CX VIRTUAL

Pilot Handbook

January 2025

The inspiration of Hong Kong

Welcome Message

A very warm welcome from the CX Virtual staff team! In this handbook, you will find all the required information and regulations that you need to know as a pilot in our company. This handbook will be updated on a periodical basis to make sure our services are up to the required standard based on our company mission and core values. Thank you and enjoy your career with CX Virtual!

Ryan Yung
Chief Executive Officer

Section 1: Introduction to the Company

1.1: Brief Introduction

CX Virtual was founded in 2019 by a group of Hong Kong-based flight simulation enthusiasts with the aim to recreate the operations of the real-world Cathay Pacific Airways, its subsidiaries and other related airlines under the "as real as it gets" principle. On top of the modern schedules from Chek Lap Kok International Airport, we have a special focus on retro operations from our former base at Kai Tak International Airport using our historic fleet.

1.2: Mission and Core Values

Mission: CX Virtual is set up to simulate the real-world flight operations of Cathay Pacific Airways ("CX" hereafter), its affiliates and other related airlines on flight simulator. CX Virtual shall recreate the operations of the real-world equivalent on the principle of "as real as it gets" and to provide an open, welcoming learning environment for our pilots while maintaining a certain degree of professionalism.
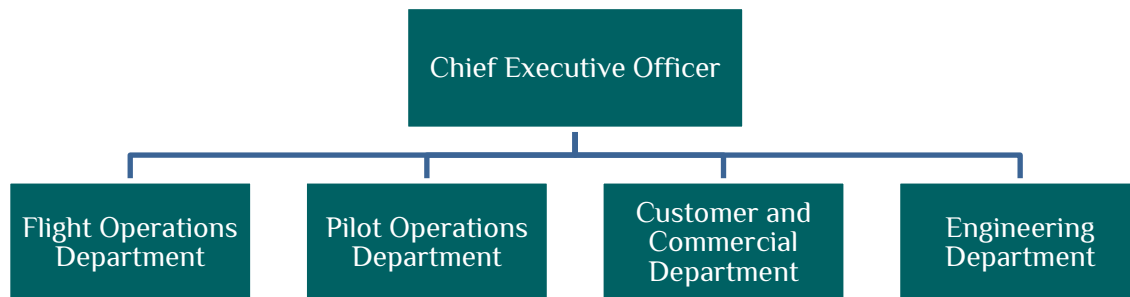
Core Values:
1. To serve the flight simulation community by providing an educational and supportive environment for all flight simulation enthusiasts with no limitations on nationality, ethnicity, sexual orientation and age etc.
2. To advance the knowledge and skills of virtual pilots in aviation and flight simulation.
3. To act as a stepping stone for aspiring pilots to get into the aviation industry
4. To promote and develop the hobby of flight simulation to members of the public.
5. To perform flight operations on flight simulation networks in a professional manner

1.3: Organisational Structure

The company is led by the Chief Executive Officer (CEO). Under the direction of the CEO, department directors and their team complete different tasks in their own fields. The CEO and the department directors form the Board of Directors which directs the company in general. The organisational chart is included as a reference:

```
                        Chief Executive Officer
        ┌──────────────┬──────────────┬──────────────┐
  Flight Operations  Pilot Operations  Customer and   Engineering
    Department         Department       Commercial     Department
                                        Department
```

1.4: Descriptions of the Board and Departments

Position	Duties
Board of Directors	• General direction of the company • Manage Business Enquiries • Appoint and dismiss staff members • Handle and resolve disputes and complaints
Flight Operations Department	• Manage flight schedules and fleet information • Manage Pilot Reports (PIREPs) • Manage pilot training
Pilot Operations Department	• Manage new pilot applications • Manage Leave of Absence (LoA) applications • Manage pilot promotions • Handle complaints and disciplinary actions
Customer and Commercial Department	• Manage social media channels • Promoting the airline • Plan events and activities for pilots
Engineering Department	• Manage the website and servers • Ensure data security • Support on website and smartCARS issues

* Items that are updated in this version are underlined.

