.3.14.2 RECOGNITION

Incapacitation falls into two categories, obvious and subtle, and of these subtle is by far the most potentially dangerous. Early recognition of subtle incapacitation will greatly enhance

the preservation of a safe and calm operation. Aids to recognition of subtle incapacitation are listed below:

- Alertness to crew members mistakes. A mistake is not necessarily caused by incapacitation, but it may be and, in any event, requires correction.
- Any not-briefed deviation from Standard Operating Procedures (SOPs). SOPs provide a yardstick of what is accepted as normal operating practice that can be used to measure crew members' performance. They are not absolute but any deviation from or
- variation to SOPs shall be pre-briefed. If not then deviation or variation must be challenged, the deviation or variation may be entirely justifiable, but confirmation is necessary; and
- Compliance with the above allows trigger for the Two Communications Rule which states that crewmembers shall have a very high index of suspicion of a subtle incapacitation at any time when a crewmember does not respond appropriately to two verbal communications or to a verbal communication associated with a significant deviation from a standard flight profile.

For additional details refer to CCOM 12.19.4 and 12.19.5.

8.3.14.3 ACTIONS FOLLOWING RECOGNITION

If in visual contact with the runway, approach prepared in all respects for a safe landing with the airplane in full control, and control unaffected by the incapacitated crewmember then continue the approach and land. When this is not the case then:

- Control the airplane and when control is assured engage the autopilot;
- Care for the incapacitated crewmember by asking the assistance of other crewmembers – to restrain the incapacitated crewmember so that he cannot interfere with essential controls or switches by sliding the seat fully aft, reclining it, fitting and locking full shaller harness, and administer oxygen at 100%;
- Declare an emergency and inform ATC of the situation and proceed to the nearest suitable aerodrome at which medical assistance can be provided. Ask radar vectors from ATC, when convenient, to reduce workload;
- Removal of the incapacitated crewmember from the flight deck area is rarely practical but can be considered if the process will not endanger safe operation of the aircraft;
- Revise crew duties and where travelling Fly2Sky crew is available he/she shall be asked to assist according to his/her qualifications;

Note: For security reasons, no access to cockpit shall be considered for passengers holding or pretending to hold a pilot license, including in case of pilot incapacitation.

Incapacitation may have been caused on purpose, in order to access the cockpit and take control of the aircraft.

- Pass medical details to ATC and request medical assistance to be available on arrival;

- Do not allow the incapacitated crew member to take any further part in the conduct of the flight, even if he feels fully fit;
- After landing taxi to a normal but nearest practical ramp position, if able;
- In case of food poisoning, after the flight ALL crewmembers must obtain medical clearance before their next flight.

INCAPACITATION OF LINE TRAINING CAPTAIN WITH SAFETY PILOT ON BOARD

If it is not practical to remove the Line Training Captain from their seat, the Safety Pilot shall consider moving into trainee's seat if safe to do so. Use the trainee to assist with checklists and radio.

8.3.14.4 INCAPACITATION OF CABIN CREW MEMBER

According to the level of incapacitation Senior Cabin Crew or the nearest in the chain of command shall evaluate the situation and coordinate the actions with the Commander. Medical diversion is recommended.

For additional details refer to CCOM 4.1.9.

8.3.15 CABIN SAFETY REQUIREMENTS

APPLICABLE TO: ALL

The Senior Cabin Crew shall be responsible for cabin safety from the time the airplane is accepted for flight, until all passengers have been offloaded at the end of the flight. Cabin safety requirement and procedures are detailed in the Cabin Crew Operations Manual (CCOM).

8.3.15.1 CABIN PREPARATION

REFER TO: (CAT.OP.MPA.220), (CAT.OP.MPA.230), [IOSA FLT 3.8.8]

Fly2Sky has established procedures to ensure that:

- Before taxiing, take-off and landing and for all the flight, all means of assistance for emergency evacuation that deploy automatically are armed;
- Before taxiing, take-off and landing all exits and escape paths are unobstructed;
- That before take-off and landing, and whenever deemed necessary in the interest of safety, all equipment and baggage are properly secured.

Refer to: CCOM 8.3.2 EMERGENCY AND SAFETY EQUIPMENT CHECK Refer to: CCOM 12.2 EMERGENCY EVACUATION PROCEDURES Refer to: CCOM 8.9 CABIN CREW AT STATIONS

Refer to: CCOM 8.10 Taxi, Take-Off, Post-Take-Off, Pre-Landing, Landing, And Post-LDG

8.3.15.2 PASSENGER SEATING

Refer to: (CAT.OP.MPA.165), (AMC1 CAT.OP.MPA.165), (AMC2 CAT.OP.MPA.165), (GM1 CAT.OP.MPA.165), (GM2 CAT.OP.MPA.165)

Fly2Sky has established procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they are able to assist and not hinder evacuation of the aircraft.

For detailed description of procedures, Refer to: CCOM 8.17 PASSENGER SEAT ALOCATION/RESTRICTIONS

8.3.15.3 PASSENGER EMBARKATION AND DISEMBARKATION

For detailed description, Refer to: CCOM 8.5 PASSENGER EMBARKATION AND DISEMBARKATION.

8.3.15.4 REFUELLING WITH PASSENGER ON BOARD

Refer to: (CAT.OP.MPA.200)

If circumstances require that refuelling or de-fuelling operations take place while passengers are on board, boarding or disembarking, for the applicable procedure, Refer to: OM-A 8.2.1 FUELLING PROCEDURES.

8.3.15.5 SPECIAL CATEGORY OF PASSENGER (SCP)

For the procedure relate the carriage of Special Category of Passenger (SCP), Refer to: OM-A 8.2.2 AIRCRAFT, PASSENGERS, AND CARGO HANDLING PROCEDURES

8.3.15.6 SMOKING ON BOARD

Smoking is not allowed on board of any Fly2Sky aircraft at any time. E-cigarettes are also not allowed.

8.3.15.7 EVALUATION, BASED ON THE PRESENCE OF FEVER AND SUSPECTED INFECTIONS

If a passenger or a crew member seems to show symptoms of a contagious disease (e.g. plague, cholera, yellow fever, typhoid fever, typhus), the Commander shall comply with the international sanitary regulations as follows:

The handling agent or representative at the next station of call shall be notified immediately by radio;

After landing nobody, except the public health officer, shall be admitted on board;

No passenger or crewmember shall disembark until permission of the public health officer has been obtained;

Any case of illness and the sanitary action taken shall be entered on the health copy of the General Declaration, stating the name(s) of the person(s) concerned.

8.3.15.8 MEDICAL KITS

FIRST-AID KITS

REFER TO: (CAT.IDE.A.220)

Fly2Sky aircraft are equipped with first-aid kits, readily accessible for use, to the following scale:

Number of Passenger Seats Installed Number of First-Aid Kits Required	
Number of passenger seats installed	Number of first-aid kits required

101 to 200	2
201 to 300	3

First-aid kits are inspected periodically to confirm, to the extent possible, that contents are maintained in the condition necessary for their intended use; and First-aid kits are replenished at regular intervals, in accordance with instructions contained on their labels, or as circumstances warrant. The procedure and content are described in the CCOM.

EMERGENCY MEDICAL KIT

REFER TO: (CAT.IDE.A.225)

Fly2Sky does not operate an airplane with a maximum approved passenger seating configuration of more than 30 seats unless it is equipped with an emergency medical kit if any point on the planned route is more than 60 minutes flying time (at normal cruising speed) from an aerodrome at which qualified medical assistance could be expected to be available. If a medical kit is installed, the Commander shall ensure that drugs are not administered except by qualified doctors, nurses or similarly qualified personnel. The emergency medical kit is dust and moisture proof and is kept either in the flight crew compartment or in another secure location in the cabin that prevents unauthorized access to it.

Secure location refers to a location in the cabin that is not intended for the use by passengers and preferably to which passengers do not have access. If the medical kits are to be carried on board, Fly2Sky ensures that emergency medical kits are Inspected periodically to confirm, to the extent possible, that the contents are maintained in the condition necessary for their intended use; and replenished at regular intervals, in accordance with instructions contained on their labels, or as circumstances warrant.

8.3.15.9 PROCEDURES AND CHECKLIST SYSTEM

REFER TO: (ORO.GEN.110 (F)(H))

Establishment of procedures:

- Fly2Sky establishes procedures and instructions, for each airplane type, containing ground staff and crew members' duties for all types of operation on the ground and in flight;
- Fly2Sky establishes a check-list system to be used by crew members for all phases of operation of the airplane under normal, abnormal and emergency conditions as applicable, to ensure that the operating procedures in the Operations Manual are followed;
- Fly2Sky does not require a crew member to perform any activities during critical phases of the flight other than those required for the safe operation of the airplane;
- Critical phases of flight are the take-off run, the take-off flight path, the final approach, the landing, including the landing roll, and any other phases of flight at the discretion of the Commander.
- PF and PM always have to consider the difference between the checklists and the active briefings.

SAFETY BRIEFING AND CHECKLISTS

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REFER TO: (AMC1 ORO.GEN.110 (F)(H))

Fly2Sky content of safety briefings for all cabin crew members prior to the commencement of a flight is described in CCOM.

The following cabin procedures have been established in the CCOM:

- Arming and disarming of slides;
- The operation of cabin lights, including emergency lighting;
- The prevention and detection of cabin, oven and toilet fires;
- Actions to be taken when turbulence is encountered; and
- Actions to be taken in the event of an emergency and/or an evacuation.

The following items have been taken into account:

Item	Pre-Take-off	Inflight	Pre-Landing	Post-Landing
1 Brief of cabin crew by the senior cabin crew member prior to commencement of a flight or series of flight	X			
2 Check of safety equipment in accordance with operator's policies and procedures	X			
3 Security checks as applicable	X			X
4 Supervision of passenger embarkation and disembarkation	X			X
5 Securing of passenger cabin (e.g., seatbelt, cabin cargo/baggage)	X		X	
6 Securing of galleys and stowage of equipment	X		X	
7 Arming of door/exit slides	X			
8 Safety briefing/information to passengers	X	X	X	X
9 "Cabin secure" report to flight crew	X	If required	X	
10 Operation of cabin lights	X	If required	X	

Item	Pre-Take-off	Inflight	Pre-Landing	Post-Landing
11 Cabin crew at assigned crew stations	X		X	X
12 Surveillance of passenger cabin	X	X	X	X
13 Prevention and detection of fire in the cabin (including the combi-cargo area, crew rest areas, galleys, lavatories and any other cabin remote areas), and instructions for actions to be taken	X	X	X	X
14 Action to be taken when turbulence is encountered		X		
15 Actions to be taken in case of in-flight incidents (e.g., medical emergency)		X		
16 Actions to be taken in the event of emergency situations	X	X	X	X
17 Disarming of door/exit slides				X
18 Reporting of any deficiency and/or unserviceability of equipment and/or any incident	X	X	X	X

8.3.16 PASSENGER BRIEFING PROCEDURES

APPLICABLE TO: ALL

8.3.16.1 GENERAL

REFER TO: (CAT.OP.MPA.170,) [IOSA FLT 3.13.3], [IOSA FLT 3.13.6], [IOSA FLT 3.13.8]

The Commander is responsible for ensuring that all passengers and/or supernumeraries receive appropriate briefing, or equipment demonstration, for the various stages of the flight, in particular:

- Passengers must be given briefings and demonstrations relating to safety in a form that facilitates the application of the procedures applicable in the event of an emergency; and
- Passengers must be provided with a safety briefing card on which picture-type instructions indicate the operation of emergency equipment and exits likely to be used by passengers.

Passenger information bulletin on Dangerous Goods will be issued at the check-in desk.

Refer to: OM-A 9 DANGEROUS GOODS AND WEAPONS

8.3.16.2 PASSENGER BRIEFING

REFER TO: (AMC1 CAT.OP.MPA.170)

Passenger information bulletin on Dangerous Goods will be issued at the check-in desk.

Refer to: OM-A 9 DANGEROUS GOODS AND WEAPONS

Following the reference to Cabin Crew Manual for the procedures and contents of passenger's briefing for phase of flight. Detailed content of each briefing may be found in the Passenger Announcement Book which is part of the CCOM. These apply also to supernumeraries (if any).

BEFORE TAKE-OFF

Refer to: CCOM 8.6.1 EMBARKATION

Refer to: CCOM 8.6.7 REFUELLING/DEFUELLING

Refer to: CCOM 8.17.2 EMERGENCY ROY SEATING ASSIGNMENTS

AFTER TAKE-OFF

Refer to: CCOM 8.6.3 AFTER TAKE-OFF

BEFORE LANDING

Refer to: CCOM 8.6.5 BEFORE LANDING

AFTER LANDING

Refer to: CCOM 8.6.6 AFTER LANDING

EMERGENCY DURING FLIGHT

Refer to: CCOM 8.28.5 EMERGENCY PROCEDURES

NO SMOKING

Refer to: CCOM 8.5.3 RESTRICTIONS ON PASSENGERS

BRIEFING TO PASSENGER ON EMERGENCY EXIT

REFER TO: (GM1 CAT.OP.MPA.170(A))

Refer to: CCOM 8.17.2 EMERGENCY ROY SEATING ASSIGNMENTS

8.3.16.3 PUBLIC ADDRESS (PA) ANNOUNCEMENTS

Although the commander may delegate the use of the PA system to any other crewmember, he remains responsible for its proper use.

It's not allowed to perform passenger announcements from the cockpit during taxi, or while waiting at the holding point (both pilots must monitor frequency). It's recommended to perform welcome briefing to the passengers before pushback if time permits or as soon situation permits during flight.

Performing PA is a distraction which may potentially lead to:

- Missing ATC communication;
- Poor monitoring of PF duties;

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- Lack or lower situation awareness;
- Possible ATC clearance infringements (runways incursions, etc.).

Content of PA announcement may be subject to customer's requests. Flight Crew will be informed accordingly in such case.

8.3.16.4 PORTABLE ELECTRONIC DEVICES (PED)

REFER TO: (CAT.GEN.MPA.140), (AMC1 CAT.GEN.MPA.140)

When on board an aircraft, passengers and crew shall not use any Portable Electronic Device that can adversely affect the performance of the aircraft systems and equipment. The Captain and Cabin Crew shall require the switching off/deactivation of any PED if believed it could adversely affect the performance of aircraft systems or equipment. Instructions of the crew are to be followed at all times. Portable Electronic Devices fall under several categories.

CLASSIFICATION

REFER TO: (AMC1 CAT.GEN.MPA.140)

Classification	Portable Electronic Device description	Use
Prohibited Electronic Devices	AM/FM radios; VHF scanner receivers; Portable television sets; Radio controlled toys; Two-way transmitters (walkie-talkies, amateur radios etc.); Global Positioning System.	These devices generate or operate via radio frequency signals and must be switched off from the closing of cabin doors on departure until the opening of cabin doors after landing.
Approved Electronic Devices	Onboard installed equipment; e.g., EFB Electric watches; Electric shavers; Personal medical devices – hearing aids, pacemakers, life support systems and electronic nerve simulators etc.	These devices may be operated at any time.
Restricted Portable Electronic Devices including Restricted Transmitting	Mobile Phones;* Tablet PC;* e.g., iPad E-Readers;* e.g., Kindle Electronic games;* e.g., Nintendo DS Bluetooth devices;* e.g., mPOS Portable CD Player; Digital Audio / MP3 Players; Portable Wireless Inflight Entertainment system (e.g., AirFi);	Refer to the next table

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Classification	Portable Electronic Device description	Use
Portable Electronic Devices (TPEDS)	Laptops/Notebook* Portable DVD player	Must be switched off and stowed in an approved stowage during taxi, take-off, approach and landing.

* Indicates Transmitting Portable Electronic Devices (T-PEDs)

PROCEDURE FOR USE OF RESTRICTED PORTABLE ELECTRONIC DEVICES

REFER TO: (AMC2 CAT.GEN.MPA.140)

Phase of flight	Transmitting PEDs with Flight Mode On	Transmitting PEDs with Flight Mode Off	Transmitting PEDs such as Laptop, Notebook, Portable DVD Player	Non-transmitting PEDs
Boarding	Allowed	Allowed	Allowed	Allowed
Extended Ground Delay	Allowed	Allowed	Allowed	Allowed
Pushback / Taxi before take-off	Allowed	Not Allowed	Not Allowed	Allowed
Take-off	Allowed	Not Allowed	Not Allowed	Allowed
Cruise	Allowed	Not Allowed	Allowed	Allowed
Approach	Allowed	Not Allowed	Not Allowed	Allowed
Landing	Allowed	Not Allowed	Not Allowed	Allowed
Taxi after landing	Allowed	Not Allowed	Not Allowed	Allowed

Note: Portable Electronic Devices and T-PEDs with 'Flight Mode' ON may be used during all phases of the flight and are to be stowed for taxi, take-off, approach and landing in overhead compartment or under the seat, the passengers' pocket or held in their hand.

Laptops, notebooks and portable DVD players must be unplugged, switched off and stowed in an overhead compartment or under the seat for taxi, take off, approach and landing.

Headphones shall not be used during Passenger safety briefing and for taxi, take off, approach and landing.

Any suspect equipment shall be switched off from the closing of cabin doors on departure until the opening of cabin doors after landing.

PROCEDURE FOR USE OF TRANSMITTING PORTABLE ELECTRONIC DEVICES

During cabin secure for take-off and landing, if a passenger is identified with a T-PED, Cabin Crew must check that the device is in 'Flight Mode'. If the Crew Member cannot establish that the device is in the 'Flight mode' or if Flight Mode on the device cannot be enabled, the passenger must be instructed to switch the device OFF.

LOW VISIBILITY OPERATIONS

Use of PED is not allowed.

USE OF MOBILE PHONES

Mobile phones must be either switched off or must have 'Flight mode' enabled from doors closed on departure until doors are opened on arrival.

PED INTERFERENCE REPORT

Shall a PED be suspected of interference to aircraft operation, an entry shall be recorded in Occurrence report. Information to be included:

- The aircraft systems affected and the nature of the interference;
- Phase of flight and the time the problem occurred;
- Full description of the device, its brand, serial number and any other peripherals;
- Location the device was found;
- A photo of the PED (if possible).

8.3.17 COSMIC RADIATION DETECTION EQUIPMENT

APPLICABLE TO: ALL

Not applicable to Fly2Sky.

8.3.18 POLICY ON THE USE OF AUTOPILOT AND AUTO THROTTLE

APPLICABLE TO: ALL

8.3.18.1 OPERATIONAL PHILOSOPHY

REFER TO: (EASA SIB No.: 2013-05)

Modern airplanes are commonly operated using auto-flight systems (e.g., autopilot or auto throttle/auto thrust). Generally, automation has contributed substantially to the overall improvement of flight safety by increasing the timeliness and precision of routine procedures and reducing the opportunity for errors and the associated risks to the safety of the flight. It also generally decreases workload, allowing flight crews to dedicate more attention to monitoring activities and maintaining situational awareness.

Fly2Sky pilots shall adhere to the Airbus Operation Philosophy as documented in the FCTM.

Refer to: FCTM AOP-AIRBUS OPERATIONAL PHILOSOPHY

Pilots shall use of a level of automation appropriate for the task, to include manual flight

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when aircraft response is not appropriate or adequate.

8.3.18.2 MANUAL FLYING SKILL

According to Airbus Operation Philosophy the automation is considered as an additional feature available to the flight crew, who can decide when to delegate and what level of assistance they need in accordance with the situation. Continuous use of auto-flight systems could lead to potential degradation of the pilot's ability to cope with the manual handling of the airplane. A pilot is normally required to revert to manual flight operation in case of automation failure or disconnection, or when an aircraft is dispatched with an inoperative auto-flight system.

The overall aim is to reach an appropriate balance between the use of automation and the need to maintain pilot manual flying skills. For this purpose, practice on manual flight is constantly integrated in the simulator recurrent training program. Nevertheless, pilots may practice manual flight to maintain their flying skill during line operations. In this case is important that pilots clearly understand the circumstances under which automated systems have to be used, such as during high workload conditions, while operating in traffic congested airspaces, or when following airspace procedures that require the use of autopilot for precise operations

GUIDANCE FOR MANUAL FLIGHT

Before practicing manual flight, the Commander is responsible to perform the following considerations to determine if an adequate level of safety is assured.

PHASE OF FLIGHT

Take-off and landing are the phases best improving manual flying skill, on the other hand they are the most demanding in terms of crew coordination and monitoring.

WORKLOAD CONDITION

Pilots shall not practice manual flying in situation of high workload. Altitude/Flight Level (non-Reduced Vertical Separation Minima (RVSM)). Pilots shall not practice manual flying when use of auto pilot (A/P) is mandatory.

METEOROLOGICAL CONDITIONS

Pilots shall not practice manual flying at night, IMC conditions and when weather is a contributing factor in creating high workload (thunderstorm, turbulence, strong wind, etc.).

TRAFFIC DENSITY

Pilots shall not practice manual when the density of traffic create high workload to maintain an adequate situation awareness and a precise navigation for the assigned flying parameters.

Air Traffic Control (ATC) and Air Traffic Management (ATM) procedures. Pilots shall not practice manual flying when ATC communication are congested.

PILOT AND CREW EXPERIENCE

Commander before allowing manual flying shall consider his/her and First Officer experience on the type. First Officer with limited type experience are the most seeking for practicing manual flying, but Commander shall consider that they are the most demanding in term of monitoring.

PASSENGER COMFORT

Commander shall consider that manual flying may impact the level of comfort of passenger.

RECOMMENDATION

Considering all above factors pilots are encouraged to practice manual flight on regular base to maintain an appropriate level of skill, in any case Commander has final authority and responsibility.

8.4 LOW VISIBILITY OPERATIONS

8.4.1 APPROVAL

APPLICABLE TO: ALL

REFER TO: (SPA.LVO.100), [IOSA FLT 3.11.9]

Fly2Sky holds an approval for the following Low Visibility Operations (LVO). LVO increases runway incursion/excursion risk. No operational credits are used.

Specific Approval		RVR (m)	DH (ft)
Take-off	LVTO	125	
Approach and Landing	CAT II	300	100
	CAT III	200	50

8.4.1.1 REQUIRED AIRBORNE EQUIPMENT:

The required airborne equipment is included in the QRH-OPS-REQUIRED EQUIPMENT FOR CAT2 AND CAT3.

8.4.1.2 GROUND EQUIPMENT RELATED REQUIREMENTS:

Fly2Sky ensures that only aerodromes, including instrument flight procedures, suitable for the intended operations are used for LVOs and operations with operational credits.

The required ground equipment is in the following table:

Category	Equipment	Purpose
Approach and Landing (ILS CAT II/III)	ILS CAT II/III Ground Installations	Provide precise lateral and vertical guidance
	High-Intensity Runway Lighting (HIRL)	Runway edge and centerline visibility
	Runway Centerline Lights (RCLL)	Required for RVR below 400 m
	Touchdown Zone Lights (TDZL)	Required for CAT III approaches
	Approach Lighting System (ALS)	Required for CAT II/III (e.g., ALSF-1, ALSF-2)

Category	Equipment	Purpose
	Runway Visual Range (RVR) Sensors	Provide accurate, real-time visibility information
	Stop Bars at Runway Holding Points	Prevent unauthorized entry during LVO
	Surface Movement Radar (SMR)	Used by ATC to monitor traffic in low visibility
	Low Visibility Procedures (LVP) Activation System	Airport-controlled system to manage LVO safely

Low Visibility Taxiing (LVT)	Taxiway Centerline Lights	Maintain directional guidance during low visibility taxi
	Stop Bars and Runway Guard Lights	Prevent runway incursions
	SMGCS (Surface Movement Guidance and Control System)	Procedures and lights for taxi in <400 m RVR
	Enhanced ATC Surveillance (A-SMGCS)	Monitors aircraft and vehicles on the ground during LVO

8.4.1.3 LIMITATIONS:

Refer to FCOM-LIMITATIONS and OM-B 2-8-1

8.4.2 LOW VISIBILITY TAKE-OFF OPERATIONS (LVTO)

APPLICABLE TO: ALL

8.4.2.1 CLASSIFICATION OF LVTO OPERATIONS

REFER TO: (GM1 SPA.LVO.100(A))

Take-off operations are classified as normal take-off operations with an RVR at or above 550 m and LVTO operations with an RVR below 550 m. Only LVTO operations in an RVR of less than 400 m require a specific approval.

8.4.2.2 RESPONSIBILITIES OF THE COMMANDER

The Commander shall satisfy himself that:

- The status of the required facilities is adequate;
- Appropriate LVPs (if required) are in force according to information received from Air Traffic Services;

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- The flight crewmembers are properly qualified;
- The status of the airplane (MEL, CDL, etc.) and of the relevant airborne systems is appropriate for the specific operation to be conducted; and
- If required, an adequate take-off alternate airport is available.

CAUTION	FLEX thrust take-offs are permitted.

8.4.2.3 LVTO RVR MINIMA

REFER TO: (AMC1 SPA.LVO.100(A))

Minimum RVR	Facilities
300 m (day)	Centre line markings; and Runway edge lights.
300 m (night)	Centre line markings; and Runway edge lights; and Runway end lights or centre line lights.
150 m	Centre line markings; and Runway end lights; and Runway edge lights; and Runway centre line lights.
125 m	Centre line markings; and Runway end lights; and Runway edge lights (spaced 60 m or less); and Runway centre line lights (spaced 15 m or less).

Note: The reported RVR value representative of the initial part of the take-off run can be replaced by pilot assessment.

The minimum RVR value specified in the table above shall be achieved for all reporting points representative of the parts of the runway from the point at which the aircraft commences the take-off until the calculated accelerate-stop distance from that point.

CAUTION	For LVTO operations Flight Crew shall use the minima presented in the Jeppesen FD Pro X in terms Runway Visual Range (RVR).

8.4.2.4 VISUAL SEGMENT FOR TAKE-OFF

REFER TO: (GM2 SPA.LVO.100(A))

The value of 125 m RVR for take-off with 15 m center line light spacing has been selected because flight deck geometry means that this will provide at least a 90-m visual segment for the large majority of aircraft types. In a 90-m visual segment the pilot is expected to be able to see six center line light intervals (seven center line lights) at 15 m spacing once lined

up on the runway center line.

8.4.3 INSTRUMENT APPROACH OPERATIONS IN LOW-VISIBILITY CONDITIONS

APPLICABLE TO: ALL

8.4.3.1 GENERAL

All approaches shall be flown as stabilized approaches according Fly2Sky stabilization criteria. Early stabilized approach technique is recommended. For additional information, refer to the following. Special Authorization Category I and II are not allowed at Fly2Sky.

Refer to: OM-A 8.0.2 FLIGHT DECK PROCEDURES AND POLICIES

Refer to: FCTM PR-NP-SOP-190- APPROACH SPEED TECHNIQUE

8.4.3.2 COMMENCEMENT AND CONTINUATION OF APPROACH

REFER TO: [IOSA FLT 3.11.62], [IOSA FLT 3.11.63]

For Low-visibility approaches, the crew shall follow the same criteria for commencement and continuation of approach as described previously in this section of the OM. Refer to: OM-A 8.1.3 ESTABLISHING AERODROME OPERATING MINIMA

8.4.3.3 CAT II OPERATIONS

For CAT II operations, the following shall apply:

The DH shall be determined by the use of a radio altimeter or other device capable of providing equivalent performance and be not lower than the highest of:

- The minimum DH specified in the AFM, if stated;
- The applicable obstacle clearance height (OCH) for the category of aircraft;
- The DH to which the flight crew is qualified to operate; or 100 ft.

The lowest RVR minima to be used are specified in Table below.

Aircraft categories		Auto Coupled or HUD to below DH*	
		C	D
DH (ft)	121–140	400	400
	141–199	450	450

* An RVR of 300 m may be used for a Category D airplane conducting an autoland or using HUDLS to touchdown.

8.4.3.4 CAT III OPERATIONS

REFER TO: (AMC2 SPA.LVO.100(B))

For CAT III operations, the following shall apply:

For operations in which a DH is used, the DH shall be determined by the use of a radio altimeter or other device capable of providing equivalent performance and be not lower than:

- The minimum DH specified in the AFM, if stated;
- The DH to which the flight crew is qualified to operate.

Operations with no DH shall only be conducted if:

- Operation with no DH is specified in the AFM;
- There is no published information indicating that the approach aid or aerodrome facilities cannot support operations with no DH; and
- The flight crew is qualified to operate with no DH.

The lowest RVR to be used shall be determined in accordance with the table below.

CAT III operations minima: RVR (m) versus DH (ft)		
DH (ft)	Roll-out control/guidance system	RVR (m)*
50-99	Not required	175
0-49 or no DH	Fail-passive	125
	Fail-operational	75

*** Note:** For a fail-passive or HUD roll-out control system, a lower RVR value (no lower than 75 m) can be used if stated in the AFM provided that the equipment demonstrated such capability as part of the certification process. This is provided that the operator has implemented the appropriate operating procedures and training.

8.4.3.5 LANDING MINIMA WITH TEMPORARILY FAILED OR DOWNGRADED EQUIPMENT

REFER TO: (AMC3 SPA.LVO.100(B)), (GM4 SPA.LVO.100(B))

Inoperative transmissometers mean the RVR systems, which use optical instruments to measure visibility on the runway, are not functioning, preventing accurate RVR readings for the pilots. When an RVR system is inoperative, it must be reported via a NOTAM and potentially restricts operations or requires pilots to use alternative methods like Converted Meteorological Visibility (CMV).

For inoperative approach/runway lighting, refer to Table 10 and 10a in OM-A.

Only those facilities mentioned in the table below shall be acceptable to be used to determine the effect of temporarily failed or downgraded equipment on the required RVR for CAT II/III approach operations.

The following conditions shall be applied to the table below:

- Multiple failures of runway lights other than those indicated in the table below are not acceptable;
- Failures of approach and runway lights are acceptable at the same time, and the most demanding consequence shall be applied;
- For approach operations with a DH below 200 ft, a combination of deficiencies in runway lights and RVR assessment equipment are not permitted; and

- Failures other than ILS, GLS and MLS affect RVR only and not DH.

Table 10a - Failed or Downgraded Equipment – Effect on Landing Minima				
Failed or downgraded equipment	Effect on Landing Minima			
	CAT III no DH	CAT III DH<50 ft	CAT III DH≥50 ft	CAT II
Navaid stand-by transmitter	Not allowed	RVR 200 m	No effect	
Outer marker (ILS)	No effect if the required height versus glide path can be checked using other means, e.g., DME fix.			
Middle marker (ILS)	No effect			
DME	No effect if replaced by RNAV (GNSS) information or the outer marker			
RVR assessment systems	At least one RVR value to be available on the aerodrome	On runways equipped with two or more RVR assessment units, one may be inoperative		
Approach lights	No effect	Not allowed for ops with DH >50 ft	Not allowed	
Approach lights except the last 210 m	No effect			Not allowed
Approach lights except the last 420 m	No effect			
Standby power for approach lights	No effect			
Standby power for runway lights with 1-second switchover time	No effect	Not allowed	Day: RVR 550 m	Day: RVR 550 m
	No effect		Night: RVR 550m	Night: RVR 550m
Edge lights	No effect	Day: No effect	Day: No effect	Day: No effect
		Night: RVR 550m	Night: RVR 550m	Night: not allowed
Threshold lights	No effect	No effect	Day: No effect	Day: No effect

Table 10a - Failed or Downgraded Equipment – Effect on Landing Minima				
			Night: RVR 550m	Night: RVR 550m
Runway end lights	No effect if centre line lights are serviceable			
Centre line lights	Day: RVR 200 m	No effect	Day: RVR 300m	Day: RVR 350m
	Night: not allowed		Night: RVR 400m	Night: RVR 550 m (400 m with HUD or auto- land)
Centre line lights spacing increased to 30 m	RVR 150 m		No effect	
TDZ lights	No effect	Day: RVR 200m	Day: RVR 300 m	
		Night: RVR 300m	Night: RVR 550 m, 350 m with HUD or auto-land	
Taxiway light system	No effect			

The instructions for the effect on landing minima of temporarily failed or downgraded equipment are intended for use both before flight and during flight. It is, however, not expected that the commander would consult such instructions after passing 1 000 ft above the aerodrome. If failures of ground aids are announced at such a late stage, the approach could be continued at the commander's discretion. If failures are announced before such a late stage in the approach, their effect on the approach shall be considered as described in Table 6, and the approach may have to be abandoned.

8.4.4 OPERATING PROCEDURES

APPLICABLE TO: ALL

REFER TO: (SPA.LVO.125), (AMC1 SPA.LVO.105(c)), (AMC2 SPA.LVO.105(c))

Prior to commencing an LVO, the commander shall be satisfied that:

- The status of visual and non-visual facilities is as sufficient;
- The appropriate LVPs are in force according to information received from air traffic services (ATS); and
- The flight crew members are appropriately qualified.

8.4.4.1 RESPONSIBILITIES OF THE COMMANDER

REFER TO: (AMC1 SPA.LVO.120(A))

A CAT II/III approach and landing is when the RVR is less than 550 m.

Before commencing CAT II/III operations, the following additional requirements are

applicable to commanders, or pilots to whom conduct of the flight has been delegated, who are new to the aircraft type and have less than 50 hours or 20 sectors on the type, including LIFUS shall:

Shall add 100 m to the applicable CAT II/III RVR minima until a total of 100 hours or 40 sectors, including Line Flying Under Supervision, has been achieved on the type

Before commencing a CAT II/III approach the Commander shall satisfy himself that:

- The status of the required facilities is adequate;
- Appropriate LVPs are in force according to information received from Air Traffic Services;
- The flight crewmembers are properly qualified;
- The status of the airplane (MEL, CDL, etc.) and of the relevant airborne systems is appropriate for the specific operation to be conducted;
- Alternate airport weather is above CAT I minima;
- CAT II/II approach and landing shall be performed by CM1; and
- Autoland is recommended for CAT II and mandatory for CAT III operations.

8.4.4.2 PROCEDURES AND INSTRUCTIONS (SOP)

During CAT II/III approach Commander shall adhere to type specific Standard Operating Procedure (SOP) and limitations as detailed in the following references:

Refer to: AFM LIM-22-FGS-MINIMUM HEIGHT FOR USE OF THE AUTOPILOT Refer to: AFM LIM-22-FGS-CAT II / III OPERATIONS

Refer to: FCOM LIM-AFS-AUTOMATIC APPROACH, LANDING AND ROLLOUT Refer to: FCOM PRO-NOR-SOP-18- APPROACH USING LOC G/S GUIDANCE Refer to: FCTM PR-NP-SOP-190- APPROACH USING LOC G/S FOR CATII CATIII Refer to: eQRH NP-APPROACH USING LOC G/S GUIDANCE

8.4.4.3 CREW ACTIONS IN CASE OF AUTOPILOT FAILURE AT OR BELOW DH

For operations to actual RVR values less than 300 m, a missed approach procedure is assumed in the event of an autopilot failure at or below DH. This means that a missed approach procedure is the normal action. However, the wording recognizes that there may be circumstances where the safest action is to continue the landing. Such circumstances include the height at which the failure occurs, the actual visual references, and other malfunctions. This would typically apply to the late stages of the flare. In conclusion, it is not forbidden to continue the approach and complete the landing when the commander determines that this is the safest course of action.

Refer to: FCOM PRO-NOR-SOP-18- APPROACH USING LOC G/S GUIDANCE

Refer to: FCTM PR-NP-SOP-190- APPROACH USING LOC G/S FOR CATII CATIII

8.4.4.4 OPERATING PROCEDURES – CAT II

REFER TO: AMC3 SPA.LVO.105(c)

For CAT II operations, the following shall apply:

- The approach shall be flown as described in the FCOM;
- If the approach is flown using autopilot, for a manual landing the autopilot shall remain engaged until after the pilot has achieved visual reference;
- All height callouts below 200 ft above the runway threshold elevation shall be determined by the use of a radio altimeter;
- The DH shall be determined using the radio altimeter;
- At DH, the following visual references shall be distinctly visible and identifiable to the pilot:
 - A segment of at least three consecutive lights, which are the centre line of the approach lights or TDZ lights or runway centre line lights or edge lights or a combination of these; and
 - A visual reference that shall include a lateral element of the ground pattern, such as an approach lighting crossbar, or the landing threshold, or a barrette of the TDZ lighting.

8.4.4.5 OPERATING PROCEDURES – CAT III

REFER TO: (AMC4 SPA.LVO.105(c))

For CAT III operations, the following shall apply:

- The approach shall be flown as described in the FCOM;
- All height callouts below 200 ft above the runway threshold elevation shall be determined by the use of a radio altimeter;
- For operations in which a DH is used, the DH shall be determined by the use of Radio Altimeter;
- At DH, the following visual references shall be distinctly visible and identifiable to the pilot:
 - For operations conducted either with fail-passive (CAT III SINGLE) flight control systems: a segment of at least three consecutive lights, which are the center line of the approach lights, or TDZ lights, or runway center line lights, or runway edge lights, or a combination of these; and
 - For operations conducted either with fail-operational (CAT III DUAL) flight control systems or with a fail-operational hybrid landing system using a DH: at least one center line light to be attained and maintained by the pilot.

8.4.4.6 SUCCESSFUL APPROACH AND LANDING

An approach may be considered to be successful if the following is met.

- From 500 ft to start of flare:
 - Speed is maintained within ± 5 kt of the intended speed, disregarding rapid fluctuations due to turbulence;
 - No relevant system failure occurs; and
- From 300 ft to DH:

- No excess deviation occurs; and
- No centralized warning gives a missed approach procedure command (if installed).

A landing may be considered to be successful if:

- No relevant system failure occurs;
- No flare failure occurs;
- No de-crab failure occurs (if installed);
- Longitudinal touchdown is beyond a point on the runway 150 m after the threshold and before the end of the touchdown zone (TDZ) (750 m from the threshold);
- Lateral touchdown with the outboard landing gear is not outside the TDZ edge;
- Sink rate is not excessive;
- Bank angle does not exceed a bank angle limit; and
- No roll-out failure or deviation (if installed) occurs.

8.4.4.7 SUITABLE INSTRUMENT FLIGHT APPROACH PROCEDURES

REFER TO: (AMC2 SPA.LVO.110)

The following shall be respected:

- CAT II instrument approach operations shall only be conducted using a CAT II IAP;
- CAT III instrument approach operations shall only be conducted using a CAT III IAP.

8.4.4.8 GROUND BASED EQUIPMENT FOR LVO

Instrument Landing System (ILS)

Category II

- ILS with higher integrity and monitoring.
- Sensitive area and critical area protection (no vehicle/aircraft incursions during operations).

Category III

- High-integrity ILS with automatic monitoring of signal quality.
- Dual transmitters/antennas with redundancy.
- Fast automatic shutdown if signal out of tolerance.

Runway & Taxiway Lighting

- High-Intensity Runway Edge Lights (HIRL).
- Runway Centerline Lights (RCLL) – mandatory for CAT II/III.
- Touchdown Zone Lights (TDZL) – mandatory for CAT II/III.
- Stop Bars at Runway Holding Points – prevent runway incursions in low visibility.

- Taxiway Centerline Lights (green) and Intermediate Holding Point Lights (amber) for safe ground movement.

Approach Lighting System:

- CAT II/III: High-intensity approach lighting with centerline guidance;
- Adequate runway visual range (RVR) measurement equipment aligned with lighting system.

Surface Movement Guidance & Control System (SMGCS):

- Ground radar or Advanced Surface Movement Guidance and Control System (A-SMGCS).
- Provides ATC surveillance of aircraft and vehicle movements in low visibility.

Runway Visual Range (RVR) Equipment:

- Transmissometers or forward scatter meters located at:
 - Touchdown zone (TDZ RVR)
 - Mid-runway (MID RVR)
 - Rollout end (RO RVR)
- Required to assess actual visibility conditions for CAT II/III operations.

ATC Systems:

- Procedures for LVP (Low Visibility Procedures) implementation;
- Runway incursion prevention measures;
- ATC procedures and critical area protection

8.4.5 FLIGHT CREW COMPETENCE**APPLICABLE TO: ALL**

The commander shall ensure that the flight crew is competent to conduct the intended operations. Furthermore, the Training Department shall ensure that each flight crew member successfully completes training and checking for all types of LVOs and operations with operational credits for which an approval has been granted. Such training and checking shall:

- Include initial and recurrent training and checking;
- Include normal, abnormal and emergency procedures;
- Be tailored to the type of technologies used in the intended operations; and
- Take into account the human factor risks associated with the intended operations.

Fly2Sky keeps records of the training and qualifications of the flight crew members.

The training and checking shall be conducted by appropriately qualified personnel. In the case of flight and flight simulation training and checking, the personnel providing the training and conducting the checks shall be qualified in accordance with Annex I (Part-FCL).

8.4.6 MINIMUM EQUIPMENT LIST

APPLICABLE TO: ALL

REFER TO: (SPA.LVO.130)

The Minimum Equipment List (MEL) of Fly2Sky includes the minimum equipment that has to be serviceable at the commencement of an LVO in accordance with the Aircraft Flight Manual (AFM) and the Minimum Equipment List (MEL). The Commander shall be satisfied that the status of the aircraft and of the relevant airborne systems is appropriate for the specific operation to be conducted.

Refer to: eQRH OPS-REQUIREND EQUIPMENT FOR CAT2 AND CAT3

8.4.7 REPORTABLE EVENTS OF LVO

APPLICABLE TO: ALL

REFER TO: (AMC3 ORO.GEN.160)

A reportable event shall include:

- Significant deviations from the flight path not caused by flight crew input;
- Misleading information without flight deck alerts;
- Loss of airborne navigation equipment functions necessary for the operation;
- Loss of functions or facilities at the aerodrome necessary for the operation, including aerodrome operating procedures, ATC operation, navigation facilities, visual aids and electrical power supply;
- Loss of other functions related to external infrastructure necessary for the operation; and
- Any other event causing the approach or landing to be abandoned if occurring repeatedly.

The reports shall be submitted to the aerodrome involved when relevant and in addition to the recipients prescribed in in the OM-A. Refer to OM-A 11 HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS, AND OCCURRENCES, AND USING THE CVR RECORDING

8.5 ETOPS

8.5.1 GENERAL INFORMATION

APPLICABLE TO: ALL

Not applicable to Fly2Sky.

8.6 USE OF MEL AND CDL

8.6.1 MINIMUM EQUIPMENT LIST

APPLICABLE TO: ALL

Refer to: (ORO.MLR.105), (GM1 ORO.MLR.105(a)), (GM2 ORO.MLR.105(d)(3)), [IOSA FLT3.8.1]

8.6.1.1 GENERAL

The Minimum Equipment List (MEL) is a document that lists the equipment that may be temporarily inoperative, subject to certain conditions, at the commencement of flight. This document is prepared by Fly2Sky Engineering Department for each aircraft taking account of their aircraft configuration and all those individual variables that cannot be addressed at MMEL level, such as operating environment, route structure, geographic location, aerodromes where spare parts and maintenance capabilities are available, etc., in accordance with a procedure approved by the competent authority.

The MEL is an alleviating document having the purpose to identify the minimum equipment and conditions to operate safely an aircraft having inoperative equipment. Its purpose is not, however, to encourage the operation of aircraft with inoperative equipment. It is undesirable for aircraft to be dispatched with inoperative equipment and such operations are permitted only as a result of careful analysis of each item to ensure that the acceptable level of safety, as intended in the applicable airworthiness and operational requirements is maintained. The continued operation of an aircraft in this condition shall be minimized.

Fly2Sky MEL are based on the Airbus A32F Master Minimum Equipment List (MMEL) as defined in the data established in accordance with Regulation (EU) No 748/2012.

The MEL and any amendment thereto shall be approved by the Bulgarian CAA. Engineering Department is responsible for amending the MEL after any applicable change to the MMEL within the acceptable timescales.

Fly2Sky MEL contains:

- The list of items;
- A preamble, including guidance and definitions for flight crews and maintenance personnel using the MEL;
- The revision status of the MMEL upon which the MEL is based and the revision status of the MEL;
- The scope, extent and purpose of the MEL.

At Fly2Sky, the MEL is established so as that the rectification intervals for each inoperative instrument, item of equipment or function listed in the MEL. The rectification interval in the MEL shall not be less restrictive than the corresponding rectification interval in the MMEL.

The CAMO Manager is responsible for:

- Establishing an effective rectification programme;
- Only allow to operate the aircraft after expiry of the rectification interval specified in the MEL when:
 - The defect has been rectified; or
 - The rectification interval has been extended in accordance with next paragraph.

8.6.1.2 AUTHORITY AND RESPONSIBILITIES OF THE COMMANDER

Commander has the authority to reject an aircraft prior to departure of a flight if dissatisfied with any aspect of the airworthiness and/or maintenance status of the aircraft, including unserviceability's in accordance with the minimum equipment list (MEL) or/and configuration deviation list (CDL).

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The Commander shall not accept and aircraft for flight with any defects affecting airworthiness that has not been processed in accordance with the minimum equipment list (MEL) or/and configuration deviation list (CDL).

Commander shall not commence a flight unless he is satisfied that:

- The aeroplane is not operated contrary to the provisions of the Minimum Equipment List (MEL) or/and configuration deviation list (CDL);
- The instruments, equipment airframe parts are in operable condition except as provided in the minimum equipment list (MEL) or/and configuration deviation list (CDL).

Commander has to brief the flight and cabin crew for the acting MEL/CDL/HIL concerning the missing or defected equipment, MEL restrictions and operational procedures. All of the constraints must be taken into consideration.

