



JAPAN AIRLINES VIRTUAL

Pilot Handbook



This handbook outlines the Standard Operating Procedures, rules, regulations and guidelines for all pilots within Japan Airline Virtual.

Table of Contents

Section 2: JAL Virtual.....	5
2.1 CEO Statement.....	5
2.2 JAL Virtual History.....	5
2.3 Our Mission.....	5
2.4 Corporate Structure.....	6
2.5 Board of Directors.....	6
Section 3: JAL Employment.....	8
3.1 Recruitment Policy.....	8
3.2 Recruitment Process.....	8
3.3 Staff Recruitment Process.....	8
Section 4: JAL Virtual Policies.....	9
4.1 General conduct.....	9
4.1.1 Website.....	9
4.1.2 TeamSpeak.....	9
4.1.3 Forum.....	10
4.1.4 VATSIM.....	10
4.1.5 JCARS.....	11
4.2 Leave Of Absence.....	11
4.3 Flight Track.....	11
4.4 Suspension.....	12
4.5 Resignation.....	12
Section 5: JAL Virtual Operations.....	12
5.1 Rank Structure.....	12
5.2 Awards.....	13
5.3 Bonuses.....	13
5.4 Aircraft Rating.....	13



JAPAN AIRLINES VIRTUAL

5.5 Fleet	13
5.6 Endorsements	13
5.7 Transfer Hours	13
Section 6: JAL Virtual Operating Procedures	13
6.1 Standard Flying Procedures	13
6.2 Language	14
6.3 Time Settings.....	14
6.4 Simulator Settings.....	14
6.5 Cost Index.....	14
6.6 Check Lists.....	14
6.7 Airline Divisions.....	14
6.8 Code share Partners.....	16
6.9PIREP Guide.....	17



JAPAN AIRLINES VIRTUAL

What is a Pilot Handbook??

The Japan Air Virtual Pilot hand book is a document made by Japan Air Virtual management. This outlines the rules, policies, regulations, slandered operating procedures and guidelines that employees of Japan Air Virtual SHOULD follow.



Section 2: JAL Virtual

2.1 CEO Statement

Welcome to Japan Airlines Virtual, Dream Skyward virtually! Our extensive real-operations allow you to feel as a real pilot with Japan Airlines. We began operations in 2007 and we have been growing since then. We operate from four hubs: Tokyo Narita (NRT/RJAA), Tokyo Haneda (HND/RJTT), Osaka Kansai (KIX/RJBB), and Osaka Itami (ITM/RJOO). We operate many different aircraft types going from small Dash 8's and CRJ-200's to large Boeing 747's and 777's. We simulate the operations of Japan Airlines, and its subsidiaries airlines. On top of all we allow flying all code share JAL flights. That gives you numerous possibilities of different flights with different aircraft types. Today we are one of the biggest Virtual Airlines in Asia. We fly on the VATSIM and IVAO networks.

2.2 JAL Virtual History

2.3 Our Mission

Our mission is to represent the JAL Group in virtual form. We want to recreate almost every aspect possible of Japan Airlines for Flight Simulator. We strive to be the virtual airline that represents Japan to the world! Dream Skyward!

JAPAN AIRLINES VIRTUAL

Fly into tomorrow.



2.4 Corporate Structure

JAL Virtual corporate operating structure is designed to keep staffing and management to a minimum, while simultaneously creating a position of focus on flying and not the “politics” that affect many virtual airlines

JAL Virtual staff structure as follows:

2.5 Board of Directors

CEO – Chief Executive Officer

The Chief Executive Officer is most senior staff at JAL Virtual. His foremost responsibility is the management of the website, as well as the moderation of the status of all sub domains and software utilities that JAL Virtual uses. All questions about the website should be directed towards him.

VEO –Vice Executive Office

VEO is fully authorised to take decisions of the company by the CEO, in collaboration with CEO take decisions on the positions of staff and the people who are.

FOO – Flight Operation Officer

The Flight Operations Manager is in charge of all the schedules, and overseeing the fleet, and the fleet manager. He will insert, update and edit existing schedules, for all carriers that are listed under the JAL VIRTUAL GROUP

Event Manager

The Event Director plans, organizes and promotes all events for Japan Airlines Virtual. They must be able to notify all pilots about the event, and maintain a list of pilots planning to attend the event. Furthermore, Event Directors coordinate with applicable ARTCCs to ensure proper ATC coverage.

HRM – Human Resource Manager

HR manager is in charge of all pilots, and new applicants. He is the person who will help deal with any conflicts among pilots and/or staff.

GOM – Ground Operation Manager

Ground Operations Manager is in charge of the schedules and finances of JAL Virtual. They update, make and remove schedules and oversee the finances.

Forum Manager

Forum Manager is in charge of maintaining the JAL Virtual Forum.

