COMPANY RULES AND REGULATIONS (EN)

Indonesia
Virtual

RULES & REGULATIONS

The Indonesia Virtual Staff
2017

ENGLISH

The Virtual Airline
of Indonesia

CONTENTS

Changelog 1.1 > 1.2

- Added the approved procedure to apply for type rating change.
- Document font changed to Arial.
- Changelog added.

DISCLAIMER

Indonesia Virtual does not have any relationship and/or affiliation – in any way and manner – with PT. Garuda Indonesia (Persero) Tbk., which is the *real* Garuda Indonesia airline. If you are looking for their website, please access garuda-indonesia.com.

Indonesia Virtual tidak memiliki hubungan dalam bentuk apapun dengan PT. Garuda Indonesia (Persero) Tbk., yang merupakan maskapai penerbangan Garuda Indonesia nyata yang dimaksud. Jika Anda mencari situs asli dari Garuda Indonesia, silakan akses garuda-indonesia.com.

1. Minimum Requirements

1.1. The applying pilot must be in possession of flight simulator software(s) (Microsoft FS9/FS2004, FSX, Lockheed Prepar3D, or X-Plane).

1.2. The applying pilot must be registered in either IVAO network or VATSIM network, proven by a valid network ID from either/both network.

1.3. The applying pilot must also have an active SimBrief account (that can be made at simbrief.com) prior of registering here. It is strongly advised (but not mandatory) that you register in Indonesia Virtual and in SimBrief with the same email account.

1.4. The applying pilot must be over the age of 13. You may be asked to provide your real Date of Birth data upon registration.

1.5. As English is the international language of the aviation industry, we require applicants to show a reasonable level of written & spoken English.

1.6. The applying pilot must possess the ability to show professionalism within the organization and when conducting online operations.

2. Pilot Registration

2.1. An active pilot is only allowed to have 1 (one) account at any time. Any duplicate account(s) registered to the same pilot will be deleted.

2.2. Every applying pilot must sit an entry exam before they are allowed to register. An applying pilot has only 1 exam attempt per day in case he/she fails the entry exam, and may repeat the entry exam on the following day.

2.3. Applying pilot must submit their real identity: no nicknames or callsigns are permitted.

2.4. Applying pilot must use a valid email address, as it is the only way for us to contact pilots. It is not our responsibility if the pilot cannot access their registered email.

2.5. The virtual airline hour transfer option is not available here.

2.6. If a pilot is ever removed from our roster and he/she is reapplying, his/her past record of participation in Indonesia Virtual will be reset to zero.

2.7. We do require pilots to be registered in the IVAO and/or VATSIM network.

2.8. Applying pilots must have a minimum of 25 hours registered flying time on IVAO or VATSIM.

3. Minimum VA Duty Requirement

3.1. A pilot has the duty to fly a minimum of 1 flight every 90 days.

3.2. A pilot who has not flown for 90 days since his/her last flight will have his/her account frozen and reactivation can be done by contacting Indonesia Virtual HRD.

3.3. Pilots whose accounts are frozen for 360 days will be deleted from the roster without prior notice.

3.4. Once accepted, a new pilot must fly at least 1 flight in 14 days starting on the acceptance day. Otherwise, your application & account will be deleted.

4. Pilot Rank & Type Rating

4.1. Each Indonesia Virtual pilot will have a rank that is based on:
- Accumulated flight hour from accepted PIREPs.
- Rank Promotion Examination

4.2. On registration, an Indonesia Virtual pilot will be assigned as an A/B Initio pilot.

4.3. To gain a rank, a pilot must fulfil the requirements mentioned below.

    4.3.1. The requirements for promotion to Junior First Officer
- Pilot has 10 flying hours

It is strongly advised for A/B Initio pilots to also finish reading the introduction manual handbook so new pilots become more familiar with us.

    4.3.2. The requirements for promotion to First Officer
- Pilot has passed theoretical exam
- Pilot has 100 flying hours

    4.3.3. The requirements for promotion to Senior First Officer
- Pilot has passed theoretical exam
- Pilot has 300 flying hours

    4.3.4. The requirements for promotion to Captain
- Pilot has passed Captaincy theoretical exam
- Pilot has passed Captaincy practical exam
- Pilot has 500 flying hours

    4.3.5. The requirements for promotion to Senior Captain
- Current pilot rank is Captain (mandatory)
- Pilot has at least 750 flying hours
- To be promoted immediately, the pilot must pass theoretical exam or;
- Pilot has 1000 hours and if so he/she will automatically be promoted

4.4. Should a pilot wishes to change his/her type rating (i.e. from the Boeing 747 to Boeing 737):

For Captains (all rank):

1. The pilot applies to the airline for his/her type rating change.
   The applying pilot MUST notify Indonesia Virtual's Human Resource Department that he/she is requesting a type rating change *by sending*

HR Department an e-mail of rating change request. This is the only approved way of changing your type rating. It will then be processed by the staff. HRD can be reached via *hrd@indonesiavirtual.net.*

2. Once accepted and changed, the pilot will then be first demoted to Senior FO rating in the new type.

3. The pilot will then need to fly another 50 hours in that new type before he/she becomes eligible for a captaincy exam.

