

**A310**  
**Pre-flight Procedures Manual**



Grupo **SATA**  
Virtual  
[www.satavirtual.org](http://www.satavirtual.org)

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## 1. Introduction

This manual was made to inform pilots how they should proceed and what steps they should take before entering the plane. Like in reality, all pilots comply with mandatory and important procedures before entering the plane, like checking the Flight Plan, Meteorology etc. Most important steps to take before flight are shown here.



## 2. Flight Planning (BriefSys)



I'll explain how the system works. It's quite simple. Basically the system will give what you need for the flight. Go to Pilot Console and login. First step is to check forecast movements to avoid conflicts with other pilots reservations and aircraft. Once you see there is no problems go to Briefing. Enter the departure and destination ICAO codes. For example: LPPT to LPPD and search. The following page will appear. There you have:

- METAR, TAF and Short TAF
- SIGMET
- Surface Analysis
- Altitude Wind and Temperature (6H Forecast)
- Satellite Images



From LPPT To LPPD Details  
[Route and Fuel/Weight Calculator](#)

**Flight Briefing**

**METAR**

2006/02/05 21:00 LPPT 052100Z 03004KT CAVOK 10103 01022 NDBG  
2006/02/05 21:00 LPPD 052100Z 00000KT 9999 FEW006 SCT012 FEW016CB BKN070 1311 01014

**TAF**

2006/02/05 16:59 LPPT 051659Z 060018 05008KT CAVOK TEMPO 0002 VRB03KT  
2006/02/05 16:57 LPPD 051657Z 051818 VRB05KT 9999 SCT015 BKN035 TEMPO 1812 4000 RAQZ BR SCT004 BKN010

**Short TAF**

2006/02/04 22:57 LPPT 042257Z 060110 03010KT CAVOK  
2006/02/04 22:57 LPPD 042257Z 060110 18013KT 9999 SCT015 BKN030 TEMPO 0110 3000 RAQZ BR SCT003 BKN005 PROB30 TEMPO 0109 18015G25KT

**SIGMET**

Europe/North America [North Atlantic Oceanic Europe](#) [Mediterranean Area](#) [Canada Region 1 \(5-RC5\)](#) [Northeast US](#)

**Surface Analysis**

Europe/Atlantic [Latest](#) [24H Forecast](#) [48H Forecast](#)  
Tropical Atlantic [Analysis 12Z](#)

**Altitude Wind and Temperature (6H Forecast)**

Europe/North America [FL100](#) [FL300](#) [FL390](#) [FL380](#)  
South Europe/Africa/North America/South America [FL300](#) [FL390](#) [FL380](#)

Jet Stream [Watch](#)

**Satellite**

Europe/Africa/North America/South America [Infrared](#)  
Europe [Visible](#)

Now click on [Route and Fuel/Weight Calculator](#). Enter aircraft type and callsign. For example: A310, RZ0129 and search. So you just got your route and alternate field. Click [Select](#).



Route and Fuel/Weight Calculator


Flight from LPPT to LPPD using an A310 (RZ0129)..

Route	ALTN	
BUSEN UZ20 KOMUT DCT 38N020W DCT BEKUN DCT NAVPO	LPLA	<a href="#">Select</a>

Powered by BriefSys v1.0  
Grupo SATA Virtual



Other page will appear. Enter number of passengers (PAX) and cargo. For example: 180 PAX and 3400 Kg and Load. There you have your flight plan. I underlined most important items.



SATA VIRTUAL DISPATCH OFFICE / BRIEFSYS V1.0  
 FP STD 7 20060205215224  
 RZ0129 A310 CRZ 0.82  
 LPPT/ LPPD/ FP VIA LISOWSP PDLOWSP LPPTLPPD/LPLA

---

	FUEL	END	WEIGHTS		
<u>TRIP</u>	<u>8769</u>	<u>02:03</u>	<u>PLNTOW</u>	<u>118900</u>	<u>MTOW</u> 157000
CONTS%	439	00:07	<u>PLNLAW</u>	<u>109471</u>	<u>MLAW</u> 123000
ALTN/LPLA	1144	00:17	<u>PLNZFW</u>	<u>103116</u>	<u>MZFW</u> 113000
HOLD	3432	00:45			TNKCAP 54812
EXTRA	2000	00:27			
REQ	15784	03:39			PAX 17100
TAXI	660	00:10			CARGO 3400
<u>TOTAL</u>	<u>16444</u>	<u>03:49</u>			.....
FINALEXTRA	.....	.....	DUE.....		PAYLOAD 20500
BLOCK	.....	.....			

PREPARED BY  
 NAME SATA VIRTUAL BRIEFSYS V1.0  
 CONTACT FLTOPS.S4@SATAVIRTUAL.ORG

FMS/FP INFO  
 CO ROUTE INFO LPPTLPPD  
 CALCULATED CRZ OPT FL380

AVG WND  
 FL... .. / ...  
 FL... .. / ...  
 FL... .. / ...  
 TOC ... / ...  
 TOD ... / ...

ATS CLEARENCE .....

CREW .....

PAX 180

TOTAL O/B .....

DISPATCH BRIEFING INFO:

ATS ROUTE:  
 BUSEN UZZO KOMUT DCT 38NO2OW DCT BEKUN DCT NAVPO  
 ATS ALTN ROUTE:

CAPTAIN .....

Now that you have all the information is time to book the flight with eurobook and send flight plan to VATSIM. It's mandatory to book all flights. In the Console press Book SATA Internacional. Just enter requested data and Send.