1.5: Contact Details

Chief Executive Officer ● For any business enquiries ● For appeals on any disciplinary actions imposed on pilots ● For staff position applications	Ryan Yung **ceo@cxvirtual.hk**
Director Flight Operations ● For all enquiries on flight schedules ● For enquiries on PIREPs ● For all enquiries on pilot training	Angus Lai **dfo@cxvirtual.hk**
Director Pilot Operations ● For pilot promotion and LoA applications ● For complaints on disciplinary issues	Mark Hui **dpo@cxvirtual.hk**
Director Customer and Commercial ● For general enquiries on events and collaboration requests	VACANT **Please email the CEO for all enquiries**
Director Engineering ● For support on the website and CX Tracker	John Cheng de@cxvirtual.hk

Should you have any enquiry, please send an e-mail to **enquiry@cxvirtual.hk**.

* Items that are updated in this version are underlined.

Section 2: Regulations

2.1: Pilot Membership Policy

In order to be granted a pilot position in the airline, the application must fulfill the following requirements:

1. Must be at least 13 years old at the time of application
2. Registered as a member of the Virtual Air Traffic Simulation Network (VATSIM) with no major disciplinary history a year prior to the application and is not suspended
3. Must own a legal and legitimate copy of one or more of the following flight simulator(s):
    a. Lockheed Martin Prepar3d (Any Version)
    b. Microsoft Flight Simulator X/2004 (Any Version)
    c. Laminar Research X-Plane 10/11/12
    d. Microsoft Flight Simulator 2020/2024
4. Agree to conform to all of the policies and regulations as stated in this handbook and the Code of Conduct of VATSIM
5. Pass a short test on basic piloting skills
    a. The test consists of 10 questions on basic piloting skills and company policies
    b. The applicant must answer ALL questions correctly
    c. The applicant will be informed of any wrong answers shall there be any. Applicants have a total of three attempts to complete the test. Shall he/she fail the test for three consecutive times, he/she has a waiting time of 14 days before he/she is allowed to retake the test.

If any pilot is found to have his/her VATSIM account permanently suspended or he/she does not own a legitimate copy of any flight simulator mentioned above, he/she will be dismissed and banned permanently from **CX Virtual**.

2.2: Pilot Activity Policy

All pilots must have an active status in the airline in order to enjoy all the privileges as a pilot. A pilot will be listed as inactive if one of the following requirements are not met:

1. The pilot has flown on 1 flight in a 30 day period, or
2. The pilot has flown on 3 flights in a 90 day period

After a pilot is listed as inactive, he/she has a period of 90 days to fly 1 flight in order to regain his/her active status in the airline. If the above conditions are not met, the pilot will be dismissed from the airline. Pilots who are dismissed from the airline are welcome to apply for a pilot position again at a later date but might be subject to additional checks and interviews by the Pilot Operations Department to ensure that he/she will comply with the activity requirements from now on.

* Items that are updated in this version are underlined.

2.3: Website Policy

By accessing "**CX Virtual**" (Hereinafter "we", "us", "our", "**https://cxvirtual.hk/**"), you agree to be legally bound by the following terms. If you do not agree to be legally bound by all of the following terms then please do not access and/or use the "**CX Virtual**" website.

1. The login credentials that are provided to you serve as your individual membership identification. You may not under any circumstances provide, seek or obtain permission of your own or another individual's credentials in the course of performing **CX Virtual** operations.

2. Pilots are required to use their real name when applying for a pilot position. Incomplete, incorrect or misleading information will result in the suspension of the account and the dismissal from **CX Virtual**.

3. You may only register for and hold only one account.

4. All pilots must provide a valid email address. The Pilot Operations Department must be informed shall there be any changes in email address. Pilots with invalid email addresses will be dismissed from **CX Virtual**.

5. All pilots must fly at least one flight within the first 30 days after successful completion of registration. Failure to conform with the above policy will lead to the dismissal from **CX Virtual**.

6. All flights must represent a valid **CX Virtual** flight as assigned by the Flight Operations Department on the website. The correct aircraft and livery must be used for all flights.

7. Whilst pilots can fly for more than one virtual airline, we do not allow pilots to fly for two or more virtual airlines simultaneously on the same flight. Such an offence might lead to the permanent dismissal from **CX Virtual**.

8. **CX Virtual** reserves the right to suspend or dismiss any pilots from the airline if this or any other relevant policy has been violated. Pilots may appeal the suspension or dismissal to the Chief Executive Officer of **CX Virtual** whose decision shall be final.

9. **CX Virtual** does not approve of pilots who are in any staff or management positions in other virtual airlines. If a pilot is suspected of being a staff member in a competing virtual airline, the pilot shall be permanently dismissed from the airline immediately without notice. No appeal will be offered to the pilot. Any pilots who leaked sensitive materials and information of **CX Virtual** but do not hold any staff or management position in other virtual airlines are also subject to this policy.