8.6.1.3 MEL RECTIFICATION INTERVALS EXTENSION

REFER TO: (GM1 ORO.MLR.105(E);(F)), (AMC1 ORO.MLR.105(F)), (GM1 ORO.MLR.105(F))

Refer to: MEL-VAW-MI-00-00-06-Repair Interval Extension Refer to: CAME Chapter 1.1B
MEL APPLICATION

8.6.1.4 MEL OPERATIONS AND MAINTENANCE PROCEDURES

REFER TO: (AMC1 ORO.MLR.105(G)), (GM1 ORO.MLR.105(G)), (AMC1 ORO.MLR.105(H))

Operational and maintenance procedures are established when required, referenced in the MEL taking into account the operational and maintenance procedures referenced in the MMEL. These procedures are part of the MEL.

Engineering Department is responsible for amending the operational and maintenance procedures referenced in the MEL after any applicable change to the operational and maintenance procedures referenced in the MMEL. Timescale is the same as per MEL items.

Operational and maintenance procedures are an integral part of the compensating conditions needed to maintain an acceptable level of safety, enabling the competent authority to approve the MEL.

The following shall be observed:

- Normally, operational procedures are accomplished by the flight crew; however, other personnel may be qualified and authorized to perform certain functions.
- Normally, maintenance procedures are accomplished by the maintenance personnel;
- However, other personnel may be qualified and authorized to perform certain functions in accordance with Commission Regulation (EU) No 1321/2014.

Unless specifically permitted by a maintenance procedure, an inoperative item may not be removed from the aircraft. Any item in the MEL requiring an operational or maintenance procedure to ensure an acceptable level of safety is identified in the 'remarks' or 'exceptions' column/part/section of the MEL. This will normally be (O) for an operational procedure, or

for a maintenance procedure. (O) or (M) means both operational and maintenance

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procedures are required.

Unless otherwise specified in the MEL, the Commander is responsible to have been completed:

- The operational procedures referenced in the MEL when planning for and/or operating with the listed item inoperative; and
- The maintenance procedures referenced in the MEL prior to operating with the listed item inoperative.

8.6.1.5 OPERATIONS OUTSIDE THE CONSTRAINTS OF THE MEL

REFER TO: (AMC1 ORO.MLR.105(J)), (GM1 ORO.MLR.105(J))

Refer to: CAME Chapter 1.1B MEL APPLICATION

8.6.1.6 AMENDMENT TIMESCALE

REFER TO: (AMC1 ORO.MLR.105(c))

The following are applicable changes to the MMEL that require amendment of the MEL:

- A reduction of the rectification interval;
- Change of an item, only when the change is applicable to the aircraft or type of operations and is more restrictive.

An acceptable timescale for submitting the amended MEL to the Bulgarian CAA is 90 days from the effective date specified in the approved change to the MMEL. Reduced timescales for the implementation of safety-related amendments may be required if the Bulgarian CAA considers it necessary.

8.6.1.7 MEL FORMAT

REFER TO: (AMC1 ORO.MLR.105(d))

Fly2Sky MEL is distributed and used in XML and PDF formats. MEL in XML format is available in the EFB of each aircraft, and PDF format is distributed by email to each Part 145 maintenance contractor, who is providing line or base maintenance services to Fly2Sky. Master copies of both files are stored in Centrik. The MEL format and the presentation of items and dispatch conditions reflect those of the MMEL.

The ATA 100/2200 Specification numbering system for MEL items is used.

8.6.1.8 MEL PREAMBLE

REFER TO: (AMC1 ORO.MLR.105(d)(1))

MEL preamble of Fly2Sky:

- Reflect the content of the MMEL preamble as applicable to the MEL scope and extent;
- Contain terms and definitions used in the MEL;
- Contain any other relevant specific information for the MEL scope and use that is not originally provided in the MMEL;
- Provide guidance on how to identify the origin of a failure or malfunction to the

extent necessary for appropriate application of the MEL;

- Contain guidance on the management of multiple unserviceability, based on the guidance given in the MMEL; and
- Contain guidance on placarding of inoperative items to inform crew members of equipment condition, as appropriate. In particular, when such items are accessible to the crew during flight, the control(s) and indicator(s) related to inoperative unit(s) shall be clearly labelled with placard.

For additional information, Refer to: MEL VAW-MI-00-Preamble.

8.6.1.9 SCOPE OF MEL

REFER TO: (AMC1 ORO.MLR.105(D)(3)), (GM1 ORO.MLR.105(D)(3))

The Fly2Sky's MEL includes the dispatch conditions associated with flights conducted in accordance with specific approvals held by Fly2Sky:

- LVO – Landing Capabilities;
- PBN – Performance Based Navigation;
- RNP – Required Navigation Performance;
- NAT HLA – North Atlantic High-Level Airspace;
- RVSM – Reduced Vertical Separation minima;
- FANS – Future Air Navigation System; and
- ATC – Datalink Communication.
- EFB – Electronic Flight Bag

Fly2Sky's MEL do not have specific provision in case of non-commercial operations.

8.6.1.10 EXTENT OF MEL

REFER TO: (AMC2 ORO.MLR.105(D)(3))

Fly2Sky's MEL include guidance on how to deal with any failures that occur between the commencement of the flight and the start of the take-off. If a failure occurs between the commencement of the flight and the start of the take-off, any decision to continue the flight shall be subject to pilot judgement and good airmanship. The Commander may refer to the MEL before any decision to continue the flight is taken.

Refer to: MEL VAW-HOW-FOREWORD

8.6.1.11 FAILURE DURING TAXI

In case of failure during taxi, two situations may occur:

- Failure is compatible with dispatch under MEL;
- Failure is not compatible with dispatch under MEL (limitations, No Dispatch failure, maintenance procedure required, etc.).

The only way to determine which situation applies is to consult the MEL. If the fault or failure is compatible with dispatch under MEL, the Commander may consider continuing the flight. In this case, he shall apply all conditions and restrictions applicable to dispatch under MEL,

with the exception of the documentation part. He shall record the defect in the ATL upon landing.

Further flights will only be possible if the defect is corrected, or the aircraft will be dispatched under MEL with all appropriate documentation remaining on ground. If practical the Commander shall also contact OCC in order to coordinate the operational consequences.

If the defect is not compatible with dispatch under MEL, either because the fault is a No Dispatch item, or due to operational limitations, the flight has to return to ramp.

SUMMARY

In any case of defect or failure discovered during taxi, the Commander MUST consult the MEL before take-off in order to assess the situation. This means immediately coordinating with ATC in order to find an appropriate holding location, stopping the aircraft, in order to consult, assess and decide in accordance with the decision making process - DODAR and without undue time pressure.

8.6.1.12 NON-SAFETY RELATED EQUIPMENT

REFER TO: (GM1 ORO.MLR.105(A))

Aircraft are designed and certified with a significant amount of equipment redundancy, such that the airworthiness requirements are satisfied by a substantial margin. In addition, aircraft are generally fitted with equipment that is not required for safe operation under all operating conditions, e.g., instrument lighting in day VMC.

All items related to the airworthiness, or required for the safe operation, of the aircraft and not included in the list are automatically required to be operative.

Commander shall not commence a flight in presence of any defect, unless:

- The defect has been entered in the Technical/Flight Logbook, is compatible with the MEL and aircraft has been dispatched accordingly; or
- The defect has been assessed as non-safety related either by the Commander or engineer, is entered in the Technical/Flight Logbook or Cabin Defect Log and in the related Hold Item List for maintenance tracking and monitoring purpose.

In assessing a defect as non-safety related the following shall be considered:

- The operation of the aircraft is not adversely affected such that standard operating procedures related to ground personnel, and crew members are impeded;
- The condition of the aircraft is not adversely affected such that the safety of passengers and/or personnel is jeopardized;
- The condition of the aircraft is configured to minimize the probability of a subsequent failure that may cause injury to passengers/personnel and/or cause damage to the aircraft;
- The condition does not include the use of required emergency equipment and does not impact emergency procedures such that personnel could not perform them.

8.6.2 CONFIGURATION DEVIATION LIST

APPLICABLE TO: ALL

Similarly, to the above the Configuration Deviation List (CDL) lists the aircraft secondary

airframes that may be missing for a particular operation and pictorially indicates areas of damage to the aircraft skin/structure that is considered acceptable for flight. Any part not included in the list must be considered as necessary.

The Configuration Deviation List (CDL) is a document approved by the Airworthiness Authority having certified the aircraft. The CDL is included in the Airplane Flight Manual.

For additional information on use of CDL, Refer to: CDL VAW-GENERAL.

8.6.3 CREW TRAINING

APPLICABLE TO: ALL

REFER TO: (AMC1 ORO.GEN.110(E))

All Fly2Sky crew member shall undergo training on minimum equipment list (MEL) or/and configuration deviation list (CDL).

Refer to: OM-D 2-1-1 OPERATOR CONVERSION TRAINING AND CHECKING Refer to: OM-D 5-6-17 VAW-FCT-015 PRE-FLIGHT INSPECTION

8.7 NON-COMMERCIAL OPERATIONS

8.7.1 DEFINITIONS

APPLICABLE TO: ALL

REFER TO: (GM1 ARTICLE 2(1)(D))

The following operations are not covered by the definition of commercial operations or by that of specialised operations, except Maintenance check flight (MCF) that are regulated by Part- SPO). They are identified as non-commercial operations. Some of these operations are performed on an irregular basis. Fly2Sky and its crew members shall consider them as non- routine operations, situated outside their operational routine. The DFO is responsible for the risk assessment process and mitigation action in case of these operations.

The operations listed below are performed with aircraft having a certificate of airworthiness or a permit to fly and being already listed in the Fly2Sky's AOC. They are grouped by the purpose of the flight.

8.7.1.1 DEMONSTRATION FLIGHTS

A flight performed with the purpose of demonstrating:

An aircraft's handling, performance and functionalities to buyers or lessees;

An aircraft's flying characteristics or the operational procedures to the competent authority, for verification of compliance with the operational requirements.

Other terms used: (route) proving flight; operational evaluation flight.

Flight at the end of lease or upon transfer of ownership: a flight performed at the request of the operator to verify compliance of the aircraft with the contractual specifications of the lessee/lessor or buyer.

Other term used is acceptance flight. Public relations (PR) flight is a flight carrying official

or media representatives as non-paying passengers. Sometimes personnel of the operator are included. The PR flight is performed in the interest of the operator's own business.

Note: Testing the results of maintenance work is outside the scope of demonstration flights. Such flights are not expected to execute flight maneuvers where the aircraft might react with an unexpected behavior. This is covered by a maintenance check flight (listed below).

8.7.1.2 MAINTENANCE CHECK FLIGHTS (MCF)

Maintenance Check Flight (MCF') means a flight of an aircraft with an airworthiness certificate or with a permit to fly which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations:

- As required by the aircraft maintenance manual (AMM) or any other maintenance data issued by a design approval holder being responsible for the continuing airworthiness of the aircraft;
- After maintenance, as required by the operator or proposed by the organization responsible for the continuing airworthiness of the aircraft;
- As requested by the maintenance organization for verification of a successful defect rectification;
- To assist with fault isolation or troubleshooting.

8.7.1.3 FERRY FLIGHTS – FLIGHTS CHANGING THE LOCATION OF THE AIRCRAFT

A ferry flight could be performed for the following purposes:

- The aircraft is moved to and from a maintenance base. The aircraft may be operated under the permit-to-fly conditions:
 - Unpressurised flight;
 - Gear-down flight;
- The aircraft is moved from one location to another, e.g., from the manufacturer, refurbishment location, previous owner, lessor/lessee, long-term storage to the operator's base. Other term used might be a delivery flight;
- The aircraft and its aircrew are positioned to an aerodrome from which a further commercial air transport (CAT) operation will be performed. Other term used might be positioning flight;
- The aircraft is moved from its current location to a secure location for various reasons (e.g., to remove it from a hazardous area). Other term used might be recovery flight.

8.7.1.4 TRAINING FLIGHTS

A flight for instructional purposes for the operator's own flight crew. Operator training and checking flight: a flight performed by the operator with the purpose of training, checking and/or familiarizing a flight crew member with the operator's procedures linked to the aircraft being operated. A training flight is conducted using the procedures detailed in the operator's

documentation.

Note: Line flying under supervision (LIFUS), line checks and similar flights are not included in this category, as they are usually performed during commercial operations (CAT flights).

8.7.1.5 OTHER NON-COMMERCIAL FLIGHTS

Corporate flight is a flight conducted for business purposes: the operator may carry its own personnel and/or property in the interest of business. Other terms used might be business flight, private flight.

Leisure flight is a flight operated by an operator for personal or recreational purposes, not associated with a business or a profession. Other term used might be private flight.

Managed flight is a flight operated by an operator for the business purposes of the aircraft owner, with no remuneration or other valuable consideration involved.

8.7.1.6 CHARITY FLIGHTS, HUMANITARIAN FLIGHTS

Charity flight is a flight performed for the benefit of a registered charity organization, carrying persons and/or goods. For such a flight, the proceeds of the raffled flight go to the charity. Any additional proceeds are limited to the recovery of direct costs of the flight.

Humanitarian flight is a flight with the purpose of carrying relief personnel and/or life-saving supplies (basic necessities) during or after an emergency or a natural disaster, or to evacuate persons from an endangered area.

8.7.2 GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.GEN.310), (GM1 ORO.GEN.310), (GM2 ORO.GEN.310), (SPO.SPEC. MCF.135)

Aircraft listed on the Fly2Sky's AOC may remain on the AOC if it is operated in any of the following situations:

- By Fly2Sky itself, for specialized operations in accordance with Annex VIII (Part-SPO) limited to Maintenance Check Flight (MCF);
- Fly2Sky do not allow the use of aircraft listed in his AOC by other operator for any scope.

When performing Maintenance Check Flight (MCF) under provision of Part-SPO, Fly2Sky remain responsible:

- That every flight conducted under its operational control is recorded in the aircraft technical log system;
- That no changes to the aircraft systems or configuration are made;
- That any defect or technical malfunction occurring while the aircraft is under its operational control is reported to Fly2Sky Maintenance Department (CAMO);
- That Fly2Sky Safety Department receives a copy of any occurrence report related to the flights performed with the aircraft;
- For the continuing airworthiness of the aircraft.

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Fly2Sky specific approvals (SPA) when using an aircraft for non-commercial operations and specialised operations remain valid for the specific aircraft.

Whenever Fly2Sky plans to use aircraft listed in the AOC for SPO Activities (Maintenance Check Flight), the provisions of Part-SPO and Part-ORO apply. The Bulgarian CAA shall be informed. Crew members assigned to non-commercial operations are subjected to Flight Time Limitations (FTL) as per OM-A. Refer to: OM-A 7 FLIGHT TIME LIMITATIONS

8.7.3 DEMONSTRATION FLIGHTS

APPLICABLE TO: ALL

8.7.3.1 LIMITATION

Demonstration flights are authorized by the DFO and are limited to the following scopes:

- Prove an aircraft's flying characteristics or the operational procedures to the competent authority, for verification of compliance with the operational requirements D flight performed at beginning or ending of a lease agreement to verify compliance of the aircraft with the contractual specifications of the lessee/lessor or buyer.
- Public relations (PR) flight is a flight carrying official or media representatives as non- paying passengers. Sometimes personnel of Fly2Sky are included.

Demonstrations flights shall be operated in accordance with Fly2Sky AOC provision and specifications.

8.7.3.2 CREW COMPOSITION

The DFO is responsible for designation the crew for demonstration flight. Technical Pilot is normally designated as Commander, in other case Commander shall receive a briefing from Technical Pilot or Chief Pilot on the following aspect:

- Scope of flight;
- Persons on board;
- Area of flight;
- ATC restrictions;
- Any other useful information.

8.7.3.3 CREW TRAINING

Not specific training required.

8.7.4 MAINTENANCE CHECK FLIGHTS (MCF)

APPLICABLE TO: ALL

REFER TO: (SPO.SPEC.MCF.100)

8.7.4.1 LIMITATION

The applicable level of the maintenance check flight is defined as follows:

- A Level A maintenance check flight for a flight where the use of abnormal or

emergency procedures, as defined in the aircraft flight manual, is expected, or where a flight is required to prove the functioning of a backup system or other safety devices;

- A Level B maintenance check flight for any maintenance check flight other than a Level A maintenance check flight.

Fly2Sky does not perform Level A maintenance check flight. Level B Maintenance Check Flight (MCF) are authorised by the DFO.

8.7.4.2 CREW COMPOSITION

Refer to: (SPO.SPEC.MCF.115), (SPO.SPEC.MCF.125)

The DFO is responsible for designation of the crew for maintenance check flight. The flight must be conducted with minimum flight crew. Maintenance personnel is authorized to be on board if required by tasks to be performed.

Technical Pilot is normally designated as Commander, in other case Commander shall receive a briefing from Technical Pilot or Chief Pilot on the following aspect:

- Scope of flight;
- Limitation;
- Operational procedures;
- Maintenance check list to be used;
- Persons on board;
- Area of flight;
- ATC restrictions;
- Any other useful information.

Commander shall be reminded that a Level B maintenance check flight shall be:

- Conducted in the normal flight envelope;
- The use of abnormal or emergency procedures, as defined in the aircraft flight manual, is not expected;
- The proving of the functioning of a backup system or other safety devices is not required.

8.7.4.3 CREW TRAINING

No specific training required.

8.7.5 FERRY FLIGHTS – FLIGHTS CHANGING THE LOCATION OF THE AIRCRAFT

APPLICABLE TO: ALL

When the aircraft is operated under the permit-to-fly conditions (unpressurised flight, gear-down flight, etc.) flight is authorised by the DFO and the provision for Level B Maintenance Check Flight MCF shall be applied.

Delivery flight, positioning flight and recovery flight are subjected to the same provisions applicable for commercial air transport operation (CAT).

In case of absence of cabin crew, Flight Crews are authorized to operate the cabin doors during ferry flights. The decision for arming/disarming or not arming/disarming of the cabin doors is captain's responsibility, but has to be discussed and briefed before the flight.

If the decision is to arm at least one door, follow the procedures as described in the CCOM, part 13.17.8 DOOR ARMING/DISARMING PROCEDURE.

If the decision is to perform the flight without arming the cabin doors, the captain has to perform a briefing about the procedure for arming the doors in case of emergency evacuation.

8.7.6 TRAINING FLIGHTS

APPLICABLE TO: ALL

Training flights except base trainings are not performed by Fly2Sky.

For arming/disarming of the cabin doors in case of absence of cabin crew, follow the procedure as described in the Ferry Flight procedure.

8.7.7 OTHER NON-COMMERCIAL FLIGHTS

APPLICABLE TO: ALL

Corporate flight, leisure flight and managed flight are subjected to the same provisions applicable for commercial air transport operation (CAT).

For arming/disarming of the cabin doors in case of absence of cabin crew, follow the procedure as described in the Ferry Flight procedure.

8.7.8 CHARITY FLIGHTS, HUMANITARIAN FLIGHTS

APPLICABLE TO: ALL

Charity flight and humanitarian flight are subjected to the same provisions applicable for commercial air transport operation (CAT).

8.8 OXYGEN REQUIREMENTS

8.8.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (CAT.OP.MPA.285), [IOSA FLT 3.11.49]

Adequate breathing oxygen must be provided to the crew and passengers for sustenance in case of depressurization, smoke or toxic gas emission.

The Commander shall ensure that flight crew members engaged in performing duties essential to the safe operation of an aircraft in flight use supplemental oxygen continuously whenever the cabin altitude exceeds 10 000 ft for a period of more than 30 minutes and whenever the cabin altitude exceeds 13 000 ft.

Additional First Aid Oxygen is required for passengers when the flight is planned to fly above 25 000 ft. This First Aid Oxygen must still be available after a depressurization.

Additional type related information on oxygen system may be found in the following.

Refer to: FCOM DSC-35-10 General

Refer to: FCOM DSC-35-20 Fixed Oxygen System for Cockpit Refer to: FCOM DSC-35-30 Fixed Oxygen System for Cabin Refer to: FCOM DSC-35-40 Portable Oxygen System

8.8.2 FIRST AID OXYGEN

APPLICABLE TO: ALL

REFER TO: (CAT.IDE.A.230), (GM1 CAT.IDE.A.230)

Fly2Sky aircraft are equipped with a supply of undiluted oxygen for passengers who, for physiological reasons, might require oxygen following a cabin depressurization. The amount of oxygen is calculated using an average flow rate of at least 3 liters Standard Temperature Pressure Dry (STPD)/minute/person. This oxygen shall be sufficient for the remainder of the flight after cabin depressurization when the cabin altitude exceeds 8 000 ft but does not exceed 15 000 ft, for at least 2% of the passengers carried, but in no case for less than one person.

There shall be a sufficient number of dispensing units, but in no case less than two, with a means for cabin crew to use the supply. The first-aid oxygen equipment is capable of generating a mass flow to each user of at least 4 litres per minute (STPD).

First-aid oxygen is intended for those passengers who still need to breathe oxygen when the amount of supplemental oxygen required under 8.8.3 below has been exhausted. When calculating the amount of first-aid oxygen, the Fly2Sky takes into account the fact that, following a cabin depressurization, supplemental oxygen as calculated in accordance with Table 1 under 8.8.3 shall be sufficient to cope with potential effects of hypoxia for:

- All passengers when the cabin altitude is above 15 000 ft;
- At least 30 % of the passengers, for any period when, in the event of loss of pressurization and taking into account the circumstances of the flight, the pressure altitude in the passenger compartment will be between 14 000 ft and 15 000 ft; and
- At least 10 % of the passengers for any period in excess of 30 minutes when the pressure altitude in the passenger compartment will be between 10 000 ft and 14 000 ft.

For the above reasons, the amount of first-aid oxygen is calculated for the part of the flight after cabin depressurization during which the cabin altitude is between 8 000 ft and 15 000 ft, when supplemental oxygen may no longer be available.

Moreover, following cabin depressurization an emergency descent shall be carried out to the lowest altitude compatible with the safety of the flight. In addition, in these circumstances, the airplane shall land at the first available aerodrome at the earliest opportunity.

The conditions above may reduce the period of time during which the first-aid oxygen may be required and consequently may limit the amount of first-aid oxygen to be carried on board. Portable Oxygen Equipment installed on Fly2Sky aircraft are equipped with a flow selector (HI-LOW) capable to deliver 4 or 2 liters per minute, STPD, at any altitude.

8.8.3 SUPPLEMENTAL OXYGEN – PRESSURIZED AEROPLANES

APPLICABLE TO: ALL

8. OPERATING PROCEDURES

REFER TO: (CAT.IDE.A.235)

Fly2Sky aircraft are equipped with supplemental oxygen equipment that is capable of storing and dispensing the oxygen supplies in accordance with Table 1.

Fly2Sky aircraft are equipped with:

- Quick donning types of masks for flight crew members;
- Sufficient portable oxygen units with masks (2 per unit) distributed evenly throughout the passenger compartment, to ensure immediate availability of oxygen for use by each required cabin crew member;
- An oxygen dispensing unit connected to oxygen supply terminals immediately available to each cabin crew member, additional crew member and occupants of passenger seats, wherever seated; and
- A device to provide a warning indication to the flight crew of any loss of pressurisation.

Aircraft operated by Fly2Sky are equipped with automatically deployable individual oxygen dispensing units. For system description, Refer to: FCOM DSC-35-30-10- FIXED OXYGEN SYSTEM FOR CABIN - DESCRIPTION

The total number of dispensing units and outlets referred to in (B)(3) and (C) exceeds the number of seats by at least 10%. The extra units are evenly distributed throughout the passenger compartment. For detailed distribution of extra units, Refer to: CCOM 14-2 SAFETY AND EMERGENCY EQUIPMENT

The required minimum supply in Table 1, row 1 item (B)(1) and row 2, covers the quantity of oxygen necessary for a constant rate of descent from the airplane's maximum certified operating altitude to 10 000 ft in 10 minutes and followed by 20 minutes at 10 000 ft.

The required minimum supply in Table 1, row 1 item 1(B)(2), covers the quantity of oxygen necessary for a constant rate of descent from the airplane's maximum certified operating altitude to 10 000 ft in 10 minutes followed by 110 minutes at 10 000 ft.

The required minimum supply in Table 1, row 3, covers the quantity of oxygen necessary for a constant rate of descent from the airplane's maximum certified operating altitude to 15 000 ft in 10 minutes.

Table 1 – Minimum Requirements for Supplemental Oxygen for Pressurised Aeroplanes	
Supply for	Duration and Cabin Pressure Altitude
Occupants of flight crew compartment seats on flight crew compartment duty	The entire flying time when the cabin pressure altitude exceeds 13 000 ft.
	The remainder of the flying time when the cabin pressure altitude exceeds 10 000 ft but does not exceed 13 000 ft, after the initial 30 minutes at these altitudes, but in no case less than:
	30 minutes supply for aeroplanes certified to fly at altitudes not exceeding 25 000 ft; and
	2 hours supply for aeroplanes certified to fly at altitudes of more than 25 000 ft.

8. OPERATING PROCEDURES

Required cabin crew members	The entire flying time when the cabin pressure altitude exceeds 13 000 ft, but not less than 30 minutes' supply. The remainder of the flying time when the cabin pressure altitude exceeds 10 000 ft but does not exceed 13 000 ft, after the initial 30 minutes at these altitudes.
100% of passengers (1)	The entire flying time when the cabin pressure altitude exceeds 15 000 ft, but in no case less than 10 minutes' supply.
30% of passengers (1)	The entire flying time when the cabin pressure altitude exceeds 14000 ft but does not exceed 15 000 ft.
10% of passengers (1)	The remainder of the flying time when the cabin pressure altitude exceeds 10 000 ft but does not exceed 14000 ft, after the initial 30 minutes at these altitudes
(1) Passenger numbers in Table 1 refer to passengers actually carried on board, including persons younger than 24 months.	

Note: The required minimum supply in Table 1, row 1 item (B)(1) and row 2, covers the quantity of oxygen necessary for a constant rate of descent from the airplane's maximum certified operating altitude to 10 000 ft in 10 minutes and followed by 20 minutes at 10 000 ft.

The required minimum supply in Table 1, row 1 item 1(B)(2), covers the quantity of oxygen necessary for a constant rate of descent from the airplane's maximum certified operating altitude to 10 000 ft in 10 minutes followed by 110 minutes at 10 000 ft.

The required minimum supply in Table 1, row 3, covers the quantity of oxygen necessary for a constant rate of descent from the airplane's maximum certified operating altitude to 15 000 ft in 10 minutes.

8.8.3.1 QUICK DONNING MASK

REFER TO: (GM1 CAT.IDE.A.235(B)(1))

A quick donning mask is a type of mask that:

- Can be placed on the face from its ready position, properly secured, sealed and supplying oxygen upon demand, with one hand and within 5 seconds and will thereafter remain in position, both hands being free;
- Can be donned without disturbing eyeglasses and without delaying the flight crew member from proceeding with assigned emergency duties;
- Once donned, does not prevent immediate communication between the flight crew members and other crew members over the aircraft intercommunication system; and

- Does not inhibit radio communications.

Determination of Oxygen

REFER TO: (AMC1 CAT.IDE.A.235)

In the determination of the amount of supplemental oxygen required for the routes to be flown, it is assumed that the airplane will descend in accordance with the emergency procedures specified in the operations manual, without exceeding its operating limitations, to a flight altitude that will allow the flight to be completed safely (i.e., flight altitudes ensuring adequate terrain clearance, navigational accuracy, hazardous weather avoidance etc.).

The amount of supplemental oxygen is determined on the basis of cabin pressure altitude, flight duration and on the assumption that a cabin pressurization failure will occur at the pressure altitude or point of flight that is most critical from the standpoint of oxygen need.

Following a cabin pressurization failure, the cabin pressure altitude is considered to be the same as the airplane pressure altitude.

8.8.3.2 FLIGHT CREW COMPARTMENT SEAT OCCUPANTS AND CABIN CREW

REFER TO: (AMC2 CAT.IDE.A.235)

For the purpose of supplemental oxygen supply, flight crew compartment seat occupants who are supplied with oxygen from the flight crew source of oxygen are considered as flight crew members.

Cabin crew members in addition to the minimum number of cabin crew and additional crew members are considered as passengers for the purpose of supplemental oxygen supply.

8.8.4 CREW PROTECTIVE BRIEFING EQUIPMENT

APPLICABLE TO: ALL

REFER TO: (CAT.IDE.A.245), (AMC1 CAT.IDE.A.245)

All Fly2Sky aircraft are equipped with protective breathing equipment (PBE) to protect the eyes, nose and mouth and to provide for a period of at least 15 minutes:

- Oxygen for each flight crew member on duty in the flight crew compartment;
- Breathing gas for each required cabin crew member, adjacent to his/her assigned station; and
- Breathing gas from a portable PBE for one member of the flight crew, adjacent to his/her assigned station.

A PBE intended for flight crew use is installed in the flight crew compartment and is accessible for immediate use by each required flight crew member at his/her assigned station. A PBE intended for cabin crew use is installed adjacent to each required cabin crew member station.

A PBE while in use does not prevent the use of the means of communication i.e., via flight crew interphone system, crew member interphone system, megaphones and radio communication equipment. PBEs installed in the Fly2Sky fleet have autonomous oxygen supply.

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8.9 ELECTRONIC FLIGHT BAG

8.9.1 GENERAL

APPLICABLE TO: ALL

All procedures and limitations associated with the operation of the Electronic Flight Bag of Fly2Sky is described in the Electronic Flight Bag Manual.

Refer to: EFB Manual

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SUMMARY OF HIGHLIGHTS

Localization Title	TOC Index	ID	Reason
9.1.2.6 Limitations	-	1	Update of the dangerous goods and Weapons chapter
9.1.2.10 acceptable Without Opearator Approval	-	1	Update of the dangerous goods and Weapons chapter



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9 DANGEROUS GOODS AND WEAPONS

9.1 INFORMATION, INSTRUCTIONS, AND GENERAL GUIDANCE

9.1.1 POLICY ON THE TRANSPORT OF DANGEROUS GOODS

APPLICABLE TO: ALL

REFER TO: (CAT.GEN.MPA.200), (GM1 CAT.GEN.MPA.200), (SPA.DG.105), [IOSA FLT3.9.8]

Except as provided for in Annex IV (Part-CAT), Annex VI (Part-NCC), Annex VII (Part-NCO), Annex VIII (Part-SPO) and Annex IX (Part-IAM), the operator shall only transport dangerous goods by air if it has been approved by the competent authority.

FLY2SKY holds an approval for Dangerous Goods Transportation by air (except Class 7 Radioactive Materials) granted by Directorate General Civil Aviation Administration.

Fly2Sky takes all reasonable measures to prevent transportation of dangerous goods on board inadvertently. Fly2Sky provides personnel with the necessary information enabling them to carry out their responsibilities, as required by the Technical Instructions and Dangerous Goods Regulations.

The complete handling of Dangerous Goods on board of FLY2SKY aircrafts, irrespective of whether the flight is wholly or partly within or wholly outside the territory of Bulgaria, must be carried out by properly trained staff in accordance with the regulations published in the ICAO Technical Instructions and adopted in the IATA Dangerous Goods Regulations.

All personnel, who may be involved in the transportation of dangerous goods, are to be suitably trained according to the Technical Instruction in order to carry out their responsibilities in regard to the transport of dangerous goods. This shall include the actions to be taken in the event of the emergencies arising involving dangerous goods.

Note: Personnel include all persons involved in the transport of dangerous goods, whether they are employees of FLY2SKY or not.

The Ground Operations Manager is responsible for ensuring compliance with regulations regarding the carriage of dangerous goods. This includes overseeing the proper handling, documentation, and transportation procedures in accordance with applicable safety standards and regulatory requirements.

9.1.2 REQUIREMENTS FOR ACCEPTANCE, LABELLING, HANDLING, AND STORAGE

APPLICABLE TO: ALL

REFER TO: (CAT.GEN.MPA.200), (GM1 CAT.GEN.MPA.200), [IOSA FLT3.9.8]

9.1.2.1 APPROVAL FOR THE TRANSPORT OF DANGEROUS GOODS

Dangerous goods can only be carried according to the International Civil Aviation Organisation's Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284-AN/905), irrespective of whether the flight is wholly or partly within or wholly outside the territory of a State. Except as provided for in Annex IV (Part-CAT), Annex VI (Part-NCC), Annex VII (Part-NCO) and Annex VIII (Part-SPO), the operator shall only

transport dangerous goods by air if the operator has been approved by the competent authority.

Fly2Sky is approved to transport dangerous goods by the Bulgarian CAA with the Ministry of Transport, Information Technology and Communications of Republic of Bulgaria. This approval is included in the Air Operator Certificate.

Before the issue of an approval for transport of dangerous goods, Fly2Sky satisfied the Authority that adequate training has been given to all personnel involved, that all relevant documents contain information and instructions on dangerous goods and that there all necessary procedures in place, to ensure safe handling of dangerous goods at all stages of air transport in accordance with the Technical Instructions.

9.1.2.2 GENERAL GUIDANCE ON THE TRANSPORT OF DANGEROUS GOODS

No person may offer or accept dangerous goods for air transport unless those goods are properly classified, documented, certificated, described, packaged, marked, labelled and in the condition for shipment required by ICAO Technical instructions for Safe Transport of Dangerous Goods by Air and IATA Dangerous Goods Regulations.

If a person performs a function on behalf of the person who offers the dangerous goods for transport by air or on behalf of Fly2Sky, that person must perform that function in accordance with the requirements of ICAO Technical instructions for Safe Transport of Dangerous Goods by Air and IATA Dangerous Goods Regulations.

No person may transport dangerous goods by air unless those goods are accepted, handled and transported in accordance with ICAO Technical instructions for Safe Transport of Dangerous Goods by Air and IATA Dangerous Goods Regulations.

No person may label, mark, certify or offer a packaging as meeting the requirements of these Regulations unless that package wording is manufactured, fabricated, marked, maintained, reconditioned or repaired as required by ICAO Technical instructions for Safe Transport of Dangerous Goods by Air and IATA Dangerous Goods Regulations.

No person shall carry dangerous goods or cause dangerous goods to be carried aboard an aircraft in either checked or carry-on baggage or on their person, unless they are permitted by IATA Dangerous Goods Regulations, Subsection 2.3 (Dangerous Goods Carried by Passengers or Crew).

When dangerous goods intended for air transport are carried by surface transport to or from an airport, any other applicable national or modal transport requirements shall also be met in addition to those that are applicable for the goods when carried by air. Dangerous goods can only be carried according to this chapter, irrespective of whether the flight is wholly or partly within or outside the territory of a State.

In transporting dangerous goods, Fly2Sky must comply with the requirements of Section 9 of IATA Dangerous Goods Regulations for:

- Acceptance;
- Storage;
- Loading;
- Inspection;
- Provision of Information, including emergency response information;

- Reporting;
- Training;
- Retention of Documents.

9.1.2.3 GENERAL EXCEPTIONS

The provisions contained in Technical Instructions and IATA DGR do not apply to dangerous goods carried by an aircraft where dangerous goods are:

- To provide veterinary aid or a humane killer for an animal during flight;
- To provide, during flight, medical aid to a patient or to preserve organs intended for use in transplantation when those dangerous goods;
- Contained within items of excess baggage being sent as cargo.

VETERINARY AID

Dangerous goods may be carried on a flight made by the same aircraft before or after a flight for which they are required as veterinary aid or as a humane killer for an animal, when it is impracticable to load or unload the dangerous goods immediately before or after the flight, subject to the following conditions:

- Must be capable of withstanding the normal conditions of air transport;
- Must be appropriately identified (e.g., by marking or labelling);
- May only be carried with the approval of the Fly2Sky after obtaining authorization from the competent authority;
- Must be inspected for damage or leakage prior to loading;
- Loading must be supervised by Fly2Sky contracted and qualified ramp agent;
- Must be stowed and secured in the aircraft in a manner that will prevent any movement in flight which would change their orientation;
- Commander shall be notified of the dangerous goods loaded on board the aircraft and their loading location. In the event of a crew change, this information must be passed to the next crew;
- All personnel must be trained commensurate with the functions for which they are responsible;
- All personnel must be trained commensurate with their responsibilities; and
- The provisions of the OM-A apply. *Refer to: OM-A 11.2.3 MANDATORY OCCURRENCE REPORTING*

9.1.2.4 MEDICAL AID FOR A PATIENT

Medical aid for a patient, can be transported if:

- Are placed on board an aircraft with the approval of Fly2Sky; or
- Form part of the permanent equipment of the aircraft when it has been adapted for specialised use, to provide, during flight, medical aid for a patient, such as gas cylinders, drugs, medicines, other medical material (e.g., sterilising wipes) and wet

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cell or lithium batteries, providing:

- The gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas;
- The drugs and medicines and other medical matter are under the control of trained personnel during the time when they are in use;
- The equipment containing wet cell batteries is kept, and when necessary secured, in an upright position to prevent spillage of the electrolyte; and
- Proper provision is made to stow and secure all the equipment during take-off and landing and at all other times when deemed necessary by the commander in the interests of safety.

Note: The dangerous goods carried may differ from those identified above due to the needs of the patient. These provisions apply both to dedicated air ambulances and to temporarily modified aircraft.

- Lithium metal or lithium-ion cells or batteries meet the requirements of each test of the UN Manual of Tests and Criteria, Part III, subsection 38.3. Spare lithium batteries, when not in use, must be individually protected so as to prevent short circuits.

9.1.2.5 EXCESS BAGGAGE BEING SENT AS CARGO

Dangerous goods contained within items of excess baggage being sent as cargo provided that:

- The excess baggage has been consigned as cargo by or on behalf of a passenger;
- The dangerous goods may only be those that are permitted by and in accordance with the OM-A to be carried in checked baggage; and
- The excess baggage will be loaded to the cargo compartment will be manually tagged and marked with the words marked with the words "Excess baggage consigned as cargo" by handling agent or cabin crew.

With the aim of preventing dangerous goods, which a passenger is not permitted to have, from being taken aboard an aircraft in excess baggage consigned as cargo, any organisation or enterprise accepting excess baggage consigned as cargo shall seek confirmation from the passenger, or a person acting on behalf of the passenger, that the excess baggage does not contain dangerous goods that are not permitted and seek further confirmation about the contents of any item where there are suspicions that it may contain dangerous goods that are not permitted.

9.1.2.6 LIMITATIONS

Some dangerous goods are too dangerous to be carried by aircraft, others may be carried on cargo aircraft only and some are acceptable on both cargo and passenger aircraft. A number of limitations are placed on dangerous goods which are permitted to be transported by air.

These limitations are established by International Civil Aviation Organization's Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc. 9284-AN/905) and International Civil Aviation Administration's Dangerous Goods Regulations.

DANGEROUS GOODS FORBIDDEN IN AIRCRAFT UNDER ANY CIRCUMSTANCES

Any article or substance which, as presented for transport, is liable to explode, dangerously react, produce a flame or dangerous evolution of heat or dangerous emission of toxic, corrosive or flammable gases or vapours under conditions normally encountered in transport must not be carried on aircraft under any circumstance.

Note: It must be noted that it is impossible to list all dangerous goods which are forbidden in aircraft under any circumstances. It is therefore essential that appropriate care be exercised to ensure that no such goods are offered for transport.

DANGEROUS GOODS FORBIDDEN UNLESS EXEMPTED

In instances of extreme urgency or when other forms of transport are inappropriate or when full compliance with the prescribed requirements is contrary to the public interest, the States concerned may grant exemption from the provisions of the Regulations provided that in such instances every effort is made to achieve an over-all level of safety in transport which is equivalent to the level of safety provided for in International Civil Aviation Organisation's Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284 AN/905) and International Civil Aviation Administration's Dangerous Goods Regulations.

For the State of overflight, if none of the criteria for granting an exemption are relevant, an exemption may be granted based solely on whether it is believed that an equivalent level of safety in air transport has been achieved. The exemption is in addition to the approval required by Annex V (part SPA), Subpart G.

Note: For the purposes of exemptions, the States concerned are the States of origin, operator, transit, overflight and destination.

The dangerous goods described below must not be carried on aircraft unless exempted by States concerned.

- Radioactive material which is:
 - In vented type B(M) packages;
 - In packages which require external cooling by an ancillary cooling system;
 - In packages subject to operational controls during transport;
 - Explosive;
 - A pyrophoric liquid.
- Unless otherwise provided, articles and substances (including those described as "not otherwise specified") with a UN number, which are identified in the List of Dangerous Goods as being forbidden;
- Infected live animals;
- Liquids having a vapour inhalation toxicity which requires Packing Group I package;
- Substances that are offered for transport in a liquid state at temperatures equal to or exceeding 100°C, or in a solid state at temperatures equal to or exceeding 240°C;
- Any other articles or substance as specified by the appropriate national authority.

HIDDEN DANGEROUS GOODS

Cargo declared under a general description may contain hazardous articles that are not apparent. Such articles may also be found in baggage. With the aim of preventing undeclared dangerous goods from being loaded on an aircraft and passengers from taking on board those dangerous goods which they are not permitted to have in their baggage, cargo and passenger acceptance staff shall seek confirmation from shippers and passengers about the contents of any item of cargo or baggage where there are suspicions that it may contain dangerous goods.

Fly2Sky acceptance staff must be adequately trained to assist them to identify and detect dangerous goods presented as general cargo.

Note: Diamond-shaped GHS pictograms on packages may indicate the presence of dangerous goods. While some pictograms identify substances that only pose a hazard for supply and use, other GHS pictograms contain symbols that are largely equivalent to the symbols contained in the hazard labels used in transport and which may therefore be classified as dangerous goods.

Any occasion when undeclared or miss-declared dangerous goods are discovered in cargo or mail must be reported. Such a report must be made to the Bulgarian CAA and/or Bulgarian Nuclear Regulatory Agency if a radioactive material is discovered, and to the appropriate authorities of the State in which this occurred. The discovery of dangerous goods forbidden for carriage by passengers must also be reported.

The following is a list of general descriptions that are often used for items in cargo or in passengers' baggage and the types of dangerous goods that may be included in any item bearing that description:

- Aircraft on ground (AOG) spares - may contain explosives (flares or other pyrotechnics), chemical oxygen generators, unserviceable tyre assemblies, cylinders of compressed gas (oxygen, carbon dioxide or fire extinguishers), fuel in equipment, wet or lithium batteries, matches.
- Automobile parts/supplies (car, motor, motorcycle) - may include engines (including fuel cell engines), carburetors or fuel tanks that contain or have contained fuel, wet or lithium batteries, compressed gases in tyre inflation devices and fire extinguishers, air bags, flammable adhesives, paints, sealants and solvents, etc.
- Battery-powered devices/equipment - may contain wet or lithium batteries.
- Breathing apparatus - may indicate cylinders of compressed air or oxygen, chemical oxygen generators or refrigerated liquefied oxygen.
- Camping equipment - may contain flammable gases (butane, propane, etc.), flammable liquids (kerosene, gasoline, etc.) or flammable solids (hexamine, matches, etc.).
- Cars, car parts - see automobile parts, etc.
- Chemicals - may contain items meeting any of the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances.
- COMAT (Company Materials) — such as aircraft parts, may contain dangerous

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goods as an integral part, e.g., chemical oxygen generators in a passenger service unit (PSU), various compressed gases such as oxygen, carbon dioxide and nitrogen, gas lighters, aerosols, fire extinguishers, flammable liquids such as fuels, paints and adhesives and corrosive material such as batteries. Other items such as flares, first aid kits, life-saving appliances, matches, magnetized material, etc.

- Consolidated consignments (groupages) - may contain any of the defined classes of dangerous goods.
- Cryogenic (liquid) - indicates refrigerated liquefied gases such as argon, helium, neon, nitrogen, etc.
- Cylinders - may contain compressed or liquefied gas.
- Dental apparatus - may contain flammable resins or solvents, compressed or liquefied gas, mercury and radioactive material.
- Diagnostic specimens - may contain infectious substances.
- Diving equipment - may contain cylinders of compressed gas (e.g., air or oxygen). May also contain high intensity diving lamps that can generate extreme heat when operated in air. To be carried safely, the bulb or battery shall be disconnected.
- Drilling and mining equipment - may contain explosive(s) and/or other dangerous goods.
- Dry shipper (vapor shipper) — may contain free liquid nitrogen. Dry shippers are only not subject to the Technical Instructions when they do not permit the release of any free liquid nitrogen irrespective of the orientation of the packaging.
- Electrical/electronic equipment - may contain magnetized materials, mercury in switch gear, electron tubes, or wet or lithium batteries or fuel cells or fuel cell cartridges that contain or have contained fuel.
- Electrically-powered apparatus (wheelchairs, lawn mowers, golf carts, etc.) — may contain wet or lithium batteries or fuel cells or fuel cell cartridges that contain or have contained fuel.
- Expeditionary equipment - may contain explosives (flares), flammable liquids (gasoline), flammable gas (camping gas) or other dangerous goods.
 - Film crew and media equipment - may contain explosive pyrotechnic devices, generators incorporating internal combustion engines, wet or lithium batteries, fuel, heat-producing items, etc.
- Frozen embryos - may be packed in refrigerated liquefied gas or dry ice (solid carbon dioxide).
- Frozen fruit, vegetables, etc. - may be packed in dry ice.
- Fuels - may contain flammable liquids, flammable solids or flammable gases.
- Fuel control units - may contain flammable liquids.
- Hot-air balloon - may contain cylinders with flammable gas, fire extinguishers, engines (internal combustion), batteries, etc.
- Household goods - may contain items meeting any of the criteria for dangerous goods. Examples include flammable liquids such as solvent-based paint,

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adhesives, polishes, aerosols, bleach, corrosive oven or drain cleaners, ammunition, matches, etc.

