

General

Minimum Standards Policy (MSP)

1. Firstly, we bring your attention to the Minimum Standards Policy (MSP) and the AlphaPilot Training Pyramid. This describes the minimum level of understanding and knowledge that a AlphaPilot must have to be able to operate in the capacity as a pilot in our A320 Flight Simulator at a Basic, Intermediate and Advanced Level. There are no exceptions to the Basic Level. It is a mandatory requirement for all AlphaPilots after Basic Training has completed.
2. The onus is on the pilot to make sure they understand the items in MSP.
3. The MSP is designed to support a structure of further training beyond the basic training and as such every AlphaPilot must be able to demonstrate the Minimum Standards Policy.
4. Pilots that do not demonstrate the Basic MSP will require further training and will be subject to restrictions with other pilots. This is not designed to be punitive but to manage the different abilities of different pilots and make AlphaPilot enjoyable for all levels of ability to be mixed fairly.
5. Remember that AlphaPilot is in fact a training course, we don't expect everyone to magically be able to fly and operate an A320 in 12 hrs of Basic Training, but the onus is on the pilot to demonstrate desire to do so.

Bookings

1. We have taken steps to limit bookings to ensure that all pilots have fair access to slots;
2. AlphaPilots will not be permitted to book more than two Saturday or Sunday per month and we will now no longer allow Two Saturdays or Sundays in a row. This is purely to keep access on busy weekends available to AlphaPilots.
3. Try to set a regular cadence.
4. Use the booking app to make future bookings (you can do 12 months in advance).
5. Please remember that a cancellation policy still applies to AlphaPilots. You must let us know if you can't make your slot at least 12hrs before it. We do understand that there can be last minute changes, so if this isn't possible, please make sure you tell us as quickly as possible.
6. It's your responsibility to make and manage your bookings – if you're having difficulty finding a slot please contact us.

Preparing for your slot

Preparation

1. Be prepared to do either PF or PM role, at minimum 1 flight in 3 will be as Pilot Monitoring.
2. If you are operating a Line Flight or even a Training Flight, please ask what the expected route or exercises are for your booking so you can prepare properly.
3. Review your training notes or self-debriefing notes from previous training or flights.
Assessment of your weaknesses is important so that we can offer you support.
4. Check *Crew Centre* for any crew advisories, SOP Changes and Revisions.
<https://crewcentre.flyalphatech.com/>
5. Review the SOP document
<https://crewcentre.flyalphatech.com/standard-operating-procedures>
6. Review the sAPTL e-manual for any items appropriate to any exercises you may be undertaking
<https://crewcentre.flyalphatech.com/emanual2022/>
7. Review flows for both PM and PF roles.
<https://crewcentre.flyalphatech.com/memory-flows/>
8. Have an expectation of the flight plan and routing towards your destination and take into consideration the diversion points, MORA, Enroute Weather.
9. If possible; review the Airport charts for your flight to understand threats
10. Review the likely weather for your flight.
 - a. METAR / TAF for departure, arrival and alternate airports
<https://efb.flyalphatech.com/airportwx/>
 - b. En-route weather for your flight
<http://efb.flyalphatech.com/weather>
 - c. SigWX
<https://efb.flyalphatech.com/eu-sig-wx/>
11. Review NOTAMS for departure, arrival, and alternate airports.
12. Think about what threats there will be for your flight.

Pre-Flight

1. Be rested, if possible. You'll enjoy it much more if you're not already tired.
2. We recommend the use of a flight bag to keep logs, headsets, and notes.
3. Pens, notepad, self-debrief log logbook should be always with you.
4. Arrive 15 Minutes before your slot booking time for chat, introductions and refreshments.
5. You should be appropriately dressed or uniformed as required.
6. If you're running behind for your slot, please let us know at the first opportunity.

Briefing Room

1. Review the printed flight plan.
2. Review, discuss and understand the weather, both at airports and en-route (see links above)
3. Review and discuss NOTAMs.
4. Understand what fuel load you might need to take.
5. Ask any questions / clarifications which might have come from your preparation.

In-Flight

1. Maintain situational awareness.
2. Plan for the next phase of the flight – what's coming up ?
3. Work as a team with your other pilot / instructor.
4. Communicate plentifully and clearly.
5. If you get overwhelmed or see something you don't understand speak up.

Post Flight

1. It is important to self-debrief. Knowing your own weaknesses and strengths is an important and expected part of aviation training.
2. All pilots are strongly encouraged to make use of the self debrief booklet (if you haven't yet purchased one please ask us).
3. Fully and honestly complete your Self Debriefing Log.
4. Complete the following:
 - a. Trip details – departure / arrival airports / times / Commander / First Officer
 - b. Exercises completed
 - c. What went well – detail any items ?
 - d. What needs work - detail any items?
 - e. What actions need taken ? This can be used to drive preparation for your next flight.
 - f. General performance analysis – grade these items.
 - g. Core competencies – grade these items.
 - h. Additional analysis
 - i. What are the main briefing points for the flight
 - j. What can I do for next time ? This can be used to drive preparation for your next flight.
5. Agree these items with your instructor and both sign the log to acknowledge.
6. Additionally, give feedback to your instructor – how did they do ? How can they improve ? How did you work together ?

Remember

1. Be Organised.

Prepare your flight bag

2. Plan and prepare for your flight.

As much as possible do some of the leg work before arriving

3. If you are unsure, ask questions.

There is no such thing as a stupid question.

4. The more you put in, the more you get out.

Don't forget the target for everyone is Airline Pilot Standards. We can help you get there if you do the work.

5. Enjoy!

We feel we don't have to remind you that you are very privileged to have access to the A320 Simulator; make the most of it.