10. Pilots shall acknowledge and conform to policies and regulations on flight simulation networks such as VATSIM when flying online. The VATSIM Code of Conduct must be strictly followed at all times.

11. Pilots are to be courteous and respectful to other pilots and staff members at all times. Any threats, harassment or unwarranted comments directed to other members in **CX Virtual** will not be tolerated.

* Items that are updated in this version are underlined.

12. Pilots represent CX Virtual as a whole at all times when accessing other external sources on the Internet. Pilots should be made aware that they should not undertake any action that would bring harm to the reputation of CX Virtual, including, but not limited to misrepresenting oneself to another organisation, breaking the rules and guidelines of another organisation, or making derogatory statements about CX Virtual.

13. Pilots are required to use English for all formal communications with the airline. Chinese can be used for informal communications (e.g. Discord or other kinds of social media). However, shall there be any discrepancy between the English and Chinese versions of any official documents and communications from CX Virtual, the English version shall always prevail. Pilots are required to use English only for all flight operations including flight planning and procedures, pilot training and Air Traffic Control communications.

14. Shall any pilots require the use of Chinese in any kinds of informal communications, it is recommended that you use Traditional Chinese for the written text and Cantonese for the spoken language. Pilots can use Simplified Chinese and Mandarin (Putonghua) by all means but any official communications from the airline in Chinese will be in Traditional Chinese only due to it being the official form of Chinese text in Hong Kong.

15. CX Virtual reserves the right to update these terms without prior notification. Remaining updated relies solely on the pilot. Violations of the subject policy may result in a temporary suspension, permanent dismissal or other form of disciplinary procedure to the concerned pilot. Pilot dismissals do not require any notice.

2.4: Discord Policy

1. Pilots must not release this server information to anyone outside CX Virtual.
2. Abusive, rude, impolite or any language that is deemed disrespectful will not be tolerated.
3. Discussion that is sexual, political, race-orientated and religious in nature or violates universal moral standards is prohibited.
4. Pilots are prohibited from bullying, mocking or disrespecting other pilots and staff members in any way at any time.
5. Pilots must respect the use of text channels as outlined in the pinned post.
6. Advertising of outside organisations except CX Virtual partner organisations (e.g. VATSIM) is not permitted under any circumstances.
7. Any conversation supporting, encouraging or facilitating criminal and/or illegal behaviour including the pirating of software will not be tolerated.
8. Pilots must adhere to all staff directions while on the Discord Server.
9. Voice changing or altering software is prohibited from use at all times when connected to any voice channels.
10. Pilots must use their full registered name on CX Virtual and their pilot ID in their nicknames whilst connected to this server.
11. Spam messaging text chats is prohibited.
12. Constant spam messaging to a direct staff and unnecessary tagging is not permitted.
13. CX Virtual reserves the right to update these terms without prior notification. Remaining updated relies solely on the pilot
14. Sharing sensitive or private and confidential information without prior permission from a member of staff is not permitted.

2.5: ACARS Policy

1. CX Virtual has the right to reject a PIREP without prior notice. Pilots shall contact the Flight Operations Department within 7 days after the filing of the said PIREP shall there be any enquiries on the PIREP.
2. Pilots are to follow the guidelines set in place in the pilot handbook in regards to PIREPs.

Section 3: Pilot Operations and Training

3.1: Rank Structure

Pilots will climb through the rank structure gradually when you fly with CX Virtual and gain more flight hours. As you get promoted to a more senior rank, you will gain more privileges mainly regarding flights that you are allowed to fly on. The below table summarises the rank structure of CX Virtual and the privileges and limitations of different ranks:

* Items that are updated in this version are underlined.