- Instruments - may conceal barometers, manometers, mercury switches, rectifier tubes, thermometers, etc. containing mercury.
- Laboratory/testing equipment - may contain items meeting any of the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances, lithium batteries, cylinders of compressed gas, etc.
- Machinery parts - may contain flammable adhesives, paints, sealants and solvents, wet and lithium batteries, mercury, cylinders of compressed or liquefied gas, etc.
- Magnets and other items of similar material - may individually or cumulatively meet the definition of magnetised material.
- Medical supplies/equipment - may contain items meeting any of the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances, lithium batteries.
- Metal construction material - may contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
- Metal fencing - may contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
- Metal piping - may contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
- Passenger`s baggage – may contain items meeting any of the criteria for dangerous goods. Examples include fireworks, flammable household liquids, corrosive oven or drain cleaners, flammable gas or liquid lighter refills or camping stove cylinders, matches, ammunition, bleach, aerosols, etc.
- Pharmaceuticals - may contain items meeting any of the criteria for dangerous goods, particularly radioactive material flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances.
- Photographic supplies/equipment — may contain items meeting any of the criteria for dangerous goods, particularly heat-producing devices, flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances, lithium batteries.
- Racing car or motorcycle team equipment — may contain engines (including fuel cell engines), carburetors or fuel tanks that contain fuel or residual fuel, wet and lithium batteries, flammable aerosols, nitromethane or other gasoline additives, cylinders of
- Refrigerators - may contain liquefied gases or an ammonia solution.
- Repair kits - may contain organic peroxides and flammable adhesives, solvent-based paints, resins, etc.
- Samples for testing - may contain items meeting any of the criteria for dangerous goods, particularly infectious substances, flammable liquids, flammable solids,

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oxidizers, organic peroxides, toxic or corrosive substances.

- Semen - may be packed with dry ice or refrigerated liquefied gas (see also dry shipper).
- Ships spare - may contain explosives (flares), cylinders of compressed gas (life rafts), paint, lithium batteries (emergency locator transmitters), etc.
- Show, motion pictures, stage and special effects equipment - may contain flammable substances, explosives or other dangerous goods.
- Sporting goods/sports team equipment - may contain cylinders of compressed or liquefied gas (air, carbon dioxide, etc.), lithium batteries, propane torches, first aid kits, flammable adhesives, aerosols, etc.
- Swimming pool chemicals - may contain oxidizing or corrosive substances.
- Switches in electrical equipment or instruments - may contain mercury.
- Toolboxes - may contain explosives (power rivets), compressed gases or aerosols, flammable gases (butane cylinders or torches), flammable adhesives or paints, corrosive liquids, lithium batteries, etc.
- Torches - micro torches and utility lighters may contain flammable gas and be equipped with an electronic starter. Larger torches may consist of a torch head (often with a self-igniting switch) attached to a container or cylinder of flammable gas.
- Unaccompanied passengers' baggage/personal effects - may contain items meeting any of the criteria for dangerous goods not permitted for carriage by passengers and crew. Examples include fireworks, flammable household liquids, corrosive oven or drain cleaners, flammable gas or liquid lighter refills or camping stove cylinders, matches, bleach, aerosols, etc.

Note: Excess baggage carried as cargo may contain certain dangerous goods.

- Vaccines - may be packed in dry ice.

Note: Articles and substances which do not fall within the definitions of dangerous goods as shown in these Regulations and which in the event of leakage may cause a serious clean-up problem or corrosion to aluminium on a long-term basis must be checked by the shipper to at least ensure that the packaging is adequate to prevent leakage during transportation. These may include brine, powdered or liquid dyes, pickled foodstuffs, etc.

ITEMS SPECIFICALLY PROHIBITED TO BE CARRIED BY PASSENGERS AND CREW

Passengers and crew are not allowed to carry the following articles in their hold baggage:

- Explosives and flammable substances, explosive devices and flammable substances and devices the use of which can cause serious injury or may represent a threat to the safety of the aircraft, including:
- Ammunition except permitted in accordance with Table 2.3.A
- detonating caps,
- detonators and fuses,

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- mines, grenades and other military explosives,
- fireworks and other pyrotechnic means,
- smoke canisters and cartridges,
- dynamite, gunpowder and plastic explosive.

If staff responsible for security find suspicious articles that are not listed above and there are concerns about them, they may seize those items.

The Civil Aviation Directorate of the Republic of Bulgaria may allow carriage of the mentioned articles if there is an appropriate bylaw under which carriage of such articles is allowed and that it is in accordance with the applicable safety regulations.

FLY2SKY shall inform passengers of the above prohibited articles at any time before the check-in is completed.

The Airport Operator or legal entity having a contract with the airport operator to perform screening shall report immediately to the ministry responsible for internal affairs that unchecked-in fire arms, ammunition, cold steel weapons, explosive devices (excluding batteries) and other devices or hazardous substances that may endanger security of aircraft flight (volatile liquids, etc.) have been found in hold baggage.

ITEMS PROHIBITED IN CHECKED BAGGAGE

- Batteries, spare/loose
- e-cigarettes
- Fuel cells
- Lithium batteries, spare/loose
- Matches, safety (one small packet) or a small cigarette lighter
- Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with spillable batteries or with lithium-ion batteries
- Radio isotopic cardiac pacemakers
- Thermometer or barometer, mercury filled

ITEMS THAT MAY BE CARRIED BY PASSENGERS AND CREW

Passengers or crew are forbidden to carry dangerous goods either as or in carry-on baggage, checked baggage or on their person unless the dangerous goods are permitted in accordance with 2.3.A table and:

- Carried by passengers or crew for personal use only;
- Contained in baggage that has been separated from its owner during transit (e.g., lost baggage or improperly routed baggage); or
- Contained within items of excess baggage sent as cargo as permitted above.

Note: Shall it be necessary to transfer carry-on baggage to the hold (e.g., due to the size of the baggage preventing proper stowage in the cabin) it is necessary for cabin crew to verify that the baggage contains no dangerous goods that are permitted for carriage in carry-on baggage only (e.g., spare lithium batteries, heat producing articles etc.).

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The phrase "Approval of the Operator is required" means when prior notification has been given to Fly2Sky by the passenger, written approval has been given for the carriage and this written approval is presented to the Commander.

The entry in table 2.3.A that most appropriately describes the item or article must be selected. For instance, electronic cigarettes must meet the requirements of the entry for Battery powered portable electronic smoking devices not the entry for lithium batteries or non-spillable batteries.

An item or article that contains multiple dangerous goods must meet all applicable entries. For instance, the restrictions and conditions for entries 15) and 21) apply to an avalanche backpack that contains lithium batteries and gas cartridges.

Active devices must meet defined standards for electromagnetic radiation to ensure that the operation of the devices does not interfere with aircraft systems.



Limitations

TABLE 2.3.A
Provisions for Dangerous Goods Carried by Passengers or Crew
(Subsection 2.3) (continued)

The pilot-in-command must be informed of the location				
Permitted in or as carry-on baggage				
Permitted in or as checked baggage				
The approval of the operator is required				
Insulated packagings containing refrigerated liquid nitrogen (dry shipper), fully absorbed in a porous material containing only non-dangerous goods.	NO	YES	YES	NO
Internal combustion or fuel cell engines, must meet A70 (see 2.3.5.12 for details).	NO	YES	NO	NO
Lithium Batteries: Portable electronic devices (PED) containing lithium metal or lithium ion cells or batteries, including medical devices such as portable oxygen concentrators (POC) and consumer electronics such as cameras, mobile phones, laptops and tablets (see 2.3.5.8). For lithium metal batteries the lithium metal content must not exceed 2 g and for lithium ion batteries the Watt-hour rating must not exceed 100 Wh. Devices must be protected from damage and inadvertent activation. Those in checked baggage must be completely switched off. Each person is limited to a maximum of 15 PED. *The operator may approve the carriage of more than 15 PED.	NO*	YES	YES	NO
Lithium batteries, spare/loose, including power banks, see Batteries, spare/loose				
Lithium battery-powered electronic devices. Lithium ion batteries for portable (including medical) electronic devices, a Wh rating exceeding 100 Wh but not exceeding 160 Wh. For portable medical electronic devices only, lithium metal batteries with a lithium metal content exceeding 2 g but not exceeding 8 g. Devices must be protected from damage. Devices in checked baggage must be completely switched off.	YES	YES	YES	NO
Lithium batteries, spare/loose with a Watt-hour rating exceeding 100 Wh but not exceeding 160 Wh for consumer electronic devices and PMED or with a lithium metal content exceeding 2 g but not exceeding 8 g for PMED only. Maximum of two spare batteries in carry-on baggage only. These batteries must be individually protected to prevent short circuits.	YES	NO	YES	NO
Matches, safety (one small packet) or a small cigarette lighter that does not contain unabsorbed liquid fuel, other than liquefied gas, intended for use by an individual when carried on the person. Lighter fuel and lighter refills are not permitted on one's person or in checked or carry-on baggage.	NO	ON ONE'S PERSON		NO
<i>Note: "Strike anywhere" matches, "Blue flame" or "Cigar" lighters or lighters powered by a lithium battery without a safety cap or means of protection against unintentional activation are forbidden (see 2.3.5.8.4(e)).</i>				
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with non-spillable wet batteries, nickel-metal hydride batteries or dry batteries, (see 2.3.2.2).	YES	YES	NO	YES
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with spillable batteries or with lithium ion batteries (see 2.3.2.3 and 2.3.2.4 for details).	YES	YES	NO	YES
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with lithium ion batteries where the design of the mobility aid does not provide adequate protection for the battery(ies) (see 2.3.2.4.3 for details).	YES	NO	YES	YES
Non-radioactive medicinal or toiletry articles (including aerosols) such as hair sprays, perfumes, colognes and medicines containing alcohol; and Non-flammable, non-toxic (Division 2.2) aerosols, with no subsidiary hazard, for sporting or home use (see 2.3.5.1).	NO	YES	YES	NO
The total net quantity of non-radioactive medicinal or toiletry articles and non-flammable, non-toxic (Division 2.2) aerosols must not exceed 2 kg or 2 L and the net quantity of each single article must not exceed 0.5 kg or 0.5 L. Release valves on aerosols must be protected by a cap or other suitable means to prevent inadvertent release of the contents.				
Oxygen or air, gaseous, cylinders required for medical use. The cylinder must not exceed 5 kg gross weight.	YES	YES	YES	YES
<i>Note: Liquid oxygen systems are forbidden for transport.</i>				
Permeation devices, must meet A41 (see 2.3.5.13 for details).	NO	YES	NO	NO
Radioisotopic cardiac pacemakers or other devices, including those powered by lithium batteries, implanted into a person or fitted externally.	NO	ON ONE'S PERSON		NO
Security-type equipment (see 2.3.2.6 for details).	YES	YES	NO	NO
Security-type attaché cases, cash boxes, cash bags, etc. incorporating dangerous goods, such as lithium batteries and/or pyrotechnic material, except as provided in 2.3.2.6 are totally forbidden. See entry in 4.2—List of Dangerous Goods.		FORBIDDEN		
Specimens, non-infectious packed with small quantities of flammable liquid, must meet A180 (see 2.3.5.11 for details).	NO	YES	YES	NO
Thermometer, medical or clinical, which contains mercury, one (1) per person for personal use, when in its protective case.	NO	YES	NO	NO
Thermometer or barometer, mercury filled carried by a representative of a government weather bureau or similar official agency (see 2.3.3.1 for details).	YES	NO	YES	YES

Note:

The provisions of Subsection 2.3 and Table 2.3.A may be limited by State or operator variations. Passengers should check with their airline for the current provisions.

2

2.3



Dangerous Goods Regulations

TABLE 2.3.A
Provisions for Dangerous Goods Carried by Passengers or Crew
(Subsection 2.3)

Dangerous goods must not be carried in or as passengers or crew, checked or carry-on baggage, except as otherwise provided below. Dangerous goods permitted in carry-on baggage are also permitted "on one's person", except where otherwise specified.

2.3

The pilot-in-command must be informed of the location				
Permitted in or as carry-on baggage				
Permitted in or as checked baggage				
The approval of the operator is required				
Alcoholic beverages , when in retail packagings, containing more than 24% but not more than 70% alcohol by volume, in receptacles not exceeding 5 L, with a total net quantity per person of 5 L.	NO	YES	YES	NO
Note: <i>Alcoholic beverages containing 24% or less alcohol by volume are not subject to any restrictions.</i>				
Ammunition, securely packaged (in Div. 1.4S, UN 0012 or UN 0014 only), in quantities not exceeding 5 kg gross weight per person for that person's own use. Allowances for more than one person must not be combined into one or more packages.	YES	YES	NO	NO
Avalanche rescue backpack , one (1) per person, containing cartridges of compressed gas in Div. 2.2. May also be equipped with a pyrotechnic trigger mechanism containing no more than 200 mg net of Div. 1.4S. The backpack must be packed in such a manner that it cannot be accidentally activated. The airbags within the backpacks must be fitted with pressure relief valves.	YES	YES	YES	NO
Baggage with installed lithium batteries non-removable batteries exceeding–0.3 g lithium metal or 2.7 Wh.	FORBIDDEN			
Baggage with installed lithium batteries:	NO	YES	YES	NO
– non-removable batteries. Batteries must contain no more than 0.3 g lithium metal or for lithium ion must not exceed 2.7 Wh;				
– removable batteries. Batteries must be removed if baggage is to be checked in. Removed batteries must be carried in the cabin.				
Batteries, spare/loose , including lithium batteries, non-spillable batteries, nickel-metal hydride batteries and dry batteries (see 2.3.5.8) for portable electronic devices must be carried in carry-on baggage only. Articles which have the primary purpose as a power source, e.g. power banks are considered as spare batteries. These batteries must be individually protected to prevent short circuits. Lithium metal batteries: the lithium metal content must not exceed 2 g (see 2.3.5.8.4). Lithium ion batteries: the Watt-hour rating must not exceed 100 Wh (see 2.3.5.8.4). Each person is limited to a maximum of 20 spare batteries. *The operator may approve the carriage of more than 20 batteries. Non-spillable batteries: must be 12 V or less and 100 Wh or less. Each person is limited to a maximum of 2 spare batteries (see 2.3.5.8.5).	NO*	NO	YES	NO
Camping stoves and fuel containers that have contained a flammable liquid fuel , with empty fuel tank and/or fuel container (see 2.3.2.5 for details).	YES	YES	NO	NO
Chemical Agent Monitoring Equipment , when carried by staff members of the Organization for the Prohibition of Chemical Weapons on official travel (see 2.3.4.4).	YES	YES	YES	NO
Disabling devices such as mace, pepper spray, etc. containing an irritant or incapacitating substance are forbidden on the person, in checked and carry-on baggage.	FORBIDDEN			
Dry ice (carbon dioxide, solid) , in quantities not exceeding 2.5 kg per person when used to pack perishables not subject to these Regulations in checked or carry-on baggage, provided the baggage (package) permits the release of carbon dioxide gas. Checked baggage must be marked "dry ice" or "carbon dioxide, solid" and with the net weight of dry ice or an indication that there is 2.5 kg or less dry ice.	YES	YES	YES	NO
e-cigarettes (including e-cigs, e-pipes, other personal vaporizers) containing batteries must be individually protected to prevent accidental activation (see 2.3.5.8.2).	NO	NO	YES	NO
Electro shock weapons (e.g. Tasers) containing dangerous goods such as explosives, compressed gases, lithium batteries, etc. are forbidden in carry-on baggage or checked baggage or on the person.	FORBIDDEN			
Fuel cells containing fuel, powering portable electronic devices (e.g. cameras, cellular phones, laptop computers and camcorders), see 2.3.5.9 for details.	NO	NO	YES	NO
Fuel cell cartridges, spare for portable electronic devices, see 2.3.5.9 for details.	NO	YES	YES	NO
Gas cartridges, small, non-flammable containing carbon dioxide or other suitable gas in Division 2.2. Up to two (2) small cartridges fitted into a self-inflating personal safety device , intended to be worn by a person, such as a life jacket or vest. Not more than two (2) devices per passenger and up to two (2) spare small cartridges per device, for other devices not more than four (4) cartridges up to 50 mL water capacity. (see 2.3.4.2).	YES	YES	YES	NO
Gas cylinders, non-flammable, non-toxic worn for the operation of mechanical limbs. Also, spare cylinders of a similar size if required to ensure an adequate supply for the duration of the journey.	NO	YES	YES	NO
Hair styling equipment containing a hydrocarbon gas cartridge , up to one (1) per passenger or crew-member, provided that the safety cover is securely fitted over the heating element. This hair styling equipment must not be used on board the aircraft. Spare gas cartridges for such hair styling equipment are not permitted in checked or carry-on baggage.	NO	YES	YES	NO

Note: As table 2.3.A is annually updated and is readily accessible online.

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The following dangerous goods may be commonly carried by passengers on other modes of transport; however, they are prohibited either as or in carry-on baggage or checked baggage:

- Personal medical oxygen devices that utilise liquid oxygen are forbidden on the person, in checked and carry-on baggage;
- Baggage with installed lithium batteries non-removable batteries exceeding 0.3 g lithium metal or 2.7 Wh;
- Disabling devices such as mace, pepper spray, etc. containing an irritant or incapacitating substance are forbidden on the person, in checked and carry-on baggage;
- Security-type attaché cases, cash boxes, cash bags, etc. incorporating dangerous goods, such as lithium batteries and/or pyrotechnic material are totally forbidden;
- Electroshock weapons (e.g., tasers) containing dangerous goods such as explosives, compressed gases, lithium batteries, etc. are forbidden in carry-on baggage or checked baggage or on the person;
- Strike anywhere matches;
- Premixing burner lighter without a means of protection against unintentional activation; and
- Battery-powered lighters powered by a lithium ion or lithium metal battery (e.g., laser plasma lighters, tesla coil lighters, flux lighters, arc lighters and double arc lighters) without a safety cap or means of protection against unintentional activation.

9.1.2.7 ACCEPTABLE BY OPERATOR APPROVAL AS CHECKED-IN BAGGAGE

The following dangerous goods are permitted on aircraft as checked baggage only and with the approval of the operator.

WHEELCHAIRS/MOBILITY AIDS WITH NON-SPILLABLE WET BATTERIES, NICKELMETAL HYDRIDE BATTERIES OR DRY BATTERIES

Battery-powered wheelchairs or other similar mobility aids for use by passengers whose mobility is restricted by either a disability, their health or age, or a temporary mobility problem (e.g., broken leg), with non-spillable wet batteries which comply with Special Provision A67(IATA DGR) or nickel-metal hydride batteries which comply with Special Provision A199(IATA DGR) or dry batteries which comply with Special Provision A123(IATA DGR).

These batteries must meet the following requirements:

- The mobility aid must be prepared for transport to prevent:
 - Unintentional activation; and
 - Non-spillable batteries are not permitted to contain any free or unabsorbed liquid.
- A battery powered mobility aid with installed batteries must be secured, by using of

straps, tie-downs or other restraint devices. The mobility aid, the batteries, electrical cabling and controls must be protected from damage including by the movement of baggage, mail or cargo.

- Ramp agent/Commander shall verify that:
 - The passenger has confirmed that the battery is a non-spillable wet battery that complies with Special Provision A67(IATA DGR) or a nickel-metal hydride battery that complies with Special Provision A199(IATA DGR) or dry battery that complies with Special Provision A123(IATA DGR);
 - The battery terminals are protected from short circuits, e.g., by being enclosed within a battery container;
 - The battery is either be securely attached to the wheelchair or mobility aid and the electrical circuits are isolated following the manufacturer's instructions; or removed by the user, if the mobility aid is specifically designed to allow it to be, following the manufacturer's instructions.
- A passenger may carry a maximum of:
 - One spare wet, non-spillable battery meeting Special Provision A67(IATA DGR); or
 - Two spare nickel-metal hydride batteries meeting Special Provision A199(IATA DGR) or dry batteries meeting Special Provision A123(IATA DGR).
 - Any battery(ies) removed from the wheelchair/mobility aid and any spare batteries are carried in strong, rigid packaging which must be carried in the cargo compartment.
- Ground handling shall provide the Pilot-in-Command with the [Electric Mobility Aid Form](#) prior to departure and verbally reconfirm the location of the mobility aid and its battery if removed, as specified on the form.
- It is recommended that passengers make advance arrangements.

WHEELCHAIRS/MOBILITY AIDS WITH SPILLABLE BATTERIES

Battery-powered wheelchairs or other similar mobility aids for use by passengers whose mobility is restricted by either a disability, their health or age, or a temporary mobility problem (e.g., broken leg), with spillable batteries. These batteries must meet the following requirements:

- A battery powered mobility aid with installed batteries must be secured, by using of straps, tie-downs or other restraint devices, The mobility aid, the batteries, electrical cabling and controls must be protected from damage including by the movement of baggage, mail or cargo.
- Ramp agent/Commander shall verify that:
 - The battery terminals are protected from short circuits, e.g., by being enclosed within a battery container;
 - The battery is fitted, where feasible, with spill-resistant vent caps;
 - The battery is either be securely attached to the wheelchair or mobility aid and the electrical circuits are isolated following the manufacturer's instructions; or
 - removed from the mobility aid following the manufacturer's instructions when

the mobility aid cannot be maintained in an upright position.

- A mobility aid with a spillable battery must be load, stow, secure and unload in an upright position. If the wheelchair or mobility aid cannot be loaded, stowed, secured and unloaded always in an upright position or if the mobility aid does not adequately protect the battery, the battery must be removed. The removed battery must be carried in strong, rigid packaging as follows:
 - Packaging must be leak-tight, impervious to battery fluid and be protected against upset by securing to pallets or by securing them in cargo compartments using appropriate means of securement (other than by bracing with freight or baggage) such as by use of restraining straps, brackets or holders;
 - Batteries must be protected against short circuits, secured upright in these packaging and surrounded by compatible absorbent material sufficient to absorb their total liquid contents; and
 - These packaging must be marked BATTERY, WET, WITH WHEELCHAIR or BATTERY, WET, WITH MOBILITY AID and be labelled with the “Corrosive” label and with the “Package Orientation” label.
- Ground handling shall provide the Pilot-in-Command with the [Electric Mobility Aid Form](#) prior to departure and verbally reconfirm the location of the mobility aid and its battery if removed, as specified on the form.
- It is recommended that passengers make advance arrangements.

WHEELCHAIRS/MOBILITY AIDS WITH LITHIUM BATTERIES

Lithium-ion battery powered wheelchairs or other similar mobility aids for use by passengers whose mobility is restricted by either a disability, their health or age, or a temporary mobility problem (e.g., broken leg), subject to the following conditions:

- The batteries must be of a type which meets the requirements of each test in the UN Manual of Tests and Criteria, Part III, subsection 38.3.
- A battery powered mobility aid with installed batteries must be secured, by using of straps, tie-downs or other restraint devices. The mobility aid, the batteries, electrical cabling and controls must be protected from damage including by the movement of baggage, mail or cargo.
- Ramp agent/Commander shall verify that:
 - The battery terminals are protected from short circuits, e.g., by being enclosed within a battery container;
 - The battery is either: be securely attached to the wheelchair or mobility aid and the electrical circuits are isolated following the manufacturer’s instructions; or removed by the user, if the mobility aid is specifically designed to allow it to be, following the manufacturer’s instructions. The battery removed from the mobility aid must not exceed 300 Wh, or for mobility aids fitted with two batteries, each battery must not exceed 160 Wh.
- A passenger may carry a maximum of one spare lithium-ion battery not exceeding 300 Wh or two spare batteries each not exceeding 160 Wh.

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- Any battery removed from the mobility aid and any spare batteries are carried in the passenger cabin. The removed or spare batteries must be protected from damage (e.g. by placing each battery in a protective pouch).
- Ground handling shall provide the Pilot-in-Command with the [Electric Mobility Aid Form](#) prior to departure and verbally reconfirm the location of the mobility aid and its battery if removed, as specified on the form
- It is recommended that passengers make advance arrangements.

Note: When the lithium battery(ies) remain installed in the mobility aid, there is no Watt-hour limit.

CAMPING STOVES AND FUEL CONTAINERS THAT HAVE CONTAINED A FLAMMABLE LIQUID FUEL

Camping stoves and fuel containers for camping stoves that have contained a flammable liquid fuel may be carried provided the fuel tank of the camping stove and/or fuel container has been completely drained of all liquid fuel and action has been taken to nullify the danger. To nullify the danger, the empty fuel tank and/or container must be allowed to drain for at least 1 hour, the fuel tank and/or container must then be left uncapped for a minimum of 6 hours to allow any residual fuel to evaporate. Alternative methods, such as adding cooking oil to the fuel tank and/or container to elevate the flash point of any residual liquid above the flash point of flammable liquid and then emptying the fuel tank and/or container, are equally acceptable.

The fuel tank and/or container must then have the cap securely fastened and be wrapped in an absorbent material such as paper towel and placed in a polyethylene or equivalent bag. The top of the bag must then be sealed or gathered and closed with an elastic band or twine.

SECURITY-TYPE EQUIPMENT

Security type equipment such as attaché cases, cash boxes, cash bags, etc. Incorporating dangerous goods as part of this equipment, for example lithium batteries or pyrotechnic material, may be carried as checked baggage only if the equipment complies with the following:

- The equipment must be equipped with an effective means of preventing accidental activation;
- If the equipment contains an explosive or pyrotechnic substance or an explosive article, this article or substance must be excluded from Class 1 by the appropriate national authority of the State of Manufacture;
- If the equipment contains lithium cells or batteries, these cells or batteries must comply with the following restrictions:
 - For a lithium metal cell, the lithium content is not more than 1 g;
 - For a lithium metal battery, the aggregate lithium content is not more than 2 g;
 - For lithium-ion cells, the Watt-hour rating is not more than 20 Wh;
 - For lithium-ion batteries, the Watt-hour rating is not more than 100 Wh;
 - Each cell or battery is of the type proven to meet the requirements of each test in the UN

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- Manual of Tests and Criteria, Part III, subsection 38.3.
- If the equipment contains gases to expel dye or ink, only gas cartridges and receptacles, small, containing gas with a capacity not exceeding 50 mL, containing no constituents subject to these Regulations other than a Division 2.2 gas, are allowed. The release of gas must not cause extreme annoyance or discomfort to crew members so as to prevent the correct performance of assigned duties. In case of accidental activation all hazardous effects must be confined within the equipment and must not produce extreme noise;
- Security type equipment that is defective or that has been damaged is forbidden for transport.

9.1.2.8 ACCEPTABLE BY OPERATOR APPROVAL AS CARRY-ON BAGGAGE

The following dangerous goods are permitted on aircraft as carry-on baggage only and with the approval of the operator.

MERCURY BAROMETER OR THERMOMETER

A mercurial barometer or mercurial thermometer carried by a representative of a government weather bureau or similar official agency. The barometer or thermometer must be packed in a strong outer packaging, having a sealed inner liner or a bag of strong leak-proof and puncture-resistant material impervious to mercury, which will prevent the escape of mercury from the package irrespective of its position. The pilot-in-command must be informed of the location of the barometer or thermometer.

SPARE LITHIUM BATTERIES

Spare lithium batteries including articles containing lithium metal or lithium-ion cells or batteries, the primary purpose of which is to provide power to another device, e.g., power banks, are permitted in carry-on baggage as follows:

No more than 2 lithium-ion batteries with a watt-hour rating exceeding 100 Wh but not exceeding 160 Wh or 2 lithium metal batteries, with a lithium content exceeding 2 g but not exceeding 8 g. Lithium metal batteries are only permitted for portable medical electronic devices (PMED), such as automated external defibrillators (AED), portable oxygen concentrators (POC) and continuous positive airway pressure (CPAP);

Spare batteries must be individually protected so as to prevent short circuits (by placement in original retail packaging or by otherwise insulating terminals, e.g., by taping over exposed terminals or placing each battery in a separate plastic bag or protective pouch);

Batteries must be of a type that meet the requirements of the UN Manual of Tests and Criteria, Part III, subsection 38.3. No more than two individually protected spare batteries per person may be carried.

9.1.2.9 ACCEPTABLE BY OPERATOR APPROVAL AS BAGGAGE

The following dangerous goods are permitted on aircraft as checked baggage or carry-on baggage with the approval of the operator.

MEDICAL OXYGEN

Gaseous oxygen or air cylinders required for medical use. Each cylinder must not exceed 5 kg gross weight. Cylinders, valves and regulators, where fitted, must be protected from damage that could cause inadvertent release of the contents. This provision also applies

where the cylinders are being carried by medically trained persons. The pilot-in-command must be informed of the number of oxygen or air cylinders loaded on board the aircraft and their loading location(s).

Note: Personal medical oxygen devices that utilize liquid oxygen are forbidden on the person, in checked and carry-on baggage.

SMALL NON-FLAMMABLE GAS CARTRIDGES FITTED INTO DEVICES

Small cartridges fitted into a self-inflating personal safety device, intended to be worn by a person, such as a lifejacket or vest:

- No more than two personal safety devices per person;
- The personal safety device(s) must be packed in such a manner that they cannot be accidentally activated;
- Limited to carbon dioxide or other suitable gas in Division 2.2 without a subsidiary hazard;
- Cartridge(s) must be for inflation purposes;
- Each device must be fitted with no more than two small cartridges; and
- Not more than two spare cartridges per device.

Other devices:

- No more than four small cartridges of carbon dioxide or other suitable gas in Division 2.2 without a subsidiary hazard, per person;
- The water capacity of each cartridge must not exceed 50 mL.

Note: For carbon dioxide a gas cartridge with a water capacity of 50 mL is equivalent to a 28 g cartridge.

AVALANCHE RESCUE BACKPACK

One avalanche rescue backpack per person containing cartridges of compressed gas in Division 2.2 without a subsidiary hazard. The avalanche rescue backpack may also be equipped with a pyrotechnic trigger mechanism containing not more than 200 mg net of explosives in Division 1.4s. The backpack must be packed in such a manner that it cannot be accidentally activated. The air bags within the backpacks must be fitted with pressure relief valves.

CHEMICAL AGENT MONITORING EQUIPMENT

Instruments containing radioactive material not exceeding the activity limits, i.e., chemical agent monitor (CAM) and/or rapid alarm and identification device monitor (RAID-M), securely packed and without lithium batteries, when carried by staff members of the Organisation for the Prohibition of Chemical Weapons (OPCW) on official travel.

CARBON DIOXIDE, SOLID (DRY ICE)

Carbon dioxide, solid (dry ice) in quantities not exceeding 2.5 kg per person when used to pack perishables that are not subject to these Regulations in checked or carry-on baggage, provided the baggage (package) permits the release of carbon dioxide gas. Each item of checked baggage containing dry ice must be marked:

- Carbon dioxide, solid or Dry ice; and

- With the net weight of dry ice or an indication that the net weight is 2.5 kg or less.

HEAT PRODUCING ARTICLES

Battery-powered equipment capable of generating extreme heat, which would cause a fire if activated, e.g., underwater high-intensity lamps. The heat producing component and the battery are isolated from each other by the removal of the heat producing component, the battery or another component, e.g., fuse. Any battery that has been removed must be protected against short circuit (by placement in the original retail packaging or by otherwise insulating terminals, e.g., by taping over exposed terminals or placing each battery in a separate plastic bag or protective pouch).

LITHIUM BATTERY-POWERED DEVICES

For the purpose of these Regulations, lithium battery-powered electronic device means the equipment or apparatus for which the lithium cells or batteries will provide electrical power for its operation. These devices are permitted in checked and carry-on baggage with the approval of the operator as follows:

- Portable medical electronic devices (PMED), such as automated external defibrillators (AED), portable oxygen concentrators (POC) and continuous positive airway pressure (CPAP), containing lithium metal or lithium-ion cells or batteries may be carried by passengers for medical use as follows:
 - For lithium metal or lithium alloy batteries, a lithium content exceeding 2 g, but not exceeding 8 g; or
 - For lithium-ion batteries, a watt-hour rating exceeding 100 Wh, but not exceeding 160 Wh;
 - Batteries must be of a type that meets the requirements of the UN Manual of Tests and Criteria, Part III, subsection 38.3.
- Portable electronic devices, such as power tools, video cameras and laptops containing lithium-ion batteries as follows:
 - Lithium-ion batteries with a watt-hour rating exceeding 100 Wh, but not exceeding 160 Wh;
 - Batteries must be of a type that meets the requirements of the UN Manual of Tests and Criteria, Part III, subsection 38.3.
- If devices are carried in checked baggage:
 - Measures must be taken to protect the device from damage and to prevent unintentional activation;
 - The device must be completely switched off (not in sleep or hibernation mode).

9.1.2.10 GOOD ACCEPTABLE WITHOUT OPERATOR APPROVAL

MEDICINAL OR TOILETRY ARTICLES AND AEROSOLS IN DIVISION 2.2

Non-radioactive medicinal or toiletry articles (including aerosols). The term “medicinal or toiletry articles” is intended to include such items as hair sprays, perfumes, colognes and medicines containing alcohols. Aerosols in Division 2.2, with no subsidiary hazard, for sporting or home use.

Note: The total net quantity of all such articles carried by each passenger or crew member

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under the provisions of [9.2.3.5.1](#) must not exceed 2 kg or 2 L and the net quantity of each single article must not exceed 0.5 kg or 0.5 L. Release valves on aerosols must be protected by a cap or other suitable means to prevent inadvertent release of the contents.

CYLINDERS FOR MECHANICAL LIMBS

Small cylinders of a gas of Division 2.2 worn for the operation of mechanical limbs. Also, spare cylinders of a similar size if required to ensure an adequate supply for the duration of the journey.

CARDIAC PACEMAKERS

Radioisotopic cardiac pacemakers or other medical devices, including those powered by lithium batteries, implanted into a person or fitted externally.

MEDICAL/CLINICAL THERMOMETER

In checked baggage only, one small medical or clinical thermometer which contains mercury, for personal use, when in its protective case.

SAFETY MATCHES OR CIGARETTE LIGHTERS

One small packet of safety matches or a small cigarette lighter that does not contain unabsorbed liquid fuel, other than liquefied gas, intended for use by an individual when carried on the person. Matches and lighters are not permitted in checked or carry-on baggage. Lighter fuel and lighter refills are not permitted on one's person nor in checked or carry-on baggage.

Notes:

- "Strike anywhere" matches are forbidden for air transport.
- "Blue Flame" or "Cigar" lighters are not permitted on one's person, carry-on or checked baggage.
- Cigarette lighters shall have two independent actions by the user to activate ignition.
- Cigarette lighters, powered by a lithium ion or lithium metal battery without a safety cap or means of protection against unintentional activation are not permitted on one's person, carry-on or checked baggage (see 9.2.3.5.8.4(e)).

ALCOHOLIC BEVARAGES

Alcoholic beverages, when in retail packagings, containing more than 24% but not more than 70% alcohol by volume, in receptacles not exceeding 5 L, with a total net quantity per person of 5 L for such beverages.

Note: Alcoholic beverages containing 24% or less alcohol by volume are not subject to any restrictions.

HAIR STYLING EQUIPMENT

Hair styling equipment containing a hydrocarbon gas cartridge, no more than one per passenger or crew member, provided that the safety cover is securely fitted over the heating element. This hair styling equipment must not be used on board the aircraft. Spare gas cartridges for such hair styling equipment are not permitted in checked or carry-on baggage.

**PORTABLE ELECTRONIC DEVICES (PED) (INCLUDING MEDICAL DEVICES)
CONTAINING BATTERIES AND SPARE BATTERIES**

For the purpose of these Regulations, battery-powered electronic device means the equipment or apparatus for which the batteries will provide electrical power for its operation. These devices (PED), which may include medical devices such as portable oxygen concentrators (POC) and consumer electronics such as cameras, mobile phones, laptops and tablets containing batteries when carried by passengers or crew for personal use. Measures must be taken to protect the device from damage and to prevent unintentional activation. Batteries and heating elements must be isolated in portable electronic devices capable of generating extreme heat, by removal of the heating element, battery or other components. These provisions apply to dry batteries, nickel-metal hydride batteries, lithium batteries and wet, non-spillable batteries. Additional specific requirements for lithium batteries and wet, non-spillable batteries are set out in [9.2.3.5.8.4](#) and [9.2.3.5.8.5](#) respectively. PEDs shall be carried in carry-on baggage, however, if devices are carried in checked baggage, the device must be completely switched off (not in sleep or hibernation mode), unless the device contains only lithium batteries not exceeding:

- measures must be taken to protect the device from damage and to prevent unintentional activation;
- the device must be completely switched off (not in sleep or hibernation mode), unless the device contains only lithium batteries not exceeding:
 - for lithium metal batteries, a lithium content of 0.3 g per device; or
 - for lithium ion batteries, a Watt-hour rating of 2.7 Wh per device.

Electronic cigarettes including e-cigars and other personal vaporisers containing batteries must be in carry-on baggage only. Recharging of these devices and/or batteries on board the aircraft is not permitted, and measures must be taken to prevent accidental activation.

Spare batteries (including power banks) must be individually protected to prevent short circuits by placement in the original retail packaging or by otherwise insulating terminals, e.g. by taping over exposed terminals or placing each battery in a separate plastic bag or protective pouch and carried in carry-on baggage only. Each person is limited to a maximum of 20 spare batteries, including power banks. However, the operator may approve the carriage of more than 20 spare batteries, including power banks.

Spare batteries, including power banks are forbidden for transport in checked baggage

Spare batteries, including power banks shall:

- a) not be charged using inseat/inflight power during all phases of flight;
- b) not be used to charge or power other portable electronic devices during taxi, take off and landing;
- c) not be placed in cabin baggage loaded in the overhead storage locker; and,
- d) be placed in cabin baggage under the seat in front, or other designated storage location, such as the seat back pocket

Additional requirements for lithium batteries:

- a) each installed or spare battery must not exceed:
 - a. for lithium metal or lithium alloy batteries, a lithium content of not more than 2 g; or

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- b. for lithium ion batteries, a watt-hour rating of not more than 100 Wh.
- b) batteries must be of a type that meets the requirements of the UN Manual of Tests and Criteria, Part III, subsection 38.3;
- c) each person is limited to a maximum of 15 PED;
- d) articles containing lithium metal or lithium ion cells or batteries, the primary purpose of which is to provide power to another device, e.g. power banks, are permitted in carry-on baggage only. These articles must be individually protected to prevent short circuits by placement in the original retail packaging or by otherwise insulating terminals, e.g. by taping over exposed terminals or placing each battery in a separate plastic bag or protective pouch;
- e) electronic cigarette lighters (see also [GOM 9.2.3.5.5](#)) powered by lithium batteries, the following conditions must also be met:
 - a. only lighters with a safety cap or means of protection against unintentional activation are permitted on one's person;
 - b. recharging of these devices and/or batteries on board the aircraft is not permitted, and measures must be taken to prevent accidental activation.
- f) baggage with installed lithium batteries, with a lithium metal content exceeding 0.3 g or a Watt-hour rating exceeding 2.7 Wh:
 - a. if the baggage is to be checked in, the lithium battery must be removed from the baggage and the lithium battery must be carried in the cabin; or
 - b. the baggage must be carried in the cabin.
 - c. baggage where the lithium battery exceeds the limits in [9.2.3.5.8.4\(f\)](#) and cannot be removed is forbidden for carriage.

Additional requirements for non-spillable wet batteries:

- a) batteries must meet the requirements of Special Provision A67 and must not contain any free or unabsorbed liquid;
- b) the voltage of each battery must not exceed 12 V and the Watt-hour rating must not exceed 100 Wh;
- c) each person is limited to a maximum of two spare batteries in carry-on baggage only and each spare battery must be protected from short circuit by insulation of the battery terminals.

FUELL CELLS CONTAINED IN PORTABLE ELECTRONIC DEVICES

Fuel cells used to power portable electronic devices (for example cameras, cellular phones, laptop computers and camcorders) and spare fuel cell cartridges, under the following conditions:

- a) fuel cells and fuel cell cartridges may only contain flammable liquids, corrosive substances, liquefied flammable gas, water-reactive substances or hydrogen in metal hydride;
- b) refuelling of fuel cells on board an aircraft is not permitted except that the installation of a spare cartridge is allowed;
- c) the maximum quantity of fuel in any fuel cell or fuel cell cartridge must not exceed:
 - a. for liquids, 200 mL;
 - b. for solids 200 g;
 - c. for liquefied gases, 120 mL for non metallic fuel cells or fuel cell cartridges or 200 mL for metal fuel cells or fuel cell cartridges;

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- d. for hydrogen in metal hydride the fuel cell cartridges must have a water capacity of 120 mL or less.
- d) each fuel cell and each fuel cell cartridge must conform to IEC 62282-6-100 Ed. 1, including Amendment 1 and must be marked with a manufacturer's certification that it conforms to the specification. In addition, each fuel cell cartridge must be marked with the maximum quantity and type of fuel in the cartridge;
- e) no more than two spare fuel cell cartridges may be carried in checked baggage, carry-on baggage, or on the person;
- f) fuel cells containing fuel are permitted in carry-on baggage only;
- g) interaction between fuel cells and integrated batteries in a device must conform to IEC 62282-6-100 Ed. 1, including Amendment 1. Fuel cells whose sole function is to charge a battery in the device are not permitted;
- h) fuel cells must be of a type that will not charge batteries when the portable electronic device is not in use and must be durably marked by the manufacturer: "APPROVED FOR CARRIAGE IN AIRCRAFT CABIN ONLY" to so indicate; and
- i) in addition to the languages which may be required by the State of origin for the marks specified above, English shall be used.

INSULATED PACKAGES CONTAINING REFRIGERATED LIQUID NITROGEN (DRY SHIPPER)

In checked or carry-on baggage, insulated packagings containing refrigerated liquid nitrogen fully absorbed in a porous material (dry shipper). The dry shipper must meet the requirements of Special Provision A152.

NON-INFECTIOUS SPECIMENS PACKED WITH SMALL QUANTITIES OF FLAMMABLE LIQUIDS

In checked or carry-on baggage non-infectious specimens, such as specimens of mammals, birds, amphibians, reptiles, fish, insects and other invertebrates containing small quantities of alcohol or an alcohol solution (UN 1170, UN 1219, UN 1987) or formaldehyde solution (UN 1198) provided that the following requirements of Special Provision A180 are complied with:

- a) specimens are:
 - a. wrapped in paper towel and/or cheesecloth moistened with alcohol, an alcohol solution or a formaldehyde solution and then placed in a plastic bag that is heat-sealed. Any free liquid in the bag must not exceed 30 mL; or
 - b. placed in vials or other rigid containers with no more than 30 mL of alcohol, an alcohol solution or a formaldehyde solution;
- b) the prepared specimens are then placed in a plastic bag that is then heat-sealed;
- c) the bagged specimens are then placed inside a another plastic bag with absorbent material then heat sealed;
- d) the finished bag is then placed in a strong outer packaging with suitable cushioning material;
- e) the total quantity of alcohol, alcohol solution or formaldehyde solution per outer packaging must not exceed 1 L; and
- f) the completed package is marked "scientific research specimens, not restricted Special Provision A180 applies"

INTERNAL COMBUSTIONS OR FUEL CELL ENGINES

Flammable liquid powered internal combustion or fuel cell engines being carried separately or incorporated into a machine or other apparatus, without batteries or other dangerous goods may be accepted in checked baggage only provided that the engine must comply with the following requirements of Special Provision A70:

- a) the engine is powered by a fuel that does not meet the classification criteria for any class or division; or
- b) the fuel tank of the vehicle, machine or other apparatus has never contained any fuel, or the fuel tank has been flushed and purged of vapours and adequate measures taken to nullify the hazard;
- c) the passenger has provided FLY2SKY with written or electronic documentation stating that a flushing and purging procedure has been followed; and
- d) the entire fuel system of the engine has no free liquid and all fuel lines are sealed or capped or securely connected to the machinery or apparatus.

PERMEATION DEVICES

In checked baggage only permeation devices for calibrating air quality monitoring equipment. These devices must comply with the following requirements of Special Provision A41:

- a) each device must be constructed of a material compatible with the dangerous goods it contains;
- b) the total quantity of dangerous goods in each device is limited to 2 mL and the device must not be liquid full at 55°C;
- c) each permeation device must be placed in a sealed, high impact-resistant, tubular inner packaging of plastic or equivalent material. Sufficient absorbent material must be contained in the inner packaging to completely absorb the contents of the device. The closure of the inner packaging must be securely held in place with wire, tape or other positive means;
- d) each inner packaging must be contained in a secondary packaging constructed of metal, or plastic having a minimum thickness of 1.5 mm. The secondary packaging must be hermetically sealed;
- e) the secondary packaging must be securely packed in strong outer packaging. The completed package must be capable of withstanding, without breakage or leakage of any inner packaging and without significant reduction in effectiveness:
 - a. the following free drops onto a rigid, non-resilient, flat and horizontal surface from a height of 1.8 m:
 - i. one drop flat on the bottom;
 - ii. one drop flat on the top;
 - iii. one drop flat on the long side;
 - iv. one drop flat on the short side;
 - v. one drop on a corner at the junction of three intersecting edges; and
 - b. a force applied to the top surface for a duration of 24 hours, equivalent to the total weight of identical packages if stacked to a height of 3 m (including the test sample).

NOTE: Each of the above tests may be performed on different but identical packages.

- c. the gross weight of the completed package must not exceed 30 kg.

9.1.2.11 AIRWORTHINES AND OPERATIONAL ITEMS

The provisions contained in the Technical Instructions and IATA DGR do not apply to the following articles and substances:

AIRCRAFT EQUIPMENT

Items for airworthiness or operating reasons or for the health of passengers or crew, such as batteries, fire extinguishers, first-aid kits, insecticides, air fresheners, life rafts, escape slides, life-saving appliances, portable oxygen supplies, tritium signs, smoke hoods, passenger service units.