HUB Mangers

Hub manager is responsible for ensuring their hub(s) runs smoothly. This includes providing routes to and from their airfield, charts, scenery and acting as first line supervisors to members in their hub. Also their responsibility is to validate the PIREPS.

There are four HUBS including Narita International RJAA (HUBNRT), Kansai International RJBB (HUBKIX) Tokyo International Airport RJTT (HUBHND) and Osaka International Airport RJOO (HUBITM)



Chief Pilots

JAPAN AIRLINES VIRTUAL
Chief Pilots are the lead pilot of their respective aircraft. They provide assistance and training to pilots of JAL Virtual of their aircraft. They also write Standard Operation Procedures (SOP's) of their aircraft for the VA.

Section 3: JAL Employment



3.1 Recruitment Policy

JAL Virtual requires that all potential applicants pass the following requirement before employment with their airline.

1. The applicant owns a legal copy of Microsoft Flight Simulator 2004 / Microsoft Flight Simulator X
2. The applicant **MUST** obtain an account with the VATSIM organization.
3. The applicant is of 15 years of age or older at the time of registration.
4. The applicant is able to show professionalism at all times while representing JAL Virtual.
5. The pilot must submit their real Identity (No nicknames or call signs are permitted)

3.2 Recruitment Process

Pilots who pass the above requirements will be directed to the entrance exam. In order to successfully register with the airline, all applicants must then go through and pass a 10 question examination with at least 70% correct. There is 30 minutes timer built in to the exam. This can be taken in either Japanese or English. Upon successfully completion, you will be instantly accepted as a Japan Airline Virtual pilot.

3.3 Staff Recruitment Process

As the scope of our work increases new staff positions will be created to help assist in the smooth operation of JAL Virtual. During the periods of expansion, the management team will advertise the vacancies of the specific position which will be available in the staff recruitment page. If you wish to apply, fill out the application on the JAL Virtual Careers page. If the

management team believes you possess the required skill set you will be contacted with more information. Also that, pilot whose applying must have obtained over 100 Hours excluding the transfer hours.

Section 4: JAL Virtual Policies

4.1 General conduct

JAL Pilots must comply with following rules.

4.1.1 Website

- 1) Members must be at least 15 years of age at the time of registration.
- 2) 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 individuals credentials in the course of performing JAL Virtual operations.
- 3) Members are required to use their full name when registering as a Pilot. Incomplete, Incorrect or misleading information will result in the termination of the account.
- 4) You may only register for and hold only one account.
- 5) All members must provide a valid email address. If your accounts email address changes, you must use the online form to modify your email address in the database. Accounts with invalid email addresses will be removed.
- 6) If you have forgotten your password, simply email the Human Resources Manager and a new temporary password will be sent to you. After you have successfully logged in, you should change your password through the Pilot Dispatch.
- 7) All pilots must fly at least one flight within the first 14 days after successful completion of registration. You may request a leave of absence for up to 90 days; however active pilots must file a flight every 30 days. Active pilots who do not comply with this rule will be removed from the roster unless they have processed a leave application through Pilot Dispatch.

4.1.2 TeamSpeak

- 1) JAL Virtual members must not release this server information to anyone outside JAL.
- 2) JAL members must respect and acknowledge the fact that there are junior members using this TeamSpeak server. Abusive, rude, impolite or any language that is deemed disrespectful will not be tolerated.

3) JAL members are not allowed to bully, mock or disrespect their fellow members at any time.

4) JAL members must respect the use of the VATSIM Operations channel or any other expressed channels of importance in which case as they are used for specific purposes. These channels are in place to provide a quiet, minimal talk environment for pilots who are flying and communicating with Air Traffic Control on VATSIM.

5) JAL members must follow all staff directions while on the TeamSpeak server.

4.1.3 Forum

1) The login credentials, serve as being your individual membership identification on JAL Virtual. You may not under any circumstances provide, give or surrender permission or knowingly allow your username or password to be used by anyone else other than JAL Virtual Management.

2) Members are to at all times behave in a courteous and respectful manner when using any of the provided features on the JAL Virtual Forums.

3) Members are prohibited from the usage of excessive CAPS to draw emphasis or attract attention whenever using the forums. It is considered to be shouting and rude, JAL Virtual Management instead reserves the right to use CAPS for the purpose of displaying important announcements.

4) Members allow JAL Virtual to use any screenshots submitted for use on the website, documents, promotional materials etcetera.

5) Multiple or repeated posting of threads, comments or information in order to increase your post count is not permitted.

6) Advertising, spamming and trolling is not allowed. This includes exploiting any of the features made available on the JAL Virtual forums to spam other members.

7) Posts that are sexual, political, race-orientated and religious in nature or violate JAL Virtual standards are not allowed.