Rank	Privileges and Limitations
Initial Operating Experience (All new pilots do not have a rank until the completion of their first flight)	● Can fly on all flights not longer than 3500nm ● Cannot fly on any codeshare or oneworld flights ● Cannot fly to any dangerous airports ● Cannot change to another hub
Second Officer	● Can fly on all flights not longer than 3500nm ● Cannot fly on any codeshare or oneworld flights ● Cannot fly to any dangerous airports ● Cannot change to another hub
First Officer	● Can fly on Cathay Group flights not longer than 6000nm ● Can fly on oneworld airline flights not longer than 2000nm ● Can fly to Level 1 dangerous airports (Refer to Appendix B)
Senior First Officer	● Can fly on all flights in the system timetable ● Can fly to Level 2 dangerous airports
Captain	● All privileges of a Senior First Officer ● Can fly to all dangerous airports
Senior Captain	● All privileges of a Captain

On top of the above ranks, Captains and Senior Captains who are a part of the Training Team (To be implemented in the future) can be appointed as Training Captains and Senior Training Captains respectively. Such ranks are not permanent and will be removed once the said pilot is no longer in the Training Team. This does not affect their permanent rank as a Captain or a Senior Captain.

* Items that are updated in this version are underlined.

3.2: Promotion Requirements and Application

A rank promotion will not be automatically conferred once you have met all the requirements. Pilots shall email the Pilot Operations Department to apply for a promotion once you have met all the requirements. The Pilot Operations Department will then review your profile to confirm or reject your application. All applications will be reviewed within 72 hours. The table below summarises the requirements for promotion of all ranks:

Current Rank	Next Rank	Requirements
Initial Operating Experience	Second Officer/ First Officer	• Will be automatically granted after the completion of First Flight
Second Officer	First Officer	• 150 hours of flight time with CX Virtual • Flew to at least five different destinations excluding Hong Kong (VHHH/VHHX)
First Officer	Senior First Officer	• 400 hours of flight time with CX Virtual • Pass a theory test
Senior First Officer	Captain	• 1600 hours of flight time with CX Virtual • An On-time-performance (OTP) of ± 30 minutes on at least 80% of all flights • Figure will be calculated from the average flight time of all flights
Captain	Senior Captain	• 3000 hours of flight time with CX Virtual

3.3: Transfer Hours

CX Virtual accepts a maximum of 250 hours of transfer hours logged on VATSIM with any pilot callsign. Pilots with more than 150 hours logged as a pilot on VATSIM at the time of application will be accepted as direct entry First Officers after their first flight. Transfer hours should be automatically appended to your pilot account after your application and first flight is complete. The airline does not accept transfer hours from other virtual airlines and other flight simulation networks.

* Items that are updated in this version are underlined.

~~3.4: Leave of Absence~~ (Suspended)

~~If a pilot expects that he/she cannot fulfill the activity requirements listed above, the pilot can apply for a Leave of Absence (LoA) from the airline to prevent him/herself from being inactive in the airline. The minimum duration for a LoA is 30 days and the maximum duration is 180 days. The LoA can be terminated prematurely if pilots are able to resume their duties before the expiry of the LoA. The activity requirements will be resumed once the LoA expires and pilots shall strictly follow the regulations thereafter. Pilots who will not be able to take flight duties for more than 180 days shall contact the Pilot Operations Department for extenuating circumstances.~~

3.5: Pilot Training

CX Virtual does not provide pilot training at our launch and does not require pilots to have a real-world standard in aviation knowledge. However, we have a team of staff with considerable real-world and online experiences in flight simulation so please do not hesitate to approach one of our members of staff for questions on flying in general or in an online environment. We expect to provide training to our pilots at a later date but details are not confirmed yet.

3.6: Pilot of the Month Award

To be implemented at a later date.

3.7: Disciplinary Actions

Pilots might be subject to disciplinary actions if they breach any policies and regulations stated in Section 2 of this handbook. For first offences of most breaches in regulations, the most severe form of punishment is the temporary suspension of the pilot from the airline, although in most cases we will issue warnings to pilots before we have to suspend someone. For continued offence of regulations, pilots might be subject to the permanent dismissal from the airline. The above guidelines apply to all breaches in regulations except those which are exceptionally severe in which the fixed disciplinary action has been stated in the respective clauses in section 2. Pilots are normally allowed to appeal the decision to the CEO. The CEO will then lead an independent investigation on the suspected pilot and the decision-making process of the Pilot Operations Department before making a decision to uphold or overturn the decision made by the Pilot Operations Department. Such decision is final.

Section 4: Flight Operations

4.1: Flight Schedules

We strive to provide up-to-date modern schedules and historic schedules of the real-world Cathay Pacific Airways, its subsidiary airlines and other related airlines for our pilots to fly. For all enquiries and requests on flight schedules, please use the "route-requests" channel in our discord server or email the Flight Operations Department.

4.2: Jumpseat

All pilots must fly a flight from their current location. However, pilots are able to use the jumpseat system to be transferred to any location in our network. The use of the jumpseat system incurs a cost of pilot credits.