VATSIM Booking

Flight Details:

Your VATSIM ID:

Flight Date: (YYYYMMDD)

Callsign:  (using online ICAO format)

Aircraft type:

From: (ICAO code)  To: (ICAO code)

Departure time: (HHMM)  Arrival Time: (HHMM)

Route:

Remarks:

Replaces to be done in Remarks:  
 'mm' - Aircraft registration  
 '5000' - Aircraft selcal  
 'yyyy' - Flight number digits

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Back to Console main page. Now you see the following small box.

Your Euro-Book Flights

Pop-up windows may be required

Date	Callsign	From	Time	To	Time	Acft Type
20060206	RZO129	LPPT	1930	LPPD	2130	A310
<a href="#">Flight Plan Info</a>	<a href="#">Briefing</a>	<a href="#">VATSIM - Prefile Flight Plan</a>			<a href="#">Delete</a>	
<a href="#">SATA BriefSys Briefing</a>						

Go to Briefing. Check the following page will be shown.

**Smart Flight Plan**

<b>Pilot:</b> Joao Caracol	<b>Callsign:</b> RZO129
<b>Booking:</b> 2006-02-05 22:12:00	<b>AC Type:</b> A310
<b>Flight date:</b> 2006-02-06	<b>Cycle:</b> 0601
<b>Departure:</b> LPPT	<b>Arrival:</b> LPPD
<b>DEP Time:</b> 19:30	<b>ARR Time:</b> 21:30
<b>Remind:</b>	<b>Remind sent:</b>
<b>Remarks:</b> REG/CSTKM SEL/EHAQ RMK/CALLSIGN AIR AZORES 129 OPR/SATA INTERNACIONAL RMK/TCAS EQUIPPED	
<b>Route:</b> BUSEN UZ20 KOMUT DCT 38N020W DCT BEKUN DCT NAVPO	
<b>Fix-by-Fix:</b> BUSEN TABAX KOMUT BEKUN NAVPO	

EUROBOOK VATSIM Profile FP						
TYPE	CALLSIGN	AIRCRAFT TYPE / SPECIAL EQUIPMENT	TRUE AIRSPEED (KTS)	DEPARTURE POINT	DEPARTURE TIME (ZULU)	CRUISING ALTITUDE
<input type="radio"/> VFR <input type="radio"/> IFR	<input type="text" value="RZO129"/>	<input type="text" value="A310"/>	<input type="text"/>	<input type="text" value="LPPT"/>	<input type="text" value="1930"/>	<input type="text"/>
ROUTE OF FLIGHT						
<input type="text" value="BUSEN UZ20 KOMUT DCT 38N020W DCT BEKUN DCT NAVPO"/>						
DESTINATION	EST TIME ENROUTE HOURS MIN	VOICE CAPABILITIES	REMARKS (optional)			
<input type="text" value="LPPD"/>	<input type="text" value="02"/> <input type="text" value="00"/>	<input type="radio"/> Full Voice <input type="radio"/> Receive Only <input type="radio"/> Text Only	<input type="text" value="REG/CSTKM SEL/EHAQ RMK/CALLSIGN AIR AZORES 129 OPR/SATA INTERNACIONAL RMK/TCAS"/>			
FUEL ON BOARD		ALTERNATE AIRPORT (optional)	PILOT'S NAME & AIRCRAFT HOME BASE	VATSIM ID	VATSIM PASSWORD	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="JOAO CARACOL"/>	<input type="text" value="823172"/>		
This Profile FP has not been saved yet.						
<input type="button" value="SAVE"/> <input type="button" value="SAVE AND SEND TO VATSIM"/>						

Press IFR for type of flight, enter true airspeed, cruising altitude, voice capabilities, fuel on board (get it on the flight plan, as TOTAL, in this case 03:49) and alternate airport, LPLA in this case. Now Save and Send to VATSIM. Flight Plan page will appear and it should look like this before you send. Then just press File Flight Plan. You won't need to file anything with SB3 or FSINN. Connect is all you need to do.

The current time is 2234Z



Lookup Plan

File Flight Plan

Cancel Plan

Clear Form

1. TYPE	2. CALLSIGN	3. AIRCRAFT TYPE/ SPECIAL EQUIPMENT	4. TRUE AIRSPEED (KTS)	5. DEPARTURE POINT	6. DEPARTURE TIME  PROPOSED (Z)	7. CRUISING ALTITUDE
<input type="radio"/> VFR <input checked="" type="radio"/> IFR	RZ0129	H/A310/W	450	LPPT	1930	F370

**8. ROUTE OF FLIGHT**

BUSEN UZ20 KOMUT DCT 38N020W DCT BEKUN DCT NAVPO

9. DESTINATION	10. EST TIME ENROUTE  HOURS MINUTES	11a. VOICE CAPABILITIES	11. REMARKS (optional)
LPPD	02 00	<input checked="" type="radio"/> Full Voice <input type="radio"/> Receive Only <input type="radio"/> Text Only	REG/CSTKM SEL/EHAQ RMK/CALLSIGN AIR AZORES 129 OPR/SATA INTERNACIONAL RMK/TCAS EQUIPPED

12. FUEL ON BOARD  HOURS MINUTES	13. ALTERNATE AIRPORT (optional)	14. PILOT'S NAME & AIRCRAFT HOME BASE	15. VATSIM ID	16. VATSIM PASSWORD
03 49	LPLA	JOAO CARACOL/LPFR	823172	





### 3. Briefing

Briefing a flight is fundamental. After completing the Flight Plan procedure, you will analyse the same, taking notes, underlining most important things and checking if every thing is ok. For example: if the trip fuel is corresponding or revising the PLNLAW (Planned Landing Weight), checking if the MLAW (Maximum Landing Weight) is not being exceeded. So the first step of the Briefing is to check the Flight Plan. Then checking meteorological information is what pilot should do next. There are some items pilot should check, METAR's TAF's etc.



Questions? Contact the Chief Pilot.

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Chief Pilot A310  
Grupo SATA Virtual