4.1.4 VATSIM

1) Pilots must follow the VATSIM Code of Conduct at all times while connected to the VATSIM Network, found here: <http://www.vatsim.net/network/docs/coc/>.

2) Pilots are required to log on under either the Flight number of the flight they are flying, or their individual Pilot ID when connecting to the VATSIM Network.

3) Pilots must show maturity and are reminded to display the highest level of professional towards other members at all times when connected to the VATSIM Network.

4) Pilots must file a fully completed VATSIM flight plan for each flight, including the proper remarks, route and other additional information, which is required.

5) Pilots must maintain and adhere to all Air Traffic Controller clearances and instructions in relation to the aircraft during all stages of flight. However, a pilot assigned as pilot-in-command of a flight may exercise exception to this clause with reasonable justification in ensuring the safe operation of the aircraft.

6) Pilots must comply with all supervisor requests as detailed in the VATSIM Code of Regulations, found at <http://www.vatsim.net/network/docs/cor/>.

7) Pilots are strongly reminded that while connected to the VATSIM Network, they are to ensure that the JAL Virtual name is upheld to the best of their ability. Others are always watching what you say and do and will judge your performance accordingly.

4.1.5 JCARS

1) JAL Virtual Airways has the right to reject a PIREP without prior notice, the decision is final.

2) JAL Virtual members are to follow the guidelines set in place in the pilot handbook in regards to PIREPs.

3) JAL Virtual members are not allowed to bully, mock or disrespect their fellow members at any time through the JCARSchat.

4) JAL Virtual members are admonished to keep all chat in JCARS in regards to aviation and JAL Virtual. Any discussions of illegal acts or those going against JAL Virtual policy are prohibited.

4.2 Leave Of Absence

Pilots unable to remain active within the airline for an extended period of time are permitted to file a Leave of Absence (LOA) with Human Resources. An LOA “freezes” your account and prohibits you from being removed from the system along with all other inactive pilots. To file an LOA, simply contact Human Resource Manager.

4.3 Flight Track

Pilots can use two different systems to log their flight and submit a pilot report (PIREP). The first is through the use of our ACARS system, JCARS. To initiate the tracking, the pilot needs to start the program the beginning of the flight. At the conclusion of the flight, the pilot should send the report to the website for verification. A setup guide for JCARS can be found under the ACARS Info on the website.

JAL virtual has included a new flight tracking system, Integrated PIREPS System (IPS). This allows the pilot to log in to the VAT and fly the specific route without the use of JCARS program.

4.4 Suspension

Disciplinary measures will be incurred to a pilot after violating airline policies. Management may choose to suspend a pilot from JAL Virtual for a set amount of time depending on the severity of the action. When a pilot has been suspended, they will be unable to access any features of JAL Virtual. Repeated attempts to access the website and its subsidiaries may result in further disciplinary action.











4.5 Resignation

Pilots who wish to resign from JAL Virtual must notify the Human Resources Manager. If a pilot leaves on good terms (being they followed procedures correctly and notified us of their resignation), their account will remain in our database in the event they wish to return to JAL Virtual. To return to the airline, simply notify the Human Resources Manager and your account will be returned to its original status.

Section 5: JAL Virtual Operations

5.1 Rank Structure

New pilots with no transfer hours will be given the initial rank of Trainee. Ranks are only used to show seniority within the airline.

Rank Title	Minimum Hours	Rank Image
Class E First Officer	0	
Class E Captain	20	
Class D First Officer	50	
Class D Captain	100	
Class C First Officer	150	
Class C Captain	200	
Class B First Officer	250	
Class B Captain	300	
Class A First Officer	400	
Class A Captain	500	

5.2 Awards

Awards are given to pilots after the completion of certain milestones during their employment. The awards are broken down into 3 categories: Achievement Awards, Event Awards and Academic Awards.

5.3 Bonuses

Bonus pay will be received in completions of Tours, Events and Contests.

5.4 Aircraft Rating

In order to be rated for a particular aircraft, you must pass certain assessments. These assessments consist of both theoretical and practical examinations. The average examination will be composed of 25 questions with a 30 minute time limit. Completion of your rating you will be awarded with an award badge corresponding to the aircraft type.

5.5 Fleet

5.6 Endorsements

To be implemented in near Future.



5.7 Transfer Hours

JAL Virtual does accept transfer hours, up to 50% of previous VA experience and if the applicant has over 300 hours only 150 hours will be receiving as transfer hours. The applicant must submit a valid link.

Section 6: JAL Virtual Operating Procedures

61 Standard Flying Procedures

Pilots are only allowed to fly 1 flight at a time. All flights flown for different airlines, or flown in unison with another flight for the same pilot will be rejected. All PIREPs must conform to the standards set forth in section 6.8 of this document.

