






# General Operations Manual

## *Introduction*

Please read the various sections carefully as they contain information and guidelines of operations for all Global Express Airways Pilots. It is the official manual of Global Express Airways and all Pilots are governed by this Standard Operating Procedures (SOP).

## Earning Your Wings

The following is a listing of qualifications received as the Pilot completes various sections of their career. All Pilots must complete basic certification regardless of previous experience with the exception of Global Air International personnel who are flight current.

Basic Pilot Certification	Rank And Insignia	Hours	Aircraft Qualified To Fly
Silver Wings Initial Training Pilot ID ends in T		0-15	All Turboprop aircraft and helicopter service
Gold Wings		15.1-30	All previous aircraft plus commercial jet service
Gold Wings		30.1-40	All previous aircraft plus Premium Class Charter Service <i>Transfer to GAI at 40 hours if requested</i>

Those who wish to remain at Global Express Airways may continue their career to the senior Pilot certification level earning recognition as follows.

*Global Express Airways Pilots may transfer to Global Air International at any time while participating in the senior Pilot certification program as long as the Basic Pilot Certifications have been met. Pilot's incoming from Global Air International and senior Global Express Airways personnel must complete each Senior Pilot Certification section to carry Global Express Airways Wings with Gold Stars.*

Senior Pilot Certification	Insignia	Hours	Aircraft Qualified To Fly
Category 1 Single Star		40+	Complete 10 Hours A320 Island Services. Star awarded upon completion of the 10 <sup>th</sup> hour a total of 50 hours.
Category 2 Two Stars		50+	Complete 10 Hours Executive Shuttle Services. Star awarded upon completion of 10 <sup>th</sup> hour a total of 60 hours.
Category 3 Three Stars		60+	Complete one world tour using choice of Global Express Airways aircraft. Star awarded upon completion of world trip.

## **Pilot Activity and LOA**

All new Global Express Airways Pilots are required to log their first flight within 3 days of application. After this flight they will receive their Global Lines (GL) number. Failure to complete the flight or contacting the Flight Crew Manager for other arrangements will result in an automatic drop without notice.

Once a Pilot receives their GL number, they must complete a flight every 14 days or email the Flight Crew Manager why they are unable to complete their flight. Temporary assigned GAI Pilots are authorized 30 days between reports. Pilots who do not meet this requirement will receive one written reminder. There is no “Inactive” roster.

### **Flight Requests**

Flight requests from the schedule are posted on the roster in **Blue**, completed flights are posted in **Red**. Type of aircraft is based on your hours flown in Global Express Airways aircraft and not total hours transferred from another airline with the exception of Global Air International, our parent company.

### **Pilot Reports (PIREPS)**

Pilots must fill out a PIREP form when the flight is finished. Pilots may submit more than one flight on a PIREP . An actual flight that qualifies for a PIREP is the aircraft flight time from engine start to engine shutdown. 2X or above flying is not permitted on any Global Express Airways flight.

### **Rosters**

Rosters are provided as a record of your progress and are considered the most important part of your Pilot account. Probably the most important column besides your hours is the column that indicates “Next Flight Due” so that you are aware when you must submit your next flight report. Errors are rare but it’s a good idea to keep a record of your hours in case of a system crash on our end.

## **Online Flying**

Flying online is voluntary and encouraged. Please be professional and respectful when online as you are representing Global Express Airways.

## **Special Events**

Periodically special events are provided to move aircraft. These aircraft may be new or may simply require servicing and in some cases, participating in such events may earn extra flight hours.

## **Global Express Forum**

The Global Express Airways Forum is a great place for people to meet and discuss relevant topics, please keep it professional and respectful. Non related flight sim issues should be conducted in the “Off Topic” forum. ALL pilots are asked to register using a name of their choice followed by their pilot ID number (MyNick\_GL0021, Happy\_GL0022.) If when a pilot registers they are still in training, please do NOT use the “T” in your pilot ID to register.

## **Flight Crew Manager**

The company Flight Crew Manager is the agent in charge of your personal Global Express Airways account. All issues concerning flights, cancellations, hours and other matters are the responsibility of the Flight Crew Manager. The Flight Crew Manager is responsible to the CEO to maintain airline policy and in cases of account management, hiring and terminations; the Flight Crew Manager is the primary authority involving Global Express Airways operations.

## **Global Air International CEO**

In situations where airline policy, pilot termination and other unresolved issues not indicated above, the Flight Crew Manager is the final authority. The Flight Crew Manager reports to the CEO of Global Air International on issues concerning the operation of Global Express Airways.

## **WHY HAVE I BEEN DROPPED?**

Pilots may be dropped for various reasons but the most common is for not flying and for not staying in contact. Global Express Airways will work with you the Pilot in all cases to assist in situations where you may not be able to fly but you the Pilot must initiate the communications by email if you cannot meet your obligations.

In most cases, benefit of doubt is granted to the Pilot but chronic failure to meet requirements indicates a lack of professionalism and Global Express Airways requires/wants only professional Pilots. Pilots who have been dropped for violations of the SOP, may or may not be allowed to return at the discretion of the Flight Crew Manager who will also confer with the CEO and/or COO.

*Thank you  
and  
Welcome  
Aboard*