4.3: Hubs

All pilots in **CX Virtual** are based in Hong Kong, flying out from both the modern Chek Lap Kok International Airport (VHHH) and the historic Kai Tak International Airport (VHHX, former VHHH). Although more hubs might be created at a later date, pilots can fly on any routes in our system regardless of their hub location.

4.4: Pilot Reports (PIREPs)

All pilots are required to file a pilot report after completing their flight. PIREPs should normally be submitted via CX Tracker, our official flight tracking software. However, should there be any unexpected problems with CX Tracker (e.g. CX Tracker crashed mid-flight), pilots can submit a manual PIREP on our website. Manual PIREPs must be submitted within 24 hours after the completion of the flight. Flights without a PIREP will be deemed as invalid and will not count to your flying hours with **CX Virtual**. The conditions for a valid PIREP are stated in Section 5 of this handbook.

4.5: ~~Charter Operations~~ (Suspended)

~~Pilots are allowed to do charter operations after they reach the rank of Senior First Officer. Such operations must be carried out in a Cathay Pacific Group aircraft (CPA, HDA, HKE, AHK). Points will be deducted on a 1 point to 1nm basis for the charter flight leg.~~

* Items that are updated in this version are underlined.

Section 5: Standard Operating Procedures (SOP)

5.1: Introduction

Standard Operating Procedures are a set of instructions designed to help pilots in carrying out complex routine flight operations. Pilots are required to follow the SOP at all times to ensure the safety and efficiency of all flight operations of the airline. Any changes in the SOP shall be made known to all pilots as soon as possible to ensure the quality of our flight operations.

5.2: Flight Planning

5.2.1: Time Setting

All departure and arrival times on our flight schedules are listed in the local times of the respective airports. However, we do not require pilots to fly on any flights according to the listed departure and arrival times. It is intended to provide pilots a reference of the real-world flight schedules. Pilots are welcome to follow the real-world timings to add a degree of realism.

5.2.2: General Flight Planning

Pilots should use a reliable flight planning application or website for all flight planning. For payware we recommend Professional Flight Planner X (PFPX) and for freeware we recommend Simbrief.com (With an optional upgrade to link to the payware Navigraph AIRAC).

5.2.3: Flight Routes

Pilots should refer to real world routings of their flight in their flight planning process. However, pilots are welcome to use any reasonable routes in their flight plan. Pilots must avoid flying over active warzones to prevent accidents.

5.2.4: Cost Index

The cost index is a number inputted to the Flight Management System (FMS/FMC/FMGC etc.) to calculate the optimal speed of the aircraft in different flight stages in relation to fuel consumption. A higher cost index indicates higher speed for higher fuel consumption and a lower cost index indicates lower speed for lower fuel consumption. Pilots are recommended to use the following cost indexes in their flight planning but pilots can choose any cost index as practical. The following information is provided as reference only for Cathay Group airlines.

Cathay Pacific Airways
- Boeing 747-400/8 (Pax and Cargo): 80
- Boeing 777 (All Variants): 60
- Airbus A330/340/350: 50

* Items that are updated in this version are <u>underlined</u>.

Cathay Dragon (Dragonair)
- Airbus Fleet: 20

HK Express
- Airbus Fleet: 10
- Boeing 737: Any Reasonable Value

Air Hong Kong
- All Aircrafts: Any Reasonable Value

Pilots are free to choose any cost index on flights that are not operated by the Cathay group in our schedules.

5.2.5: Alternate Airports

Pilots are required to file at least one alternate airport for all **CX Virtual** flights. The airline also requires pilots to file an alternate airport in the VATSIM flight plan although it is not mandatory according to VATSIM regulations. Additional alternate airports shall be planned accordingly during ETOPS operations (Extended Twin Operations) when flying over areas with a limited number of suitable airports available for emergencies.

5.2.6: Flight Documents

Pilots shall refer to real-world charts including but not limited to aerodrome charts, SID/STAR charts, en-route charts and weather charts to assist with their flight planning. **CX Virtual** expects all pilots to have access to real-world charts through sources like real-world AIP, Chartfox, Jepessen or Navigraph charts or other websites which reproduce reliable and accurate charts to ensure the safety of our flight operations.

