



VIRTUAL NORTHWEST AIRLINES OPERATIONS DEPARTMENT

Standard Operating Procedures (SOP)

PIREP Approval

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Version 1.0 – issued May 15th, 2012

SOP PIREP APPROVAL

Table of Contents

Important Note: The Staff Guide is intended solely as an aid in PIREP approval. It is to explain and detail any of the subject matter mentioned. It is based on vNWA Standard Operating Procedures, 14CFR Part 121, and on general aviation documents. Use of appropriate checklists is mandatory at all times.

1. Airline Route Selection
2. Aircraft Selection
3. Dispatching of Route and Fuel
4. Approved Reporting Systems
5. World ACARS Flags
6. Landing Rates
7. Rejected PIREPs
8. Final Approval

Summary of Changes

Rev 1.0: -Created establish standard operating procedures for approving PIREPS. CR 5/2012
- Added and deleted proper and improper references through out 8/24/12 MST

Standard Operating Procedures – PIREP Approval

1. Airline Route Selection

The pilot will need to select a valid route from the Virtual Northwest Airlines routing structure and wACARS system. This system is maintained by the Route Manager (or in his absent the Senior Vice President). The form for requesting a route can be found in the Pilot Center Downloads section on the website.

2. Aircraft Selection

- a. The pilot should choose the aircraft in accordance to the route structure and aircraft assignments. As stated in the Virtual Northwest Policy Manual, the pilot may choose a substitute aircraft for the particular route. The pilot and/or the approver should reference the fleet substitution located in the Pilot Center Downloads section on the website.

3. Dispatching of Route and Fuel

- a. The dispatching of the route should be in accordance with proper weather, event specific routing, and operational requirements. Routes can be retrieved online via several sources (Flightaware, Flight Plan.com). “GPS direct to” routes are only allowed in special circumstances with specific flights.
- b. The dispatching of fuel should be in accordance with proper weather and operational requirements. There should be enough fuel on board to arrive at the destination with an hour of reserve fuel. There is a Fuel Planning Calculation Program located in the Pilot Briefing of your scheduled flight from the Website Homepage under Operations - Schedules.

4. Approved Reporting Systems

- a. There two ways to file a PIREP:
 - i. World_ACARS
 - ii. Manual Report via the website
 1. Manual reports are no longer accepted unless one or more of the following conditions is present:
 - a. World_ACARS is not functional.
 - b. World_ACARS crashes during flight
 - c. World_ACARS does not allow you to file a flight
 - d. Malfunction with World_ACARS during a flight.
 - e. Prior approval by Hub Manager.

5. World_ACARS Flags

- a. World_ACARS has several events that it can log for each flight. Virtual Northwest Airlines Flight Operations would like to only allow the following flags to be engage and still have the PIREP approve. They are:

- i. Any lighting flags
 - ii. Airborne
 - iii. Ascent
 - iv. Descent
 - v. Parking Brake ON
 - vi. FS Paused
 - vii. Landing Gear down
- b. The following flags that are engaged during a flight will result in a detail look in the PIREP to see if there was a malfunction in the system or the pilot shows that he/she needs help flying the airplane. They are:
 - i. Over speed
 - ii. Stall
 - iii. IAS>250kts below 10,000
 - iv. Slew
 - v. Bank Angle
 - vi. Crash
 - vii. In-flight Refueling
 - viii. Time Acceleration
 - ix. Hard Landing

6. Landing Rates

- a. Acceptable Landing Rates for PIREPS should be in the following range. These are rough numbers:
 - i. 100fpm – 500fpm
- b. PIREPS will be approved if the following rates are recorded on the accepted ACARS system(s).
 - i. 0fpm – 500fpm
- c. The following PIREPS will be reviewed in detail.
 - i. 500fpm – 700fpm
- d. The following PIREPs will be rejected
 - i. >750fpm
 - ii. There must be an explanation and or cause for the landing rate >750fpm before the PIREP will be considered for approval.

7. Rejection of PIREPS

- a. Any PIREP that has one of the flags in section 5 (b) and are rejected are subject for review and approval of the qualified approving personnel. The pilot may request an appeal to the Hub Manager or the COO in absent of the Hub Manager. This appeal will be approved if one or all of the following has been accomplished after the flight and/or before PIREP rejection:

- i. Submission of a recorded flight (via recording software) to the designee.
 - ii. Legitimate explanation of the event.

- b. A PIREP that has been rejected and has been successfully appealed will be approved and will be commented with the information on the appeal proceedings and/or notes.
- c. The COO has the final authority over every PIREP rejection.

8. Final Approval

- a. The COO has final approval or rejection over all PIREPS.