



OPERATIONS MANUAL
RULES AND STANDARD OPERATING PROCEDURE
Revision 01 17th December 2018

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About Us

Iran Airtour virtual airlines was founded on 8th November 2018.

Our virtual airline based on real schedules, hubs, fleets and routes. Also we have some tours and events which are not real and they just for fun!

Iran Airtour virtual Airlines is a privately organized and not related to Real Iran Airtour Airlines.

Section A - Pilot Regulations

The regulations posted herein are to be followed by all members of Iran Airtour virtual airline, enforceable by Hub Managers, Regional Directors and the Executive team

1. To join us you should take "Join Airtour vA" exam which exists on exam.iatva.ir
2. If you success in joining exam of Airtour virtual you must choose just one of the Airtour type as your type from our type list (normal or classic) by opening a new ticket with type rating topic in Helpdesk.
3. You must use your real name in crew system.
4. You should join our discord server with full real name and your crew ID as this format: "callsign - your name" like this: IRB101 - Amir hossein Mahdioun.
5. You should do your first flight before 72 hours.
6. Everybody who joined Airtour virtual airline get the first rank (second officer) on his/her type. The pilot should try his/her best to get more knowledge about it. All pilots will have check ride after 3 months if it passes successfully, he/she can request next his/her rank.
7. You are free to use all free training to pass your check ride or exams. Also we have some online or offline courses.
8. You must file a minimum 1 pirep (flight) per month.
9. You may fly Online (in VATSIM, IVAO, Pilot Edge or private network) or Offline.
10. You can request to transfer your online hours from VATSIM or IVAO by this link. We approve $\frac{1}{4}$ of that.
11. You must not exceed 1X sim rate during your flight.
12. To access to download center in main website you must register in that by your real full name and crew ID with this format "Crew ID - Your name" like this: IRB101 - Amir hossein Mahdioun. otherwise your account will not approve.
13. Write this line in your remark when you flying online: "Iran Airtour virtual. iatva.ir". (optionally)
14. You must do your flight which was bid (booked) before 48h, after this period your flight will cancel automatically.
15. You are not allowed to refuel during flight. It loses your flight rating and may causes to reject that flight.

16. Your origin must be set as second alternate otherwise if you get some failure just in take off phase and have no choice except back to airport your flight will not approve and will be delete from system.
17. Your landing rate should be under -850 fpm. All flights above this limitation will be reject and has a bad point for pilot.
18. You should fly as charter in all international events also you can fly as regular in domestic events if its route is existing.
19. In charter flights you must enter all necessary information in client before start the flight such as: Aircraft type, Departure ICAO, Cruise Altitude, Passengers, Cargo, Arrival ICAO, Second Alternate, Flight Number, Route.
20. In regular flight which you were booked it, you must enter this info in client before start the flight: Cruise altitude, Second Alternate and Route.
21. All flights logs will check by your hub manager or management.
22. If you have any problems, feel free to share us. Open a ticket to our staffs via [helpdesk system](#) or ask other members to find your solution in our forums.
23. Current chief pilots:
 - A320 chief pilot: Mr. Taimaz Sepahi
 - MD82/83 chief pilot: vacant
 - A300-600 chief pilot: vacant
 - A310 chief pilot: vacant
 - A300-B4 chief pilot: vacant
 - B737 chief pilot: vacant
 - TU154 chief pilot: Mr. Ashkan Behzad

Section B - Pilot Certification and Equipment

Rank	Requirement	Approved types	Charter
Second officer	Passing First Airtour exam + passing selected type (second officer) exam	A320 - M82/83 – A300-600 – A300B4 – B737 – A310 – TU154	Not allowed (just events)
First officer	50 h flying + passing check ride	A320 - M82/83 – A300-600 – A300B4 – B737 – A310 – TU154	Not allowed (just events)
captain	100 h flying + passing check ride	A320 - M82/83 – A300-600 – A300B4 – B737 – A310 – TU154	Allowed
Senior captain	200 h flying + passing check ride	A320 - M82/83 – A300-600 – A300B4 – B737 – A310 – TU154	Allowed

Section C – HUB Managers

1. Mashhad Hub manager – vacant
2. Tehran (Mehrabad) Hub Manager – vacant
3. Tabriz Hub Manager – vacant

Section D - Executive and Administrative Team

1- Chief Executive Officer (CEO) – Callsing IRB101 – Amir hossein Mahdioun

- a) Responsible for all staff members, liaisons with other virtual airlines and representation as an ambassador for communications with partnered airlines. The CEO has sole ability to provide or deny exceptions to pilots and staff regarding SOPs, and cannot be overruled in judgement.
- b) Other responsibilities include website upkeep and maintenance

2- Chief of Operations (COO) – Callsign IRB102 – Parham Fooladvand

- a) Responsible for the appointment and removal of general staff from the roster, and coordination between staff of all levels.
- b) Other responsibilities include website upkeep and maintenance. The COO is a voting member of the Executive team.

3- Vice President of Human Resources (VPHR)

- a) Responsible for coordination between staff and pilots and pilot assistance. The VPHR is required to maintain a higher than normal presence on the VATSIM network and of the V-Airtour's social media platforms, while engaging in activities that maintain a healthy atmosphere for all; VPHR also has full sole authority to execute a permanent ban for any pilot within the airline. The VPHR is a voting member of the Executive team.

4- Vice President of Events (VPE)

- a) Responsible for the design and creation of Airtour virtual airline events, coordination with VATSIM ATC, coordination with other virtual airlines and the initiation of commercial sponsoring for distribution to the pilots.

5- Vice President of Marketing (VPM)

- a) Responsible for VAirtour's expansion both within social media and other public venues, also responsible for securing pilot benefits from 3rd party vendors.

Section E - Staff Expectations and Requirements

As a member of staff at Iran Airtour virtual airlines, you are expected to:

- 1- Having at least 20 years old
- 2- Sufficient knowledge on English
- 3- Being a member of VATSIM/IVAO
- 4- Having at least 150 h online flying on online networks
- 5- Adequate mastery of aviation and flight simulators
- 6- Fly two or more flights per a month