5.2.7: Fuel Planning

Pilots are solely responsible for the amount of fuel taken on each flight. Although the fuel prediction on PFPX and Simbrief is mostly accurate, it is recommended to cross-check the amount of fuel required on other reliable platforms and sources. Pilots are allowed to take extra fuel as required for safety requirements such as severe weather conditions or aircraft flow control while flying in congested areas.

5.2.8: Selection of Aircraft

<u>Pilots must operate a flight using the scheduled aircraft type, or any substitution aircraft as listed in Appendix A. Whenever a substitution aircraft is used,</u> pilots are advised to use aircraft of the same era as the schedule in their flights. For example, it is not allowed to fly a DC-3 on a current Cathay Pacific flight and to fly an Airbus A350 on a 1950 flight. Substituting aircraft of a different era as allowed in the Aircraft Substitution List (Appendix A) is exempt from this policy. <u>Aircraft substitution policy does not apply to the "Iconic Fleet" schedule.</u>

* Items that are updated in this version are <u>underlined</u>.

5.3: Flight Procedures

5.3.1: Online Flying

Although pilots are required to possess a valid non-suspended VATSIM account, it is not mandatory to fly online and pilots are welcome to fly offline whenever they feel so. Pilots are welcome to use VATSIM, IVAO or other flight simulation networks and other tracking software such as projectFLY. However, pilots should comply with all regulations and policies of the respective networks.

5.3.2: ATC Communications

Pilots are reminded to use English at all times for all ATC Communications regardless of location. Pilots shall comply with all ATC clearances and instructed unless it is deemed unnecessary or incorrect which might affect the safety of the flight.

5.3.2: Aircraft Selection

Pilots must use the correct aircraft type and the correct livery corresponding to the airline for all flights. The airline lists the aircraft type together with the seating configuration code as reference (if available) but pilots are not required to follow it strictly i.e. pilots are free to fly any aircraft of the correct aircraft type. Some aircraft types are available for substitution for another aircraft type. The full list of allowed aircraft substitution is listed in Appendix A of this handbook. <u>Aircraft substitution policy does not apply to the "Iconic Fleet" schedule.</u>

5.3.3: Simulator Pause, Time Acceleration and Slew

Time acceleration and the use of slew mode in flight are not allowed under any circumstances. However, slew mode is permitted before engine start up and after engine shut down. Time acceleration is permitted up to five seconds due to possible glitches in certain payware aircrafts. Pauses of a maximum total duration of 2 hours are allowed when flying offline. Simulator pause is not allowed unless absolutely necessary when flying online on VATSIM or other networks. Pilots should always comply with regulations of the respective networks on simulator pause, time acceleration and slew while flying online.

5.3.4: Overspeed and Stall

Pilots should comply with the 250kts speed limit when flying below 10000ft MSL and other airspace speed restrictions unless due to ATC clearance or performance requirements in which it should be stated clearly in the PIREP. Overspeeding and stalling the aircraft are very dangerous. A maximum of one minute of continuous overspeed and a maximum of 5 seconds of continuous stalling are allowed.

* Items that are updated in this version are <u>underlined</u>.

5.3.5: In-Flight Refuelling

In-flight refuelling is deemed unrealistic and unprofessional and is not permitted under any circumstances. However, shall there be any technical glitch or bug on your aircraft that led to an increase of fuel mid-flight, please inform us through the comments in your PIREP.

5.3.6: Landing Rate

Flights landing with an excessive landing rate is a safety hazard to our passengers and to the aircraft. All flights should land with a landing rate not greater than -600ft/min or +150ft/min as measured in CX Tracker.

5.3.7: Emergencies and Diversions

Although highly unlikely, pilots may face different kinds of emergency situations during their flight and might have to divert to another airport. However, the airline only accepts weather-related diversions due to system constraints.

5.3.8: PIREP Policy

PIREPs are normally submitted via CX Tracker which has automatically logged all required information for it during the flight. All flights must be completed (i.e. at least from engine start up to engine shut down) in order to submit a valid PIREP. However, shall CX Tracker be unusable due to any reasons while flying online (e.g. CX Tracker crashed mid-flight), pilots can submit a manual PIREP as required. Please note that it is not the preferred way to submit a PIREP and pilots are requested to use CX Tracker to track all flights unless absolutely necessary. Also, manual PIREPs for offline flights are not allowed. First flights on **CX Virtual** must be completed using CX Tracker. Submitting a manual PIREP for any pilot's first flight in **CX Virtual** will lead to the rejection of the PIREP.