CONSUMER GOODS

Aerosols, alcoholic beverages, perfumes, colognes, liquefied gas lighters and portable electronic devices containing lithium ion or lithium metal cells or batteries (provided that the lithium batteries meet the provisions applicable when carried by passengers and crew) carried aboard an aircraft by the operator for use or sale on the aircraft during the flight, or series of flights, but excluding non-refillable gas lighters and those lighters liable to leak when exposed to reduced pressure.

CARBON DIOXIDE, SOLID (DRY ICE)

Dry ice intended for use in food and beverages service aboard the aircraft;

HIGYENE PRODUCTS

Alcohol-based hand sanitizers and alcohol-based cleaning products carried aboard an aircraft by the operator for use on the aircraft during the flight or series of flights for the purposes for passenger and crew hygiene.

BATTERY-POWERED ELECTRONIC EQUIPMENT

Electronic devices such as electronic flight bags, personal entertainment devices, credit card readers, containing lithium metal or lithium-ion cells or batteries and spare lithium batteries for such devices carried aboard an aircraft by Fly2Sky for use on the aircraft during the flight or series of flights, provided that the batteries meet the provisions applicable to carriage of portable electronic devices containing lithium batteries or lithium-ion batteries by passengers. Spare lithium batteries must be individually protected so as to prevent short circuits when not in use.

Note: Articles and substances intended as replacements for those above or articles and substances from the above, which have been removed for replacement, must be transported in accordance with the provisions of the Dangerous Goods Regulations. Same requirement apply when the parts are transported as COMAT (Company Material) or CoMail (Company Mail).

9.1.2.12 PROVISION OF INFORMATION

Fly2Sky shall inform passengers about dangerous goods that passengers are forbidden to transport aboard an aircraft. The notification system must ensure that where the ticket purchase and/or boarding pass issuance can be completed by a passenger without the involvement of another person, the system must include an acknowledgement by the passenger that they have been presented with the information.

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The information must be provided to passengers:

- At the point of ticket purchase or, if this is not practical, made available in another manner to passengers prior to boarding pass issuance; and
- At boarding pass issuance, or when no boarding pass is issued, prior to boarding the aircraft.
- At the airport in baggage claim areas

The information may be provided in text or pictorial form, electronically, or verbally. Fly2Sky's handling agent and the airport operator must ensure that information on the types of dangerous goods which they are forbidden to transport aboard an aircraft is communicated effectively to passengers.

This information must be presented at each of the places at an airport where tickets are issued, boarding passes are issued, passenger baggage is dropped off and aircraft boarding areas are maintained, and at any other location where passengers are issued boarding passes and/or checked baggage is accepted. This information must include visual examples of dangerous goods forbidden from transport aboard an aircraft.

Note: Fly2Sky have information on those items which may be carried by passengers made available prior to the boarding pass issuance process on websites and at check in desks.

This information includes visual examples of dangerous goods forbidden from transport aboard an aircraft. At check in desk, agent will ask specific questions to prevent unauthorised dangerous goods to be transported.

Note: Check-in positions may only be used if the required information for dangerous goods is clearly displayed and visible.

At cargo acceptance points, sufficient notices giving information about the transport of dangerous goods, shall be provided at visible location to alert shippers/agents about any dangerous goods that may be contained in their cargo consignment(s). These notices must include visual examples of dangerous goods, including batteries.

9.1.2.13 LABELLING

Any load classified as or suspected as dangerous goods shall be handled by operators or agents having their own certified handling department or an agent being approved by the Authority to handle dangerous goods.

Dangerous goods are defined as those goods which meet the criteria of one or more of nine UN hazard classes and where applicable, to one of three UN Packing Groups. Some hazard classes are further subdivided into hazard divisions due to the wide scope of the class. Class 1 is further subdivided into compatibility groups indicated by a letter after the division number e.g., 1.4S. A three letter IMP code may also identify the dangerous good. The nine hazard classes and their divisions are listed below. The order in which they are numbered is for convenience and does not imply a relative degree of danger.

9.1.2.14 EXPLOSIVES

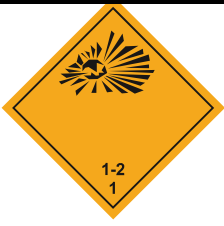
Class 1 comprises:

- Explosive substances (a substance which is not itself an explosive, but which can form an explosive atmosphere of gas, vapour or dust is not included in Class 1),

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except those that are too dangerous to transport or those where the predominant hazard is appropriate to another class;

- Explosive articles, except devices containing explosive substances in such quantity or of such a character that their inadvertent or accidental ignition or initiation, during transport, will not cause any effect external to the device either by projection, fire, smoke, heat or loud noise; and
- Articles and substances not mentioned above which are manufactured with a view to producing a practical explosive or pyrotechnic effect.

Division	IATA Code	IMP	Hazard Label	Description
1.1	REX			Articles and substances having a mass explosion hazard (a mass explosion is one which affects almost the entire load virtually instantaneously).
1.2	REX			Articles and substances having a projection hazard but not a mass explosion hazard.
1.3	REX RGX	RCX		Articles and substances having a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard. This division comprises articles and substances that: Give rise to considerable radiant heat; or Burn one after another, producing minor; blast and/or projection effects.
1.4	RXE RXC	RXB		Articles and substances that present no significant hazard. This division comprises articles and substances which present only a small hazard in the event of ignition or initiation during transport. The effects are largely confined to the package and no projection of fragments of appreciable size or range is to be expected. An external fire must not cause virtually instantaneous explosion of almost the entire contents

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Division	IATA Code	IMP	Hazard Label	Description
				of the package.
1.5	REX			Very insensitive substances, having a mass explosion hazard, which are so insensitive that there is very little probability of initiation or of transition from burning to detonation under normal conditions of transport.
1.6	REX			Extremely insensitive articles which do not have a mass explosion hazard. This division comprises articles which predominantly contain extremely insensitive substances and which demonstrate a negligible probability of accidental initiation or propagation.

Explosive articles and substances are assigned to one of six divisions and to one of thirteen compatibility groups. Not all compatibility groups are to be found in all divisions. The definitions of compatibility groups in the table below are intended to be mutually exclusive, except for an article or substance which qualifies for Compatibility Group S.

Since the criterion of Compatibility Group S is an empirical one, assignment to this group is necessarily linked to the tests for assignment to Division 1.4.

Compatibility Group	Hazard Division	Article or Substance to be Classified
A	1.1	Primary explosive substance.
B	1.1 1.2 1.4	Article containing a primary explosive substance and not containing two or more effective protective features. Some articles, such as detonators for blasting, detonator assemblies for blasting and primers, cap type, are included, even though they do not contain primary explosives.

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Compati bility Group	Hazard Division	Article or Substance to be Classified
C	1.1 1.2 1.3	Propellant explosive substance or other deflagrating explosive substance or article containing such explosive substance.
D	1.1 1.2 1.4 1.5	Secondary detonating explosive substance or black powder or article containing a secondary detonating explosive substance, in each case without means of initiation and without a propelling charge or article containing a primary explosive substance and containing two or more effective protective features.
E	1.1 1.2 1.4	Article containing a secondary detonating explosive substance, without means of initiation, with a propelling charge (other than one containing a flammable liquid or gel or hypergolic liquids).
F	1.1 1.2 1.3 1.4	Article containing a secondary detonating explosive substance, with its own means of initiation, with a propelling charge (other than one containing a flammable liquid or gel or hypergolic liquids) or without a propelling charge.
G	1.1 1.2 1.3 1.4	Pyrotechnic substance, or article containing a pyrotechnic substance, or article containing both an explosive substance and an illuminating, incendiary, tear-or smoke-producing substance (other than a water-activated article or one containing white phosphorus, phosphide, a pyrophoric substance, a flammable liquid or gel or hypergolic liquids).
H	1.2 1.3	Article containing both an explosive substance and white phosphorus.
J	1.1 1.2 1.3	Article containing both an explosive substance and a flammable liquid or gel.
K	1.2 1.3	Article containing both an explosive substance and a toxic chemical agent.
L	1.1 1.2 1.3	Explosive article or substance containing an explosive substance and presenting a special hazard (e.g., due to water activation, or the presence of hypergolic liquids, phosphides or a pyrophoric substance) and needing isolation of each type.
N	1.6	Articles containing predominantly extremely insensitive substances

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Compati bility Group	Hazard Division	Article or Substance to be Classified
S	1.4	Article or substance so packed or designed that any hazardous effects arising from accidental functioning are confined within the package unless the package has been degraded by fire, in which case all blast or projection effects are limited to the extent that they do not significantly hinder or prohibit fire fighting or other emergency response efforts in the immediate vicinity of the package

Note: Only explosives in Division 1.4, compatibility group S are permitted on a passenger aircraft.



Only explosives in Division 1.3, compatibility groups C and G and Division 1.4, compatibility groups B, C, D, E, G and S are permitted on a cargo aircraft.

9.1.2.15 GASES

This class comprises compressed gases, liquefied gases, gases in solution, refrigerated liquefied gases, mixtures of gases, mixtures of one or more gases with one or more vapours of substances of other classes, articles charged with a gas, tellurium hexafluoride and aerosols.

A gas is a substance which:

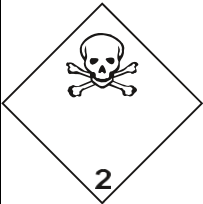
- At 50°C has a vapour pressure greater than 300 kPa (3.0 bar); or
- Is completely gaseous at 20°C at a standard pressure of 101.3 kPa (1.01 bar).

Substances of Class 2 are assigned to one of three divisions based on the primary hazard of the gas during transport.

Divisio n	IATA Code	IMP	Hazard Label	Description

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2.1 Flammable Gas	RFG	 Flame may be black or white.	Definition: Gases which at 20°C and a standard pressure of 101.3 kPa (1.01 bar): Are ignitable when in a mixture of 13% or less by volume with air; or Have a flammable range with air of at least 12 percentage points regardless of the lower flammable limit. Flammability must be determined by tests or by calculation in accordance with methods adopted by ISO. Where insufficient data are available to use these methods, tests by a comparable method recognised by the appropriate national authority must be used. <i>Examples: Butane, Hydrogen</i>
2.2 Non-Flammable, Non-Toxic, Gas	RNG	 The gas cylinder may be black or white.	Gases which: Are asphyxiant—gases which dilute or replace the oxygen normally in the atmosphere; or Are oxidizing-gases which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does; or Do not come under the other divisions. <i>Examples: Carbon dioxide, Neon, Fire Extinguisher, Liquefied Nitrogen Helium</i>
2.3 Toxic Gas	RPG		Gases which: Are known to be so toxic or corrosive to humans as to pose a hazard to health; or Are presumed to be toxic or corrosive to humans because they have an LC50 value equal to or less than 5,000 mL/m3 (ppm). <i>Examples: Aerosols of low toxicity</i> <i>Note: Toxic has the same meaning as 'Poisonous'</i>

Note: Gases and gas mixtures with hazards associated with more than one division take the following precedence:

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- Division 2.3 takes precedence over all other divisions;
- Division 2.1 takes precedence over Division 2.2.

9.1.2.16 FLAMMABLE LIQUIDS

Class 3 includes the following substances:

Flammable liquids;

Liquid desensitized explosives.

Division	IATA Code	IMP	Hazard Label	Description
3 Flammable Liquids	RFL		 <i>Flame may be black or white.</i>	This class has no subdivisions. It comprises liquids or mixtures of liquids or liquids containing solids in solution or in suspension (for example paints, varnishes, lacquers, etc., but not including substances otherwise classified on account of their dangerous characteristics) which give off a flammable vapour at temperatures of not more than 60°C closed-cup test or not more than 65.6°C open-cup test normally referred to as the flash point. <i>Examples: Paint, Alcohol, Petrol, Acetone etc.</i>

9.1.2.17 FLAMMABLE SOLIDS, SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION

This includes substances which, in contact with water, emit flammable gases.

Division	IATA Code	IMP	Hazard Label	Description
4.1 Flammable Solids, Self-reactive, Polymerizing Substances and solid desensitised explosives	RFS			Solids which, under conditions encountered in transport, are readily combustible or may cause or contribute to fire through friction. Self-reactive substances and polymerising substances which are liable to undergo a strongly exothermic reaction. Desensitised explosives which may explode if not diluted sufficiently. <u>Examples:</u> Matches, sulphur <u>Note:</u> Only self-reactive substances of division 4.1 have to be shaded from direct sunlight, stored away from all sources of heat in a well-ventilated area and not to be over stowed with cargo. Loading on aircraft is permitted.
4.2 Substances liable to Spontaneous combustion	RSC			Substances which are liable to spontaneous heating under normal conditions encountered in transport, or to heating up in contact with air, and being then liable to catch fire. <u>Examples:</u> White or Yellow phosphorus, Magnesium diamide.
4.3 Substances which, in contact with water, emit flammable gases	RFW		 The flame may be black or white	Substances which, by interaction with water, are liable to become spontaneously flammable or to give off flammable gases in dangerous quantities. <u>Examples:</u> Calcium carbide, Potassium, Sodium

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9.1.2.18 OXIDISING SUBSTANCES AND ORGANIC PEROXIDES

Division	IATA Code	IMP	Hazard Label	Description
5.1 Oxidising Substances	ROX			Oxidizing substances are substances which in themselves are not necessarily combustible but may generally cause or contribute to the combustion of other material by yielding oxygen. <u>Examples:</u> Ammonium nitrate fertilizer, Calcium chlorate & Bleaches
5.2 Organic peroxides	ROP		  ROP Additional marking	Organic peroxides are thermally unstable substances which may undergo exothermic, self-accelerating decomposition. In addition, they may have one or more of the following properties: • Be liable to explosive decomposition; • Burn rapidly; • Be sensitive to impact or friction; • React dangerously with other substances; • Cause damage to the eyes Examples: Hair dye, hydrogen peroxide solution.

9.1.2.19 TOXIC AND INFECTIOUS SUBSTANCES

Division	IATA Code	IMP	Hazard Label	Description
6.1 Toxic substances	RPB			Substances which are liable to cause death or injury or to harm human health if swallowed, inhaled or contacted by skin. <u>Examples:</u> <i>Arsenic, Nicotine, Cyanide</i>
6.2 Infectious Substances	RIS			Substances which are infectious to human and for animals and include genetically modified micro-organisms and organisms, biological products, diagnostic specimens and clinical and medical waste. <u>Examples:</u> <i>Viruses, Rabies, Diagnostic specimens, Medical waste</i>
6.2 Category B				Any substances not meeting the criteria for category A but not exempted

9.1.2.20 RADIOACTIVE MATERIAL

Division	IATA Code	IMP	Hazard Label	Description
7 Radioactive Material	RRW			Radioactive material means any Material containing radionuclides where both the activity concentration and the total activity in the consignment exceed the values specified in Dangerous Goods Regulation.
				These substances (solids, liquids or gases), known as radio nuclides or radioisotopes, emit certain types of radiation which penetrates material and can be harmful to health – but which, nevertheless, cannot be detected by any of the human senses (Protective factors: shielding material, keep your distance, time limitation).
	RRY			Other material like data storage media may also be affected by the radiation. Most of the radioactive materials shipped as air cargo are intended for use in medical diagnosis and treatment and due to the purpose and half-life time, they are very urgent perishable consignments. The Transport Index (T.I.) indicates the radiation level at one-meter-distance from the external surface of the package. The unit to be used
	RRY			

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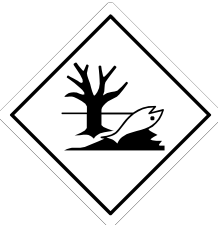
Criticality Safety Index Label		for radiation level is Sievert per hour, Sv/h or mSv/h for smaller units • Category I: RRW 0.0 - T.I. • Category II: RRY 0.1 - 1.0 T.I. • Category III: RRY 1.1 - 10.0 T.I. If damaged or leaking packages contain RRW or RRY, perform the following actions in addition to the general instructions given in the section Damaged Dangerous Goods: Make sure that anybody stays at least 25m (75ft) away from the damaged package(s). <i>Examples: Cobalt, caesium, radium, iodine</i>

9.1.2.21 CORROSIVES

Division	IATA Code	IMP	Hazard Label	Description
8	RCM			A liquid or solid that will cause severe damage when in contact with living tissue or in the case of leakage will damage or even destroy other goods or the means of transport. <u>Examples:</u> Battery acids, Mercury Sulphuric acid

9.1.2.22 MISCELLANEOUS DANGEROUS GOODS AND ARTICLES

Division	IATA Code	IMP	Hazard Label	Description
9	RMD			Substances which could not be classified under the eight other classes, but which present a danger during transport. Automobiles, motorcycles, asbestos, electrically operated wheelchairs, lifesaving equipment. Included in this class are Aviation regulated solid or liquid, any material which has narcotic, noxious, irritating or other properties such that, in the event of spillage or leaking on an aircraft, could cause extreme annoyance or discomfort to crew members so as to prevent the correct performance of assigned duties.
9 Polym eric Beads/ Plastic Mouldin g Compou nd	RSB			Semi-processed products used to manufacture polymeric articles. These are impregnated with flammable gas or liquid as a blowing agent and may evolve small quantities of flammable gas during transportation.
9 Carbon Dioxide, Solid (Dry Ice)	ICE			Carbon dioxide, solid (dry ice) is produced by expanding liquid carbon dioxide to vapour 'snow' in presses that compact the product into blocks.
9 Lithiu m Batteri es	RBI RB M RLI RL M			Cells and batteries, cells and batteries contained in equipment, or cells and batteries packed with equipment, containing lithium in any form. For packages containing lithium batteries prepared in accordance with the following Packing Instructions, the lithium battery Class 9 label shall be used: Section IA or IB of PI 965 and PI 968 <i>Note: For Section IA, in addition to the lithium battery class 9 label, Cargo Aircraft Only (CAO) handling label.</i> <i>For Section IB, in addition to the lithium battery class 9 label, Cargo Aircraft Only (CAO) handling label as and the Lithium Battery mark shall be used.</i>

Division	IATA Code	IMP	Hazard Label	Description
9 Lithium Batteries	EBI EBM ELI ELM			Packages containing lithium cells or batteries prepared in accordance with Section II of Packing Instructions 965 to 970 shall be marked with the lithium battery . <i>Note: For Section II of PI 965 and Section II of PI 968 in addition to the Lithium battery mark, the Cargo Aircraft Only (CAO) handling label shall be used.</i>
9 Environmentally Hazardous Substance	RMD			Packages containing environmentally hazardous substances (UN Nos. 3077 and 3082) must be durably marked with the environmentally hazardous substance mark with the exception of packages containing a net quantity per single or inner packaging of 5L or less for liquids or having a net WEIGHT per single or inner packaging of 5 kg or less for solids - such packages are not subject to the ICAO Technical Instructions other than specified packaging requirements.

9.1.2.23 PACKING

The shipper is responsible for all aspects of the packing of dangerous goods in compliance with these Regulations.

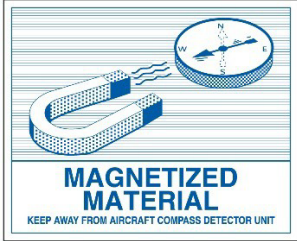
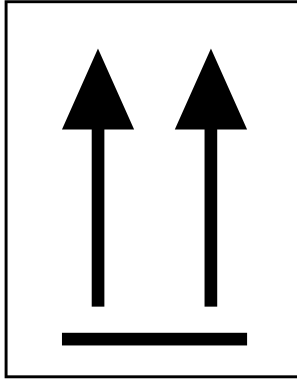
9.1.2.24 MARKING AND LABELLING

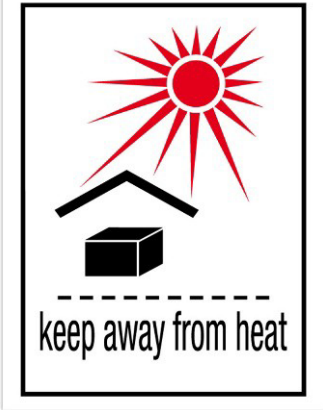
The shipper is responsible for all necessary marking and labelling of each package of dangerous goods and each overpack containing dangerous goods, in compliance with IATA Dangerous Goods Regulations. Each package must be of such a size that there is adequate space to affix all required marks and labels.

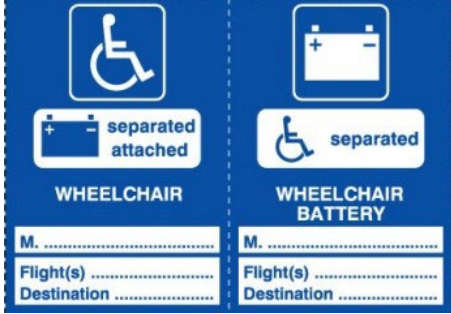
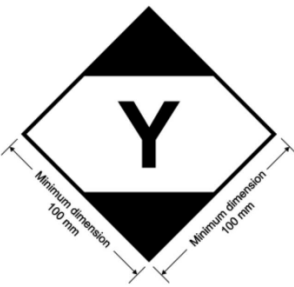
A package must be marked, durably and legibly on the outside of the package with the following (in English):

- A proper shipping name and corresponding UN or ID number, e.g., Flammable liquid, toxic, corrosive, n.o.s. (Cyclopropylamine) UN3286;
- Hazard and handling labels;
- The full name and address of the shipper and consignee.

9.1.2.25 ADDITIONAL HANDLING LABELS AND MARKS

Description	Sample Label/Mark
The Magnetized Material (MAG) label must be used on packages and over packs containing magnetized material	
Cargo Aircraft Only labels shall be used on packages which have been prepared according to a 'CAO' Packing Instruction or on packages where the net quantity exceeds the limits which would be permitted for passenger aircraft. CAO labels shall be affixed adjacent to the hazard label(s).	
Cryogenic Liquid labels shall be used in addition to the Non- Flammable Gas (Division 2.2) hazard label on packages and over packs containing cryogenic liquids. Refrigerated liquid nitrogen carried in Baggage: Insulated packaging containing refrigerated liquid nitrogen (dry shipper), fully absorbed in a porous material and intended for transport of non-dangerous products at low temperature, are not subject to these Dangerous Goods Regulations under certain Conditions.	
"Package Orientation" (This Way Up) labels shall be used on combination packages and overpacks containing liquid dangerous goods, excluding packages containing inner packaging of 120 ml or less, with sufficient absorbent material to completely absorb the liquid contents. Gas tight inner packaging such as tubes, bags or vials which are opened by breaking or puncturing. Each inner packaging must not contain more than 500mL infectious substances in primary receptacles not exceeding 50 ml or radioactive material. At least two labels shall be affixed (on opposite sides). Single packaging does not need to show arrows.	

Description	Sample Label/Mark
Keep Away From Heat label shall be used in addition to the applicable hazard label on the package or over pack containing self-reactive substances in Division 4.1 and Division 5.2, Organic Peroxides.	
The following mark shall be used to identify dangerous goods In excepted quantities which are, as such, transported by air: • Very small quantifies; • Markings, hazard labels and shipper's declaration are not required; • No entry in NOTOC; • No loading restrictions; • UN specification packaging is not required; • Triple packaging shall be used (inner-/intermediate and outer packaging); Completed handling label shall be affixed exceptions shall be observed.	
Packages containing lithium cells or batteries prepared in accordance with Section II of Packing Instructions 965 to 970 and Section IB of Packing Instructions 965 and 968 must be marked with the following mark.	

Description	Sample Label/Mark
This label may be used to assist in identifying whether or not a wheelchair has had the battery removed. The label is in two parts; Part A remains with the wheelchair and indicates whether or not the battery has been removed. In the particular case where the battery is separated from the wheelchair, Part B may be used to assist in identifying the battery and also in reconciling the battery and its wheelchair.	
Packages of dangerous goods shipped under the Limited Quantity provisions must be marked with the Limited Quantities mark.	

9.1.2.26 GHS CONSUMER LABELLING

Some everyday household items bear consumer warning labels which may or may not indicate they are classified as dangerous goods in air transport. All over the world there are different laws on how to identify the hazardous properties of chemicals (called 'classification') and how information about these hazards is then passed to users (through consumer supply labels and safety data sheets for workers). This can be confusing because the same chemical can have different hazard descriptions in different countries. For example, a chemical could be labelled for supply as 'toxic' in one country, but not in another. For this reason, the UN brought together experts from different countries to create the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

GHS LABELS

The two major elements of GHS are classification of the hazards of chemicals according to the GHS rules and communication of the hazards and precautionary information using safety data sheets (SDS) (also known as material safety data sheets MSDS) and labels. The GHS labels may appear on packages to communicate the hazards in the package by

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the use of standardised hazard statements, signal words and diamond-shaped pictograms according to the classification of that chemical or mixture. Precautionary statements may also be required.

While some pictograms identify substances that only pose a hazard for supply and use, other GHS pictograms contain symbols that are largely equivalent to the symbols contained in the hazard labels used in transport and which may therefore indicate that the contents are dangerous goods.

GHS pictograms that contain symbols that also appear on the hazard label used in transport. The presence of these pictograms may indicate that the contents of the package are dangerous goods.

Pictogram	Pictogram Name	Appears on
	Explosive	Explosives, Self-Reactive Substances and Mixtures Organic Peroxides
	Gases Under Pressure	Bottles containing gasses under pressure
	Flammable	Gases, Aerosols, Liquids, Solids Self-Reactive Substances and Mixtures, Pyrophoric Liquids and Solids Self-Heating Substances and Mixtures Substances and Mixtures, Which in Contact With Water, Emit Flammable Gases Organic Peroxides
	Oxidiser	Oxidizing Gases, Oxidizing Liquids and Oxidizing Solids

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Pictogram	Pictogram Name	Appears on
	Toxic	Acute Toxicity, Skin, Oral and Inhalation
	Corrosive	Corrosive to Metal, Skin Corrosion and Serious Eye Damage
	Aquatic Toxicity	Acute and Chronic

Note: The GHS pictograms, as shown above may indicate products which are dangerous goods for transport. There are however national and regional differences which may mean that packages bearing such pictograms are not classified as dangerous goods in transport.

When a substance is required to show corrosive symbol based solely on classification criteria of “serious eye damage” in the GHS classification, the substance does not meet the classification criteria of corrosive materials for transport.

GHS pictograms that identify substances that pose a hazard other than an acute hazard, and which do not pose a risk in transport.

Pictogram	Pictogram Name	Appears on
	Harmful	Harmful to Skin, Oral, Inhalation, Skin Irritation, Eye Irritation, Respiratory Tract Irritation, Narcotic Effects and Skin Sensitisation

Pictogram	Pictogram Name	Appears on
	Respiratory	Respiratory Sensitization, Carcinogenicity, Toxic to Reproduction, Specific Target Organ Systemic Toxicity, Single Exposure, Specific Target Organ Systemic Toxicity, Repeated Exposure, Aspiration Hazard and Germ Cell Mutagenicity

9.1.2.27 SAFETY DATA SHEETS

REACH (Registration, Evaluation, Authorisation & restriction of Chemicals) is a European Union regulation controlling chemicals in Europe. REACH requires for many substances and mixtures, a Safety Data Sheet (SDS) to be provided either before or at the time of first delivery. Section 14 of the EU format SDS provides basic classification information, i.e., UN number, proper shipping name, Class/Division and Packing Group.

9.1.2.28 HANDLING

This Section details the responsibilities of the acceptance, handling and loading of dangerous goods. Fly2Sky does not at present have its own ground handling organisation. Any load classified as or suspected as dangerous goods shall be handled by operators or agents having their own handling department or an agent being approved by the Authority to handle dangerous goods.

The Fly2Sky quality unit together with Ground Handling Manager are responsible to ensure that regular audits or inspections guarantee the suitable qualification for all staff involved in the acceptance of dangerous goods. They further must ensure that all third parties accept and handle dangerous goods according to ICAO Technical Instructions and IATA Dangerous Goods Regulations.

ACCEPTANCE

The acceptance of dangerous goods for air transportation is handled by approved handling agent of the station concerned. The approved handling agent and/or his personnel responsible for accepting dangerous goods for air transportation must be trained as per ICAO Technical Instructions and IATA Dangerous Goods Regulations.

The package or overpack shall be inspected in accordance with the acceptance procedures in the Technical Instructions before being accepted for transport. Before a consignment consisting of a package or overpack containing dangerous goods, Fly2Sky or approved handling agent, by use of checklist, must inspect and verify the following:

- Package or overpack is accompanied by two copies of a dangerous goods transport document or the information applicable to the consignment is provided in electronic form, except when otherwise specified in the Technical Instructions and Dangerous Goods Regulations. Where Dangerous goods transport document is provided in written form, a copy of the document shall be retained on the ground where it will be possible to obtain access to it within a reasonable period until the goods have reached their final destination;

- The English language is used (in addition to any other language provision) for package marking and labelling, and for the dangerous goods transport document;
- The marks on package(s) or overpack(s) accord with the details stated on the accompanying Shipper's Declaration and are clearly visible;
- The quantity of dangerous goods stated on the Shipper's Declaration is within the limits per package on a passenger aircraft;
- Where required, the letter in the packaging specification mark designating the packing group for which the design type has been successfully tested is appropriate for the dangerous goods contained within. This does not apply to overpacks where the specification marks are not visible;
- Proper shipping names, UN numbers, labels and special handling instructions appearing on the interior package(s) are clearly visible or reproduced on the outside of an overpack;
- The labelling of the package(s) or overpack(s) is as required by Technical Instructions and Dangerous Goods Regulations;
- The outer packaging of a combination packaging or the single packaging is permitted by the applicable packing instruction and when visible is of the type stated on the accompanying Shipper's Declaration;
- The package or overpack does not contain different dangerous goods which require segregation according to Table 9.3.A;
- The package or overpack is not leaking and there is no indication that its integrity has been compromised.

Note: The use of acceptance check list allows all relevant details to be checked and the results of the acceptance check to be recorded by manual, mechanical or computerised means.

The acceptance check prior loading of dangerous goods on board is performed by the cargo supervisor of the approved external ground handling or cargo supplier. After a completion of the check, he/she reports to the commander. After the report is made, the commander indicates receipt of the information by signing of the NOTOC.

Only those shipments which are properly classified, documented, certificated, described, packaged, marked, labelled and in a fit condition for air transport according to Technical Instructions and Dangerous Goods Regulations will be accepted.

LOADING, SEGREGATION AND STOWAGE

Dangerous goods must not be carried in an aircraft cabin occupied by passengers or on the flight deck of an aircraft, except as permitted as above. Dangerous goods may be carried in a main deck cargo compartment of a passenger aircraft provided that the compartment meets all the certification requirements for a Class B or Class C aircraft cargo compartment. Dangerous goods bearing the "Cargo Aircraft Only" label must not be carried on a passenger aircraft.

Packages containing dangerous goods, which might react dangerously with each other, must not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage. To maintain acceptable segregation between packages containing dangerous goods having different hazards, the segregation

requirements shown in Table 9.3.A must be observed. Table 9.3.A is extract of IATA DGR. The segregation requirements apply based on all hazard labels applied on the package, irrespective of whether the hazard is the primary or subsidiary hazard.

Note: Incompatible dangerous goods shall also be segregated during acceptance, handling and loading. Operators, freight forwarders and ground handling agents must also ensure that local government regulations applicable to the storage and handling of dangerous goods are complied with. These local government regulations may impose a greater requirement than that specified in Table 9.3.A.

Table 9.3.A											
Label	1.4s	2.1	2.2/2.3	3	4.1	4.2	4.3	5.1	5.2	8	9*
1.4s	–	–	–	–	–	–	–	–	–	–	–
2.1	–	–	–	–	–	–	–	–	–	–	X
2.2/2.3	–	–	–	–	–	–	–	–	–	–	–
3	–	–	–	–	–	–	–	X	–	–	X
4.1	–	–	–	–	–	–	–	–	–	–	X
4.2	–	–	–	–	–	–	–	X	–	–	–
4.3	–	–	–	–	–	–	–	–	–	X	–
5.1	–	–	–	X	–	X	–	–	–	–	X
5.2	–	–	–	–	–	–	–	–	–	–	–
8	–	–	–	–	–	–	X	–	–	–	–
9*	–	X	–	X	X	–	–	X	–	–	–

* Packages and overpacks containing UN 3480 - lithium ion batteries prepared in accordance with Section IA or Section IB of PI 965 and packages and overpacks containing UN 3090 - lithium metal batteries prepared in accordance with Section IA or Section IB of PI 968 must not be stowed on an aircraft next to, or in a position that would allow interaction in the event of damage/fire with packages or overpacks containing dangerous goods which bear a Class 1, other than Division 1.4S, Division 2.1, Class 3, Division 4.1 or Division 5.1 hazard label. To maintain acceptable segregation between packages and overpacks, the segregation requirements shown in Table 9.3.A must be observed. The segregation requirements apply based on all hazard labels applied on the package or overpack, irrespective of whether the hazard is the primary or subsidiary hazard.

Note: An X at the intersection of a row and a column indicates that packages containing these classes/divisions of dangerous goods must be segregated. – At the intersection of a row and a column indicates that packages containing these classes/divisions of dangerous goods do not require segregation.

Classes 6, 7 and 9 are not included in Table 9.3.A as they do not require segregation from other classes of dangerous goods. Packages containing dangerous goods with multiple hazards where the class or division of the primary and subsidiary hazards require segregation in accordance with Table 9.3.A need not be segregated from other packages bearing the same UN number, e.g., UN 3129, Water reactive liquid, corrosive, n.o.s.

LOADING OF MAGNETIZED MATERIAL

Magnetized materials must be loaded so that headings of aircraft compasses are maintained within the tolerances prescribed by the applicable aircraft airworthiness requirements and where practical, in locations minimizing possible effects on compasses. Multiple packages may produce a cumulative effect.

LOADING OF CARBON DIOXIDE, SOLID (DRY ICE)

Carbon dioxide, solid (dry ice) shipped by itself or used as a refrigerant for other commodities, may be carried provided that suitable arrangements are made dependent on the aircraft type, the aircraft ventilation rates, the method of packing and stowing, whether or not animals will be carried on the same flight and other factors. Ground staff shall be informed that Carbon dioxide, solid (dry ice) is being loaded or is on board the aircraft.

As required by IATA DGR, crew and passenger checked baggage containing dry ice must be marked to identify that the baggage contains dry ice and shows the quantity of dry ice or identifies that there is 2.5 kg of dry ice or less, to assist with the handling of passenger and crew checked baggage containing dry ice. The figure below shows an example of a baggage tag, which may be used by ground staff to identify such items of checked baggage.

LOADING OF CRYOGENIC LIQUIDS

Packages containing liquefied refrigerated gases in open and closed cryogenic receptacles may be carried provided that the operator has made suitable arrangements dependent on the aircraft type, loading of other temperature-sensitive cargo and whether or not animals will be carried on the same flight. The operator shall ensure that ground staff are informed that packages containing cryogenic liquids are being loaded or are on board the aircraft and that appropriate precautions shall be taken to ensure that after the cargo door is opened any gas build up is allowed to vent before loading personnel enter the cargo compartment.

LOADING OF EXPANDABLE POLYMERIC BEADS AND PLASTIC MOLDING CPD

A total of not more than 100 kg net weight of expandable polymeric beads (or granules) or plastics moulding compound, referenced to Packing Instruction 957, may be carried in any inaccessible cargo compartment on any aircraft.

9.1.2.29 INSPECTION FOR DAMAGE, LEAKAGE OR CONTAMINATION

Fly2Sky through approved handling agents, takes all reasonable measures to ensure that:

- Packages, overpacks and freight containers are inspected for evidence of leakage or damage immediately prior to loading on a Fly2Sky airplane, in accordance with the acceptance procedures in the Technical Instructions and Dangerous Goods Regulations;
- Leaking or damaged packages, overpacks or freight containers are not loaded on an airplane;
- A process of search and identification of hidden dangerous goods is implemented;
- Any package of Dangerous Goods found on a Fly2Sky airplane is removed, or arrangements are made for its removal by an appropriate authority or organization. In this case the airplane cargo holds shall be inspected to ensure that no damage or contamination has occurred to the airplane or its load;

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- Packages, overpacks and freight containers are inspected for signs of damage or leakage upon unloading from a Fly2Sky airplane and, if there is evidence of damage or leakage caused by Dangerous Goods unknowingly embarked notwithstanding the prohibition, the area where the DG were stowed is inspected for damage or contamination in accordance with the acceptance procedures in the Technical Instructions and Dangerous Goods Regulations

If material is found leaking or damaged while on the airplane, arrangements shall be made for its removal by appropriate authority or organization. In this case the remainder of the consignment shall be thoroughly inspected to ensure it is in a proper condition for transport. In case of any leaking or damage found, Commander has to adhere to the following operational procedure.

Fly2Sky through approved handling agents, takes all reasonable measures to ensure that any contamination found as result of leakage or damage of dangerous goods shall be removed without delay. If radioactive material is involved, an airplane shall be immediately taken out of service for evaluation by appropriately qualified personnel and not returned until the radiation level at any accessible surface and non-fixed contamination are not more than the values specified in the Technical Instructions and Dangerous Goods Regulations.

In case of event of non-compliance with any limit of Technical Instructions applicable to radiation level or contamination Fly2Sky shall:

- Inform shipper if non-compliance is identified during transport;
- Take immediate steps to mitigate the consequences of the non-compliance;
- Communicate the non-compliance to the shipper and relevant Competent Authority (ies), respectively, as soon as practicable and immediately whenever an emergency situation has developed or is developing.

Fly2Sky shall also, within the scope of its responsibilities:

- Investigate the non-compliance and its cause, circumstances and consequences;
- Take appropriate action, to remedy the cause and circumstances that led to the noncompliance and to prevent a recurrence of similar circumstances that led to the noncompliance;
- Communicate to relevant Competent Authority(ies) on the causes of the non-compliance and on corrective or preventive actions taken or to be taken.

9.1.3 SPECIAL NOTIFICATION REQUIREMENTS**APPLICABLE TO: ALL****9.1.3.1 DANGEROUS GOODS NOTIFICATION TO CAPTAIN (NOTOC)**

Whenever a DG shipment or a special load is approved for carriage on a FLY2SKY aircraft, the contracted ground/cargo handling personnel or lessee personnel shall ensure that a copy of the NOTOC or all relevant dangerous goods/special load information is communicated to the FLY2SKY Ground Operations Department via email as soon as practicable, but no later than three hours prior to the scheduled time of departure (STD).

If a copy of the NOTOC cannot be provided 3 hours before the flight, the provided information shall include at a minimum the following details:

DG shipment

- Date of the flight/Flight Number
- Air Waybill (AWB) number
- Proper Shipping Name and UN Number
- Class/Division and any subsidiary hazards
- Packing Group (if applicable)
- Number of packages
- Net quantity or gross weight
- Station of offloading
- State exemption details (if applicable)

Special Load

- Date of the flight/Flight number
- Air Waybill (AWB) number
- Nature of the Load
- Station of loading and offloading

Once the NOTOC or relevant information is received, the FLY2SKY Ground Operations Department shall notify the pilot in command via email prior to the flight whenever a DG shipment/Special load has been approved for carriage. The notification shall include either:

- A copy of the Notification to Captain (NOTOC) or relevant details contained in the NOTOC
- Corresponding Emergency Response Guide (ERG) code, if not already included in the NOTOC.

The ground handling and/or cargo agent shall print three copies of the NOTOC and deliver them to the flight crew as early as practicable prior to departure, but no later than at the time of delivery of the loadsheets.

In cases where the loadsheet is prepared by the flight crew, the NOTOC must be provided no later than 10 minutes prior to the scheduled time of departure (STD).

- The distribution of the three NOTOC copies shall be as follows:
- One copy is to be retained in the flight deck throughout the flight;
- One copy shall remain at the departure station;
- One copy shall be handed over to the ground or cargo handling agent at the arrival station upon arrival.

This written information to the pilot-in-command (NOTOC) must include the following:

- The date of the flight;
- The Air Waybill number (if applicable)
- The proper shipping name (see IATA DGR 8.1.3) (the technical, chemical group

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name(s) shown on the Shipper's Declaration is not required) and UN number or ID number as listed in these Regulations. When chemical oxygen generators contained in Protective Breathing Equipment (PBE) are being transported under Special Provision A144, the proper shipping name of "Oxygen generator, chemical" must be supplemented with the statement "Air crew Protective Breathing Equipment (smoke hood) in accordance with Special Provision A144";

- The class or division and subsidiary hazard(s) corresponding to label(s) applied (see also IATA DGR 8.1.6.9.1, Steps 4 and 5), by numerals and in the case of Class 1, the compatibility group;
- The Packing Group as shown on the Shipper's Declaration (if applicable);
- The number of packages, the net quantity, or gross weight if applicable, including the units of measurement, of each package, except that this does not apply to dangerous goods where the net quantity or gross weight is not required on the Shipper's Declaration for Dangerous Goods (see IATA DGR 8.1.6.9.2, Step 6), or, when applicable, alternative written documentation and their exact loading location.
- For UN 1845: carbon dioxide, solid (dry ice), UN number, proper shipping name, classification, total quantity in each aircraft hold and offload airport;
- For a consignment consisting of multiple packages containing dangerous goods bearing the same proper shipping name and UN number or ID number, only the total quantity and an indication of the largest and smallest package at each loading location need to be provided. For consumer commodities, the information provided may be either the gross weight of each package or the average gross weight of the packages as shown on the Shipper's Declaration;
- The number of overpacks and an indication of which dangerous goods packages are contained in each overpack;
- the number of all packed in one packages and an indication of which dangerous goods are contained in the package(s).
- Any restriction for transport on cargo aircraft only;
- the airport at which the package(s) is to be unloaded; and
- An indication that the dangerous goods are being carried under a State exemption.

When dangerous goods packages are contained in an overpack, the information shall show the overpack information immediately following the entries within it.

When different dangerous goods are contained in one outer packaging, the piece count may be left blank for each entry and shown only for the outer packaging. The information shall show all packed in one information immediately following the entries within it.

The dangerous goods listed in GOM 9.5.1.1 need not appear on the information provided to the pilot-in-command.

In the second part of the NOTOC related to the Special Load, the following information shall be included as a minimum:

- Date of the flight/Flight number
- Air Waybill (AWB) number

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- Station of loading
- Station of offloading
- Nature of the Load
- Number of packages
- Weight
- Supplementary information
- Loading position

The information to the pilot-in-command shall be presented on a dedicated NOTOC form and shall not be by means of Air Waybills, "Shipper's Declaration for Dangerous Goods", invoices, etc. FLY2SKY NOTOC form is available via Centrik. The ground handling and/or cargo service provider may utilize their own form or that of the lessee, provided that its use is formally agreed upon prior to the commencement of a new contractual agreement. The proposed form must be submitted in advance for review and approval by the FLY2SKY Ground Operations Manager, who will verify that it includes all required regulatory and operational information in accordance with applicable standards.

In addition to any language requirements specified by the State of Origin, the ground handling or cargo handling agent must visually verify that the NOTOC is completed in English, ensuring it is clearly understood by the flight crew.

The contracted ground handling personnel responsible for loading the aircraft shall manually sign the NOTOC to confirm that there was no evidence of any damage to or leakage from the packages loaded on the aircraft.

The pilot-in-command shall acknowledge receipt of the information by manually signing a copy of the NOTOC.

Once NOTOC is provided to the pilot-in-command and signed by him/her, he/she shall keep it in the box assy headset stowage so to be readily available during flight in case of an emergency.

In the event of the information to the pilot-in-command being of such a size as to make in-flight radiotelephony transmission impracticable in an emergency situation, a summary of the information shall also be provided by the Ground Operations Department, containing at least the quantities and class or division of dangerous goods in each cargo compartment.

Once the NOTOC has been produced by the responsible ground or cargo handling personnel, the external service provider or lessee personnel shall promptly forward a copy to the FLY2SKY Ground Operations Department.

Subsequently, the Ground Operations Department shall ensure that a copy of the NOTOC is transmitted via email to the Operations Control Center (OCC) as soon as practicable prior to departure. This is to ensure that the Notification to Captain (NOTOC) remains readily accessible to the Flight Operations Officer (FOO) or Flight Operations Assistant (FOA) in order to facilitate an effective emergency response, until the aircraft transporting the dangerous goods has safely arrived at its destination airport.

Notes:

- This includes information about dangerous goods loaded at a previous departure point and which are to be carried on the subsequent flight.
- NOTOC shall be readily available to the FLY2SKY personnel whose responsibilities most closely align with the duties of the flight operations officer/flight dispatcher described in ICAO Annex 6, Part I, Chapter 4.6. These personnel are intended to provide the information required by IATA DGR 9.6.3 to facilitate emergency response.

9.1.3.2 RETENTION OF DOCUMENTATION

The ground/cargo handling agent shall retain a copy of the NOTOC on the ground where it will be possible to obtain access to it within a reasonable period until the goods have reached their final destination. This copy must have an indication from the person responsible for loading the aircraft, that there was no evidence of any damage to or leakage from the packages and an indication on it or with it that the pilot-in-command has received the information. A copy, or the information contained in the notice to the pilot-in-command, must be readily accessible to the designated ground personnel responsible for flight operations until after the arrival of the flight. GRH 3.3.7

Ground/Cargo handling agent is obligated to retain on ground a copy of the NOTOC in the Trip File for a period of no less than three months. There shall be an indication from the person responsible for loading the aircraft, that there was no evidence of any damage to or leakage from the packages and an indication on it or with it that the pilot-in-command has received the information. During the audits and ramp inspection, the external providers shall be able to present retained forms. GRH 3.3.7

FLY2SKY Ground Operations Department keeps electronic copy of the NOTOC which is accessible via EfbOne

[illegible]

9.1.4 RESPONDING TO EMERGENCY SITUATIONS**APPLICABLE TO: ALL****9.1.4.1 GENERAL**

Crew guidance's are based on ICAO DOC 9481 'Emergency response guidance for aircraft incidents involving dangerous goods. The purchase of new edition and to keep guidance up to date for the current revision is the responsibility of manual administrator.

