



Global Air International

Serving the world

Standard Operating Procedures

April 27, 2009

Introduction:

Congratulations and welcome to Global Air International. Now that you have completed your Global Express Airways (GEA) training and are assigned a permanent pilot number, Global Air International (GAI) is the next step in your career. Procedural policy at Global International is very similar to Global Express although you will find that more resources and options are available now that you are a senior pilot. We hope you enjoy the experience.

Welcome Aboard



Pilots

In much the same way that it was at Global Express Airways, the roster here at Global Air International signifies your rank, flight hours and aircraft you are certified to fly. You may review your current status by visiting the pilot account page at:

<http://www.globalairinternational.com/accounts/gairoster.html>

Base Assignment Changes

- When you transferred from Global Express Airways, you were asked to choose a base as your center of operations. You may request a base change at any time by contacting the CIO/Flight Crew Manager.

Pilot Activity and LOA

- All GAI pilots must stay current by flying a minimum of one scheduled flight per month. A month is calculated based on 30 days from your last flight.
- If you determine you cannot complete a flight within your required time, you must request a leave of absence by contacting the CIO/Flight Crew Manager.
- There is no “Inactive Roster” at GAI, you must stay current or you will be relocated to the retirement page if you have achieved the rank of Captain or above. Pilots who have not reached the rank of Captain or above will be terminated. Once placed in a retired status, you will not be permitted to return to active status and in most cases, terminated pilots will not be rehired.

Flight Requests

- Flight requests sometimes known as “Bids” are completed on the GAI request form in exactly the same way as they were at Global Express Airways. Choose your flight from any schedule/aircraft you are qualified to fly and submit your request.

- Requests are made prior to flying unless arrangements are made ahead of time with your CIO/Flight Crew Manager. Once your request has been electronically submitted you may make your flight without a confirmation, this allows you to fly your request at your convenience.
- A pilot may only fly aircraft they are certified in based on the roster's rank table and aircraft within the fleet. Because new aircraft are sometimes in development, exceptions may be made in advance by contacting the CIO/Flight Crew Manager.
- Flight changes or cancellations are permitted if you change your mind on an assigned route, simply contact the CIO/Flight Crew Manager for modifications but please don't make it a habit since changes take additional time and resources to complete. If you make a flight request and do not fly it in a reasonable time period, the request may be deleted by the CIO/Flight Crew Manager and assigned to another Pilot.
- In case where Pilots have signed up for a company fleet delivery, if they do not fly the delivery flight in a reasonable period, they may be replaced with another pilot by the CIO/Flight Crew Manager and/or the CLO (Chief Logistics Officer)/Forum Manager.

Flight Reports (PIREPS)

- Pilots shall fill out a PIREP when their flight is finished. Pilots may submit up to 4 flights on a single pirep form.
- Pireps are specific to your aircraft type, it is very important that you select the correct aircraft appropriate to your report and deviations may cause delays and possible loss of flight credit. If an aircraft is not listed due to aircraft testing or some other situation, contact the CIO/Flight Crew Manager and obtain clearance BEFORE operating the flight.
- Please avoid sending more than 1 pirep form in a report session as the efficiency of data compilation is reduced if you hold more than one form and send them all at once. Exceptions are arranged for those on special flights such as world tours or event participation. Please contact the CIO/Flight Crew Manager if you are in doubt.
- Pilots may only fly at 2X simulator speed when flying long haul flights of 6 hours or more in duration. If you elect this option you must make the notation to the CIO/Flight Crew Manager and will

receive credit only for stick time, i.e. a 6 hour normal flight at 2X takes 3 hours hence you will receive 3 hours credit.

Online Flying

- Online flying is permitted and encouraged, there are exceptional options such as VATSIM that cater to the needs of a pilot who wants something a little more demanding. Remember that you are a representative of Global Air International and conduct your flying as the professional pilot that you are.
- If a conflict develops you cannot avoid, it is imperative you contact the CIO/Flight Crew Manager immediately so they may provide assistance in resolving any problems. Conflicts are extremely rare but they can happen and so it is important to be professional at all times. In such cases, it may even be more prudent to simply “disconnect” from the situation.
- Due to the substantial number of packages available that add realism to your flying and with the exception of special events as defined in the next section, Vatsim flights will not receive extra hours of credit. There have been a number of pilots who cannot connect to Vatsim due to hardware or software limitations and must resort to alternative realistic packages which provide the same challenging flight experiences but do not earn extra credit.

Flight Time Extra Credit

- Global Air International recognizes there are times when a pilot does a little extra for themselves and the airline. As such, credit is rewarded with extra hours. If you fall into any of the categories below, you may earn extra hours and if in doubt, contact the CIO/Flight Crew Manager.
- Special Events – If you participate in a special event or fly-in as hosted by Global Air International or Global Express Airways, you may be eligible for extra credit hours based on the event. Pilots who participate will be offered such hours if they move specific aircraft or charters as identified in the special event or promotion. Such operations are generally paid in X2 hours.

Global International Forum

- All pilots and staff are encouraged to use the forum. This is a place for people to meet and discuss relevant topics. If you feel the need to discuss a topic unrelated to GAI or flight simulation, post it in the “Off Topic” forum.
- Please be professional on the forum since what you write is a representation of you the individual and of the airline as well. The forums are often visited by non airline participants and other guests who may use the information to decide on an airline career. We need to show these guests and visitors that they want to be here.
- ALL pilots are asked to register using a name of their choice followed by their pilot ID number (MyNick_GL0021, Happy_GL0022, etc.)

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