5.3.9: CX Tracker Usage

Pilots must follow the procedures listed below when using CX Tracker. Failure in following the procedures may lead to the rejection of your PIREP.
1. Pilots must use the **CX Virtual** CX Tracker for all flights, downloadable in the downloads section of our website.
2. Pilots must select the correct equipment to be used to operate the flight. In the case of substitution aircraft not shown on the list, pilot should select the original aircraft type schedule for the flight.
3. Pilots must insert the initial cruising altitude in flight levels before starting the flight i.e. 370 instead of 37000, 226 instead of 6900m.
4. Pilots must insert payload information of the flight, including number of passengers (if the flight is a passenger flight), cargo weight (in kilogram) and planned fuel (in kilogram).

5. Pilots must insert the flight plan route before starting the flight. The route must not contain SIDs, STARs and any cruise level changes midflight. Direct-to legs in the route should be indicated with "DCT".
6. Pilots could make use of the SimBrief OFP function to import flight information into CX Tracker. It is the obligation of the pilot to check if the correct flight information has been imported into CX Tracker prior to starting the flight.
7. Pilots must start the flight in CX Tracker before engine start and file the PIREP after engine shutdown.
8. Pilots are requested to explain any problems, bugs or unexpected circumstances using the comments section of the ACARS.

5.3.10: Manual PIREPs

A manual PIREP should contain at least the following information:
1. Flight Number/Callsign
    a. If the required callsign is already in use on VATSIM, you may add an alphabet after the original callsign.
    b. Real-world callsign of the flight is accepted if a proof of the callsign on FlightRadar24, edi-gla or its equivalent is submitted
2. Aircraft
3. Departure/Arrival Airport
4. Flight Time
5. Fuel Used
6. Log of Events
    a. A Volanta(https://volanta.app/) / StatSim(https://statsim.net/) link to the flight should be provided. VATSIM Statistics Center/ProjectFLY/Simtoolkitpro flight logs are not permitted.
    b. The flight log must include at least an hour after takeoff and at least an hour before landing for long haul flights. Flights shorter than 2 hours in duration must be connected to VATSIM for the whole flight.
7. Reason for submitting a manual PIREP

Flights dispatched through the in-house Simbrief system which requires the filing of manual PIREPs do not need to include the flight route in the manual PIREP.

Appendix A1: Allowed Aircraft Substitution (CX Group)

Cathay Pacific Airways

Original Aircraft	Substitution Aircraft
Airbus A321neo	Airbus A330-300
Airbus A340-200/300	Airbus A330-300/ A340-600/ A350-900/ Boeing 777-200/300(ER)
Airbus A340-600	Boeing 777-200/300(ER)
Airbus A350-900/1000	Airbus A350-900/1000/ Boeing 777-300(ER)
Boeing 707-320C	Lockheed L-1011 Tristar
Boeing 777-200/300	Boeing 777-200ER/300ER (PMDG)
Boeing 777-200/300(ER)	Airbus A350-900/1000
Boeing 747-200(F)/300	Boeing 747-200(F)/300/400(F)
Boeing 747-400(ER)F/8F	Boeing 747-400(ER)F/8F
Convair CV-880	Boeing 707-320C/Lockheed L-1011 Tristar
Douglas DC-3/4/6	Douglas DC-3/4/6

* Items that are updated in this version are underlined.

Original Aircraft	Substitution Aircraft
Lockheed L-188 Electra	Douglas DC-6
Vickers Viscount 760 (Ex Hong Kong Airways aircraft)	Douglas DC-6
Boeing 777-200/300	Airbus A330-300
Airbus A330-300	Boeing 777-200LR/300ER (PMDG)

Green Background denotes that the aircraft substitute policy only applies to CPA Historical Flights on or before 1998

Cathay Dragon (Dragonair)

Original Aircraft	Substitution Aircraft
All Airbus Fleet (A320/A321/A330)	All Airbus Fleet (A320/A321/A330)

HK Express (Including former Hong Kong Express)

Original Aircraft	Substitution Aircraft
All Airbus Fleet (A320/A320neo/A321)	All Airbus Fleet (A320/A320neo/A321)
Embraer ERJ-170LR	Embraer ERJ-170 (Any livery)

* Items that are updated in this version are underlined.

Air Hong Kong

The entire Air Hong Kong fleet is mutually substitutable with each other.
The table below only shows the addon that can be used to substitute a specific aircraft type.