Update process, manual administrator:

- Shall purchase ICAO DOC 9481 before it became effective in secured PDF version;
- Shall review revision of the ICAO DOC 9481 and update OM Part-A accordingly.

9.1.4.2 PROCEDURES FOR RESPONDING TO EMERGENCY SITUATIONS

The following shall be respected:

- Keep flight deck door locked (due to security reason, unauthorised person can use Dangerous goods item as to gain control the A/C and access to cockpit);
- Consider use of appropriate aircraft emergency procedures for fire, smoke or fume removal following QRH procedure;
- Switch NO SMOKING and SEAT BELT sign ON;
- Consider landing at a suitable alternate airport as soon as possible;
- Consider turning off non-essential electrical power;
- Determine source of smoke / fumes / fire;
- Incidents in the passenger cabin, refer to Cabin crew emergency checklist in the CCOM, coordinate cabin and flight deck crew actions;
- Determine emergency response drill code (use table below);
- Use guidance from aircraft emergency response drills chart to help deal with incident;
- If situation permits, notify ATC of the dangerous goods being carrier.

After landing, the following shall be respected:

- Disembark passengers and crew before opening any cargo compartment doors;
- Inform ground personnel / emergency services of nature of item and where stowed;
- Notify MCC and in coordination make an appropriate entry in Technical/Flight Logbook.

Note: Cabin crew emergency checklist for dangerous goods available below each cabin crew seats.

CAUTION

Aircraft emergency response drills shall be followed in this order:

1. Complete appropriate aircraft emergency procedures;
2. Consider landing as soon as practicable; and

3. Use drill from the chart below.

D r i l l !	Inherent Risk	Risk to Aircraf t	Risk to Occupant s	Spill/Lea k Procedur e	Fire Fighting Procedure	Additional Considerati on
1	Explosion may cause structural failure	Fire and/or explosion	As indicated by the drill letter(s)	Use 100% oxygen; no smoking	All agents according to availability; use standard fire procedure	Possible abrupt loss of pressurisation
2	Gas, non-flammable, pressure may create hard in fire	Minimal	As indicated by the drill letter(s)	Use 100% oxygen; establish and maintain Maximum ventilation for "A", "I" or "P" drill letter	All agents according to availability; use standard fire procedure	Possible abrupt loss of pressurisation
3	Flammable liquid or solid	Fire and/or explosion	Smoke, fumes and heat, and as indicated by the drill letter(s)	Use 100% oxygen; establish and maintain Maximum ventilation; no smoking; minimum electrics	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurisation
4	Spontaneously combustible or pyrophoric when exposed to air	Fire and/or explosion	Smoke, fumes and heat, and as indicated by the drill letter(s)	Use 100% oxygen; establish and maintain maximum ventilation	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurisation; minimum electrics if "F" or "H" drill letter
5	Oxidizer, may ignite other materials, may explode	Fire and/or explosion Corrosion	Eye, nose and throat irritation; skin damage on	Use 100% oxygen; establish and maintain maximum	All agents according to availability; no water on "W" drill	Possible abrupt loss of pressurisation

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D r i l l !	Inherent Risk	Risk to Aircraf t	Risk to Occupant s	Spill/Lea k Procedur e	Fire Fighting Procedure	Additional Considerati on
	in heat of a fire	damage	contact	ventilation	letter	
6	Toxic*, may be fatal if inhaled, ingested, or absorbed by skin.	Contamination with toxic* liquid or solid	Acute toxicity, effects may be delayed	Use 100% oxygen; establish and maintain maximum ventilation; do not touch without gloves	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurisation; minimum electrics if "F" or "H" drill letter
7	<i>Radiation from broken/unshielded packages</i>	<i>Contamination with spilled radioactive material</i>	<i>Exposure to radiation and personnel contamination</i>	Do not move packages; avoid contact	<i>All agents according to availability</i>	Call for a qualified person to meet the aircraft
8	<i>Corrosive, fumes disabling if inhaled or in contact with skin</i>	<i>Possible corrosion damage</i>	<i>Eye, nose and throat irritation; skin damage on contact</i>	Use 100% oxygen; establish and maintain maximum ventilation; do not touch without gloves	<i>All agents according to availability; no water on "W" drill letter</i>	Possible abrupt loss of pressurisation; minimum electrics if "F" or "H" drill letter
9	No general inherent risk	As indicated by the drill letter	As indicated by the drill letter	Use 100% oxygen; establish and maintain maximum ventilation if "A" drill letter	<i>All agents according to availability; use water if available on "Z" drill letter;</i>	If "Z" drill letter, consider landing immediately; otherwise, none

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D r i l l !	Inherent Risk	Risk to Aircraf t	Risk to Occupant s	Spill/Lea k Procedur e	Fire Fighting Procedure	Additional Considerati on
10	<i>Gas, flammable, high fire risk if any ignition source present</i>	<i>Fire and/or explosion</i>	<i>Smoke, fumes and heat, and as indicated by the drill letter</i>	<i>Use 100% oxygen; establish and maintain Maximum ventilation; no smoking; minimum electrics</i>	<i>All agents according to availability</i>	<i>Possible abrupt loss of pressurisation</i>
11	<i>Infectious substances may affect humans or Animals if inhaled, ingested or absorbed through the mucous membrane or an open wound</i>	<i>Contamination with infectious substances</i>	<i>Delayed infection to humans or animals</i>	<i>Do not touch. Minimum recirculation And ventilation in affected area.</i>	<i>All agents according to availability, No water on "Y" drill letter</i>	<i>Call qualified person to meet the aircraft</i>
12	<i>Fire, heat, smoke, Flammable vapor, explosion</i>	<i>Fire and/or explosion</i>	<i>Smoke, fumes, heat</i>	<i>Use 100% oxygen; establish and maintain maximum ventilation</i>	<i>All agents according to availability. Use of water if available</i>	<i>Consider landing immediately</i>

Drill Letter	Additional Risk
A	Anaesthetic
C	Corrosive
E	Explosive
F	Flammable
H	Highly ignitable
I	Irritant / tear producing
L	Other risk low or none
N	Magnetic
M	Noxious
P	Toxic* (Poison)
S	Spontaneously combustible or pyrophoric
W	If wet gives off Toxic* or flammable gas
X	If wet gives off Toxic* or flammable gas
Y	Depending on the type of infectious substance, the appropriate National authority may be required to quarantine individuals, animals, cargo and the aircraft.
Z	Aircraft cargo fire suppression system may not extinguish or contain fire, consider landing immediately.

* Toxic has the same meaning as poison.

9.1.4.3 AMPLIFIED PROCEDURES FOR DANGEROUS GOODS INCIDENTS

KEEP FLIGHT DECK DOOR LOCKED

Keep the flight deck door locked.

CONSIDER USE OF APPROPRIATE AIRCRAFT EMERGENCY PROCEDURES FOR FIRE, SMOKE OR FUME REMOVAL FOLLOWING QRH PROCEDURE

Consider use of appropriate aircraft emergency procedures.

SWITCH 'NO SMOKING' AND 'SEAT BELT' SIGN ON;

A smoking ban shall be introduced when fumes or vapours are present and be continued for the remainder of the flight.

9. DANGEROUS GOODS AND WEAPONSIssue 04
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Because of the difficulties and possibly disastrous consequences of any dangerous goods incident, consideration shall be given to landing as soon as possible. The decision to land at the nearest suitable aerodrome shall be made early rather than late, when an incident may have developed to a very critical point, severely restricting operational flexibility.

CONSIDER TURNING OFF NON-ESSENTIAL ELECTRICAL POWER

As the incident may be caused by electrical problems or as electrical systems may be affected by any incident, and particularly as firefighting activities, etc., may damage electric systems, turn off all non-essential electrical items. Retain power only to those instruments, systems and controls necessary for the continued safety of the aircraft. Do not restore power until it is positively safe to do so.

DETERMINE SOURCE OF SMOKE / FUMES / FIRE

The source of any smoke / fumes / fire may be difficult to determine. Effective firefighting or containment procedures can best be accomplished when the source of the incident is identified.

INCIDENTS IN THE PASSENGER CABIN, REFER TO CABIN CREW EMERGENCY CHECKLIST, COORDINATE CABIN AND FLIGHT DECK CREW ACTIONS

Incidents in the passenger cabin shall be dealt with by the cabin crew using the appropriate procedures. It is essential that the cabin crew and the flight crew coordinate their actions and that each be kept fully informed of the other's actions and intentions.

DETERMINE EMERGENCY RESPONSE DRILL CODE

When the item has been identified, the corresponding entry on the commander's dangerous goods notification form shall be found. The applicable emergency response drill code may be given on the notification form, or if not given, can be found by noting the proper shipping name or the UN number on the notification form and using the alphabetical or numerical list of dangerous goods. If the item causing the incident is not listed on the notification form, an attempt shall be made to determine the name or the nature of the substance. The alphabetical list can then be used to determine the emergency response drill code.

USE GUIDANCE FROM AIRCRAFT EMERGENCY RESPONSE DRILLS CHART TO HELP DEAL WITH INCIDENT

The drill code assigned to an item of dangerous goods consists of a number, plus one or two letters. Referring to the chart of emergency response drills, each drill number corresponds to a line of information concerning the hazard posed by that substance and guidance on the preferable action that shall be taken. The drill letter is shown separately on the drill chart; it indicates other possible hazards of the substance. In some cases, the guidance given by the drill number may be further refined by the information given by the drill letter.

IF SITUATION PERMITS, NOTIFY ATC OF THE DANGEROUS GOODS BEING CARRIER

If an in-flight emergency occurs and the situation permits, the commander shall inform the appropriate air traffic services unit of the dangerous goods on board the aircraft. Wherever possible this information shall include the proper shipping name and/or UN number, the

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class/division and for Class 1 the compatibility group, any identified subsidiary hazard(s), the quantity and the location on board the aircraft. When it is not considered possible to include all the information, those parts thought most relevant in the circumstances shall be given.

9.1.4.4 SPILLAGE OR LEAKAGE OF DANGEROUS GOODS

GENERAL

In the event of a spillage or leakage of undeclared dangerous goods within an aircraft, the position where the dangerous goods or unit load device was stowed on the aircraft must be inspected for damage or contamination and any hazardous contamination removed.

Persons responding in the event of damage to or leakage of dangerous goods from packages must:

- Advise immediate supervisor first and get professional assistance;
- Identify the hazards by reference to documentation (Shipper's declaration) or package markings;
- Wear appropriate protective clothing;
- Avoid handling the package or keep handling to a minimum;
- Inspect adjacent packages for contamination and put aside any that may have been contaminated;
- Arrange for decontamination of the aircraft and equipment; and
- In the case of infectious material, inform the appropriate public health authority or veterinary authority, and provide information to any other countries of transit where persons may have been exposed to danger; and notify the shipper and/or the consignee.

If contents come into contacts with body or clothes:

- Thoroughly wash off body with plenty of water;
- Remove contaminated clothes;
- Do not eat or smoke;
- Keep hands away from eyes, mouth and nose;
- Apply for medical assistance.

CAUTION	If it is evident that a package containing radioactive material is damaged or leaking, or if it is suspected that the package may have leaked or been damaged, access to the package must be restricted and a qualified person must, as soon as possible, assess the extent of contamination and the resultant radiation level of the package. The scope of the assessment must include the package, the aircraft, the adjacent loading and unloading areas and, if necessary, all other material which has been carried in the aircraft. When necessary, additional steps for the protection of persons, property

	and the environment must be taken in accordance with provisions established by the relevant competent authority, to overcome and minimise the consequences of such leakage or damage.

CREW PROCEDURE

On the ground:

- Advise ramp agent for coordination with fire services and specialist to remove contamination;
- Inform OCC and MCC about the occurrence.
- During flight (cabin crew action, for detailed procedure refer to the CCOM:
- Identify the item;
- Collect emergency response kit or other useful items;
- Don rubber gloves and smoke hood;
- Move passengers away from area and distribute wet towels or cloths;
- Place dangerous goods item in polyethylene bags;
- Stow polyethylene bags;
- Treat affected seat cushions / covers in the same manner as dangerous goods item;
- Cover spillage on carpet / floor;
- Regularly inspect items stowed away / contaminated furnishings;
- After landing at the next destination apply post incident procedures.

9.1.5 DUTIES OF ALL PERSONNEL INVOLVED**APPLICABLE TO: ALL**

Fly2Sky assigns to contracted third parties some of key responsibilities associated with the carriage of dangerous goods. For example, it may be intended for the checking-in of passengers to be conducted by an approved ramp agent.

9.1.5.1 DETAILED ASSIGNMENTS OF RESPONSIBILITIES

Personnel	Description
Person responsible for Fly2Sky dangerous goods approval	• Oversight and control of the carriage of dangerous goods; • Ensuring all necessary permissions, approvals and exemptions are held; • Generation or acceptance of relevant procedures; • Responding to queries regarding carriage of dangerous goods.
Cargo department/ Cargo sales agents	• Arrangement of the carriage of dangerous goods only in accordance with Fly2Sky stated policy; • Recognition of undeclared dangerous goods. • Ensuring that notices, giving information about the transport of dangerous goods, are displayed in sufficient number and prominence at cargo

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Personnel	Description
	acceptance points.
Person responsible for handling general cargo, mail or stores	• Recognition of undeclared dangerous goods; • Dealing with dangerous goods that are found damaged or leaking during processing for transport; • If there is a dangerous goods incident or accident or if undeclared dangerous goods are detected, a report shall be made to appropriate authorities.
Baggage processing department	• Recognition of undeclared dangerous goods. • Ensuring that notices, giving information about the transport of dangerous goods, are displayed in sufficient number and prominence at cargo acceptance points. • Ensuring that the discovery of prohibited dangerous goods (after passenger has checked in) is reported to the appropriate authority.
Personnel involved in baggage acceptance, processing and loading	• Acceptance procedures for dangerous goods are carried out as required by Technical Instructions and Dangerous Goods Regulations; • Inspection procedure during the processing of dangerous goods for transport are carried out as required by Technical Instructions and Dangerous Goods Regulations; • Recognition of undeclared dangerous goods. • Dealing with dangerous goods that are found damaged or leaking during processing for transport. • Dangerous goods are loaded, segregated, stowed and secured on an aircraft in accordance with Technical Instructions and Dangerous Goods Regulations; • Generation of written information to commander (NOTOC); • Provision of written information about dangerous goods loaded on board to the commander for signature; • Retention of documentation on the ground; • If there is a dangerous goods incident or accident, or if undeclared dangerous goods are detected, a report is made to the appropriate Authority.
Reservations	• Ensuring that information is provided with the passenger ticket or in another manner such that prior to or during the check-in process the passenger receives the information. • Considering passenger requests for approval of the operator for items of dangerous goods requiring such approval.

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Personnel	Description
Persons handling passengers	- Ensuring that the provisions concerning passengers and dangerous goods are complied with. - Ensuring that notices are displayed in sufficient number and prominence at each of the places at an airport where tickets are issued, passengers checked in and aircraft boarding areas maintained, and at any other location where passengers are checked in. - With the aim of preventing dangerous goods which passengers are not permitted to have from being taken on board an aircraft in their baggage, seeking confirmation from a passenger about the contents of any item where there are suspicions that it may contain dangerous goods. - When baggage intended as carry-on is taken by the operator and placed into the cargo compartment for carriage, seeking confirmation from the passenger that dangerous goods which are only permitted in carry-on baggage (e.g., lithium batteries, including power banks) have been removed. - Ensuring that the discovery of prohibited dangerous goods (after a passenger has checked in) is reported to the appropriate Authority.
Cabin Crew	- Ensuring that the provisions concerning passengers and dangerous goods are complied with. - When baggage intended as carry-on is taken by the operator and placed into the cargo compartment for carriage, seeking confirmation from the passenger that dangerous goods which are only permitted in carry-on baggage (e.g., lithium batteries, including power banks) have been removed. - Responding to a dangerous goods incident or accident in the cabin. - Ensuring that a dangerous goods incident or accident in the cabin, or the discovery of prohibited dangerous goods (after a passenger has boarded), is reported to the appropriate Authority.
Operations Personnel	If there is a dangerous goods incident or accident, or if undeclared dangerous goods are detected, a report is made to the appropriate Authority.
Flight Crew	- Recognition of undeclared dangerous goods. - Signature of NOTOC to indicated receipt of information. - If an in-flight emergency occurs, as soon as the situation permits, passage of details of dangerous goods on board to the appropriate Air Traffic Service Unit. - Responding to a dangerous goods incident or accident in the cabin (if operation does not have cabin crew). - If there is a dangerous goods incident or accident, or if undeclared dangerous goods are detected a report is made to the appropriate Authority.

Personnel	Description
Trainers	• Provision of initial and recurrent dangerous goods training commensurate with the responsibilities of the personnel concerned.
Compliance Monitoring Manager, Auditors and Safety Manager	• Ensuring that activities are monitored for compliance with dangerous goods requirements and that these activities are carried out properly under the supervision of the relevant functional area. • Ensuring the initiation and follow-up of internal occurrence / accident investigations. • Collation and assessment of details of dangerous goods incident, accident and discovery of undeclared dangerous goods within the Accident Prevention and Flight Safety Program.

9.1.5.2 IDENTIFICATION OF DANGEROUS GOODS THROUGH X-RAY SCREENING

Persons conducting security screening of checked in and hand baggage shall be alert to the presence of dangerous goods within packages that are not marked and labelled as dangerous goods and/or not accompanied by a Shipper's Declaration. In particular, items such as aerosols, ammunition, gas cylinders (camping gas, cylinders attached to lifejackets, etc.), cigarette lighters and wet acid batteries can be readily identified from x-ray images. Shall suspicions be raised by the size and shape of the contents of a package, consideration shall be given to opening and hand-searching the consignment to verify that no undeclared dangerous goods are present.

9.1.6 CARRYING PERSONNEL WITH DANGEROUS GOODS ON CARGO AIRCRAFT

APPLICABLE TO: ALL

Not in use at Fly2Sky.

9.2 CONDITIONS UNDER WHICH WEAPONS, MUNITIONS OF WAR, AND SPORTING WEAPONS TO BE CARRIED

9.2.1 GENERAL

APPLICABLE TO: ALL

In accordance with Article 35 Chicago Convention, "No munitions of war or implements of war may be carried in or above the territory of a State in aircraft engaged in international navigation, except by permission of such State". Therefore, strict compliance must be adhered to when transporting munitions of war (MUW), Fly2Sky shall not transport weapons of war and munitions of war by air unless an approval to do so has been granted by all States concerned and Security Manager must be informed.

In accordance with the regulations in force in the Republic of Bulgaria, on FLY2SKY flights it is not allowed to carry weapons onto the flight deck or passenger cabin of the aircraft, nor is the presence of armed security guards during the flight.

Fly2Sky shall not transport weapons of war and munitions of war by air unless an approval

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to do so has been granted by all States concerned. Fly2Sky shall ensure that weapons of war and munitions of war are:

- Stowed in the aircraft in a place which is inaccessible to passengers during flight; and
- In the case of firearms, unloaded, unless, before the commencement of the flight, approval has been granted by all States concerned that such weapons of war and munitions of war may be carried in circumstances that differ in part or in total from those indicated in this sub-paragraph.

Refer to: GOM 1.1.6.13.2 CARRIAGE OF FIREARMS IN THE AIRCRAFT HOLD

Ammunitions can be accepted for carriage as checked baggage only with prior approval by Fly2Sky Ground Ops Department.

Only ammunitions in Division 1.4S (UN 0012 or UN 0014 only), in quantities not exceeding 5 kg (11 lb) gross weight per person for that person's own use, excluding ammunition with explosive or incendiary projectiles. Allowances for more than one person must not be combined into one or more packages. Ammunitions must be securely packed and shall be kept separately from the firearm.

Fly2Sky shall ensure that the commander is notified before a flight begins of the details and location in the cargo compartment of any weapons of war and munitions of war intended to be carried. Fly2Sky shall take all reasonable measures to ensure that will be informed on probable transport of any sporting weapons or munitions on any Fly2Sky aircraft.

Fly2Sky accepting the carriage of sporting weapons shall ensure that they are:

- Stowed in the aircraft in a place which is inaccessible to passengers during flight unless the Authority has determined that compliance is impracticable and has accepted that other procedures might apply; and
- In the case of firearms or other weapons that can contain ammunition, unloaded and suitably packed.

CHAPTER 10

SECURITY

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SUMMARY OF HIGHLIGHTS

Localization Title	TOC Index	ID	Reason
10.4.2 SECURITY MEASURES APPLICABLE IN FLIGHT	-	21	Update of the security measures concerning weapons



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10 SECURITY

10.1 INFORMATION, INSTRUCTIONS, AND GENERAL GUIDANCE

10.1.1 POLICY ON THE TRANSPORT OF DANGEROUS GOODS

APPLICABLE TO: ALL

REGULATION (EC) No 300/2008; REGULATION 1998/2015; REGULATION (EU) 2018/1139

This section describes the Company's general policy, measures and procedures for ensuring security to all Company's airplanes during all phases of flight operations i.e., on the ground, and in flight. Fly2Sky requires all personnel involved in flight operations to be familiar, with the Company's security instructions and regulations, and comply with, the relevant EU security requirements and State security programmes.

The Security Manager has overall responsibility for matter affecting security. He will report directly to the Accountable Manager. In addition, he is responsible for the establishment and maintenance of security procedures within the company. He shall also closely co-operate with the relevant Airport Authorities and police in order to ensure co-ordination and compliance with the above. He/she is responsible to decide for the availability of the necessary instructional expertise and also that suitable lecture programmes are part of the training syllabus.

Primarily responsibility of the operator is to protect the passenger's life, aircraft, cargo and mail and own property from damage and destruction. The responsibility of Airport Authorities to take precautions to prevent unauthorised persons gaining access to aircraft operating areas and to the aircraft themselves. Nevertheless, all persons in charge of ground operations units, or agents at airports, are to make immediate representations to the airport authority, if at any time they shall be dissatisfied with the security arrangements, e.g., if there are opportunities for unauthorised access to operational areas.

10.1.2 POWERS OF THE AIRCRAFT COMMANDER

APPLICABLE TO: ALL

The Tokyo Convention and the protocol to amend it specify the powers of the aircraft commander while in flight and describes specific actions to be taken in the event of an unlawful act. In keeping with its provisions, States shall ensure that an aircraft commander is authorised to:

- Protect the safety of the aircraft and the persons and property on board;
- Maintain good order and discipline on board;
- Restrain persons on board who may be a threat to safety;
- Disembark or deliver to the competent authorities' persons who may be a threat to safety;
- Notify the authorities of a State as soon as practicable and preferably before landing in the territory of that State that a person on board is under restraint; and
- Furnish authorities of the State with evidence and information regarding the incident that necessitated the disembarkation and/or handover of a passenger.

10.1.3 FLIGHT CREW MEMBERS IDENTIFICATION**APPLICABLE TO: ALL**

Flight crew members must wear the Crew Member Certificates until they perform their duties inside of controlled airport territory where to passengers have no access. ID card must not be lent or disposed of in any manner. If the card is lost it must be immediately reported to Human resources Manager or Station Manager, as appropriate, and a replacement card obtained.

The ID card is a property of company and shall be returned immediately in the following circumstances:

- Upon request of the competent authority or company;
- Upon termination of employment;
- Upon change of employer;
- Upon change of the need to have access to areas for which an authorisation has been given;
- Upon expiry of the card;
- Upon withdrawal of the card.

10.1.4 CREW BAGGAGE SECURITY**APPLICABLE TO: ALL**

All crew baggage shall normally carry an identification label with company logo and, if found, with request to return by company address. Crew members must not leave their baggage unattended. Crew members must not accept carriage of any parcels from third parties. Any package belonging to a crew member shall always be carried by the crew member concerned onto the aircraft personally and shall not be entrusted to any other crew members. The individual crew member is responsible for the handling and security of his personal baggage.

Adherence to the following procedures is required:

- Keep your bags locked when you are not using them;
- Maintain security of all your carry-on baggage;
- Before leaving hotel, make sure all items in your bags belongs to you and have not been tampered;
- Always keep your bags in view in public areas such as lobbies, boarding lounges, restaurant, restrooms, hotel or terminal buildings;
- Never accept anything for carriage, including letters or envelopes, given by strangers, fellow employees or acquaintances.

10.1.5 FLIGHT CREW COMPARTMENT SECURITY**APPLICABLE TO: ALL**

REFER TO: (ORO.SEC.100; 2018/1139 8.4); (AMC1 CAT.GEN.MPA.135)

All passenger-carrying airplanes of a maximum certificated Take-off mass in excess of 45

500 kg or with a maximum approved passenger seating configuration greater than 60 shall be equipped with an approved flight crew compartment door that is capable of being locked and unlocked from each pilot's station and designed to meet the applicable retroactive airworthiness operational requirements as well as to resist penetration by small arms fire and grenade shrapnel and to prevent forcible intrusions. The design of this door shall not hinder emergency operations, as required in applicable retroactive airworthiness operational requirements.

In all airplanes which are equipped with a flight crew compartment door in accordance with the previous paragraph:

- This door shall be closed prior to engine start for Take-off and will be locked when required by security procedure or outer doors closed or captain's command until engine shut down after landing and any external aircraft door is opened for disembarkation, except when deemed necessary for authorised persons to enter or leave cockpit in compliance with national civil aviation security program, until engine shut down after landing, except when deemed necessary for authorised persons to access or exit is in compliance with National Aviation Security Program;
- Means shall be provided for monitoring from either pilot's station the area outside the flight crew compartment to the extent necessary to identify persons requesting entry to the flight crew compartment and to detect suspicious behavior or potential threat.

10.2 SECURITY OF AIRCRAFT

10.2.1 GENERAL

APPLICABLE TO: ALL

The security measures shall apply with a goal to prevent hiding and to find hidden weapons, explosive materials, other dangerous items in the aircraft or damaging of the aircraft structure. In view of the security area in which the aircraft is parked, the appropriate security measures shall apply.

In general, when a security check or search performed, the personnel in charge of the check or search shall ensure that either:

- Cleaning staff has finished its duties on board and exited the aircraft prior to commencing the check or search; or
- When cleaning staff is on board, there is no interference with the check or search, and security inspected areas are kept from unauthorised access.

After a check or search has been completed, the aircraft shall not be left unattended. Controlled access be maintained to ensure the integrity of the check or search.

The PIC or FO is responsible for the security search of external service panels and cargo compartments. During search, interior and exterior service panels and compartments that are sealed with numbered tamper-evident seals need not to be opened for inspection. However, seals shall be examined for signs of tampering and the seal numbers verified as genuine, perhaps through the use of a log sheet on which seal numbers are recorded. If signs of tampering are evident and/or there is a discrepancy with the seal numbers, the service panel or compartment shall be opened and searched, to ensure that no suspicious objects, weapons, explosives or other dangerous devices have been concealed. Upon

completion, resealing procedures shall be carried out.

10.2.2 AIRCRAFT SECURITY CHECK

APPLICABLE TO: ALL

Security check - checking the passenger cabin for forgotten items of passengers and staff after their departure from the aircraft.

Note: security check is not a substitute for a security search

CAUTION	10% of life jacket pouches stowed under passenger seats shall be inspected at random.

10.2.3 AIRCRAFT SECURITY SEARCH

APPLICABLE TO: ALL

CAUTION	10% of life jacket pouches stowed under passenger seats shall be inspected at random.

An aircraft shall at all times be subjected to an aircraft security search whenever there is reason to believe that unauthorised persons may have had access to it. Aircraft security search. A thorough inspection of the interior and exterior of the aircraft for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles or substances. Security searches of the aircraft carries-out by flight attendant(s), pilots and handling companies' staff in accordance with the A32F security search checklist. The search shall cover all areas of an aircraft in the stamped checklist.

Fly2Sky performs the aircraft security search:

- Before first flight of the day by crew members;
- If any flight crew member was changed; or
- Aircraft was changed within duty time.

Crew members shall follow country requirements the aircraft operates in. Aircraft commander and flight crew members shall follow country requirements the aircraft at the moment is operating.

Security search can be performed:

- By one flight crew member of the crew on ferry or cargo flights; or
- On operation time in passenger version of aircraft cabin crew are searching for areas of their workplace, co-pilot searching the aircraft from the outside and cockpit, if it was left unattended; and
- If possible: Handling companies' personnel inspecting the cargo holds.

Senior cabin crew is responsible for storing of Security search checklists and information on the aircraft security search forms folder in overhead bin. Senior cabin crew is responsible for filing the A320/A321 aircraft security search checklist, filing of form for the aircraft security search marking the searched by cabin crew places in search checklist and for presenting checklist and information form to captain for signing. Senior cabin crew, first officer reports to commander the completion of aircraft security search. On the basis of those reports and signed Loading Instruction Report, aircraft commander shall mark the

places searched by handling companies' staff and pilots on the A320/A321 aircraft security search checklist, to file his/her name and to sign the A319/A320/A321 aircraft security search checklist and the form for information on the aircraft security search as a person responsible for aircraft security search performance.

Aircraft commander responsible for distribution of those forms:

- Filled A320/A321 Aircraft Security Search Checklist is stored along the flight or 24 hours, whichever takes longer, with flight documents; and
- Information on the aircraft security search performance or omission shall be left at the airport of departure together with the aircraft loading documents (Loadsheets) to handling company personnel or together with the aircraft flight log to maintenance organisation's engineer. The form No.6A shall be stored full flight time or 24 hours, whichever takes longer.

10.3 SECURITY SEARCH WITHIN THE EU

10.3.1 SEARCH STANDARDS

APPLICABLE TO: ALL

On request of the Commander, the airport operator shall advise him whether the aircraft is in the critical parts of security restricted areas of the airport or not. In the cases when it is not clear, it shall be deemed that the aircraft is in another than the critical parts of security restricted areas.

An aircraft need not be subjected to an aircraft security check. It shall be subjected to an aircraft security search in accordance with (EC) Regulation 2015/1998 point 3.1. When an area is no longer considered to be a critical part because of a change of security status then the airport shall inform those carriers that are affected. Third countries where the security standards applied are recognised as equivalent to the common basic standards as regards aircraft security are listed in (EC) Regulation 2015/1998 Attachment 3- B.

References to third countries in this Chapter and in Commission Implementing Decision C (2015) 8005 include other countries and territories to which, in accordance with Article 355 of the Treaty on the Functioning of the European Union, Title VI of Part Three of that Treaty does not apply. When aircraft search must be performed.

The aircraft search must be performed in all cases when there is every reason to believe that an unauthorised person could enter the aircraft. On performance aircraft security search, the defined in SM Annex 6 places of aircraft must be searched. An aircraft arriving at a critical part from a third country not listed in Commission Regulation (EU) No. 2015/1998 Attachment 3-B shall be subjected to an aircraft security search any time after passenger disembarkation from the area to be searched and/or the unloading of the hold.

The aircraft which arrives from a Member State to which it came in a transit flight from a third country which is not included in the list of Annex 3-B to the Commission Regulation (EU) No. 2015/1998 shall be deemed as the aircraft arriving from the third country subject to the aircraft security search. An aircraft may be exempted from an aircraft security search if it arrives at a critical part from a Member State or from a third country listed in Attachment 3-B of Implementing Regulation (EU) 2015/1998.

An aircraft arriving at, or departing from, a part other than a critical part shall be subjected to an aircraft security search at any time before departure. An aircraft in transit may be

exempted from an aircraft security search.

If it arrives from a third country not listed in Attachment 3-B of Implementing Regulation (EU) 2015/1998 and one or more passengers disembark the aircraft, then the following shall be undertaken:

- Reconciliation of the remaining passengers and baggage, and
- Verification that no articles were left in overhead bins and seat pockets by the disembarking passengers.

An aircraft that was accessible in a part other than a critical part and is then moved into a critical part shall be subjected to an aircraft security search at any time before departure. If the search is carried out before moving the aircraft into a critical part, the areas of the aircraft searched shall be either sealed, locked or under constant monitoring by persons responsible and trained for protecting aircraft until the aircraft arrives in the critical part.

List of Interior Areas of Aircraft to Examine Aircraft security search of the interior of aircraft shall consist of an examination of all of the following areas, when they are accessible without the use of tools, keys or other aids, without breaking seals, and where a prohibited article could reasonably be concealed:

- Overhead bins;
- Cupboards and storage compartments, including crew storage areas;
- Areas to which passengers have private access, including toilet compartments, showers, bathrooms;
- Cupboards, storage compartments, bars, refrigerators and bins in galley areas;
- Seat pockets;
- Areas that exist under seats, between seats and between the seat and the wall;
- Flight deck, if left unattended;
- 10% of lifejacket pouches.

Aircraft security searches of the exterior of aircraft shall consist of an examination of all of the following areas:

- Aircraft service panels and hatches, if accessible without the use of tools, keys, stairs or other aids, without breaking seals, and where a prohibited article could be reasonably concealed;
- Aircraft hold, unless sealed;
- Items contained within the hold, if accessible without the use of tools, keys or other aids, without breaking seals, and where a prohibited article could be reasonably be concealed;
- Wheel wells, if accessible from the ground without the use of stairs or other aids;
- Aircraft service panels and hatches, if they are not sealed, on performance of aircraft security search shall be opened and their area searched by hands.

Fuselage:

- Avionics bay door;

- External power receptacle access door;
- Three hydraulic system ground services doors:
 - Ground hydraulic connection Yellow;
 - Ground hydraulic connection Blue;
 - Hyd. Reservoir Filling;
- Ground air start connector;
- Ground service conditioned air connector;
- Cargo doors selector doors;
- Ground electric connection;
- Potable water doors;
- Fuel panel.

Engines:

- Starter valve override access;
- Engine oil servicing access;
- Master magnetic chip detector access.

Where an aircraft is in a critical part of the airport-controlled territory, the aircraft security search may be performed whilst service providers are on board the aircraft. Where an aircraft is in a part other than a critical part of airport-controlled territory, the aircraft security search may be performed whilst service providers are on board the aircraft provided that the service providers and their items carried are under supervision.

An aircraft in transit may be exempted from an aircraft security search. If it arrives from a third country not listed in Attachment 3-B of Implementing Regulation (EU) 2015/1998 and one or more passengers disembark the aircraft, then the following shall be undertaken:

- Reconciliation of the remaining passengers and baggage, and
- Verification that no articles were left in overhead bins and seat pockets by the disembarking passengers.

On finding a suspicious item the crew member shall inform the Commander who will verify the information received and, if necessary, relay such information to the person in the company responsible for security and the police service in the airport.

On request by the inspector of the civil aviation administration in the state in which the aircraft is operated and the inspectors of the senior civil aviation authorities performing the inspection of the aircraft documents, the Commander shall submit the A320/A321 aircraft security search checklist or to inform at what company (maintenance or handling) of the last departure airport, there was left the Information on the aircraft security search.

An aircraft security search shall consist of an examination of the interior and exterior areas. The following methods of examination of areas, either individually or in combination, shall be applied:

- Hand search;

- Visual check, for the examination of areas that are empty;
- Explosive detection dogs;
- Explosive trace detection.

The last two methods may only be used as a supplementary method of examination.

The methods selected for searching shall reasonably ensure that no prohibited articles are concealed. During the examination of the interior areas of aircraft, no passengers shall be present in the area to be examined, unless the aircraft is in transit. Where an aircraft is in transit, the aircraft security search may be performed whilst passengers remain on board provided that:

- The passengers are in possession of their cabin baggage when the examination is performed; and
- The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed.

To be effective, aircraft security searches are typically carried out in good lightning conditions, or personnel performing such activities are provided with lightning sufficient for the purpose. The list of prohibited articles for aircraft security searches of the interior of aircraft to be the same as the one set out in Attachment 1-A of Implementing Regulation (EU) 2015/1998.

Assembled explosives and incendiary devices to be considered as prohibited articles for aircraft security searches of the exterior of aircraft.

Information on the aircraft search shall be recorded in the form (Annex No.6A) and for 24 hours or until the end of the flight (whichever is longer) shall be kept in the premises outside the aircraft:

- Flight number;
- Destination from which the previous flight arrived; and
- A reference whether the aircraft search was or was not performed.

In the cases the aircraft search was performed, such additional information shall also be submitted:

- Date and time for the aircraft search; and
- In case the search was not completed, it shall be noted on the form;
- Name, surname and signature of the person responsible for the aircraft search.

Information on the aircraft search form shall be left on ground at each airport before departure together with Loadsheet to handling company or with Flight Log to engineer of maintenance company which performs the services and shall be kept for 24 hours or until the end of the flight (whichever is longer).

Recording of the information as above, may be held in electronic format.

10.3.2 DATA ON SERVICES RENDERING SUBJECTS

APPLICABLE TO: ALL

Only properly trained and competent aircraft crew members and handling companies staff

conducts the searches and checks of aircraft. The crew members shall complete training on the procedures of the aircraft security search and must:

- Be aware of the procedures of the aircraft search;
- On performing his/her duties on board, to prohibit access of unauthorized persons to the aircraft;
- On finding a suspicious item to inform the Commander and the police service in the airport;
- The duly filled-in aircraft security search checklist to keep together with other flight documents. The information on the aircraft search form to leave on ground at each airport
- before departure together with Loadsheets or with the Technical/Flight Logbook. Filed information on the aircraft security search shall be kept for 24 hours or until the end of the flight (whichever takes longer).
- To report all incidents to the Commander, and,
- To report the occurrence and its synopsis to the security manager by filling-in the occurrence report form (ANNEX Nr.4) or to submit electronic occurrence report via Centrik.

10.3.3 BOMB SEARCH ON AIRCRAFT. 2018/1139

APPLICABLE TO: ALL

Regular search of aircraft for suspect explosive device and weapons may be conducted prior to commencing each flight, based on a risk assessment conducted by the appropriate authority. A similar search is required when an aircraft is suspected of being the target of an act of unlawful interference. The difference between the two types is only in the degree and thoroughness of the search undertaken, and these will be dictated by the total circumstances applicable to each situation.

The aircraft search procedure checklists are placed on each Fly2Sky aircraft. Use of such checklist by Explosive ordnance disposals and ground crews is particularly helpful at locations where the only persons familiar with the type or configuration of aircraft are pilots and cabin crew members.

Aircraft searches shall be carried out in isolated aircraft parking position with good lightning conditions. Control of access to the aircraft shall be imposed before starting a search, which shall be carried out with minimum number of persons on board.

Searches shall be briefed not to touch suspicious objects, but to notify the search coordinator, mark the location with a promoted object not touching the device and withdraw from the immediate area to await further instructions. If a suspect device is discovered, the possibility of secondary devices shall not be discounted. Radios shall not be used to transmit within 25 meters of a suspect device.

Searches shall be briefed to look:

- That shall not be there;
- That cannot be accounted for;
- That is out of place.

The Aircraft Search Checklist is adapted to Airbus A320 family aircraft.

All entrance doors, hatches, inlet and exhaust ducts, service and access doors, etc., shall be opened to allow the necessary access to all areas to be inspected. However, a check shall be made to ensure that all doors and covers that were opened for inspection purposes are closed on conclusion of the search.

10.3.3.1 AIRCRAFT A320/A321 BOMB SEARCH CHECK ON GROUND (ANNEX NO 10)

AIRCRAFT INTERIOR

- Forward Galley Area
- Forward Toilet
- Forward Crew Station
- Forward Service Door
- Forward Entrance Door
- Cabin
- Aft Toilets
- All Crew Stations
- AFT Service Door
- AFT Galley

FLIGHT DECK

- Walls, ceiling and floor;
- Coatroom;
- Overhead Baggage Storage — entire area with baggage removed;
- Compartments above baggage rack and coatroom;
- Area above and along sidewall of stowage compartment;
- Forward side of forward toilet.

CARGO COMPARTMENTS

- Forward cargo compartment, especially area underneath hinge snap-panel of cargo door floor covering;
- Wastewater tank compartment;
- Flight-kit boxes;
- Aft cargo compartment (especially area of cargo door hinge joints);
- Zone immediately behind aft cargo compartment.

AIRCRAFT EXTERIOR

- Fuselage (the areas behind/in the following doors and openings shall be checked)

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- Random
- Ground pneumatic connector panel
- Cabin compressor air-inlets
- Cabin compressor access panels
- Cabin compressor air-outlets
- Heat exchanger control access panels
- Heat exchanger outlet guide vanes
- Flashlights (check batteries)
- Seals of first-aid kits for proper condition
- Seals of life raft panels for proper condition
- Accessory compartment door
- Auxiliary tank fuel sump doors
- Cabin pressure safety valves
- Aft wastewater service panel
- Cabin pressure regulator valve
- Aft waste system service panels
- Access door to stabiliser-mechanism
- Tail cone access door
- Aft potable water service panel
- Aft cargo doors
- Forward cargo doors
- Forward potable water service panel
- Ground air conditioning connector door
- External power fuser door
- External power receptacle

LANDING GEAR WHEEL WELLS AND GEARS

- Nose wheel well — area behind access and zip-fastener panels;
- Entire main wheel wells and zone of wing roots LH + RH;
- Gears, wheels — tires, rims, brakes and parts such as struts, drag-braces, beams, arms, actuators, frames and trucks.

WINGS

- Trailing edge flap sections;
- Snap-covers to fuel X-Feed tube;

- Snap-covers to fire-extinguisher bottles;
- Pressure refuelling adapters;
- Inspection snap-covers;
- Fuel vent openings.

ENGINES AND PYLONS**ENGINE AIR-INTAKE, EXHAUST AND FAN-DUCT**

- Engine oil and pneumatic heat exchanger air-inlet scoop
- Engine oil refill cover
- Engine heat exchanger air-outlet door
- Constant speed drive oil refill cover
- Open engine cowl doors and fan cascade vanes. Entire engine installation and all openings on the cowl doors and pylons to be checked.

10.3.4 BOMB SEARCH AND CREW ACTION DURING THE FLIGHT**APPLICABLE TO: ALL**

On taxiing, the primary intention must be to taxi the aircraft to some part of the airport away from the terminal building and evacuate the aircraft in controlled circumstances if at all possible. In flight, the primary consideration must be given to the potential effects of an explosion on board and on the people on the ground, particularly within densely populated areas.

An emergency shall be declared stating the nature of the emergency and the aircraft shall be diverted to the nearest airfield, civil or military, at which it can land safely. 10.2.4.3 When the aircraft is making an approach to land over a densely populated area, it shall be permitted to land at the airport in accordance with current emergency procedures. Its time in the air shall not be prolonged in order to divert to another airfield. When such an object is found, it shall not be touched or moved.

10.3.5 IN-FLIGHT SEARCH FOR EXPLOSIVE DEVICE**APPLICABLE TO: ALL**

It is better that the flight crew search the areas of the aircraft with which they are most familiar:

- Operating crew search the flight deck.
- Cabin crew search the cabin.
- If there is a maintenance engineer on board, he will have an extensive knowledge of the aircraft and may be able to suggest search areas not immediately apparent.

10.3.6 SEARCH PROGRESS**APPLICABLE TO: ALL**

One member of the operating crew will conduct the search while the other controls the aircraft. Particular attention shall be given to small spaces, not easily accessible, including

the avionics bay.

In a crowded cabin, it is essential that the search team is well organised to ensure that the whole cabin area is searched in a logical and methodical manner, with nothing being moved past the search 'barrier' without first being inspected. Before the search begins, the passengers shall be required to identify, and remove, all their hand baggage from the overhead bins and floor, and to place it on their knees, open for scrutiny.

Search cabin as in the checklist (Annex 13). Begin at the flight deck door, work back through the aircraft cabin, the galleys and the toilets. Particular attention shall be given to small spaces between equipment and the inner lining of the aircraft, especially in the galley and toilet areas.

As each section of the cabin is searched, passengers must be moved from their seats and all hand baggage, loose fittings, such as seat cushions, lifejackets and contents of seat pockets etc. removed and examined. After searching the area, all the items removed must be replaced under proper supervision. Searching can be assisted using a powerful electronic torch and, if available, a mirror to observe under seat areas.

If an unusual or unclaimed article is found, it shall not be disturbed. Its position shall be noted, and other articles kept clear of it. The remainder of the aircraft shall be searched to ensure that no more than one unidentified item is on board. Only then, shall consideration be given

to what to do with it/them. Instructions and procedures to be followed during a threat warning during the commence of a flight and when the aircraft is still on the ground. Bomb search checklist in flight is in Annex 13 of this manual bomb search checklist aircraft on ground is in Annex No 10 and Crew actions Checklist on Bomb Threat attached to this section.

10.3.6.1 BOMB THREAT ON GROUND (CREW ACTIONS)

ATC, OPS AND HANDLING AGENT.....NOTIFY

Note: Confirm parking area.

CABIN CREW.....BRIEF

Note: Ensure that:

- **Passengers must not be told;**
- **Prepare to disembark on commander's command via PA;**
- **Disembarkation procedures are established (use main door if practical);**
- **Suspicious objects shall not be touched; and**
- **If taxiing, stop and disembark immediately.**

PASSENGERS.....EVACUATE 500 M AWAY FROM THE AIRCRAFT

COMMANDER.....ENSURE THAT NO PASSENGERS ARE LEFT ON BOARD

10.3.6.2 BOMB THREAT IN FLIGHT – FLIGHT CREW

If an explosive device is suspected, or a suspicious article has been found, the flight crew shall operate in accordance with:

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Refer to: FCOM PRO-ABN-MISC-[eQRH] BOMB ON BOARD Refer to: eQRH ABN-MISC-BOMB ON BOARD

10.3.6.3 BOMB THREAT IN FLIGHT – CABIN CREW

Refer to: FCOM PRO-ABN-MISC-[eQRH] BOMB ON BOARD

WARNING	Do not cut or disconnect any wires and do not open or attempt to gain entry to internal components of a closed or concealed suspect device. Any attempt may result in an explosion. Booby-trapped closed devices have been used on aircraft in the past. Alternate locations must not be used without consulting with an aviation explosives security specialist. Never take a suspect device to the flight deck. The least risk bomb location for the aircraft structure and systems is center of the RH aft cabin door.