6.2 Language

While we recognize that some of our members may not be native English speakers, JAL Virtual only offers our resources and website in the English Language. All users must have a basic understanding of the English language

6.3 Time Settings

Although it is not required to depart at the exact time stated on the schedule, it adds to the realism, and your punctuality will come in handy during certain events and competitions where that will put you in the drawing for a prize. The departure and arrival times for all of our schedules are set in **UTC (Coordinated Universal Time)** to maintain the realism of aviation.

6.4 Simulator Settings

While flying online or with JCARS it is important to never slew or use time acceleration. It takes away from the realism. Any flights containing time acceleration or slews in them will be **rejected**. If you cannot fly a long haul flight, try 1 of our hundreds of short and medium haul flights.



6.5 Cost Index







A cost index is used to calculate how fuel efficient a flight will be. JAL Virtual has no set cost index, as they change for every flight depending on the circumstances. Cost indexes will eventually be available on the web site, which are currently a work in progress

6.6 Check Lists

To be implemented in near Future.

6.7 Airline Divisions

Airline	Logo	Info
Japan Airline Virtual		Japan Airline Virtual is our mainline division. Japan Airline serves international and domestic operations. Japan Airline operates a wide body, all Boeing fleet aircrafts.
JAL Cargo Virtual		JAL Cargo Virtual is the cargo arm of the JAL Virtual Group. We transport everything from shoes to cars in our 767-300F, 747-200F and B747-400/BCF aircrafts. We

		plan to introduce JAL Cargo Virtual into our database in Summer 2013.
JAL Express Virtual		JAL Express Virtual is the low cost carrier (LLC) division in JAL Virtual Group. JAL Express Virtual flies to domestic destination using 737-800 Aircrafts. Schedules are in the database now.
J-Air Virtual		J-Air Co., is a regional commuter airline with its headquarters in the Terminal Building in Nagoya Airfield and in Toyoyama, Nishikasugai District, Aichi, Japan and its main hub at Nagoya Airfield. J-Air previously had its headquarters in Ōmura, Nagasaki Prefecture. Its operations include scheduled passenger services to 16 destinations across regional Japan, under Japan Airlines' flight numbers. The airline has a fleet 19 aircraft, consisting of Bombardier CRJ-200s and Embraer 170s.
Japan Air Commuter Virtual		Japan Air Commuter Co., is a Japanese airline based in Kirishima, Kagoshima Prefecture. It operates feeder services in support of Japan Airlines. Its main base is Kagoshima Airport, with hubs at Osaka International Airport, Amami Airport and Fukuoka Airport.
JTA Virtual		Japan Transocean Air Co., or JTA, is an airline based in Naha, Okinawa Prefecture, Japan. It operates domestic services. Its main base is Naha Airport. From 1967 until 1993, the airline was known as Southwest Air Lines.
Jetstar Japan Virtual		Jetstar Japan Virtual, is a new Low Cost Carrier that is based at Tokyo Narita Airport RJAA. It is 33% owned by Japan Airlines and operates a fleet of Airbus A320 aircraft. Schedules are now live!
Japan Air System Virtual		Japan Air System Virtual flights will be part of our future classic flights schedules. Japan Air System was the third largest airline in Japan before it's merger with

6.8 Code share Partners

Currently Japan Air Virtual conduct flights with following airlines and planning to grow more with addition of all One World alliance airlines schedules.

IATA	Airline	JAZ	JAL ways
AAJ	Air Apple	JTA	Japan Transocean Air
AAL	American Airline	KIA	Kyushu International Airline
AIC	Air India	QLK	Qantas Link
AMA	Amakusa Airline	QFA	Qantas
APT	Peach Aviation	QTR	Qatar Airways
BAW	British Airways	RAC	Ryukyu Air commuter
CPA	Cathey Pacific Airline	SHT	British Airways Shuttle
FDA	Fuji Dream Air	SKY	Skymark Airline
FIN	Fin Air	THT	Air Tahiti Nui
JAI	Jet Airways	UAE	Emirates
JBU	Jet Blue		

6.9PIREP Guide

When you file a PIREP with JCARS, it is sent to the website and put into a queue to be accepted by a staff member. In order to be accepted the PIREP must adhere to the following guidelines:

- No single over speed lasting in excess of 3 minutes
- No multiple over speeds (over 10)
- No stalls or slews
- Maximum simulation rate of 1x
- Correct aircraft and livery were used for flight (**WE Recommend that you use correct livery**)
- Landing rate less than -600fpm (this will be reduced in the future)
- Correct departure/arrival airport.
- The flight must be complete- unfinished flights will **NOT**accepted under **any circumstances**.

Pilot reports may be put on a waiting period while they are reviewed by staff, If a comment is left by staff you must respond within 3 days or the PIREP will be rejected. A rejected PIREP does not mean the flight did not occur, merely that the flight did not satisfy the requirements



JAPAN AIRLINES VIRTUAL