For First Officers (all rank) & A/B Initio:

1. The pilot applies to the airline for his/her type rating change.
The applying pilot MUST notify Indonesia Virtual's Human Resource Department that he/she is requesting a type rating change *by sending HR Department an e-mail of rating change request.* This is the only approved way of changing your type rating. It will then be processed by the staff. HRD can be reached via *hrd@indonesiavirtual.net.*

2. Once accepted, the pilot will not be demoted to Senior FO rating.

They will stay in their current position.

For all pilots, type rating change is allowed only once per month.

4.5. Available ranks in Indonesia Virtual are as follows:

Rank	Insignia
A/B Initio	
Junior First Officer	
First Officer	
Senior First Officer	
Captain	
Senior Captain	

5. Flight Operations

5.1. Indonesia Virtual simulates the operations of Garuda Indonesia and Citilink Indonesia only.

5.2. Indonesia Virtual flies under the ICAO code of GIA and CTV in all online flight operations.

5.3. In all events, all flights must be flown using either GIA or CTV ICAO code.

5.4. Flights operated by Garuda Indonesia use the callsign INDONESIA.

5.5. Flights operated by Citilink Indonesia use the callsign SUPERGREEN.

5.6. It is strongly advised that while flying online, the remark "OPR/IDV without the quotation marks is included in the ATC FPL box (remark).

5.7. Point 5.6 is, however, MANDATORY for staffs.

5.8. All Indonesia Virtual flights must be done using IDV ADS-B, the official ACARS of Indonesia Virtual. The ADS-B can be downloaded at :

https://tfdidesign.com/smartcars/app.php?action=download&airlineid=682&language=en-US

5.9. IDV ADS-B is the only approved ACARS software in Indonesia Virtual. The use of any non-approved ACARS software is strictly prohibited and any PIREPs filed using it will be deleted.

5.10.　　　Accelerated time & slew are NEVER allowed. Our extremely intelligent ACARS detects any simrate change and slew if you select them. PIREPs containing that will – of course – be rejected.

5.11.　　　If there are flights with a 60-minutes (or more) long delay, the delay reason(s) *must* be explained in the PIREP comment prior to sending the PIREP.

5.12.　　　Correct flight planning is required for all flights. Flight with incorrect planning will be deleted. Please utilize our SimBrief-integrated service as best as you can in planning your flight.

5.13.　　　The use of correct aircraft type per the booked schedule is a must. We are not offering any aircraft substitution policy. Any PIREP with wrong aircraft type will be rejected.

5.14.　　　Touchdown Rate rules are as follows:

For A/B Initio pilots, Junior FOs, FOs, and Senior FOs

5.14.1.1. *-10* feet per minute (fpm) is the "*smoothest*" landing rate allowed. Flights with smoother touchdown than that will be rejected.

5.14.1.2. *-700* feet per minute (fpm) is the "*hardest*" (max) landing rate allowed. Flights with harder touchdown than that will be rejected.

For Captains & Senior Captains

5.14.1.3. *-10* feet per minute (fpm) is the "*smoothest*" landing rate allowed. Flights with smoother touchdown than that will be rejected.

5.14.1.4. *-500* feet per minute (fpm) is the "*hardest*" (max) landing rate allowed. Flights with harder touchdown than that will be rejected.

NOTE: We highly recommend you to perform slightly hard touchdown (*positive landing*) technique (within the defined limits of the touchdown rate) while landing in wet & contaminated runways. This is to reflect the real world operation of preventing accident (skidding off due to smooth touchdown in contaminated or wet runway, for example).

5.15. Normally, all PIREPs will be processed automatically by the system. But on certain cases, there are certain PIREPs that will be reviewed manually by the staff(s) to determine their validity.

5.16. If flying online, a pilot must fly using the assigned callsign. For example, if the pilot books GA123, then the flight code must be GIA123 and the callsign must be Indonesia 123.

6. Flying Online

6.1. There is no formal requirement to always fly online in IVAO/VATSIM. However, we require you to have at least one account (either an IVAO or a VATSIM account) so you can register to Indonesia Virtual.

6.2. Any rules and regulations issued by the online network provider supersede the rules and restrictions of this virtual airline should a conflict arises.

It is clear that all pilots must obey both of them and if any rule infrigement is detected or reported, further actions (such as freezing the account or account deletion) can be considered and taken.

7. Virtual Airline Management

7.1. All Staffs, Directors, the President Director and the Executive Board are Indonesia Virtual members as well.

7.2. All Staffs, Directors, the President Director and the Executive Board are NOT allowed to use the virtual airline facility to achieve any personal purpose or goal in any manner.

7.3. To become an Indonesia Virtual Staff, a member must be at least 17 years old.

7.4. Staff vacancy information will only be posted on the News Tab on the website and in the forum.

7.5. The Executive Board or the President Director has the ability to re-assign any staff a new position should it becomes necessary to do so.

8. Communications

8.1. Indonesia Virtual management will only respond to any inquiries using approved communication tools (official email and forum).

8.2. Indonesia Virtual has social medias to communicate and announce things and we will manage our communication to everyone using those medias.

8.3. All members are required to use polite language and proper manner when communicating with other members at all times and in any condition.

8.4. Everyone (the staffs and the pilots) are required to use the social media in a proper and polite manner. Further actions by the HRD will be brought to any member who uses the social media in improper manner, including if it is regarding Indonesia Virtual.