EOD PERSONNEL ON BOARD.....CHECK

Note: Announce “Is there any EOD personnel on board?”. By using the initials, only persons familiar with EOD (Explosive Ordnance Disposal) will be made aware of the problem.

WARNING	Do not open the bomb, do not cut bomb's wires, secure bomb against slipping and protect bomb against shocks. Secure in the attitude found and do not lift before having checked for an anti-lift ignition device.

PASSENGERS.....LEAD AWAY FROM THE BOMB

Note: Move passengers at least 4 seat rows away from the bomb location. On full flights, it may be necessary to double up passengers to achieve standoff from the suspect device.

Passengers near the bomb shall protect their heads with pillows, blankets.

All passengers must remain seated with seatbelts on and, if possible, head below the top of the head rest. Seat backs and tray tables shall be in their full upright position.

Service items may need to be collected in order to secure tray tables.

PORTABLE ELECTRONIC DEVICES.....SWITCH OFF

BOMB CHECK FOR ANTI-LIFT DEVICE

Note: To check for an anti-lift switch or lever, slide a string or stiff card, (such as the emergency information card) under the bomb, without disturbing the bomb. If the string or card cannot be slipped under the bomb, it may indicate that an anti-lift switch or lever is present and that the bomb cannot be moved.

If a card is used and can be slid under the bomb, leave it under the bomb and move together with the bomb.

If it is not possible to move the bomb, then it shall be surrounded with a single thin sheet of plastic (e. g. trash bag), then with wetted materials, and other blast

attenuation materials such as seat cushions and soft carry-on baggage. Move personnel as far away from the bomb location as possible.

EMERGENCY EQUIPMENT.....REMOVE AND STOW

Note: Emergency equipment (PBE, fire extinguisher) located close to the LRBL must be removed and stowed in alternate location.

GALLEY/IFE POWER.....OFF

Note: All galley and IFE equipment located close to the LRBL must be switched off.

WARNING

Do not omit the plastic sheets, as the suspect device could get wet and possibly short circuit electronic components causing inadvertent device activation.

Note: Move passengers at least 4 seat rows away from the least risk bomb location (RH aft cabin door). On full flights, it may be necessary to double up passengers to achieve standoff from the suspect device.

Passengers near the bomb shall protect their heads with pillows, blankets. All passengers must remain seated with seatbelts on and, if possible, head below the top of the head rest.

Seat backs and tray tables must be in their full upright position.

CABIN CREW.....NOTIFY COCKPIT CREW

EVACUATION/DISEMBARKATION.....EXECUTE

Note: Evacuate through normal and emergency exits on the opposite side of the “bomb” location. Do not use the door just opposite the “bomb”. Use all available airport facilities to disembark without delay.

10.4 AIRCRAFT SECURITY

10.4.1 AIRCRAFT SECURITY STANDARDS

APPLICABLE TO: ALL

Regardless of where an aircraft is parked at an airport, each of its external doors shall be protected against unauthorised access by:

- Ensuring that persons seeking to gain unauthorised access are challenged promptly; or
- Having the external door closed. Where the aircraft is in a critical part, external doors that are not accessible by a person from the ground shall be considered closed if access aids have been removed and placed sufficiently far from the aircraft as to reasonably prevent access by a person; or
- Having electronic means which will immediately detect unauthorised access: or
- Having an electronic airport identification card access system at all doors leading directly to the passenger boarding bridge, adjacent to an open aircraft door, which only allows access for persons that are trained in accordance with Commission Implementing Regulation (EU) 2015/1998. Such persons must ensure that unauthorised access is prevented, during their use of the door.

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The first paragraph above shall not apply to the aircraft, which is parked in the locked or otherwise protected from the unauthorised access hangar. An effective method to deter or detect illegal access to aircraft is the implementation of frequent but irregularly timed patrols by security personnel. This is particularly important when operations are at their lowest levels and aprons and hangar areas are least frequented. Such patrols are normally conducted by airport personnel.

Additional measures to prevent unauthorised access to passenger aircraft may include:

- Parking aircraft in a well-lightning area; adding security lighting, if necessary;
- When possible, parking aircraft in an observable area;
- Parking aircraft away from fences or buildings that might provide easier access;
- For aircraft parked overnight, depending on the perceived risk at the location, applying a tamper-evident seal to all exterior doors or verifying the identity of all persons who access the aircraft to ensure a legitimate reason for accessing the aircraft;
- For aircraft parked remotely from a loading bridge: – Closing all exterior doors and exterior hatches of the aircraft;
- Removing all stairs;
- Ensuring no portable stairs, lift devices or passenger transfer vehicles are in the immediate vicinity of the aircraft.

For aircraft parked with access to a loading bridge:

- Closing all exterior hatches of the aircraft;
- Closing all exterior doors of the aircraft not served by a bridge;
- Locking the door between the terminal and the bridge;
- Ensuring no portable stairs, lift devices or passenger transfer vehicles are in the immediate vicinity of the aircraft;
- Locking or keeping under constant surveillance doors that provide access to the bridge from the apron or retracting the bridgehead from the aircraft and deactivating the bridgehead positioning controls.

Additional protection of aircraft with closed external doors in a part other than a critical part:

- Where external doors are sealed:
 - The seals shall be tamper-evident, individually numbered and controlled; and
 - Seal numbers shall be recorded and kept at the station by the air carrier for 24 hours or the duration of the flight, whichever is longer; and
 - Prior to accessing the aircraft, the seals and seal numbers shall be inspected for signs of tampering. If tampering is detected or suspected, the relevant parts of the aircraft shall be subjected to an aircraft security search before boarding or loading.
- Where external doors are sealed and the aircraft is then moved into a critical part,

these requirements shall also apply in the critical part.

- Where external doors are closed and the aircraft is in a part other than a critical part, each external door shall also:
 - Have access aids removed; or
 - Be sealed; or
 - Be locked; or
 - Be monitored.

Note: The first dash shall not apply for a door that is accessible from the ground by a person.

Where access aids are removed for doors that are not accessible by a person from the ground, they shall be placed sufficiently far from the aircraft as to reasonably prevent access.

- Where external doors are locked, only persons with an operational need shall be able to unlock these doors.
- Where external doors are monitored, the monitoring shall ensure that unauthorised access to the aircraft is immediately detected.
- Aircraft security on the ground:
 - Whenever possible, aircraft shall be parked away from perimeter fences or any easily penetrable barriers;
 - Aircraft parked overnight shall be parked in controlled area and well illuminated areas;
 - Aircraft parked overnight shall be observed by irregularly timed patrols carried out by airport security staff or law enforcement officers;
 - The engineering staff shall perform protection of the aircraft during maintenance and servicing and prevent access of unauthorised persons onboard the aircraft;
 - The crew members shall perform protection of the aircraft from the moment of arrival of the aircraft until it is left to protection of the engineers or a crew member who is the last to leave the aircraft in the airside on the apron removes the ladders and closes the doors of the aircraft and the hatch in the cargo compartment;
 - Before the flight the Commander shall inform the cabin attendant on the procedures and internal telecommunication in the cases of dangerous situations or in the unlawful attempts to enter the flight deck;
 - Between the flights when the aircraft desolated from the engineering staff or crew members protection of the aircraft is performed by the airport security service.

10.4.1.1 AIRCRAFT SECURITY IN FLIGHT

REFER TO: (ORO.SEC.100; 2018/1139 8.4); (AMC1 CAT.GEN.MPA.135)

The flight crew compartment door shall be closed prior to engine start for take-off and will be locked when required by security procedures or outer doors closed or by the captain's command until engine shut down after landing and any external aircraft door is opened for

disembarkation, except when deemed necessary for authorised persons to enter or leave cockpit in compliance with national civil aviation security program.

The flight crew compartment door is equipped with a peephole for recognition of persons seeking to enter the flight deck and to detect suspicious actions or a potential danger behind the door. The locking mechanism is in the flight deck.

The door opens in the direction of the nose of the aircraft. In case of one pilot left in the cockpit, a flight attendant shall be called to the cockpit, that, if necessary, mechanically lock and unlock the cockpit door, to monitor the situation at the door by visual means, and in case of pilot incapacitation, to act in accordance with procedures described in the CCOM.

Aircraft doors to the flight deck are equipped with a peephole, the doors can be unlocked mechanically from pilots' cabin and from the pilot's seats-electrically. The area outside the flight crew compartment can be monitored by pilots from either pilot's station to extent necessary to identify persons requesting entry to the flight crew compartment and to detect suspicious behaviour or potential threat by cameras in this area.

Pre-flight check of the doors locking/unlocking electrical system and procedures in case of the door's electrical system or cameras system failure.

In accordance with checklist before the engines start it is necessary to check the doors locking/unlocking electrical system, no lights illuminate on doors operational panel shows the doors locking system is serviceable and doors are locked.

The light on doors panel shows the electrical doors operating system failure and the doors lockers are unlocked, but the doors remain in closed position. In case of the next doors electrical system check there was established the electrical system failure, pilots shall lock the doors mechanically.

If there is cameras system failure – pilots shall follow the respective procedures. In case of electrical and mechanical doors locking system failure- pilots can use the hole in the doors, which can be opened only from the cabin side mechanically. In case of electrical system or cameras failure and one of pilots shall leave the cabin, before the leaving the cabin attendant shall be called to be in the cabin and to lock the doors, when pilot is leaving the cabin. Cabin attendant unlocking the doors.

10.4.1.2 COCKPIT ACCESS PROCEDURES DURING THE FLIGHT

GENERAL

During the flight, only authorized persons may be present in the cockpit. Other individuals may be allowed at the discretion of the aircraft commander, provided they do not pose a threat to flight safety or security. Two persons must always be present in the cockpit during flight.

The final decision regarding admission to the flight deck shall be the responsibility of the commander, who shall ensure that:

- All persons granted access to the flight deck are familiar with the relevant security and safety procedures;
- Entry to the flight deck does not distract or disturb the flight crew during the flight; and
- At least two crew members are present on the flight deck at all times. If one of the pilots leaves the flight deck, another crew member (such as a cabin crew member,

technician, or security officer) must enter and remain in the flight deck until the pilot returns. This crew member must be familiar with the procedures and system for opening the cockpit door.

- The door must be opened a minimum period of time necessary for a quick exit or enter to the cockpit.

Door Code Unit shall be used by Cabin Crew as a request to enter the cockpit as alternative to the interphone call.

Cabin Crew shall enter "normal" door-code. Cockpit light turns on and an audible alarm in the flight deck activates. Pilots, by keeping up the security procedure described below, may unlock the door. Pilot-in-command, during pre-flight briefing, informs the crew members about the "normal" and "emergency" security codes and "code phrase" that Cabin Crew members have to remember and can not write down the codes/phrase anywhere. Cabin Crew members, during the flight, before entering code shall cover Door Code Unit keypad by hand so that passengers could not see it.

NORMAL CODE

- It causes a doorbell sound in the Flight Deck;
- The flight crew will select the Flight Deck door switch to Open;
- The Flight Deck door can be pushed and open when on the keypad the green LED light illuminates.

EMERGENCY CODE

- Door opens in 30 seconds (the door remains open for 5 seconds);
- A doorbell sound in Flight Deck after entering a code on the keypad;
- Green and red lights on the keypad inform the cabin crew of the door status.

CODE PHRASE

- The code phrase is used by cabin crew to discreetly alert the flight crew that they are acting under duress or threat of hijacking.
- If used, the flight crew must not unlock the cockpit door and must immediately initiate suspected hijack procedures.

ACCESS TO THE COCKPIT – ENTRY PROCEDURE

Cabin crew shall initiate contact with the flight deck via the interphone system and inform the pilots of their intention to enter the cockpit:

- Upon receiving the call, pilots acknowledge the request.
- Cabin Crew member to enter the normal cockpit access code.
- Cabin crew enters the authorized cockpit access code on the keypad.
- Pilots shall monitor the video surveillance system to verify the area outside the cockpit is secure.
- If no security threat is observed, pilots unlock the cockpit door.
- Cabin crew member enters the cockpit promptly and closes and locks the cockpit door immediately after entry.

HIJACK ENTRY (Use of Code Phrase)

- If under threat (e.g., hijacker present), the cabin crew shall use the designated code phrase to discreetly alert the pilots.
- Upon hearing the code phrase, pilots do not unlock the cockpit door.
- Pilots immediately initiate the “Suspected Hijack” procedure.
- Pilots continue to monitor the video surveillance system to verify the situation outside the cockpit.
- Appropriate security protocols are followed to ensure the safety of the flight.

ACCESS TO THE COCKPIT – EXIT PROCEDURE

If a pilot needs to leave the flight deck during flight for any reason, the following procedure shall be followed to ensure the security and safety of the flight deck:

- The pilot must inform the cabin crew of their intention to leave the flight deck by using the internal communication system.
- Pilots shall monitor the video surveillance system to verify the area outside the cockpit is secure.
- The cabin crew shall carefully check the forward galley area before opening the cockpit door, ensuring that:
- No unauthorized persons are present near the cockpit area; and
- The curtain separating the passenger cabin from the forward galley is drawn.
- Once the area is confirmed secure, the cockpit door may be opened.
- As the pilot exits the flight deck, a designated cabin crew member shall enter and immediately lock the cockpit door behind them.
- The cabin crew member shall take the position of observer and remain on the flight deck until the pilot returns.
- Upon the pilot's return, the cabin crew member may exit the flight deck after the pilot has re-entered and the cockpit door is secured.

PROCEDURES IN CASE OF FAILURE OF VIDEO SURVEILLANCE

The Commander shall necessary make sure who wants to enter the cockpit by using the spy hole.

The Commander will ensure that all persons in cockpit are familiar with the relevant safety and operational procedures, including emergency procedures, Sterile Cockpit Concept and, in particular, the requirement not to distract the flight crew during certain phases of flight. Only authorised persons are permitted access to the flight deck.

In this case:

- The Commander invite Senior Cabin Crew Member to the Flight deck by interphone,
- She / He has to identify herself/himself with position number and family name, adding a specific password, chosen by the Commander during the Preflight briefing.

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- Additional CCM must also attend the forward galley, curtains to be pulled and a big double trolley pulled to block access of the passengers to the area in front the cockpit door.
- Crew member using spy hole ensure that area is clear and open the door for Senior Cabin Crew Member to enter,
- Crew member leaving flight deck and locking the door after himself,
- When Crew member coming back to the flight deck, he/she signaling by pressing appropriate code on keyboard of door locking system,
- Senior Cabin Crew Member using spy hole ensure that area is clear and opens the door for Crew member.

10.4.2 SECURITY MEASURES APPLICABLE IN FLIGHT**APPLICABLE TO: ALL**

In compliance with the aviation security regulations:

- Access of unauthorised persons on the flight deck shall be prohibited;
- The appropriate security measures shall apply to the potentially disruptive persons in flight.

To avoid unlawful interference in flight the flight crew and cabin attendants shall complete the course on actions to be taken with disruptive passengers.

Weapons can be transported only in the cargo compartments, separately from the munitions.

Refer to GOM 1.1.6.13

10.4.3 STERILE FLIGHT CREW COMPARTMENT**APPLICABLE TO: ALL**

REFER TO: (AMC1 ORO.GEN.110(F))

Sterile flight crew compartment procedures shall ensure that:

- Flight crew activities are restricted to essential operational activities; and
- Cabin crew and technical crew communications to flight crew or entry into the flight crew compartment are restricted to safety or security matters.

The sterile flight crew compartment procedures apply to:

- During critical phases of flight;
- During taxiing (airplanes);
- Below 10 000 feet above the aerodrome of departure after take-off and the aerodrome of destination before landing, except for cruise flight; and
- During any other phases of flight as determined by the Commander.

All crew members are trained on sterile flight crew compartment procedures established by the company, as appropriate to their duties, on operator initial or recurrent courses.

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During periods of time when the sterile flight deck compartment procedures are applied, cabin crew and technical crew members shall call the flight crew or enter the flight crew compartment only in cases related to safety or security matters. In such cases, information shall be timely and accurate.

Cabin crew and technical crew use their own discretion to determine whether the situation is related to safety or security matters and whether to call the flight crew. Situations requiring information to the flight crew may include:

- Any outbreak of fire inside the cabin or in an engine;
- A burning smell in the cabin or presence of smoke inside or outside;
- Fuel or fluid leakage.

Person on jump seat in pilots' cabin shall be familiarized with sterile cockpit procedures.

10.4.4 AIRCRAFT SEALING PROCEDURE

APPLICABLE TO: ALL

A specimen of the seal is depicted below:

The seal must be:



- Numbered;
- Resistant to the atmospheric impact (wind, rain, low and high temperatures);
- Leave an indelible trace after opening of the sealed door indicating break of the seal.

The numbers of the seals issued for use shall be registered in the airline. The seals used and damaged in the aircraft shall be recorded on the seal stocktaking sheet, which is placed on the aircraft in flight deck together with reporting forms.

To secure interior or exterior service panels and compartments Fly2Sky is using only seals that are tamper-evident and numbered. In order to prevent any unauthorised use of such seals, the seals of aircraft are stored in aircraft flight deck in folder together with reporting forms. If any doubt discovered regarding the potential misuse of seals or if the integrity of a seal stock is compromised, the person, which discovers the integrity, shall immediately submit the report to Security manager and company Operations control center.

All seals used on aircraft shall be removed and thoroughly search performed of panels and compartments, from which the seals have been removed. Additionally, all seals from the

aircraft shall be removed from flight deck storage and destroyed, in order to prevent their reintroduction onto aircraft. By Security manager new seals will be presented into the aircraft. If the aircraft, used for operations, is left in the airport critical parts of security restricted areas unattended, the ladders shall be removed, and the door closed. In such case, the aircraft can be left seal free.

If the aircraft is removed from operations and left unattended in other than the critical parts of security restricted areas, the officer of the airline, who leaves the aircraft last, shall fill-in the Security Seal Plate. For A32F the following doors/panels shall be closed and sealed by applying security seals in the following order.

Starting from inside the aircraft, doors shall be sealed from inside. The door used to leave the aircraft shall be sealed from outside. Total number of seals is 14 as follows:

1. Passenger Entry Door 1L (from outside);
2. Passenger Entry Door 1R, (from inside);
3. Passenger Entry Door 2L, 4L (2L on A320 and 4L on A321) (from inside);
4. Passenger Entry Door 2R, 4R (2R on A320 and 4R on A321) (from inside);
5. Avionics Bay Door;
6. External Power Receptacle Access Door;
7. Forward Cargo Door;
8. Aft Cargo Door;
9. Bulk Cargo Door;
10. Hydraulic System Ground Services Doors;
11. Hydraulic System Ground Services Doors;
12. Hydraulic System Ground Services Doors;
13. Ground Air Start Connector;
14. Ground Service Conditioned Air Connector.

The Security Seal Plate shall be filled-in before sealing and left in the aircraft.

Note: Used for aircraft sealing seal numbers shall be left on ground at the person, which have sealed the aircraft.

On sealing the aircraft person shall take together with the seals, which will be used for sealing of aircraft, and list of Security Seal Plate. To seal the aircraft and to glue the second seal number on the aircraft sealing places list in accordance with sealed places on aircraft. This list with seal numbers shall be at a person who has sealed the aircraft for 24 hours or the duration of the flight, whichever is longer.

Flight crew members of the airline, engineering staff and engineers of Fly2Sky subcontracting maintenance organisations after sealing the aircraft shall send to Fly2Sky IOCC the seal numbers. IOCC will forward those numbers to next crew members, which will perform the flight on this aircraft.

Provided that in sealing the seal is broken, the number of the seal shall be recorded in the seal stocktaking sheet as void. Only the flight crew members of the airline, engineering staff and engineers of the Fly2Sky subcontracting maintenance organisations shall be

authorised to seal and unseal the aircraft. To serve the goal, the list of persons authorised to enter the aircraft of the airline shall be approved by company President & CEO order.

Prior to entering the aircraft, a representative of the airline shall make sure if the seals are not damaged. He/she shall also sign in the seal stocktaking sheet confirming the check and removal of the seals. If a trespass is detected or suspected, the aircraft security search shall be accomplished. If trespass is detected into the passenger's compartment – passenger compartment, flight deck (if was not locked) and 100% of life vest paunches shall be searched. The person who detected the broken seal shall inform the officer in company responsible for security.

In the cases when the outer door is sealed and the aircraft is moved into the critical parts of security restricted areas of the airport the above procedure shall also apply in the critical parts of security restricted areas.

10.4.5 ACCESS CONTROL

APPLICABLE TO: ALL

The officers of the airport security service shall verify the certificates of the persons entering the airport-controlled area. The officers of the airport security service shall overview movement in the airport-controlled area. On working hours, the staff of the airline shall wear the identity card issued by the airline and the certificate issued by the airport attached to the clothes above the waist in a well visible place.

On arrival to the airport to perform their duties, the officers of the airline, depending on their position and the control system in the airport, shall have access to the aircraft by passing through the control points for the staff of the ground handling services or the flying personnel by passing the control points for the passengers or special airport control points for the flying staff.

10.5 CONTINGENCY MEASURES

10.5.1 PLANNING OF CONTINGENCY MEASURES

APPLICABLE TO: ALL

The flight crew members must be well aware of their duties in the case of unlawful interference. For this purpose, the airline shall perform training of the staff about the actions to be taken in the case of unlawful interference. The personnel of the airline's administration shall act in compliance with the plan of contingency measures.

10.5.1.1 MEASURES TO BE TAKEN IN THE HIJACKING OF THE AIRCRAFT

After assessment of the situation the Commander must attempt to inform the flight controller on the occurring dangerous circumstances. A special attention shall be given to the possible consequences if the flight controllers answer negatively to the requests of the Commander.

The Commander shall execute control over the actions taken by the crew members. If subject to some reasons the Commander is incapable to do so, the co-pilot shall take the command of the aircraft. Provided that there are more flight crew members or personnel of Fly2Sky in the aircraft, they shall give a complete support to the member of the flight crew who is in the command of the aircraft. Considerations must be given that the hijacker of the aircraft can be psychically unstable.

Therefore, the crew members must:

- Cabin crew members using first opportunity shall call pilots on intercom using regular call, and saying secret phrase agreed during preflight briefing shall let pilots understand that aircraft is being highjacked;
- Behave deliberately to avoid excitement of the passengers and by improper actions to evoke attempts of the avoid any conversation without a need or perform actions which can disrupt a balance of such person;
- Behave deliberately to avoid excitement of the passengers and by improper actions to evoke attempts of the passengers to detain the offenders without due consideration of the situation, thus, endangering flight safety;
- Stop servicing of alcoholic drinks;
- Switch on the Fasten the belts and No Smoking signs.

It is highly important to persuade the offenders from entering the flight deck.

In the case of unlawful interference, the Commander or other flight crew member who is in the command of the aircraft, if possible, shall attempt to activate code 7500 in the transponder and report the situation by telecommunication.

10.5.2 MEASURES TO BE TAKEN IN THE THREAT OF EXPLOSION

APPLICABLE TO: ALL

The main questions to be given in all cases to the person reporting about a danger of explosion by the person receiving the message in order to assess such a threat and to give assistance in preparing the responsive actions:

- Where is the bomb?
- When will the bomb explode?
- What is the type of the bomb?
- What does it look like?
- What are the reasons to lay a bomb?

After receiving of such information, the employee shall precisely write down the expressions used by the caller in the beginning of the conversation and replying. It is extremely important for the employee to listen to the entire message in order to characterize the voice of the caller by its pitch, sex, age, to identify if the voice is familiar, the background.

If possible, after receiving of such information, the employee shall immediately give a secret signal to another employee to follow the conversation. Such employee also shall record the text of the conversation, precisely sticking to the expressions and without interpretations. In all cases, the attempts must be made to proceed the conversation about the bomb threat as long as possible. The employees shall adopt the following scheme: one employee gives questions, in the meantime, the other reports the case and tries to identify the number and the location.

To proceed, the questions to be asked:

- Can you tell the place where the bomb is?

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- Can you briefly describe the place where the bomb is? That will give us a chance to warn people on board the aircraft (premises)/ Please define the detonator type?
- Is the detonator activated by a special clock mechanism?
- How much time left until explosion?
- What is your purpose to destroy the aircraft (premise)?
- What are explosive materials?
- Who are you and where are you? To what group of people do you belong?
- Are you sure the bomb explodes as you anticipate?
- Do you have a family? What will they think of you when they know about your deed?
- What are the reasons to express your convictions in such a way?
- Do you think the destruction of the aircraft (premise) will solve your problems?
- Do you understand you are destroying the property of other people?

The questions shall be asked to prevent from answering unambiguously. Measures by company responsible persons to be taken in the threat for explosion at the end of the conversation, such information shall be reported to the company Integrated Operational Control Center (IOCC) and file a report in Centrik. Security manager shall report to the Bulgarian CAA and the country of attack institution, responsible for aviation security.

10.5.2.1 FLY2SKY ASSESSORS CONTACT DETAILS

!!	Name/Surname	Telephone Number	Email
1	Veselin Chakmakov	+359 88 6820187	security@fly2sky.aero
2	Radoslav Kovachev	+359 89 5781355	security.quality@fly2sky.aero

10.5.2.2 MEASURES TO BE TAKEN AFTER THE THREAT TO DESTROY AIRCRAFT ON GROUND

The following shall be respected:

- Passengers and crew members leave the aircraft; their baggage is unloaded;
- Immediately notify Ground security service
- The aircraft shall be removed to a remote parking place;
- Passengers, crew members and their baggage shall be isolated and repeatedly searched;
- Security search of the aircraft.

10.5.2.3 MEASURES TO BE TAKEN AFTER THE THREAT TO DESTROY AIRCRAFT IN THE AIR

On receiving of a threat to destroy the aircraft in the air, after consultations with the flight

control center, the Commander shall return to the aerodrome of departure or land in the nearest suitable airport. After choosing the airport, information about the decision shall be sent to the flight control center, the search and rescue center, police, fire-fighting service, first aid and airport aviation security service.

10.5.3 DETECTION OF A SUSPICIOUS OR PROHIBITED ITEM

APPLICABLE TO: ALL

After finding a suspicious item (explosive device) during the flight the following measures shall apply:

- Make sure that it is an explosive device indeed;
- Take care of the device and prohibit access of other persons;
- Inform the flight controller about the view, location, size, strange sounds. Send the distress signal (code 7700);
- Endeavoring to minimize the effect of the explosion it is recommended;
- Move the passengers at least three rows from the place of the potential explosion and instruct them to be fasten with seat belts and to keep the heads below of the tops of the seat backs;
- Put the backs of the seats in the vertical position;
- Portable oxygen, bottles of alcohol and first aid kits be removed from the vicinity. Fire extinguishers shall be readily available;
- Cover the place of the potential explosion by items available in the aircraft (overall, pillows, baggage, backs of the seats) which can reduce the effect of the explosion;
- Warn the passengers about the situation and inform about the intended landing in the nearest airport, advise them to bend forward, cover the head with hands and put it on the knees;
- Immediately after landing disembark the passengers and follow the directions of the operational group.

Actions to be taken on finding a suspect explosive device during a search. There are four steps that shall be taken by anyone that finds a suspicious item during the search, in order to ensure the safety of personnel and minimum disruption to operation.

The four steps and the order in which they shall be executed are as follows:

- Confirm;
- Clear;
- Cordon; and
- Control.

CONFIRM

Confirm that the object found shall actually be reported as a suspect explosive device. Check for labels or tags giving possible information of the owner. Do not attempt to move the object in order to gain better access to it since it may be equipped with an anti-handling device that may cause it to detonate.

Eliminate the possibility that the suspect object is private property, such as crew baggage, left unattended by anyone in the immediate area. Do not take too long in carrying this action since the device may be on a timer or able to be detonated by remote control. Note its exact location. Make brief notes of its appearance and mark its position, if necessary, with a distinct item to assist police or Explosive Ordnance Disposal (EOD) expert in identifying the object on their arrival.

Access the validity and likelihood of the suspect object being in that location. Ask did the:

- Object is placed in a position to kill personnel or destroy resources; and
- Target is valuable, vital, attractive or under threat from possible attack.

Once satisfied that the suspect object could be an explosive device, carry out the next three steps and take the necessary actions as defined in location contingency plans. If any doubt, treat as a suspect explosive device.

CLEAR

Clear all persons, including any search teams, from the immediate area of the suspect device. A minimum initial distance of 100 m shall be achieved, but the actual circumstances, i.e., the presence of large areas of glass or flammable or explosive substances in the vicinity of the device, the possibility of building collapse, or local contingency plans, may dictate a larger distance. At the same time, ensure that relevant duty personnel such as the airport security officer or duty airport officer are notified about the suspect device according to local contingency plan.

CORDON

Establish a cordon to prevent anyone from gaining access to the area. The size of the cordon will depend on the site of the incident, the size of the suspect device and the protection of cordon personnel. A good baseline is to ensure that cordon personnel are out of line of sight of the device.

Establish one cordon entry point and ensure that nobody approaches the device unless authorised by the incident commander. It is not unusual for senior management and other persons to insist that they shall view the device in order to give a second opinion, but they shall be politely denied access until Explosive Ordnance Disposal (EOD) expert have arrive and confirm that it is safe to do so.

Police may deploy outer cordon on access routes in order to ensure safe evacuation and the rapid arrival of emergency services.

CONTROL

Establish an incident control point as the central control area for the incident, until police or specialised staff arrive on the scene and take command. Relevant personnel shall be informed according to local contingency plans about the suspect device, if they have not been informed. The persons who discovered the device shall remain in order to assist police and Explosive Ordnance Disposal (EOD) expert.

The police shall assume control on their arrival and dictate further actions as necessary. Nominate a rendezvous point outside the cordon for all other agencies that will be arriving at the incident. Follow further local procedures or instructions for suspect explosive device incidents. Emergency services such as fire and ambulance crews shall stand by at the rendezvous point outside the cordon to deal with the results of any explosion or fire.

In the event of explosion, first aid shall be rendered immediately to injured personnel, followed by the implementation of established damage control procedures. After the effects of explosion are under the control, the search shall be continued in case there are secondary explosive devices.

DEFINITIONS

In dealing with suspect explosive device incidents, it is important to use common terminology so as to minimize misunderstandings. The following definitions are used by many Explosive Ordnance Disposal (EOD) expert and agencies, and it is recommended they be adopted by Member States when dealing with incidents and in reporting incidents to ICAO:

Improvised explosive device (IED). An explosive device placed or fabricated by perpetrators of an act devised from non-military components;

Bomb threat.

The manner in which an IED incident starts. This is usually received by telephone, but also covers an alarm raised by the discovery of a device;

Bomb alert.

Issue once a bomb threat has been investigated or assessed, and discredited, as no device was found, and any precautionary measures have been relaxed and normal activity resumed;

False alarm.

Occurs when a suspect IED was discovered, and Explosive Ordnance Disposal (EOD) expert resources tasked. investigation of the item by Explosive Ordnance Disposal (EOD) revealed the item to be innocent, i.e., left without evil intent and containing no explosive device or substance; and

Hoax.

Occurs when a suspect IED was discovered, and Explosive Ordnance Disposal (EOD) expert resources tasked. Investigation of the item by Explosive Ordnance Disposal (EOD) expert revealed it to be constructed to resemble a viable IED but containing no explosive or dangerous substance.

10.5.4 FAILURE OF THE SECURITY EQUIPMENT

APPLICABLE TO: ALL

Not applicable to Fly2Sky.

10.5.5 STRINGENT MEASURES IN THE CASE OF THE INCREASED THREAT

APPLICABLE TO: ALL

Under conditions of the increased danger more stringent security measures shall apply for which implementation the efforts of all ground handling services and their staff are needed.

At the airport:

- Maximum decrease of the entrance gates to the airport;
- Cancellation of the sightseeing tours in the airport;

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- Check of the passenger's documents at the entrance gates to the airport;
- Strict control for access to the service premises;
- Permanent check of the waste-boxes;
- Broadcast of aviation security information through the local public address system;
- Update of the evacuation plans in the case of accident;
- Permanent inspection of the public and service premises;
- Check of documents for the whole staff.

Access to the security restricted areas:

- Check of documents and search of the whole staff;
- Permanent search of the vehicles before entrance to the security restricted areas;
- Check of the passes of the persons busy at the aircraft;
- Additional control points at the entrance to the security restricted areas.

Aircraft:

- Full interior and exterior inspection of the aircraft;
- Additional protection (in particular, after inspection)
- Strict check of the passes of the persons busy at the aircraft;
- Permanent control over the aircraft necessary supply;
- Instructions for the maintenance staff in the case of a danger to aviation security.

Passengers:

- Baggage identification before each boarding;
- Removal of batteries and other power supply sources from the hand luggage.

Checked-in baggage:

- Screening and hand search of all checked-in baggage;
- Screening and hand search of all checked-in baggage of the transit passengers.

Cargo and Mail:

- Collection of cargo and mail from the unknown consignors shall be prohibited;
- Permanent inspection and search of the whole cargo and mail;
- Protection of cargo and mail on transportation from the terminal to the aircraft;
- Protection of cargo and mail during loading;
- Check of documents and mail seals of cargo before loading;
- In special cases, transportation of cargo and mail shall be suspended.

10.5.6 FLIGHT INTO THE REGIONS OF THE INCREASED RISK

APPLICABLE TO: ALL

In flights into the regions of the increased risk a probability for the acts of unlawful interference may increase. In accordance with the threat levels issued by applicable state aviation security authorities, to establish the stringent measures, mentioned above. Therefore, a special attention of the airport services, crews, maintenance and security services shall be given to such flights.

At the airport:

- After security search the aircraft ready for the flight shall be confided to the security service;
- The maintenance staff shall undergo check of documents and search. Maintenance shall be performed only by the approved personnel;
- Close inspection of the documents of the passengers, identification of the passengers;
- Screening and hand search of all hand luggage;
- Check and search of all transit and transfer passengers of the particular flight;
- Only the passengers to the flight shall enter the sterile area;
- Escorting of the passengers from the sterile area to the aircraft;
- Screening and hand search of all checked-in baggage. Interviews during check-in and baggage screening;
- A repeated check of the documents and identification of the registered baggage before boarding;
- The aviation security staff shall remove from the aircraft only after the aircraft leaves for the runway.

Flight crew:

- All crew members shall complete inspection of documents and screening and hand search;
- The crew shall be briefed about the peculiarities of the region to which the aircraft leaves, warning for vigilance.

At the destination airport:

- Under no circumstances leave the aircraft without attendance. Confide the aircraft to the aviation security service in a necessity to leave the aircraft;
- Watch the boarding of the passengers and the loading of baggage, cargo and mail. In a case of a concern, abort boarding, loading of cargo and mail and inform the aviation security service. Resume boarding and loading after elimination of concern or removal of the identified deficiencies.

In the case of a conflict with passengers, the Commander shall warn the passengers about the responsibility according to the legal acts of the Republic of Bulgaria. If the flight has to be discontinued due to the incident, the aircraft shall return to the departure or alternate airport. The Commander shall report the incident in-flight to the flight controller and after landing to the security manager.

10.5.7 CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR (CBRN) THREATS

APPLICABLE TO: ALL

The threats from the use of Chemical, Biological, Radiological and Nuclear (CBRN) materials for terrorism remain high and are evolving. The future threats are likely to come from the use of chemical and biological weapons. Fundamental threat types: solid, liquid, gas. CBR agents are by their nature most effective in closed and weather-proofed environments. Therefore, threat scenarios involving the distribution of CBR agents in the aircraft cabin or in closed and crowded places such as airport terminals have been identified as plausible scenarios.

Possible in-flight mitigations of powders, gas, fumes, smoke:

Use of existing emergency procedures:

- Smoke evacuation;
- Use crew oxygen masks as required;
- Turn off cabin recirculation fans;
- Increase pack flow to HI;
- Set cockpit ventilation to HI;
- Isolate cargo ventilation;
- Try to identify smoke source.

Use of oxygen in positive pressure breathing mode (to flight crew) if smoke, toxic gas in flight deck:

- The oxygen is supplied at a positive pressure within the nose cone;
- This pressure prevents the entrance of smoke or fumes from cabin and reduces mask fog.

Passenger cabin smoke protection:

- Remove smoke from the passenger cabin through uninterrupted changes of cabin air with outside air.
- An air change rate at least once every 5 min. for at least 30 min. continuous period.
 - Develop a specific procedure (if You know the nature of smoke, smell etc.):
 - Normal rapid evacuation: clear the air or fumes using normal procedures – time a few minutes (approximately 5 min);
- How to mitigate a highly lethal nerve gas threat:
 - Intended rapid depressurisation: aircraft would be immediately depressurized - time is a few seconds! Brutal procedure- high risk of injury or fatalities:
 - Only consider it below FL 250;
 - Hypoxia;
 - Low temperature;
 - Structure damage;

- Immediate decent.

To recognise the CBRN materials attack it's very difficult, due to sickness symptoms the injured persons can start to feel in some hours and this time to each person can be different. To find the reason of sickness can be very difficult and on first stage of sickness can be reviewed like unexplained casualties (UXC).

10.5.7.1 HOW TO RECOGNISE THE ATTACK WITH CBRN MATERIALS

PART 1: ASSESSMENT

IS THERE AN OBVIOUS CAUSE? IS THERE AN OBVIOUS CAUSE?

- In an incident involving a single casualty, or in some cases several casualties, the causes of injury or illness may be immediately obvious or become so after basic enquiries. Such circumstances would include:
 - Tripping or falling;
 - Being hit by an object or a vehicle;
 - Being attacked by another person, with or without a weapon;
 - Having been exposed to exceptionally high temperatures or other unusual climatic conditions;
 - Having a diabetic or heart attack, an epileptic fit or allergic reaction; and
 - Reacting to alcohol or drugs.
- There may also be factors which increase the likelihood of some of these possibilities, such as reactions to seeing others ill or suffering;
- If there is no obvious cause for the injury or illness, and especially where:
 - Multiple / escalating number of casualties are involved, or a number of people are feeling unwell;
 - Those affected are positioned very close together;
 - Most or all people in an area are affected; and
 - All are exhibiting similar symptoms.

Staff shall quickly determine whether there are any suspicious circumstances. When deciding how to respond, points to consider are:

HAVE THERE BEEN ANY CHANGES TO THE LOCAL ENVIRONMENT?

- Is there an obvious and unusual smell?
- Can you see unusual smoke or mist?
- Can you see an unusual liquid or powder on or near people? (Note that the presence of a white or similar powder alone, with no obvious reactions, is far more likely to be an accidental spillage of a benign substance.)
- Can you see any unattended or suspicious objects in the immediate vicinity?

HAS THERE BEEN ANY SUSPICIOUS ACTIVITY IN THE AREA?

- Have there been any reports of people throwing or squirting unknown materials?

ARE THERE ANY PHYSICAL EFFECTS ON PEOPLE?

- Have people noticed a change to their sense of smell or taste?
- Are eyes beginning to sting or water?
- Are they becoming disorientated?
- Is people's vision being affected?
- Are people foaming at the mouth, drooling or vomiting?
- Are people struggling for breath or panting?
- Have people's eyes or skin become irritated?
- Are people collapsing and/or twitching?

PART 2: RESPONSE**REMOVE, REMOVE, REMOVE**

Stay away from the hazard, towards fresh air and away from the scene. Avoid confined spaces and low-lying areas. Call and gesture to people: do not enter a contaminated scene. Once in fresh air, remove outer garments if you believe they are carrying contamination. This is an urgent priority action.

Removing over garments is a very effective means of achieving initial decontamination; but care must be taken to avoid close contact with the eyes, nose and mouth. Keep away from all from all discarded clothing and discourage people from eating, drinking or smoking.

Remove any visible contamination from skin. This action will require specialist support from emergency services responders, but if that is not immediately available, blot any obvious contamination with a soft absorbent material. If the skin is painful or itchy, or if material enters the eyes, then rinse continually with water.

Acid attacks, if you believe acid or other corrosive substances have been thrown, apply copious amounts of water and ensure full details are passed to medical responders.

10.6 SERVICES TO PASSENGERS OF SPECIAL CATEGORIES**10.6.1 DIPLOMATS AND OTHER PRIVILEGED PASSENGERS****APPLICABLE TO: ALL**

The purpose of security measures is to accept special categories of passengers to be transported by aircraft complying with the aviation security standards. These security measures apply to all flights of FLY2SKY. The responsible FLY2SKY representative responsible for implementing aviation security measures at the station is responsible for compliance with all these security measures. The ground operations service provider engaged by FLY2SKY is familiar with security measures related to special categories of passengers.

In the Republic of Bulgaria, the Civil Aviation Directorate in coordination with the responsible bodies may determine the categories of passengers to be subjected to special security screening procedures or be excluded from security screening for justified reasons.

VIP PASSENGERS AND DIPLOMATS

The passengers named as VIP and those who are allowed to use VIP premises maintained

by the airport operator are also subject to security screening.

The Civil Aviation Directorate of the Republic of Bulgaria, in coordination with the responsible bodies, organizations and other entities may determine exemptions from the security screening.

Persons to be exempted from security screening, including their personal baggage, are:

- a. the President of the Republic of Bulgaria;
- b. the Prime Minister of the Republic of Bulgaria;
- c. ministers of the Government of the Republic of Bulgaria;
- d. representatives of foreign countries if paying an official visit to the Republic of Bulgaria;
- e. the Patriarch of the Bulgaria Orthodox Church and heads of other religious communities paying an official visit to the Republic of Bulgaria; and
- f. ambassadors of foreign states, if on official business.

The airport operator must be informed in advance in good time of the arrival of such persons, by the ministry responsible for foreign affairs (if persons representing foreign states or heads of religious communities on official visit to the Republic of Bulgaria or foreign ambassadors travelling on official duty are concerned), or by the services responsible for protocol under the General Secretariat of the government, cabinet of the President of the Republic or Bulgaria Orthodox church.

In cooperation with the ministry responsible for internal affairs (MIA in the Republic of Bulgaria), the ministry responsible for foreign affairs and the security services, the Directorate may define other categories of passengers who for objective reasons may be subject to special security screening procedures or may be excepted from security screening.

FLY2SKY and the airport security service are notified in good time about the route plan for persons exempted from security screening.

Special procedures for acceptance of these persons shall be prepared.

DIPLOMATIC CONSIGNMENTS

A diplomatic consignment may be exempted from security screening or be subjected to special security screening procedures, provided that the conditions prescribed by the Vienna Convention on Diplomatic Relations are met. Couriers and their personal baggage shall be subjected to security screening.

PASSENGERS WITH DISABILITY

When booking or buying a ticket, these passengers shall inform the air-carrier about the nature of the reduced mobility limitation of the passenger.

For passengers with reduced mobility and passengers of special categories, the nature of disability shall be taken into account to determine security screening measures. If a passenger uses a wheelchair, crutches, stick or stretchers, these aids are screened as cabin baggage.

A hand search is performed in all cases when regular procedures are not appropriate (disabled persons, persons on stretchers, passengers with a pacemaker, etc.) in a special place not visible for other passengers.

Such passenger and his/her cabin baggage will be accompanied by an authorized person to the sterile area.

10.6.2 POTENTIALLY DANGEROUS PASSENGERS

APPLICABLE TO: ALL

Fly2Sky requires security operations personnel at each departure airport to ensure that the security practices and/or procedures of security operations personnel who have contact with passengers include behaviour detection methods designed to identify individuals who may pose a threat to civil aviation and require additional security measures.

FLY2SKY considers as potentially dangerous passengers:

- DEPU (Deported-unaccompanied);
- DEPA (Deported-accompanied);
- INAD (Not allowed);
- People with mental illness
- Persons with undisciplined behavior

Deportee DEPU

Persons who have legally or illegally entered a member-state and later the authorities have officially ordered them to leave the member-state.

Fly2Sky DOES ACCEPT for transport any deportee DEPU for flight with regular passengers.

A person under lawful arrest DEPA

A person who has spent time under arrest and has been subjected to legal or administrative prosecution has to be transported

FLY2SKY DOES ACCEPT for transport a deportee DEPA for flight with regular passengers.

Inadmissible person INAD

A passenger refused admission to a State by its authorities or refused onward carriage by a State authority at a transfer point because he or she lacks the required visa, has an expired passport etc.

10.6.3 UNRULY PASSENGER POLICY

APPLICABLE TO: ALL

Unruly passengers:

1. FLY2SKY qualifies as disruptive passengers, are such passengers that commit some of the following acts:
2. A physical or verbal attack or threat, inadequate behavior, sexual aggression or molestation on ground, on board or inflight, towards others passenger, employee of FLY2SKY.
3. Inadequate behavior after signs of intoxication from alcohol or drug abuse.

4. Refusal to obey the security or safety instructions of the pilot in command or the member of the crew authorized by the captain
5. Intentional damage or destruction of property of the FLY2SKY.
6. Smoking in lavatory or elsewhere on board, this is security and safety threat for the flight.

Methods and procedures against potentially dangerous passengers (deported, inadmissible persons, persons subject to prosecution).

Level 1 incident - Disruptive behavior (suspicious or verbally threatening) - Verbal Warning. Passenger stops disturbance; no other action needed (no report needs to be filed) No need to inform the pilot in command.

Level 2 incident - Passenger continues disturbance – Written warning.

Depending on the type of incident an application form is completed, which is signed by the PIC.

- Attachment-10.2
- Attachment-10.1
- Attachment-10.2

Level 3 incident - Passenger still continues disturbance, after giving him the written warning.