Original Aircraft	Substitution Aircraft
Airbus A330-300F	Airbus A330-300 (Aerosoft addon with AHK Livery)
Airbus A300-600RF	Airbus A300B4-200 (Simcheck Addon)
Boeing 747-200F	Boeing 747-400F

Appendix A2: Allowed Aircraft Substitution (Oneworld Airlines)

As per article 5.2.8, pilots are reminded to use aircraft of the same era to the schedule unless exempt. The requirements on livery usage and airline flown still apply.

CAT I (Long Haul Widebody)

- Airbus A300/A310
- Airbus A330
- Airbus A340
- Airbus A350
- Airbus A380
- Boeing 747
- Boeing 767
- Boeing 777
- Boeing 787
- Douglas DC-10
- Lockheed L-1011 Tristar
- McDonnell Douglas MD-11

CAT II (Long Haul Narrowbody)

- Airbus A318
- Boeing 707
- Boeing 757
- Convair 880/990
- Douglas DC-8

CAT III (Short Haul Mainline)

- Airbus A319/A320/A321(ceo/neo)
- Boeing 717
- Boeing 727
- Boeing 737
- Douglas DC-9
- McDonnell Douglas MD-80/90

* Items that are updated in this version are <u>underlined</u>.

CAT IV (Regional Jets)

- British Aerospace 146/Avro RJ
- Canadair/Bombardier CRJ
- Embraer E-Jet (E2)
- Embraer ERJ
- Fairchild Dornier 328JET
- Fokker F100

CAT V (Props)

- ATR 42/72
- British Aerospace ATP
- British Aerospace Jetstream 31/41
- Britten-Norman BN-2B
- De Havilland Canada DHC-6 Twin Otter
- De Havilland Canada DHC-8 Dash 8
- Dornier 328
- Douglas DC-3/4/6/7
- Lockheed L-188 Electra
- NAMC YS-11
- Saab 2000
- Saab SF340A/B
- Short 360
- Vickers Viscount

CAT VI (Freighters)

- Airbus A300 Freighter
- Airbus A330 Freighter
- Boeing 727 Freighter
- Boeing 747 Freighter
- Boeing 767 Freighter
- Boeing 777 Freighter

* Items that are updated in this version are underlined.

Exceptions

- <u>All aircraft types (including Concorde, A380, etc.) are not substitutable on any "Iconic Fleet" flights.</u>
- Network Aviation's Fokker 100 can be substituted with the Airbus A320.
- Sun-Air of Scandinavia's Dornier 328 can be substituted with the Fairchild Dornier 328JET.
- The use of British Airways' mainline livery on the Airbus A320/A321 flown by GB Airways and BMED is accepted.
- The use of Japan Airlines' mainline livery on the aircrafts flown by Japan Asia Airways is accepted.

The following aircrafts scheduled in our historic schedules can be substituted with another aircraft of the same airline but of a different era due to the unavailability of quality addons:
- Douglas DC-10
- Boeing 707
- Convair 880/990
- Douglas DC-8
- Douglas DC-9
- Canadair CRJ-100/200
- Fairchild Dornier 328JET
- Fokker 100
- British Aerospace ATP
- British Aerospace Jetstream 31/41
- Douglas DC-7
- Lockheed L-188
- NAMC YS-11
- Saab 2000
- Short 360
- Vickers Viscount

* Items that are updated in this version are <u>underlined</u>.

Appendix B: List of Dangerous Airports

Level 1:
- Kai Tak International Airport (VHHX)
- Kathmandu Tribhuvan International Airport (VNKT)
- Toowoomba Wellcamp Airport (YBWW)

Level 2:
- Lord Howe Island Airport (YLHI)
- Queenstown Airport (NZQN)
- Innsbruck Airport (LOWI)
- Madeira Airport (LPMA)
- Salzburg Airport (LOWS)
- Dubrovnik Airport (LDDU)
- Alanya Airport (LTFG)
- Quito Mariscal Sucre International Airport (SEQM)
- Juan Santamaría International Airport (MROC)
- Juneau International Airport (PAJN)
- Petersburg James A. Johnson Airport (PAPG)
- Kodiak Benny Benson State Airport (PADQ)

Level 3:
- London City Airport (EGLC)
- Gibraltar Airport (LXGB)
- Toncontín International Airport (MHTG)

* Items that are updated in this version are <u>underlined</u>.