If the final warning protocol does not produce result, the possibility for following the flight plan or for landing at the nearest airport (for assistance from law enforcement authorities) shall be taken. The respective traffic controller shall be informed for a decision for landing and the need for assistance.

Passenger disturbance report Attachment-10.4 is prepared.

After the landing, the offender shall be forwarded to law enforcement agency's representatives along with a copy of the report and further clarification as needed.

Every disruptive passenger incident is documented and the relevant state authority (DG "CAA") is informed.

Policies against passengers with undisciplined behavior: ground procedures, air procedures, detention or restraint powers and reporting procedures.

FLY2SKY does not tolerate and does not accept unruly behavior, which could endanger the security and the safety of the operation.

Procedures applied towards disruptive passengers if flight

FLY2SKY considers that a plane is in flight from the moment of closing all doors till the moment of opening of any door.

In case of occurrence of a disruptive passenger situation on board of an aircraft in flight, in accordance of the type of his violation and the "Qualification of incidents with unruly passengers", the following actions need to be taken:

1. A verbal warning is made to the disruptive passenger. If the passenger stops his unruly behavior, no other action against him is needed.

2. If the passenger does not correct his behavior, the pilot in command is informed, a "Written Warning" (for unacceptable behavior on board this aircraft) form is filled - (Attachment-10.2/10.3) and signed by the pilot in command. In case of smoking on board incident, a "Smoking violation warning" form is filled (Attachment-10.2). There are three copies of the relevant form – one for the "Security Department" of FLY2SKY one for GD "CAA" and one is handed to the passenger as a final warning for him. After receiving guidance by the pilot in command the cabin crew must do everything possible to calm down the offender and convince him/her to observe the rules and discipline on board for the normal progress of the flight.
3. In case the disruptive/unruly passenger continues to endanger the security and safety of the flight, even after the verbal and written warning, the pilot in command can make a decision to land the plane at the nearest airport, where the violator will be handed over to the relevant state authorities and charges will be pressed against him for the expenses caused by the change of rout. The pilot in command informs the airport police authorities about the situation that has accrued on board of the aircraft and demands their assistance after landing. An "Unruly/disruptive Passenger Report" (Attachment-10.1/10.2.) is filled in three copies – one for the police authorities, one for the "security department" of the air carrier and one for GD "CAA". After landing passengers are instructed to remain in their seats until completion of the police procedures. After opening the doors, the crew must not allow boarding of persons not performing police duties, or disembarkation of passengers. The pilot in-command or a person authorized by him shall inform the authorized person of the respective airport about the character of the violation, the number and location of the offenders, the established data and the location of the witnesses.

Procedures applied towards disruptive passengers on the ground

A verbal warning is made to the disruptive passenger. If the passenger stops his unruly behavior, no other action against him is needed.

After a passenger has been qualified as disruptive and if he does not correct his behavior, the passenger is denied transportation with FLY2SKYflight, a "Disruptive passenger on the ground" report form is filled – Attachment -10.4 and the relevant state authorities at the airport are informed.

The "Disruptive passenger on the ground" report form is filled in three copies, one for the FLY2SKY, one for the police authorities and one for GD "CAA".

In case transportation is denied to a passenger, it is imperative that his checked-in luggage is offloaded from the aircraft.

Powers to detain or restrict undisciplined passengers.

FLY2SKY and its employees do not have the power to detain undisciplined men.

Procedures for reporting security incidents are discussed in detail in Chapter 15 of this SPM.



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OPERATIONS MANUAL PART A

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CHAPTER 11

HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS, AND OCCURRENCES, AND USING THE CVR RECORDING

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SUMMARY OF HIGHLIGHTS

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11 HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS, AND OCCURRENCES, AND USING THE CVR RECORDING

11.1 HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS, AND OCCURRENCES, AND USING THE CVR RECORDING

11.1.1 DEFINITION OF ACCIDENT

APPLICABLE TO: ALL

REFER TO: (ORO.GEN.160)

HAZARD

A condition or object with the potential of causing injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function.

RISK

An assessment, expressed in terms of predicted probability and severity, of the consequence(s) of a hazard taking as a reference the worst foreseeable situation.

OCCURRENCE

All events which have or could have significance in the context of aviation safety, ranging from accidents, serious incidents, incidents or events of lesser severity which, in the opinion of the reporter could have safety significance.

INCIDENT

An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

SERIOUS INCIDENT

An incident involving circumstances indicating that an accident nearly occurred.

ACCIDENT

An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked, in which:

- A person is fatally or seriously injured as a result of:
 - Being in the aircraft;
 - Direct contact with any part of the aircraft, including parts which have become detached from the aircraft; or
 - Direct exposure to jet blast;
 - Except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

- The aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or
- For damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin; or
- The aircraft is missing or is completely inaccessible.

11.1.2 ACCIDENTS AND SERIOUS INCIDENTS

APPLICABLE TO: ALL

In case of accident or serious incident operating Commander shall notify Fly2Sky IOCC about it via the quickest means (usually the phone call). In the event when the Commander is incapable of providing such notification, this task shall be undertaken by any other member of the crew. The succession of command is specified in Section 4 of this manual.

Immediately after an accident and following the evacuation of the passenger(s), the Commander shall carry out, or delegate the following duties to another crew member:

- Subject to safety and the prevailing situation, the aeroplane shall be left in a safe condition with fuel off and aeroplane batteries disconnected and equipment such as first aid kits, survival packs and fire extinguishers removed, CVR and FDR recordings preserved as described in chapter 11.4 below;
- A headcount shall be made to account for all persons on board at the time of the accident. In the event of a person, or persons being unaccounted for, action shall be taken to recover them or locate their whereabouts;
- The needs of any injured person shall be administered to as far as is possible – such persons shall be made as comfortable as is practicable;
- The bodies of any victims shall be decently set apart and covered;
- Activate the distress beacon and establish feasibility of using aeroplane radio equipment. Prepare pyrotechnics for immediate use (if it is available). If possible, select, mark and prepare a rescue helicopter landing site. If a site is not available, lay out appropriate search and rescue signals;
- If people, dwellings, or communications facilities are very close to the scene of the accident, consider sending for assistance, having regard to the local situation, distress messages, transmitted and received, and the local SAR facilities;
- If rescue is likely to be delayed for reasons of distance, or failing daylight, prepare suitable shelters; distribute necessary rations of food and water. If necessary, ascertain the availability of fresh water in the immediate vicinity of the accident;
- Subsequent to rescue and subject to the location of the accident, the police or airport security service shall be informed, and assistance sought in the placing of guards on the aeroplane. Alternatively, consideration shall be given to hiring local watchmen.

After all necessary actions are performed, the Commander shall ensure a debrief takes place involving all members of the crew. The aim of such a debrief is to establish whether

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there were any shortfalls in established procedures and to discuss any points that need to be incorporated in the Occurrence report, which shall have to be filled and provided.

All flight crew members and cabin crew members, if capable, have to stay on duty in location of the event until further notice and release from duties by Fly2Sky Management, and represent the company in all raising questions, issues. Following general rules have to be followed by all crew members all the time unless other instructions by management begiven:

- Not respond to questions by news reporters;
- Not discuss the accident or incident with people not belonging to the official investigation team or not being Company officials;
- Not express an opinion;
- Not admit liability.

11.1.3 INCIDENTS, OTHER THAN ACCIDENTS OR SERIOUS INCIDENTS

APPLICABLE TO: ALL

In case of incident each crew member is responsible for collecting all information related to the incident and reporting about it as described below. Refer to: OM-A 11-2 REPORTING SYSTEM

11.1.4 PRESERVATION OF RECORDINGS

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.11.52]

Following an accident or significant incident where the aeroplane shall not continue flying, the Commander shall consider tripping the Cockpit Voice Recorder (CVR) circuit breaker to preserve the recording at the end of that flight. This procedure is particularly important when an incident is known or suspected to have occurred during the approach and landing phase of the flight, or when there is known Crew / ATC interaction issues.

Note: The Flight Data Recorder (FDR) shall never be intentionally switched off by the flight crew. The CVR shall not be intentionally switched off, unless required to preserve flight deck voice data after an accident or serious incident.

Where there is any concern that CVR recording could contain a valuable information, the CB shall be tripped in the first instance and inform Fly2Sky Safety Manager (directly or via OCC) as soon as practicable, but before further flight on that aeroplane, that the recording of the flight recorders shall be preserved. To prevent inadvertent reactivation, test, repair or reinstallation of the flight recorders by other (e.g., maintenance) personnel or during maintenance or ground handling activities performed by third parties, Flight Crew have to inform OCC and MCC about the necessity to preserve flight recordings, who in turn shall pass information to maintenance or other related personnel.

Unless prior permission has been granted by the Authority - following an accident or a serious incident, or if directed by the investigating authority, the Company, to the extent possible, preserves the original recorded data pertaining to that incident or accident, for a period of 60 days or until otherwise directed by the investigating authority.

For aeroplanes on which a flight recorder is carried, Fly2Sky, within a reasonable time after

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being requested to do so by the Authority, produce any recording made by a flight recorder that is available or has been preserved. CVR recordings may not be used for purposes other than for the investigation of an accident or incident subject to mandatory reporting except with the consent of all crew members concerned.

FDR recordings may not be used for purposes other than for the investigation of an accident or incident subject to mandatory reporting except when such records are:

- Used by Fly2Sky for airworthiness or maintenance purposes only; or
- De-identified; or
- Disclosed under appropriate procedures.

The crew shall not intentionally switch off the DFDR and CVR during the flight time.

They shall be switched off after a flight only when required to preserve the data as described above or in the event of an accident or serious incident.

11.2 REPORTING SYSTEM

11.2.1 GENERAL PROVISIONS

APPLICABLE TO: ALL

REFER TO: (ORO.GEN.160)

Reporting is one of the main elements of accident prevention and flight safety program of Fly2Sky. The company has established non-punitive reporting system to enable possibility to report about all occurrences, unairworthy conditions, potential hazards and other problems. The overall objective of this reporting system is to use reported information to improve the level of flight safety and not to attribute blame.

All Fly2Sky personnel including flight crew and cabin crew members have to and are encouraged to take part in reporting system. The reporting system is implemented in overall company and contains Combined Reporting Form for both Mandatory Occurrences and Voluntary Occurrences.

Reporting system is based on following:

- Safety culture of the Company encourages open reporting by its employees on any safety and security related occurrence;
- Application of Just Culture principles:
 - Punitive or disciplinary action shall not follow the reporting of unpremeditated or inadvertent errors;
 - However, the indemnity shall not be guaranteed where there has been illegal activity, gross negligence, willful misconduct, severe and serious disregard of an obvious risk, and profound failure of professional responsibility to take such care as is evidently required in the circumstances, causing foreseeable damage to a person or property, or which seriously compromises the level of aviation safety;
- All safety related reports shall be processed in a way to identify hazards and agree on corrective and preventive actions to eliminate the risk of endangering safety and avoid the reoccurrence of the problem;

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- Resignation to report safety occurrences shall not be supported by the management;
- Management shall analyse reports and take measures to address safety issues identified through the reporting system and initiate corrective, mitigating or preventive actions, whichever and if required.

Normally occurrences have to be reported by the person who participated in the event or received information about it. Every person can send additional report even if it was reported already, if he counts that necessary.

All accidents, incidents, near misses or hazards shall be reported using Centrik, or alternatively by filling a paper-based form, unless another form is specified in the reporting procedures of the department. The occurrence reporting forms in digital format can also be found in Centrik. Printed versions in every aircraft's document binder, located on the flight deck in the green Flight Deck Binder 2.

Filled reporting form has to be sent to Fly2Sky safety department by means of email on sm@fly2sky.aero. In any case the provision in the SMM. Refer to: SMM 3 REPORTING SYSTEM. Access to the SMS reporting module and reporting database can be attained by the following web page:



All Fly2Sky employees are entitled with access to the Centrik reporting module on commencement of employment/contract. Reports must be completed with as much factual information as possible and by providing any supporting material, (e.g., photos/data/references) that is available and where regulations and local law allow.

In situation where the reporter is aware about the hazard or occurrence and suspects it is reportable, but cannot determine with certainty, he is expected to report it. All reported accidents, incidents and hazards are held in the Centrik database.

All occurrences and hazards, which are being reported, by the nature of information are classified into two main categories:

- Safety related, when reporting accident, incident, operational interruption, defect, fault, hazard, error caused by human factor or by other reasons, other irregular

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circumstance or concern that has or may have, if not corrected, endanger the safety of an aircraft, its occupants or any other person;

- Mandatory occurrence reports (MOR) as default are categorized as safety related;
- Informational, when reporting other than safety related event or concern.

When an occurrence is reported to an organisation, it is re-assessed by Safety Department whether or not it falls under MOR (Mandatory Occurrence Reporting) obligations and therefore what the applicable notification obligations are.

If the content of Occurrence Report suggests a situation or condition that poses an immediate or urgent threat to aviation safety, the report shall be risk assessed, handled with a priority and referred, after de-identification, to the relevant organisations or authorities as soon as possible to enable them to take the necessary safety actions.

Fly2Sky encourages all personnel to report occurrences and hazards to Fly2Sky directly. Nevertheless, if any Company employee for any reason prefers to report hazards or occurrences directly to the Bulgarian CAA, the report shall be submitted via the designated reporting channel, selecting the reporting on personal behalf at: <https://aviationreporting.eu/>.

11.2.2 CONFIDENTIALITY PRINCIPLE

APPLICABLE TO: ALL

The handling of the reports shall be done with a view to preventing the use of information for purposes other than safety and shall appropriately safeguard the confidentiality of the identity of the reporter and of the persons mentioned in occurrence reports, with a view to promoting a just culture. The reporting system is working under confidentiality principle - if a name of the reporter is given in any report, the identity of the reporter shall be available to the hazard / occurrence investigation team, and it shall only be used for obtaining more information or supplying feedback.

Relevant de-identified reports and extracts may be shared within the company as well as with external aviation stakeholders as deemed necessary for the interest of safety. This shall enable all concerned personnel and departments within the company as well as related external aviation stakeholders to review their own operations and support the improvement of aviation safety as a whole.

If the content of Occurrence Report suggests a situation or condition that poses an immediate or urgent threat to aviation safety, the report shall be handled with a priority and referred, after de-identification, to the relevant organisations or authorities as soon as possible to enable them to take the necessary safety actions.

11.2.2.1 CONFIDENTIAL (ANONYMOUS) REPORTING

REFER TO: (AMC1 ORO.GEN.200(A)(3)(2))

Even though the reporting systems works under confidentiality principle, if any reporter considers being essential that his identity is not revealed during the investigation of the submitted report, the anonymous field shall be selected as a Reporter when filing the report in Centrik. The system de-identifies reporter automatically with no possibilities to trace the reporter by any other user of the system.

If printed or .pdf form is used to file a report as confidential (anonymous) reporter, the

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report itself shall be clearly marked as confidential in the appropriate box at the bottom of the Occurrence Report form. Such filled report shall be submitted to Fly2Sky Safety Manager directly, sending it to sm@fly2sky.aero.

The substance of confidential (anonymous) reports shall only be disseminated in the interest of flight safety. In case an employee files a report as confidential (anonymous), identity of the reporter, if known to Safety Manager, shall be used for feedback purposes or obtaining additional information, if required. The Safety Manager shall not disclose the identity of the person submitting the report marked as Confidential / Anonymous, unless required to do so by law. All data distributed to relevant persons for investigation of the reported safety hazard or occurrence shall be in a format that makes the reporter untraceable.

The reports marked as Confidential (anonymous) are administered by Safety Manager. After de-identification they are processed and handled as all other reports, depending on the nature of information reported (safety related or informational). Possibility to file a report as Confidential (anonymous) does not, in any case, release any employee from his responsibilities for mandatory occurrence reporting.

11.2.3 MANDATORY OCCURRENCE REPORTING

APPLICABLE TO: ALL

Occurrences which may represent a significant risk to aviation safety are subject to mandatory reporting and have to be reported by the person who participated in the event or received information about it. Every person can send additional report even if it was reported already, if he counts that necessary.

The following persons shall report the mandatory occurrences:

- Commander or, in cases where the pilot in command is unable to report the occurrence (has no physical ability to do so), any other crew member next in the chain of command;
- A person engaged in designing, manufacturing, continuous airworthiness monitoring, maintaining or modifying an aircraft, or any equipment or part thereof;
- A person who signs an airworthiness review certificate, or a release to service in respect of an aircraft or any equipment or part thereof;
- A person who performs a function connected with the ground handling of aircraft, including fuelling, loadsheets preparation, loading, de-icing and towing at an airport.

The persons listed above shall report mandatory occurrences (MOR) within 72 hours of becoming aware of the occurrence. In case occurrence belongs to the group of occurrences, which shall be reported to the competent Authorities, Safety Manager is responsible to ensure reporting it to the Bulgarian CAA as soon as possible, but not later than within 72 hours from the moment the occurrence is received in the organization, in the format acceptable to the Bulgarian CAA. If required by regulations or agreement, Safety Manager shall ensure that the report to other entities, such as original manufacturer or other related Competent Authorities is sent.

In case the information is received about any incident, malfunction, technical defect, exceeding of technical limitations or occurrence that would highlight inaccurate, incomplete or ambiguous information contained in the operational suitability data or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that

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has not resulted in an accident or serious incident, Fly2Sky Safety Manager or his dedicated person shall report it to the competent authority and to the organisation responsible for the design of the aircraft.

Note: As general rule when submitting a mandatory occurrence report via Centrik it shall be entered as Safety Report.

Following events (but not limited to) are counted as mandatory occurrences:

11.2.3.1 AIR OPERATIONS

FLIGHT PREPARATION

- Use of incorrect data or erroneous entries into equipment used for navigation or performance calculations which has or could have endangered the aircraft, its occupants or any other person; and
- Carriage or attempted carriage of dangerous goods in contravention of applicable legislations including incorrect labelling, packaging and handling of dangerous goods.

AIRCRAFT PREPARATION

- Incorrect fuel type or contaminated fuel; and
- Missing, incorrect or inadequate De-icing/Anti-icing treatment.

TAKE-OFF AND LANDING

- Taxiway or runway excursion;
- Actual or potential taxiway or runway incursion;
- Final Approach incursion;
- Any rejected take-off;
- Inability to achieve required or expected performance during take-off, go-around or landing;
- Actual or attempted take-off, approach or landing with incorrect configuration setting;
- Tail, blade/wingtip or nacelle strike during take-off or landing;
- Approach continued against air operator stabilized approach criteria;
- Continuation of an instrument approach below published minimums with inadequate visual references;
- Precautionary or forced landing;
- Short and long landing; and
- Hard landing (above 1.7G).

ANY PHASE OF FLIGHT

- Loss of control;
- Diversion or return to stand;

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- Go-around;
- Aircraft upset, exceeding normal pitch attitude, bank angle or airspeed inappropriate for the conditions;
- Altitude bust (+/- 300ft);
- Activation of any flight envelope protection, including stall warning, stick shaker, stick pusher and automatic protections;
- Unintentional deviation from intended or assigned track of the lowest of twice the required navigation performance or 10 nautical miles;
- Exceedance of aircraft flight manual limitation;
- Operation with incorrect altimeter setting;
- Jet blast or rotor and prop wash occurrences which have or could have endangered the aircraft, its occupants or any other person; and
- Misinterpretation of automation mode or of any flight deck information provided to the flight crew which has or could have endangered the aircraft, its occupants or any other person.

OTHER TYPES OF OCCURRENCES

- Unintentional release of cargo or other externally carried equipment;
- Loss of situational awareness (including environmental, mode and system awareness, spatial disorientation, and time horizon); and
- Any occurrence where the human performance has directly contributed to or could have contributed to an accident or a serious incident.

11.2.3.2 TECHNICAL OCCURRENCES

STRUCTURE AND SYSTEMS

- Loss of any part of the aircraft structure in flight;
- Loss of a system;
- Loss of redundancy of a system;
- Leakage of any fluid which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or which has or could have endangered the aircraft, its occupants or any other person;
- Fuel system malfunctions or defects, which had an effect on fuel supply and/or distribution;
- Malfunction or defect of any indication system when this results in misleading indications to the crew; and
- Abnormal functioning of flight controls such as asymmetric or stuck/jammed flight controls (for example: lift (flaps/slats), drag (spoilers), attitude control (ailerons, elevators, rudder) devices).

PROPULSION (including engines and APU)

- Failure or significant malfunction of any part or controlling of a propeller, rotor or powerplant;
- Damage to or failure of main/tail rotor or transmission and/or equivalent systems;
- Flameout, in-flight shutdown of any engine or APU when required (for example: ETOPS (Extended range Twin engine aircraft Operations), MEL (Minimum Equipment List));
- Engine operating limitation exceedance, including overspeed or inability to control the speed of any high-speed rotating component (for example: APU, air starter, air cycle machine, air turbine motor, propeller or rotor);
- Failure or malfunction of any part of an engine, powerplant, APU or transmission resulting in any one or more of the following:
 - Thrust-reversing system failing to operate as commanded;
 - Inability to control power, thrust or rpm (revolutions per minute); and
 - Non-containment of components/debris.

11.2.3.3 INTERACTION WITH ANS AND ATM

- Unsafe ATC (Air Traffic Control) clearance;
- Prolonged loss of communication with ATS (Air Traffic Service) or ATM Unit;
- Conflicting instructions from different ATS Units potentially leading to a loss of separation;
- Misinterpretation of radio-communication which has or could have endangered the aircraft, its occupants or any other person; and
- Intentional deviation from ATC instruction which has or could have endangered the aircraft, its occupants or any other person.

11.2.3.4 EMERGENCIES AND OTHER CRITICAL SITUATIONS

- Any event leading to the declaration of an emergency (MAYDAY or PAN call);
- Any burning, melting, smoke, fumes, arcing, overheating, fire or explosion;
- Contaminated air in the cockpit or in the passenger compartment which has or could have endangered the aircraft, its occupants or any other person;
- Failure to apply the correct non-normal or emergency procedure by the flight or cabin crew to deal with an emergency;
- Use of any emergency equipment or non-normal procedure affecting in-flight or landing performance;
- Failure of any emergency or rescue system or equipment which has or could have endangered the aircraft, its occupants or any other person;
- Uncontrollable cabin pressure;
- Critically low fuel quantity or fuel quantity at destination below required final reserve fuel;

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- Any use of crew oxygen system by the crew;
- Incapacitation of any member of the flight or cabin crew that results in the reduction below the minimum certified crew complement; and
- Crew fatigue impacting or potentially impacting their ability to perform safely their flight duties.

11.2.3.5 EXTERNAL ENVIRONMENT AND METEOROLOGY

- A collision or a near collision on the ground or in the air, with another aircraft, terrain or obstacle;
- ACAS RA (Airborne Collision Avoidance System, Resolution Advisory);
- Activation of genuine ground collision system such as GPWS (Ground Proximity Warning System)/TAWS (Terrain Awareness and Warning System) 'warning';
- Wildlife strike including bird strike;
- Foreign object damage/debris (FOD);
- Unexpected encounter of poor runway surface conditions;
- Wake-turbulence encounters;
- Interference with the aircraft by firearms, fireworks, flying kites, laser illumination, high powered lights, lasers, Remotely Piloted Aircraft Systems, model aircraft or by similar means;
- A lightning strike which resulted in damage to the aircraft or loss or malfunction of any aircraft system;
- A hail encounter which resulted in damage to the aircraft or loss or malfunction of any aircraft system;
- Severe turbulence encounter or any encounter resulting in injury to occupants or deemed to require a 'turbulence check' of the aircraft;
- A significant wind shear or thunderstorm encounter which has or could have endangered the aircraft, its occupants or any other person;
- Icing encounter resulting in handling difficulties, damage to the aircraft or loss or malfunction of any aircraft system; and
- Volcanic ash encounter.

11.2.3.6 SECURITY

- Bomb threat or hijack;
- Difficulty in controlling intoxicated, violent or unruly passengers; and
- Discovery of a stowaway.

Note: Any other occurrence, which has lowered or could lower the flight safety, shall also be reported.

Mandatory occurrences have to be reported by the person who participated in the event or received information about it. It is expected that mandatory occurrence related to flight

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operations shall be reported by the Commander of the flight. If the occurrence, which can impact flight safety, has happened in the cabin, each cabin crew member has to inform about that SCCM, and SCCM has to inform Commander without a delay. Commander has the right to delegate reporting of the occurrence or hazard to other member of flight crew or cabin crew.

Mandatory occurrences (Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018 laying down a list classifying occurrences in civil aviation to be mandatorily reported) have to be reported to Fly2Sky's Safety Department using Centrik, or alternatively by filling the appropriate report form and sending it to sm@fly2sky.aero or by any other alternative means. The reporting forms in digital format can be found in Centrik and some of the forms can be found printed in every aircraft's green document binder, located in the cockpit. The original hard copy of the report is not mandatory to be kept if a digital copy is submitted.

Note: Reporting to authorities and other external entities is a responsibility of Safety Manager.

11.2.3.7 SPECIFIC MANDATORY OCCURRENCE REPORTING

Some specific events falling into mandatory occurrences group have to be reported by using specific forms and have some additional requirements for reporting. These specific cases are described below.

AIR TRAFFIC INCIDENTS

A Commander shall, without a delay, notify the Air Traffic Service (ATS) unit concerned of the incident and shall inform them of his intention to submit an ATC Incident Report after the flight whenever an aeroplane in flight has been endangered by:

- A near collision with any other flying device;
- Faulty air traffic procedures or lack of compliance with applicable procedures by air traffic services or by the flight crew;
- Failure of air traffic services facilities.

ATC Incidents to be reported after flight by the Commander via Centrik.

AIRBORNE COLLISION AVOIDANCE SYSTEM RESOLUTION ADVISORY

A Commander shall notify the ATS unit concerned whenever an aeroplane in-flight has manoeuvred in response to an ACAS Resolution Advisory. ATC Incidents to be reported after flight by the Commander via Centrik.

BIRD HAZARDS AND STRIKES

REFER TO: (CAT.GEN.MPA.105 (d))

Whenever a potential bird hazard is observed, the commander shall inform the air traffic service (ATS) unit as soon as flight crew workload allows. Whenever an aircraft for which the commander is responsible suffers a bird strike that results in significant damage to the aircraft or the loss or malfunction of any essential service, the commander shall submit a written bird strike report after landing.

Fly2Sky Bird Strike Reporting Procedure	
Occurrence	Reporting

Fly2Sky Bird Strike Reporting Procedure

Bird Strike	TFLB entry + Bird Strike Report
Bird Hazard	Verbal info to ATC + Bird Strike Report

Safety related or potentially safety related effect events to be reported. Events such as rejected take-offs and pilot-initiated go-arounds caused by bird activity shall be reported, even when no bird was actually struck. Sightings of birds, or delayed take-off awaiting bird clearance, shall not be reported.

Bird Strike to be reported via Centrik. Specific Bird Strike Report form is generated by Centrik after selection of Bird strike as a Type of occurrence. The report has to be submitted to Safety Department the same way as any Occurrence Report. If Commander is not available, the person or organisation discovering evidence of the bird strike is responsible for submitting the Occurrence Report.

DANGEROUS GOODS INCIDENTS AND ACCIDENTS

The Commander shall report all Dangerous Goods incidents and accidents. Any type of Dangerous Goods accident or incident shall be reported irrespective of whether the Dangerous Goods are in cargo, mail, passengers' baggage or crew baggage. The discovery of undeclared or mis declared Dangerous Goods shall also be reported.

Dangerous Goods Incidents to be reported by the Commander via Centrik. Specific Dangerous Goods Occurrence Report form is generated automatically when using Centrik. The report has to be submitted in the same way as any Occurrence Report.

Fly2Sky Safety Manager shall send a report to the Bulgarian CAA and the appropriate authority of the state where the accident or incident occurred.

UNLAWFUL INTERFERENCE

Following an act of unlawful interference on board an aeroplane, the Commander shall notify the local ATS unit and authorities (e.g., the local police), if that is possible. Additionally, the Commander has to submit Occurrence Report to Fly2Sky Safety Department by using Centrik or any other alternate mean.

Safety Manager shall send the report to the Bulgarian CAA and the Competent Authority of the state where the event took place.

ENCOUNTERING POTENTIALLY HAZARDOUS CONDITIONS

REFER TO: (AMC1 ORO.GEN.160 (B)), [IOSA FLT.3.15.2]

The Commander shall notify the appropriate ATS unit as soon as practicable whenever a potentially hazardous condition such as an irregularity in a ground or navigational facility, a meteorological phenomenon or a volcanic ash cloud is encountered during flight. Such required reports include but is not limited to the types of hazards as described in the following table.

Generic Hazard	Report Description
Meteorological Conditions	Un-forecast or severe weather, icing, wind shear, severe turbulence
Geophysical Events	Volcanic ash observed or encountered

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Generic Hazard	Report Description
Security Breaches	Air Piracy or other hostile acts that threaten the safety of the aircraft or its passengers
Wildlife	Birds or large animals in the vicinity of the airport or runways
Facilities and Infrastructure	Inadequacy of navigational facilities or undesirable navigational aid Facilities and infrastructure performance, Braking Action or other irregularity in navigational or ground facilities
Aircraft Performance	Unable to accept or maintain RVSM and reason (e.g., turbulence, mountain wave, wake turbulence, etc.), loss of navigational capability
Lasers	Illumination activities, events or exposure
Other	Unmanned free balloons, downed aircraft observation or ELT broadcast

Also, he has to inform about that Fly2Sky OCC as soon as possible. Additionally, the Commander has to submit Occurrence Report to the Fly2Sky Safety Department by using Centrik.

11.2.4 VOLUNTARY OCCURRENCE / HAZARD REPORTING

APPLICABLE TO: ALL

In addition to the mandatory occurrence reporting, a voluntary occurrence/hazard reporting is established in Fly2Sky to enable the identification of safety hazards, occurrences and unsafe conditions that have or have not yet caused an incident.

The key objective of voluntary reporting system is to enhance the safety of our Company's aviation activities through the collection of reports on actual or potential safety deficiencies. Voluntary reports may involve occurrences, potential hazards, threats, errors caused by human factors or by other reasons, and all other issues, which in reporter's opinion are causing or may cause a safety related problem or otherwise impact the company procedures and processes.

Voluntary reporting system is intent to allow the reporting of:

- Any occurrence or safety related information by individuals which are not subject to mandatory reporting;
- Any occurrence or safety related information not included in the list of mandatory reportable events.

Voluntary reporting system does not eliminate the need for formal mandatory reporting of accidents and incidents according to our company SOPs, as well as the submission of mandatory occurrence reports to the relevant regulatory authorities.

Voluntary reporting system is non-punitive reporting system, based on confidentiality principle and administered by Safety Department. Voluntary reports shall be submitted to Fly2Sky Safety Department using Centrik.

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11.3 INVESTIGATION

11.3.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.GEN.200)

Handling of hazard and occurrence reports is performed according to the procedures and flows, as well as investigation of safety hazards and occurrences is made according to the procedures are described in the SMM. Refer to: SMM 6-1-3 INVESTIGATION

11.4 FORMS

11.4.1 BIRTH ON BOARD

APPLICABLE TO: ALL

	REPORT OF BIRTH ON BOARD

General Information		
Report Title	Aircraft Registration	Confidentiality
Event Date (dd/mm/yyyy)	Event Time in UTC (hh:mm)	Flight Number
Route	Seat Number	Commander (name and code)
First Officer (name and code)	Cabin Crew Member(s) (name and code)	

Child Details			
Full Name	Sex	Date of birth (dd/mm/yyyy)	Time of birth
Geographical Co-ordinates		Flight Altitude	Cabin Altitude

Mother / Father Details			
Mother's Details			
Full Name	Maiden Name	Place of Birth	Date of Birth
Nationality	Profession	Passport / ID No.	
Home Address			
Father's Details			
Full Name	Previous Name	Place of Birth	Date of Birth
Nationality	Profession	Passport / ID No.	
Home Address			

IMPORTANT NOTE
1. Also, former nationality if changed.
2. In case of divorced mother name of previous husband and date of divorce. In case of widow mother name of deceased husband.
Space for Additional Comments / Notes

Witness Details		
Witness 1 (Shall Be Crew Member)		
Full Name	Rank	Passport / ID No.
Address		Signature
Witness 2 (Shall be Crew Member)		
Full Name	Rank	Passport / ID No.
Address		Signature

Drawn up and signed by the Commander

11.4.2 DEATH ON BOARD

APPLICABLE TO: ALL

		REPORT OF DEATH ON BOARD	
General Information			
Report Title	Aircraft Registration	Confidentiality	
Event Date (dd/mm/yyyy)	Event Time in UTC (hh:mm)	Flight Number	
Route	Seat Number	Commander (name and code)	
First Officer (name and code)	Cabin Crew Member(s) (name and code)		
Deceased Passenger Details			
Full Name	Sex	Place of Birth	Date of birth (dd/mm/yyyy)
Home Address			Nationality
Marital Status	Profession	Passport / ID No.	
Geo Co-ordinates of death	Time of Death in UTC	Flight Altitude	Cabin Altitude
Cause of Death (if known)			
Contact Address of Deceased	Name	Relationship to Deceased	Home Address
Partner / Parent Details			
Details of (ex) Partner			
Full Name	Maiden Name	Place of Birth	Date of Birth
Nationality	Profession	Passport / ID No.	
Home Address			
Details of Parents			
Full Name of Father	Passport / ID No.	Home Address	
Full Name of Mother	Passport / ID No.	Home Address	
Witness Details			
Witness 1 (Shall Be Crew Member)			
Full Name	Rank	Passport / ID No.	
Address		Signature	
Witness 2 (Shall be Crew Member)			
Full Name	Rank	Passport / ID No.	
Address		Signature	
Drawn up and signed by the Commander			

11.4.3 MEDICAL INFORMATION FORM

APPLICABLE TO: ALL

		MEDICAL INFORMATION FORM	
General Information This form for flight operations is to be given to all sick passengers or those requiring any medical assistance in transit or in-flight.			
Passenger's Details			
Surname		First Name	
Home Address			
Telephone number of Departure place		Telephone number of Arrival place	
Date		Flight Requested	
From		To	
SITTING CASE ☐		REQUIRING OXYGEN ☐	
		WHEELCHAIR ☐	
Medical Details (To be completed by Passenger's Doctor)			
Doctor's Surname		Doctor's First Name	
Doctor's Home Address			
Doctor's Telephone number		Doctor's Registration No	
Doctor's Qualifications			
Patient's Full Name		Patient's Sex	Patient's Age
Diagnosis		Date of Onset of the Illness	
Is the disease contagious or infectious in any form		☐ No ☐ Yes	
Is the Patient's condition offensive to other passengers (Smell / Appearance / Conduct)		☐ No ☐ Yes If yes, specify	
Present Symptoms		Prognosis during the Flight	
Vital Parameters (Pulse, BP, Temperature, Respiratory Rate, Level of Consciousness)		☐ Normal ☐ Abnormal If abnormal, specify	
Dyspnea		☐ NIL ☐ On Accustomed Exertion ☐ At Rest	
Details of ongoing medical treatment or any special comments regarding treatment on flight			
Give requirement for Oxygen (O ₂ flow rate in litres/min.)		☐ Continuously throughout journey (At airport & during the flight) ☐ Continuously throughout flight only ☐ As & when required (At airport or during the flight)	
Does patient have full control of bowels/bladders?	Can Patient eat/drink unaided?	Can Patient use aircraft toilet?	
Does Patient require wheelchair ☐ No ☐ Yes	If yes, which of following: ☐ To aircraft steps (R) ☐ To cabin door (S) ☐ To the seat (C)		
Does patient require Doctor / Qualified Nurse / Non-medical Escort?	Is patient accompanied and if so by whom?		
Are arrangements for Ambulance/Hospitalization made at (Dis)embarkation?	Any other remarks / information regarding patient?		
Any other ground arrangement needed at Departure/Transit/Arrival?	Any special in-flight arrangement required (e.g. special meal / seat)?		
The above-mentioned medical details are completely correct to the best of my knowledge and have been provided after getting due consent from my patient, therefore: ☐ PASSENGER IS DECLEARED FIT TO FLY ☐ PASSENGER IS DECLEARED UNFIT TO FLY			
Doctor's Signature		Rubber Stamp	Place and Date



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11.4.4 RELEASE AND INDEMNITY FORM

APPLICABLE TO: ALL

		RELEASE AND INDEMNITY FORM	
General Information			
Report Title	Confidentiality	Event Date (dd/mm/yyyy)	
Flight Number	Flight From	Flight To	
Passenger & Undersigned Details			
Passenger Details			
Full Name	Nationality	Passport / ID No.	Telephone Number
Home Address			
The Undersigned			
Full Name	Nationality	Passport / ID No.	Telephone Number
Home Address			Email Address
Release and Indemnity Details			
I, the Undersigned, as the above-named passenger, or guardian of the above-named passenger, (here in after referred to as "the Undersigned") hereby agrees to release, discharge, and indemnify Fly2Sky Ltd., its directors, officers, managers, employees or agents (here in after referred to as "Indemnitee") from and against any and all damages, losses, liabilities and claims (of any nature) as the result of Passenger's travel with Fly2Sky or carriage by Fly2Sky in the circumstances or conditions specified below and any possible consequences there from. The Undersigned also agrees to indemnify and hold Indemnitee harmless from and against any and all liabilities, damages, losses, including but not limited to fines or penalties imposed by government entities or any claims, suits from third parties incidental there to which may be suffered by Indemnitee. (Select the circumstances or conditions below)			
Condition			
Signed by Fly2Sky		Signed by the above-named Passenger	
Area for additional info such as Baggage Tag No., Health or Mental condition, or other condition			
Agreement for Use of Personal Information			
The Undersigned have read and accepted Notification of Collection, Process, and Usage of Personal Information, as described below, by Fly2Sky. The Undersigned agrees to provide the Passenger's and the Undersigned personal information to Fly2Sky as described in the RELEASE AND INDEMNITY Form and in the Notification of Collection, Process, and Usage of Personal Information.			

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11.4.5 PASSENGER COMMENTS FORM

APPLICABLE TO: ALL

	PASSENGER COMMENTS FORM

General Information		
Report Title	Confidentiality	
Event Date (dd/mm/yyyy)	Event Time in UTC (hh:mm)	Flight Number
Route	Seat Number	Commander (name and code)
First Officer (name and code)	Cabin Crew Member(s) (name and code)	

Passenger Comments
Passenger Full Name
Passenger Comments
Passenger's Signature

11.4.7 FINAL WARNING

APPLICABLE TO: ALL

		FINAL WARNING	
General Information			
Report Title		Aircraft Registration	Confidentiality
Event Date (dd/mm/yyyy)	Event Time in UTC (hh:mm)	Event Location	Flight Number
Route	Seat Number	Commander (name and code)	
First Officer (name and code)	Cabin Crew Member(s) (name and code)		
Final Warning			
VIOLATION UNACCEPTABLE BEHAVIOUR ON BOARD THIS AIRCRAFT			
You have already been told by the cabin crew that your behavior on board this aircraft is unacceptable			
With Immediate Effect			
You must comply with the crew's instructions. If you fail to comply, I may decide to land the aircraft at the nearest available location and off-load you. Claims will be made against you for the diversion costs and your ticket will be invalidated for further carriage. On arrival, details of your conduct will be reported to the police authorities for possible prosecution.			
<i>Един екземпляр от протокола се връчва на пътника нарушил забраната, а вторият екземпляр се предава в Оперативен отдел след приключване на полета.</i>			
<i>One copy of this protocol shall be handed over to the passenger breaching the ban and one shall be submitted to Operations department after the flight.</i>			
..... Captain's Signature			

11.4.8 SMOKING VIOLATION FORM

APPLICABLE TO: ALL

		SMOKING VIOLATION FORM	
General Information			
Report Title		Aircraft Registration	Confidentiality
Event Date (dd/mm/yyyy)	Event Time in UTC (hh:mm)	Event Location	Flight Number
Route	Commander (name and code)	First Officer (name and code)	
Cabin Crew Member(s) (name and code)			
Passenger Details			
Passenger First Name		Passenger Surname	Seat Number
Final Warning			
SMOKE VIOLATION This is a non-smoking flight! You have been told by the cabin crew not to smoke on board this aircraft and the "No Smoking" sign is on. If you smoke or attempt to smoke again, I will request the police authorities to meet this aircraft on arrival and take appropriate actions. FLY2SKY will report your conduct to the authorities for investigation and possible prosecution. Claim will be made against you for any cost incurred as a result of your conduct. <i>Един екземпляр от протокола се връчва на пътника нарушил забраната, а вторият екземпляр се предава в Оперативен отдел след приключване на полета.</i> <i>One copy of this protocol shall be handed over to the passenger breaching the ban and one shall be submitted to Operations department after the flight.</i> Captain's Signature			

11.4.9 FATIGUE REPORT FORM

APPLICABLE TO: ALL

		FATIGUE REPORT FORM			
General Information					
Name and Code (if not confidential)				Confidentiality (Yes/No)	
When did it happen?					
Local Report Date	Local report Time	Duty Description (Trip pattern)			
Sectors on which fatigue occurred		From	To	Disrupt (Yes/No)	
Hours when fatigue occurred	Aircraft type	Flight Number		Location (Filled by the Ground staff)	
What happened?					
Describe how you felt (or what you observed)					
Please tick how you felt:					
☐ 1 Fully Alert, Wide Awake		☐ 5 Moderately Let Down, Tired			
☐ 2 Very Lively, somewhat responsive, but not at peak		☐ 6 Extremely Tired, Very Difficult to Concentrate			
☐ 3 OK, Somewhat Fresh		☐ 7 Completely Exhausted			
☐ 4 A Little Tired, less than Fresh					
Why did it happen?					
Fatigue Prior to Duty	Yes / No	How long had you been awake when the event happened?			
Hotel	Yes / No	How much sleep you had in 24 hours before the event?			
Home	Yes / No	How much sleep you had in 72 hours before the event?			
The Duty itself	Yes / No	Flight Deck Nap?	Yes / No	If yes, when?	Start End
Inflight Rest	Yes / No				
Disrupt	Yes / No				
Personal	Yes / No				
Other comments					
What did you do?					
Action taken to manage or reduce fatigue (for example, flight deck nap)					
What could be done?					
Suggested corrective actions					

11.4.10 UNSUCCESSFUL AUTOLAND FORM

APPLICABLE TO: ALL

	UNSUCCESSFUL AUTOLAND FORM

General Information					
Date	Flight Number	Registration	Time (UTC)	ICAO code and RWY	Approach Type
Reported Wind		Precipitation	Turbulence		
Was LVO in force?	Point of AP disconnection (if any)	AP disconnection method (if any)		FMA changes (if any)	
Severity of touchdown	Did you file a combined report?	Was the auto approach successful?	Was the autoland successful?		
Please write a description of the unsuccessful Approach or Autoland here.				Unsuccessful Autoland Criteria ☐ Airborne Equipment Failures ☐ Ground Facility Difficulties ☐ ATC Instructions ☐ Other (Specify in the left column)	

Flight Crew Details	
Name and Code of the Pilot in Command	Signature

Definitions	
Definition of a Successful Approach From 500 ft to flare: - Speed $\pm$ 5kt (Disregarding rapid fluctuations) - No relevant system failure From 300 ft to DH/AH: - No excessive deviations - No centralised warning followed by Go-around - CAT III DUAL indicated on the FMA (in case of CAT III B)*	Definition of a Successful Autoland - No system failure occurs - No flare failure occurs - No decrab failure occurs - No rollout failure occurs - Main wheel touches 60-900 m from landing threshold, within the Touchdown Zone lighting edges - Nose wheel touches <8 m away from CL. Rollout stays in this margin - Vertical Speed $\leq$ 360 ft/min - Bank angle $\leq$ 7° - Pitch < safe tail clearance

* Check company approval in the AOC.

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11.4.11 SECURITY BOMB SEARCH CHECKLIST

APPLICABLE TO: ALL
Security threat/bomb search check list Airbus-319/320/321
Контролна карта за претърсване на ВС при заплаха/бомба Airbus-319/320

Полет № Flight №	Дата Date	Рег. на ВС Registration	От From	До To	Време (UTC) Time(UTC)
.....	.../.../.....				 :
ВЪТРЕШНОСТ НА ВС AIRCRAFT INTERIOR					
ЗОНА ПИЛОТСКА КАБИНА FLIGHT DECK			ПРОВЕРИЛ SEARCHED		
			КОМАНДИР CAPTAIN	ВТОРИ ПИЛОТ FIRST OFFICER	
Горната част на зоната за влизане Top of coaming area					
Зоната на резервния компас Standby compass area					
Зоната под панелите Under panel areas					
Всички пепелници. Местата за карти, димозащитни очила, сенниците All ashtrays. Goggle and card stowages, each side of the visor					
Вентилационните отвори и дюзи в пилотската кабина Punka louvres and cockpit air vents					
Местата за QRH, ръководства и наръчници QRH and Manual stowages					
Зад поставките за чаши Remove and check behind cup stowages					
Jeppesen папките Jeppesen folders					
Зад планшета на щурвала (ако има монтиран) Behind control column chart holder (when fitted)					
Под седалките на двамата пилоти и местата за съхранение на спасителните жилетки Under both pilots seats and lifejackets pockets					
Под задната част на централния панел Under aft section of the centre console					
Местата за съхраняване на въжетата за евакуация Escape rope stowages					
Панела с изключвателите и гардероба Circuit breaker panel and coat area					
Местата за фенерчетата Torch stowages					
Около клапана за прекъсването на кислорода Oxygen isolation valve surround					
Мястото за прибиране на наземни блокиращи устройства Ground lock stowage					
Мястото за прибиране на инструменти Toolkit stowage					
Под и зад седалките на наблюдателите (лява и дясна) Under and behind jump seats (RH and LH)					
Местата на спасителните жилетки и бравичката (ляво и дясно) Lifejacket/fire axe stowage's (RH and LH)					
Кухини в основния панел или централния панел Blanks in main panel and centre pedestal					
Зад мястото за резервни крушки Behind spare bulb stowage area					
Зоната на репелента за дъжд Rain Repellant area					
Мястото на димозащитната качулка Smoke hood stowage					
Зоната на пожарогасителите, контейнера за отпадъци (ако има) Fire extinguisher area; waste bin (when fitted)					

1	КОМАНДИР: CAPTAIN	 /Име, Презиме/ /Name, Surname/	 Подпис Signature
2	ВТОРИ ПИЛОТ: FIRST OFFICER	 /Име, Презиме/ /Name, Surname/	 Подпис Signature

PASSENGER CABIN ПЪТНИЧЕСКИ САЛОН

ЗОНИ ЗА ПРОВЕРКА SEARCH ZONES	ПРОВЕРИЛ C/A № SEARCHED C/A №
ПРЕДНА КУХНЯ FORWARD GALLEY AREA	
Фурна Oven	
Зоната със спирателния кран на водата Water shut-off valve cupboard	
Кош за отпадъци Waste bin	
Всички шкафове All cupboards	
Местата за количките и съдържанието им, помещението за сухи провизии и съда за лед Trolley stowage's and contents including dry stores and ice bucket	
Мястото за аварийно оборудване Emergency equipment stowage's including bulkhead cupboard	
Местата за кутии с чай или кафе, машините за напитки Canister stowage's Beverage makers	
ПРЕДНА ТОАЛЕТНА FORWARD TOILET	
Мивката, включително запушалката и зоната под нея Sink including plug and area underneath	
Отсекът с падащи кислородни маски Drop down oxygen unit	
Детектора за дим Smoke Detector unit	
Контейнерите за отпадъци и отсеците за прибирането им Waste bins and stowage area	
Капаците на контейнерите за отпадъци Waste bin flaps	
Местата за поставяне на различни материали, включително хартиени салфетки и поставките за тоалетна хартия All towel stowage's, including paper towel and tissue holders	
В тоалетната чиния и под капака на седалката In toilet pan and under seat cover	
Около огледалото - за предупредителни съобщения Mirror area for warning messages	
ПРЕДНИ СЛУЖЕБНИ МЕСТА НА КАБИНЕН ЕКИПАЖ FORWARD CREW STATION	
Напълно приберете седалките на КЕ и претърсете зоната Crew seats fully retract and search area	
Местата за аварийното оборудване Emergency equipment stowage's	
Фенерчетата Torches	
Падащата кислородна маска Drop down oxygen unit	
ПРЕДНА СЕРВИЗНА ВРАТА FORWARD SERVICE DOOR	
Контейнерът на евакуационната пързалката Slide bustle	
ПРЕДНА ОСНОВНА ВРАТА FORWARD ENTRANCE DOOR	
Контейнерът на евакуационната пързалката Slide bustle	
ПРЕДЕН СЕРВИЗЕН БЛОК (до сервисната врата) FORWARD SERVICE UNIT (by Service Door)	
Всички шкафове All cupboards	
Местата за аварийното оборудване Emergency equipment stowage's	
ЗАДНА ОСНОВНА ВРАТА REAR ENTRANCE DOOR	
Контейнерът на евакуационната пързалката Slide Bustle	

ЗАДНА СЕРВИЗНА ВРАТА REAR SERVICE DOOR			
Контейнерът на евакуационната пързалката Slide bustle			
ШКАФ ЗА АВАРИЙНО ОБОРУДВАНЕ МЕЖДУ ЗАДНИТЕ ТОАЛЕТНИ (където има) EMERGENCY EQUIPMENT CUPBOARD BETWEEN REAR TOILETS (where applicable)			
Цялото съдържание на шкафа All contents of cupboard			
Аварийното оборудване (включително монтираното на вратата) Emergency Equipment (including door mounted equipment)			
ЗАДЕН СЕРВИЗЕН БЛОК (до сервисната врата, където има) REAR SERVICE UNIT (by Service Door where applicable)			
Всички шкафове All cupboards			
Мястото за аварийното оборудване Emergency equipment stowage's			
ЗАДНА ТОАЛЕТНА REAR TOILET	ЛЯВ БОРД LEFT	ДЕСЕН БОРД RIGHT	
Мивката, включително запушалката и зоната под нея Sink including plug and area underneath			
Падащата кислородна маска Drop down oxygen unit			
Детектора за дим Smoke Detector unit			
Контейнерите за отпадъци и отсеците за прибирането им Waste bins and stowage area			
Капаците на контейнерите за отпадъци Waste bin flaps			
Местата за поставяне на различни материали, включително хартиени салфетки и поставките за тоалетна хартия All towel stowages, including paper towel and tissue holders			
В тоалетната чиния и под капака на седалката In toilet pan and under seat cover			
Около огледалото - за предупредителни съобщения Mirror area for warning messages			
Издърпайте и проверете масичката за обслужване на бебета Retract and check baby changing mat			
ЗАДНИ СЛУЖЕБНИ МЕСТА НА КАБИНЕН ЕКИПАЖ REAR CREW STATION	ЛЯВ БОРД LEFT	ДЕСЕН БОРД RIGHT	
Напълно приберете седалките на КЕ и претърсете зоната Crew seats fully retract and search area			
Местата за аварийното оборудване Emergency equipment stowage's			
Фенерчетата Torches			
Падащата кислородна маска Drop down oxygen unit			
Middle sections Междинни сеции			
Контейнерът на евакуационната пързалката Slide bustle			
ШКАФ ЗА АВАРИЙНО ОБОРУДВАНЕ МЕЖДИННИ ТОАЛЕТНИ (където има) EMERGENCY EQUIPMENT CUPBOARD MIDDLE TOILETS (where applicable)			
Цялото съдържание на шкафа All contents of cupboard			
Аварийното оборудване (включително монтираното на вратата) Emergency Equipment (including door mounted equipment)			
МЕЖДИНЕН СЕРВИЗЕН БЛОК (до сервисната врата, където има) MIDDLE SERVICE UNIT (by Service Door where applicable)			
Всички шкафове All cupboards			
Мястото за аварийното оборудване Emergency equipment stowage's			
МЕЖДИННА ТОАЛЕТНА MIDDLE TOILET	ЛЯВ БОРД LEFT	ДЕСЕН БОРД RIGHT	

Мивката, включително запушалката и зоната под нея Sink including plug and area underneath				
Падащата кислородна маска Drop down oxygen unit				
Детектора за дим Smoke Detector unit				
Контейнерите за отпадъци и отсеците за прибирането им Waste bins and stowage area				
Капаците на контейнерите за отпадъци Waste bin flaps				
Местата за поставяне на различни материали, включително хартиени салфетки и поставките за тоалетна хартия All towel stowages, including paper towel and tissue holders				
В тоалетната чиния и под капака на седалката In toilet pan and under seat cover				
Около огледалото - за предупредителни съобщения Mirror area for warning messages				
Издърпайте и проверете масичката за обслужване на бебета Retract and check baby changing mat				
МЕЖДИННИ СЛУЖЕБНИ МЕСТА НА КАБИНЕН ЕКИПАЖ MIDDLE CREW STATION	ЛЯВ БОРД LEFT		ДЕСЕН БОРД RIGHT	
Напълно приберете седалките на КЕ и претърсете зоната Crew seats fully retract and search area				
Местата за аварийното оборудване Emergency equipment stowage's				
Фенерчетата Torches				
Падащата кислородна маска Drop down oxygen unit				

РЕДОВЕ ROW		ПЪТНИЧЕСКИ САЛОН CABIN																							
		Подът под седалките Floor area under seats		Около и зад седалките Around sides and back of seats		Под тапицирания на седалките Seat cushions to be removed		Джобовете на седалките Seat pockets		Около контейнерите на спасителните жилетки - за следи от отваряне Around lifejacket pouches for signs of tampering		Масичките и местата за прибирането им Tables and folding table stowage' s		Горните багажници (включително тези с оборудване или консумативи) Overhead lockers (including those containing equipment or stores)		Капаците на осветлението и закрепването им - за следи от отваряне Light panels and fixtures for signs of tampering		Зоните на аварийните люкове Overwing exit areas		Местата на аварийно-спасителното оборудване Emergency equipment stowage' s		Падащите кислородни маски - за следи от намяса Drop down oxygen units for signs of tampering		Зад последните редове и в шкафовете с оборудване Behind last seat rows	
1	2	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R	Ляв борд/L	Десен борд/R
3	4																								
5	6																								
7	8																								
9	10																								
11	12																								
13	14																								
15	16																								
17	18																								
19	20																								
21	22																								
23																									



11. HANDLING, NOTIFYING, AND REPORTING ACCIDENTS, INCIDENTS, AND OCCURRENCES, AND USING THE CVR RECORDING

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[illegible]

КАБИНЕН СЪСТАВ CABIN CREW			
1	Старши Кабинен Състав Purser	 /Име, Презиме/ /Name, Surname/	Подпис: Signature
2	C/A	 /Име, Презиме/ /Name, Surname/	Подпис: Signature
3	C/A	 /Име, Презиме/ /Name, Surname/	Подпис: Signature
4	C/A	 /Име, Презиме/ /Name, Surname/	Подпис: Signature

**При извършване на претърсването от оторизирани органи на
други институции, държави, служител „Сигурност“:
In case the search is conducted by other agencies, state
authorities, security officers**

№	Длъжност Rank	Име, Презиме, Фамилия Name, Surname, Last name	Подпис: Signature:
1			
2			
3			
4			
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ВЪНШНИ ЗОНИ НА ВС AIRCRAFT EXTERIOR

ПРОВЕРКАТА СЕ ИЗВЪРШВА ОТ
ПИЛОТ И/ИЛИ ТЕХНИЧЕСКО ЛИЦЕ
THE SEARCH IS CONDUCTED BY A PILOT AND/OR TECHNICIAN

ЗОНИ ЗА ПРОВЕРКА SEARCH ZONES	ПРОВЕРИЛ SEARCHED
Фюзелажа (областите зад/в следните врати и отвори трябва да бъдат проверени): Fuselage (areas behind/in the following doors and housings shall be searched):	
Носов обтекател Nose fairing	
Панел за включване на наземна пневматична система Ground pneumatic system control panel	
Въздухозаборници за системата за свръхналягане в кабината Cabin overpressure system intakes	
Панели за достъп до системата за свръхналягане в кабината Cabin overpressure access panel s	
Панел за достъп до доплеровата навигационна антена Doppler navigation antenna access panel	
Изпускателни отвори на системата за свръхналягане в кабината Cabin overpressure release valves	
Панели за достъп до топлообменника Heat-exchanger access panels	
Изходящи тръби на топлообменника Outgoing-pipes of the heatexchanger	
Въздухозаборник на радио отсека Radiocompartment intake	
Стойка за маяк (свален маяк) Beacon stand (Beacon off)	
Касата и съдържанието и (ако има) Safebox and its contents (if any)	
Фенерчета (проверете батериите) Torches (battery check)	
Целостта на пломбите на комплекта за първа помощ Integrity of the First Aid Kit seals	
Целостта на пломбите на спасителните лодки Integrity of life-boats/rafts seals	
Врата на отсека с допълнително оборудване Door of the additional equipment compartment	
Панели на допълнителния горивен резервоар Additional fuel-tank panels	
Аварийен клапан на системата за кабинно налягане Emergency cabin pressure valve	
Заден сервизен панел за източване на мръсната вода Rear water-draining service panel	
Клапан за регулиране на налягането в кабината Cabin pressure adjustment valve	
Заден сервизен панел за източване на тоалетните Rear toilet/s-draining service panel	
Панел за достъп до механизма на стабилизатора Stabilizer access panel	
Панел за достъп до опашния конус Aircraft tale- cone access panel	
Заден сервизен панел за зареждане с питейна вода Rear drinking -water service panel	
Врати на задно товарно отделение Aft. cargo doors	
Врати на предно товарно отделение Forward cargo hold doors	
Преден сервизен панел за зареждане с питейна вода Forward drinking-water refilling service panel	
Панел за включване на наземен охладител Ground cooling system panel	
Капак за включване на външно захранване External power panel	
Букса за включване на външно захранване External power receptacle	

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Отсек на системата за налягане в кабината Cockpit pressure panel		
Целия отсек и по-специално зоните с кухи пространства и дупки The entire compartment with special attention to all housings		
Отсек с допълнително оборудване Avionix compartment		
Целия отсек и всички инсталации в него The entire compartment including all instalations in it		
Товарни отсеци Cargo holds		
Преден товарен отсек и по-специално зоната на заключващите механизми Forward cargo compartment locking		
Отсек на резервоара за мръсна вода Waste -water reservoir compartment		
Сандъци с технически инструменти Technical tools boxes		
Заден товарен отсек (по-специално зоната на захващане на пантите на вратата) After cargo compartment locking (special attention to the hinges)		
Зоната непосредствено зад задния товарен отсек Bulk cargo compartment		
Ниши и механизми на колесниците Landing gear housings and mechanisms		
Носов колесник - зоната зад панелите Nose landing gear wheel well		
Лява и дясна ниша на основните механизми на колесника и зоната на съединяване на крилото с тялото Belly fairing (left and right landing gear weel wells)		
Механизми, гуми, джанти, спирачки и части като подпори, обтяжки, греди, лостове, задвижващи механизми, станози и ходови части Wheels, tires, brakes		
Криле Wings		
Изходящ ръб и зона на задкрилките Flaps trailing edge		
Капака на клапана за срещуположно подаване на гориво Refueling vavle panel		
Капаците на пожарогасителите Fire extinguishers panels		
Гърловината за зареждане с гориво Refueling valve		
Ревизионни капази Inspection panels		
Вентилационни отвори на горивната система Fuel system vent holes		
Двигатели и пилони Engines and pylons		
Въздухозаборници, сопла и тракта на вентилатора Fans, Fancowl, Nozzle		
Въздухозаборник за масления и пневматичния топлообменник на двигателя Inlet oil and heat exchanger		
Капак за зареждане на двигателно масло Oil refilling panel		
Панел на въздухозаборника на двигателния топлообменник Engine inlet heat exchanger panel		
Капачка за зареждане на масло за регулатора на постоянни обороти Refilling cap of IDG		
Отворете капаците на обтекателите на двигателите и вентилаторните лопатки на турбината. Цялата инсталация на двигателя и всички отвори на обтекателя и пилоните да бъдат проверени Open the covers of the engine cowlings and the turbofan blades. The entire engine installation and all openings of the cowl and the pylons should be searched		

ИЗВЪРШИЛ ПРОВЕРКАТА SEARCH CONDUCTED BY			
1	Пилот Pilot	 /Име, Презиме/ /Name, Surname/	Подпис Signature
2	Техническо Лице Technician	 /Име, Презиме/ /Name, Surname/	Подпис Signature

**При извършване на претърсването от оторизирани органи на
други институции, държави, служител „Сигурност“:
In case the search is conducted by other agencies, state
authorities, security officers**

№	длъжност	Име, Презиме, Фамилия	Подпис:
1			
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The following form is for ground services as evidence that the security search of the aircraft has been performed form the crew before passenger boarding.

FLY2SKY Security Program – Attachment 03.05**Aircraft Security search has been performed and the aircraft is ready for flight**

Date: / / Flight №: A/C Reg. LZ-..... Time of performance: :

Destination:

Origin of the previous flight:

Searched: **CAPTAIN'S NAME:****SIGNATURE:****PURSER'S NAME:****SIGNATURE:**

CHAPTER 12

RULES OF THE AIR

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SUMMARY OF HIGHLIGHTS

Localization Title	TOC Index	ID	Reason



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12 RULES OF THE AIR

12.1 GENERAL

12.1.1 VISUAL AND INSTRUMENT FLIGHT RULES

APPLICABLE TO: ALL

Refer to: OM-A 8.3.1 VFR/IFR POLICY

12.1.2 TERRITORIAL APPLICATION OF THE RULES OF THE AIR

APPLICABLE TO: ALL

SERA – Standardised European Rules of the Air (Regulation (EU) No 923/2012 of 26 September 2012) applies to all aircraft when operated within EU and to aircraft on the Bulgarian register and have legal precedence over national rules. The territorial rules also take precedence over those of the State of Registry.

State Rules and Procedures containing flight information applicable to the specific State can be found in the Jeppesen FD Pro X. *Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Rules of the Air*

12.1.3 COMMUNICATION PROCEDURES

APPLICABLE TO: ALL

A continuous radio listening watch must be maintained throughout all flights, even when operating outside controlled airspace, unless:

- A permission was given by the appropriate ATS station to discontinue radio watch; or
- A SELCAL is in use; or
- Use of defective radio equipment might endanger the safety of the flight.

In the event of communication failure, perform the procedures described in the Jeppesen FD Pro X. *Refer to: Jeppesen FD Pro X – Pubs – Emergency Procedures – Radio Communication Failure Procedures.*

Note: All schedule and regular charter flights are provided by RPL (Repetitive Flight Plans).

For those flights filed FPL is FPL generated from RPL. RPL for each schedule or Regular charter flight are included into corresponding NAVBLUE Route Manual. Thereafter, in case of two-way radio communication failure, the crew shall use Flight Time, Speed and Flight Level data according to RPL.

If no RPL exists for particular flight or some of current flight details are differed from RPL data (for instance: route of flight differs, or aircraft type was changed and etc.), the FOA sends FPL to ATS. Now the current FPL will be “filed FPL” in case of two-way radio communication failure. The FOA provides the copy of FPL to the flight crew and informs about RPL changes. Thereafter, the crew shall use Flight Time, Speed and Flight Level according to current FPL.

12.1.4 INTERCEPTION OF CIVIL AEROPLANES

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.14.11]

Procedures applicable in case of interception of civil aircraft are described in the Jeppesen FD Pro X. *Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Emergency Data*

12.1.5 WHEN A RADIO LISTENING WATCH IS TO BE MAINTAINED

APPLICABLE TO: ALL

Both pilots will normally maintain listening watch on the appropriate ATC frequency. If a pilot goes off watch, he must inform the other pilot and advise when he is returning on watch. A pilot returning on listening watch shall establish any change in ATC instructions.

- Pilots shall maintain good R/T discipline as follows:
- Always listen out before transmitting;
- Use standard phraseology and avoid replying without giving a callsign;
- Read back essential instructions;
- On first contact after changing frequency, state altitude or flight level;
- Only call leaving a level when the aeroplane has actually left the level; and
- Keep transmissions to a minimum.

Time and flight level of passing reporting points shall be reported as soon as possible to the appropriate ATC unit together with any other required information, unless exempted to do so by ATC. In the absence of reporting points, position reports shall be made at intervals specified by the State or ATC unit concerned.

12.1.6 SIGNALS

APPLICABLE TO: ALL

Search and rescue signals are described in the Jeppesen FD Pro X. *Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Emergency Data*

12.1.7 TIME SYSTEM USED IN OPERATION

APPLICABLE TO: ALL

Co-ordinated Universal Time (UTC) is used in Fly2Sky operations and is expressed in hours and minutes of the 24-hour day beginning at midnight. Midnight is designated as 24:00 for the end of the day and 00:00 for the beginning of the day.

A time check shall be obtained prior to operating a controlled flight and at such other times during the flight as may be necessary. For further time and frequency information refer to the Jeppesen FD Pro X. *Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Tables and Codes – Radio Frequency and Time Information – Standard Time Signals*

**12.1.8 ATC CLEARANCES, INCLUDING INSTRUCTIONS ON THEIR
CLARIFICATION AND ACCEPTANCE, PARTICULARLY WHERE TERRAIN
CLEARANCE IS INVOLVED, ADHERENCE TO FP AND POSITION REPORTS****APPLICABLE TO: ALL****12.1.8.1 AIR TRAFFIC CONTROL CLEARANCES****GENERAL**

Air traffic control clearances are based solely on the requirements for providing air traffic control service. The issuance of air traffic control clearances by air traffic control units constitutes authority for an aeroplane to proceed only in so far as known air traffic is concerned.

Clearances are based solely on expediting and separating air traffic and do not constitute authority to violate any applicable regulations for promoting safety of flight operation or for any other purpose. Clearances are based on known traffic conditions which affect safety in aeroplane operation. Such traffic conditions include not only aeroplanes in the air and on the manoeuvring area over which control is being exercised, but also any vehicular traffic or other obstructions not permanently installed on the manoeuvring area in use.

If an air traffic control clearance is not suitable to a Commander of an aeroplane, he may request and, if practicable, obtain an amended clearance. Clearances issued by controllers relate to traffic and aerodrome conditions only and do not relieve a pilot of any responsibility whatsoever in connection with a possible violation of applicable rules and regulations.

CONTENTS OF AIR TRAFFIC CONTROL CLEARANCES

Clearances contain positive and concise data and are, as far as practicable, phrased in a standard manner.

- Air traffic control clearances indicate:
- Aeroplane identification;
- Clearance limit;
- Route of flight;
- Level(s) of flight for the entire route or part thereof and changes of levels if required;

Note: If the clearance for the levels covers only part of the route, it is important for the air traffic control unit to specify a point to which the part of the clearance regarding levels applies whenever necessary to ensure compliance with radio communication failure.

Any necessary instructions or information on other matters such as approach or departure manoeuvres, communications and the time of expiry of the clearance.

Note: The time of expiry of the clearance indicates the time after which the clearance will be automatically cancelled if the flight has not been commenced.

Standard departure and arrival routes and associated procedures may be established to facilitate the safe, orderly and expeditious flow of air traffic and to describe the route and procedure in air traffic control clearances.

CLEARANCE LIMIT

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A clearance limit shall be described by specifying the name of the appropriate reporting point, or aerodrome, or controlled airspace boundary.

When prior co-ordination has been affected with units under whose control the aeroplane will subsequently be, or if there is reasonable time prior to their assumption of control, the clearance limit shall be the aerodrome destination or, if not practicable, an appropriate intermediate point. Co-ordination will be expedited so that a clearance to the destination aerodrome may be issued as soon as possible.

Note: The initial clearance issued to an aeroplane prior to departure will normally authorise flight to the aerodrome of first intended landing with instructions to maintain the cruising level at which the aeroplane enters the next control area. The Commander shall request any desired level changes enroute.

If the aeroplane has been cleared to an intermediate point in an adjacent control area, the appropriate area control centre will then be responsible for issuing, as soon as practicable, an amended clearance to the destination aerodrome.

When the destination aerodrome is outside a control area, the area control centre responsible for the last control area through which an aeroplane will pass shall issue appropriate clearance for flight to the limit of that control area.

ROUTE OF FLIGHT

The route of flight shall be detailed in each clearance when deemed necessary. The phrase “cleared via flight planned route” may be used to describe any route or portion thereof provided the route or portion thereof is identical to that filed in the flight plan and sufficient routing details are given to definitely establish the aeroplane on its route. The phrases “cleared via (designation) arrival” may be used when standard departure or arrival routes have been established by the appropriate ATS authority and in AIPs. The phrase “cleared via flight planned route” shall not be used when granting a re-clearance.

LEVELS

Instructions included in clearances relating to levels shall consist of:

- Cruising level(s) or, for cruise climb, a range of levels and, if necessary, the point to which the clearance is valid with regard to the level(s);
- Levels at which specified points are to be crossed, when necessary;
- The place or time for starting climb or descent, when necessary;
- The rate of climb or descent, when necessary; and
- Detailed instructions concerning departure or approach levels, when necessary.

12.1.8.2 CLARIFICATION AND ACCEPTANCE OF CLEARANCES:

Clarification and responsibility: The pilot must immediately request clarification if any part of the clearance is unclear, ambiguous, or appears unsafe.

Examples requiring clarification:

Clearance to descend below the minimum safe altitude.

Instructions that seem to conflict with terrain or weather conditions.

Deviations from filed flight plan not explained by ATC.

Acceptance:

Once a clearance is read back and acknowledged by ATC, it is considered accepted.

Acceptance implies the pilot understands and agrees to comply with all instructions. Pilots must not accept a clearance they are unable to comply with.

12.1.8.3 TERRAIN CLEARANCE CONSIDERATIONS**ATC provides separation from terrain when the aircraft is operating:**

Under IFR in controlled airspace.

On a radar vector or assigned route.

Pilots are responsible for terrain clearance:

When flying VFR, even with flight following.

When operating in uncontrolled airspace.

When deviating from ATC clearance without prior approval (e.g., emergency or weather avoidance).

Note: In mountainous areas or when off airways, ensure the clearance includes terrain-safe altitudes or request minimum enroute altitudes (MEAs).

CO-ORDINATION OF CLEARANCES

An air traffic control clearance shall be coordinated between air traffic control units to cover the entire route of an aeroplane, or a specified portion thereof as follows:

- An aeroplane shall be cleared for the entire route to the aerodrome of first intended landing when it has been possible, prior to departure, to co-ordinate the clearance between all units under whose control the aeroplane will subsequently come;

Note: Where a clearance is issued covering the initial part of the flight solely as a means of expediting departure traffic, the succeeding enroute clearance will be as specified above even though the aerodrome of first intended landing under the jurisdiction of an area control centre other than the one issuing the enroute clearance.

- When co-ordination described above has not been achieved or is not anticipated, the aeroplane shall be cleared only to that point where co-ordination is reasonably assured. Prior to reaching such point, or at such point, the aeroplane shall receive further clearance, holding instructions being issued as appropriate;
- When an aeroplane intends to depart from an aerodrome within a control area to enter another control area, within a period of thirty minutes, or such other specific period of time as has been agreed between the area control centres concerned, co-ordination with the subsequent area control centre shall be affected prior to issuance of the departure clearance; and
- When an aeroplane intends to leave a control area for flight outside controlled airspace and will subsequently re-enter the same or another control area, a clearance from point of departure to the aerodrome of first intended landing may be issued. Such clearance or revision thereto shall apply only to those portions of

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the flight conducted within controlled airspace.

Fly2Sky ensures that his in-flight operational instructions involving a change to the air traffic flight plan, when practicable, are coordinated with the appropriate Air Traffic Service unit before transmission to an aeroplane.

CLEARANCES TO FLY MAINTAINING OWN SEPARATION WHILE IN VMC

When so requested by an aeroplane and provided it is so authorised by the appropriate ATS authority, an area control centre may clear a controlled flight operated in visual meteorological conditions during the hours of daylight to fly subject to maintaining own separation and remaining in VMC. When a controlled flight is so cleared the following shall apply:

- The clearance shall be for a specified portion of the flight during climb or descent and subject to further restrictions as and when prescribed on the basis of regional air navigation agreements;
- If there is a possibility that flight under VMC may become impracticable, an IFR flight shall be provided with alternative instructions to be complied with in the event that flight in VMC cannot be maintained for the term of the clearance;
- The pilot of an IFR flight on observing that conditions are deteriorating and considering that operation in VMC will become impossible, shall inform ATC before entering IMC and proceed in accordance with the alternative instructions given.

Note: Essential traffic information shall be given to controlled flights concerned whenever they constitute essential traffic to each other. The provision of vertical or horizontal separation by an air traffic control unit is not applicable in respect of any specified portion of a flight cleared subject to maintaining own separation and remaining in VMC. It is for the flight so cleared to ensure, for the duration of the clearance, that it is not operated in such proximity to other flights as to create a collision hazard.

Clearance subject to maintaining own separation and remaining in VMC shall be requested or accepted with reluctance, and only, if the lack of non- acceptance of such a clearance would result in undue fuel penalties or delays. The responsibility for accepting such clearances shall rest entirely with the Commander and reasonable constraint shall be exercised in doing so, especially when flying in areas of high traffic density or in marginal weather conditions. Safety of flight shall always take precedence over economical penalties endured through delays or additional mileage.

12.1.8.4 ADHERENCE TO FLIGHT PLAN

Aeroplane shall adhere to the current flight plan or the applicable portion of a current flight plan submitted for a controlled flight unless a request for a change has been made and clearance obtained from the appropriate air traffic control unit, or unless an emergency situation arises which necessitates immediate action by the aeroplane, in which event as soon as circumstances permit, after such emergency authority is exercised, the appropriate air traffic services unit shall be notified of the action taken and that this action has been taken under emergency authority.

NAVIGATION ALONG ATS ROUTES OR OTHER ROUTES

Unless otherwise authorised or directed by the appropriate air traffic control unit, controlled

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flights shall, in so far as practicable:

1. When on an established ATS route, operate along the defined centre line of the route; or
2. When on any other route, operate directly between the navigation facilities and/or points defining that route.

Subject to the overriding requirement in 1. and 2. above, an aeroplane operating along an ATS route segment defined by reference to very high frequency omnidirectional radio ranges shall change over for its primary navigation guidance from the facility behind the aeroplane to that ahead of it at, or as close as operationally feasible to the changeover point, where established.

Deviations from the requirements in 1. and 2. above shall be notified to the appropriate air traffic services unit.

INADVERTENT DEVIATIONS FROM FLIGHT PLAN

In the event that a controlled flight inadvertently deviates from the current flight plan, the following action shall be taken:

- Deviation from Track: If the aeroplane is off track, action shall be taken forthwith to adjust the heading of the aeroplane to regain track as soon as practicable;
- Variation in True Airspeed: If the average true airspeed at cruising level between reporting points varies or is expected to vary by plus or minus 5 percent of the true airspeed, from that given in the flight plan, the appropriate air traffic services unit shall be so informed.
- Deviation from assigned Mach Number: Unless otherwise advised by the Commander of a flight, ATC will assume that the last assigned Mach number will be maintained both in cruise and in any cleared step-climbs or step-descents made in course of the flight. Shall the Mach number vary or be expected to vary by plus or minus 0.01 Mach or more, the appropriate air traffic services unit shall be so informed.
- Change in Time Estimate: If the time estimate for the next applicable reporting point, flight information region boundary or destination aerodrome, whichever comes first, is found to be in error in excess of 3 minutes from that notified to air traffic services, or such other period of time as is prescribed by the appropriate ATS authority or on the basis of air navigation regional agreements, a revised estimated time shall be notified as soon as possible to the appropriate air traffic services unit.

REQUESTED CHANGES TO FLIGHT PLAN

Requests for flight plan changes shall include information as indicated below:

- Change of cruising Level: Aeroplane identification; requested new cruising level and cruising speed at this level, revised time estimates, when applicable, at subsequent flight information region boundaries.
- Change of Route:
 - Destination unchanged: Aeroplane identification; flight rules; description of new route of flight including related flight plan data beginning with the position from which requested change of route is to commence; revised time estimates; any other pertinent information.

- Destination changed: Aeroplane identification; flight rules; description of revised route of flight to revised destination aerodrome including related flight plan data, beginning with the position from which requested change of route is to commence;
- Revised time estimates alternate aerodrome(s); any other pertinent information.

12.1.8.5 POSITION REPORTS

TRANSMISSION OF POSITION REPORTS

On routes defined by designated significant points, position reports shall be made when over or as soon as possible after passing each designated compulsory reporting point, unless exempted from this requirement by the appropriate ATS authority. Additional reports over other points may be requested by the appropriate air traffic services unit when so required for air traffic services purposes.

On routes not defined by designated significant points, position reports shall be made as soon as possible after the first half hour of flights and at hourly intervals thereafter, unless exempted from this requirement by the appropriate ATS authority. Additional reports at shorter intervals of time may be requested by the appropriate air traffic services unit when so required for air traffic services purposes.

Under conditions specified by the appropriate authority, flights may be exempted from the requirement to make position reports at each designated compulsory reporting point or interval, phraseology: "Omit position reports". In applying this provision, account shall be taken of the meteorological requirement for making, recording and reporting of routine aeroplane observations. Aeroplanes are required to resume position reporting when advised that radar service is terminated or that radar contact is lost.

Note: The above provision is intended to apply in cases where adequate flight progress data are available from other sources, e.g., ground radar, and in other circumstances where the omission routine reports from selected flights are found to be acceptable.

The position reports called for in paragraphs 1 and 2 above shall be made to the Air Traffic Services unit serving the airspace in which the aeroplane is operated. In addition, when so described in the RM or requested by the appropriate air traffic services unit, the last position report before passing from one flight information region or control area to an adjacent flight information region or control area shall also be made to the air traffic services unit serving the airspace that the aeroplane is about to enter.

If a position report is not received at the expected time, subsequent control by ATC shall not be based on the assumption that the estimated time is accurate. Immediate action shall be taken by ATC to obtain the report if it is likely to have any bearing on the control of other aeroplanes. For additional information refer to Jeppesen FD Pro X.

12.1.9 VISUAL SIGNALS TO UNAUTHORISED AIRCRAFT

APPLICABLE TO: ALL

Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Emergency Data

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12.1.10 PROCEDURES WHEN OBSERVING ACCIDENT/DISTRESS SIGNAL

APPLICABLE TO: ALL

Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Air Traffic Control – International Civil Aviation Organisation – Rules of the Air

12.1.11 GROUND/AIR VISUAL CODES BY SURVIVORS

APPLICABLE TO: ALL

Refer to: Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Emergency Data

12.1.12 DISTRESS AND URGENCY SIGNALS

APPLICABLE TO: ALL

REFER TO: [IOSA FLT 3.14.9]

12.1.12.1 GENERAL

If an unusual situation develops in the flight which might involve an abnormal risk during landing the Commander must either declare an emergency if the situation warrants it or advice ATC of the problem as soon as possible. Preoccupation with remedial action must not allow the declaration of an emergency or a request for assistance to be overlooked or delayed. Airport Fire and Rescue Services may need to be supplemented from local resources, and there is obvious advantage in giving the maximum warning notices.

The earliest possible notification to ATC shall be given, i.e., on first contact with the ATS unit in whose are the destination aerodrome is located. Standing down the emergency services is a much simpler operation than arranging a full turnout without much warning.

It is not considered practical to give precise instructions which will adequately cover various emergencies, near emergencies or systems failure conditions, which may be met in flight. The information is designed to help decision making in marginal cases, where Commanders are unsure whether passenger or ground services shall be alerted. For this reason, two alerting categories are recognised. These terms are urgency and distress.

12.1.12.2 DEFINITIONS (ICAO)

Urgency

A condition concerning the safety of an aircraft or other vehicle, or of some person on board or within sight, but which does not require immediate assistance. Urgency signal is sent by radiotelephony consisting of the words PAN-PAN, preferably spoken three times.

Distress

A condition of being threatened by serious and/or imminent danger or requiring immediate assistance. Distress signal is sent by radiotelephony consisting of the word MAYDAY, preferably spoken three times.

12.1.12.3 URGENCY (PAN PAN)

Guidance Material:

- A landing gear unsafe light, when indications show the landing gear is safe;

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- One engine inoperative;
- Hydraulic failure, leaving the aircraft on a degraded brake/flaps/flight control system;
- Minimum fuel condition *Refer to: OM-A 8.3.7 POLICY AND PROCEDURES FOR IN-FLIGHT FUEL MANAGEMENT;*
- Passenger or crew illness or injury;
- Navigation equipment – unreliability or significant failure.

Note: At some airfields, Fire and Rescue Services may be dispatched onto the Apron. The Commander shall request Fire and Rescue Services if a significant or potential hazard is thought to exist.

12.1.12.4 DISTRESS (MAYDAY)

Guidance Material:

- Suspected landing gear, wheels or tyres damage;
- Suspected complete brake failure, hydraulic failure;
- Indications of smoke in cockpit/cabin or cargo holds;
- Unusual response from any of the flying controls.
- Emergency fuel condition, *Refer to: OM-A 8.3.7 POLICY AND PROCEDURES FOR IN-FLIGHT FUEL MANAGEMENT;*
- A fire warning or other indication of fire.

12.1.12.5 COMMANDER ACTIONS IN CASE OF URGENCY OR DISTRESS

Commanders are advised that, if in doubt as to whether a particular instance merits urgency signal or not, it is more prudent to declare a PAN-PAN than to take no action. In case of an urgency or distress situation, the Commander shall do the following:

- Maintain situational awareness;
- Decide and plan actions and strategies together with co-pilot and, if required, with the SCCM or even with ATC;
- Declare the urgency or emergency to ATC (and other aircraft).

Inform the following:

- ATC about intentions;
- Co-pilot on emergency procedures/checklists and workload distribution;
- SCCM on Nature, Intention, Time available, Special Instructions; and
- Passengers on PA or, if the time or workload does not permit, ask to do it SCCM;
- Manage the situation and co-ordinate the workload.

Refer to: OM-B 3 ABNORMAL AND EMERGENCY PROCEDURES

Refer to: Jeppesen FD Pro X – Pubs – General Airway Manual – Emergency Data

CHAPTER 13

LEASING / CODE-SHARE

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13 LEASING / CODE-SHARE

13.1 GENERAL

13.1.1 DESCRIPTION

APPLICABLE TO: ALL

REFER TO: (REGULATION (EC) No 1008/2008 ART. 13)

This chapter of Operations Manual describes operational arrangements for leasing and codeshare, associated procedures and management responsibilities. Fly2Sky may have one or more aircraft at its disposal through dry or wet lease agreement. Fly2Sky may freely operate wet leased aircraft registered within the Community except where this would lead to endangering safety.

A dry lease agreement to which Fly2Sky is a party or a wet lease agreement under which Fly2Sky is the lessee of the wet-leased aircraft shall be subject to prior approval in accordance with applicable Community or national law on aviation safety.

Leasing arrangements must comply with provisions of:

- Regulation (EC) No 1008/2008 of the European Parliament and of the Council, and;
- ORO.AOC.110 Leasing agreement of Regulation (EU) No 965/2012 Annex III;
- ORO.AOC.115 Code-share agreements of Regulation (EU) No 965/2012 Annex III.

Furthermore, shall comply with all additional requirements made applicable by the Bulgarian CAA or defined by Fly2Sky must be complied with.

13.1.2 DEFINITIONS

APPLICABLE TO: ALL

REFER TO: (REGULATION (EC) No 1008/2008 ART. 2)

Terms used in this paragraph have the following meaning:

DRY LEASE AGREEMENT

This means an agreement between undertakings pursuant to which the aircraft is operated under the AOC of the lessee.

WET LEASE AGREEMENT

This means an agreement between air carriers pursuant to which the aircraft is operated under the AOC of the lessor.

COMMUNITY AIR CARRIER

This means an air carrier with a valid operating licence granted by a competent licensing authority.

THIRD COUNTRY OPERATOR (OR TCO)

This refers to non-European aircraft operators conducting commercial air transport (CAT) flights into the EU.

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13.1.3 MANAGEMENT RESPONSIBILITIES

APPLICABLE TO: ALL

The Accountable Manager is responsible for authorizing lease agreements. He may also authorise any other Fly2Sky employee to sign lease agreement on his behalf. Nominated Persons for each area of competence are responsible in order that the provision of this chapter is met.

13.2 LEASE AGREEMENTS

13.2.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.AOC.110 (A)(B)), (AMC1 ORO.AOC.110)

Any lease agreement concerning aircraft used by Fly2Sky shall be subject to prior approval by the Bulgarian CAA. Fly2Sky shall not lease-in aircraft included in the list of operators subject to operational restrictions, registered in a State of which all operators under its oversight are subject to an operating ban or from an operator that is subject to an operating ban pursuant to Regulation (EC) No 2111/2005.

Fly2Sky shall provide the Bulgarian CAA with the following information, when intending to lease-in an aircraft:

- The aircraft type, registration markings and serial number;
- The name and address of the registered owner;
- A copy of the valid certificate of airworthiness;
- A copy of the lease agreement or description of the lease provisions, except financial arrangements;
- Duration of the lease; and
- In case of wet lease-in a copy of the AOC of the third country operator and the areas of operation.

The information mentioned above shall be accompanied by a signed statement that the parties to the lease agreement fully understand their respective responsibilities under the applicable regulations.

13.2.2 WET LEASE-IN

APPLICABLE TO: ALL

REFER TO: (ORO.AOC.110 (c)), (AMC1 ORO.AOC.110 (c)), (AMC2 ORO.AOC.110 (c)), (GM1 ORO.AOC.110(c))

Fly2Sky for the approval of the wet lease-in of an aircraft from a third-country operator shall demonstrate to the Bulgarian CAA all of the following:

- That the third country operator holds a valid AOC issued in accordance with Annex 6 to the Convention on International Civil Aviation;
- That the safety standards of the third country operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by Regulation (EU) No 1321/2014 and Regulation (EU) No 965/2012;

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- That the aircraft has a standard C of A issued in accordance with Annex 8 to the Convention on International Civil Aviation.

If Fly2Sky is not intending to apply EU safety requirements for air operations and continuing airworthiness when wet leasing-in an aircraft registered in a third country, it shall demonstrate to the Bulgarian CAA that the standards complied with are equivalent to the following requirements:

- Annex IV (Part-CAT);
- Part-ORO:
 - ORO.GEN.110 and Section 2 of Subpart GEN;
 - ORO.MLR, excluding ORO.MLR.105;
 - ORO.FC;
 - ORO.CC, excluding ORO.CC.200 and ORO.CC.210(a);
 - ORO.TC;
 - ORO.FTL, including related CS-FTL; and
 - ORO.SEC;
- Annex V (Part-SPA), if applicable;
- For continuing airworthiness management of the third country operator, Part-M Subpart- B, Subpart-C and Subpart-G, excluding M.A.707, and M.A.710;
- For the maintenance organisation used by the third country operator during the lease period: Part-145; and
- Fly2Sky shall provide the Bulgarian CAA with a full description of the flight time limitation scheme(s), operating procedures and safety assessment demonstrating compliance with the safety objectives set out above.

Fly2Sky shall maintain a record of occasions when lessors are used, for inspection by the Bulgarian CAA. In anticipation of an operational need Fly2Sky may enter into a framework agreement with more than one third-country operator provided that these operators comply with this subsection. These third-country operators shall be placed in a list maintained by Fly2Sky.

13.2.3 DRY LEASE-IN

APPLICABLE TO: ALL

REFER TO: (ORO.AOC.110 (D))

Fly2Sky for the approval of the dry lease-in of an aircraft registered in a third country shall demonstrate to the competent authority that:

- An operational need has been identified that cannot be satisfied through leasing an aircraft registered in the EU;
- The duration of the dry lease-in does not exceed seven months in any 12 consecutive month period;
- Compliance with the applicable requirements of Regulation (EU) No 1321/2014 is ensured; and

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- The aircraft is equipped in accordance with the EU regulations for Air Operations.

13.2.4 DRY LEASE-OUT

APPLICABLE TO: ALL

REFER TO: (ORO.AOC.110 (E))

Dry lease-out of Fly2Sky aircraft requires prior approval by the Bulgarian CAA. Fly2Sky application shall be accompanied by copies of the intended lease agreement or description of the lease provisions, except financial arrangements, and all other relevant documentation.

13.2.5 WET LEASE-OUT

APPLICABLE TO: ALL

REFER TO: (ORO.AOC.110 (F)), (AMC1 ORO.AOC.110 (F))

Prior to the wet lease-out of an aircraft, the Fly2Sky shall notify the Bulgarian CAA. When notifying the Bulgarian CAA, Fly2Sky shall provide the following information:

- The aircraft type, registration markings and serial number;
- The name and address of the lessee;
- A copy of the lease agreement or description of the lease provisions, except financial arrangements; and
- The duration of the lease agreement.

13.3 CODE-SHARE

13.3.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.AOC.115), (AMC1 ORO.AOC.115(A)(1)), (AMC1 ORO.AOC.115(B)), (AMC2 ORO.AOC.115(B))

Fly2Sky presently does not have any code-share agreements.

13.4 NON-COMMERCIAL OPERATIONS WITH AIRCRAFT ON THE AOC

13.4.1 GENERAL

APPLICABLE TO: ALL

REFER TO: (ORO.AOC.125)

Fly2Sky complies with Annex VIII (Part-SPO) of Regulation (EU) No 965/2012 when conducting maintenance check flights (MCF). The procedures related to non-commercial operations are specified in the OM-A. *Refer to: OM-A 8.7 NON-COMMERCIAL OPERATIONS*

13.4.2 NON-COMMERCIAL OPERATIONS FLIGHT TIME

APPLICABLE TO: ALL

REFER TO: (AMC1 ORO.AOC.125(A))

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Fly2Sky in case of non-commercial flights apply the Flight Time Limitations are per OM-A.

Refer to: OM-A 7 FLIGHT TIME LIMITATIONS

13.4.3 OPERATING PROCEDURES

APPLICABLE TO: ALL

REFER TO: (AMC2 ORO.AOC.125(A)), (AMC2 ORO.AOC.125(A)(2))

Fly2Sky on non-commercial flights applies the same operational procedures as those used for its CAT operations. Fly2Sky does not operate non-commercial flights where, following a risk assessment performed by the Director Flight Operations the risk level is above the normally acceptable for commercial flights.

13.4.4 USE OF AIRCRAFT LISTED ON AN AOC BY OTHER OPERATORS

APPLICABLE TO: ALL

REFER TO: (ORO.GEN.310), (GM1 ORO.GEN.310)

Aircraft listed on Fly2Sky's AOC may remain on the AOC if it is operated by the Fly2Sky itself, for specialised operations in accordance with Annex VIII (Part-SPO) of Regulation (EU) No 965/2012 limited to Level B Maintenance Check Flights (MCF). *Refer to: OM-A 8.7.4 MAINTENANCE CHECK FLIGHTS (MCF)*

Fly2Sky does not provide aircraft listed in its AOC to other operator AOC for non-commercial operations and specialised operations.

Note: Aircraft listed on an AOC means any aircraft included in the Fly2Sky AOC certification process, to which the privileges of the AOC apply. The registration marks of these aircraft are indicated either in the operations specifications form or in the operations manual of Fly2Sky.



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