



# NAT OPS BULLETIN

Serial Number: 2014\_001

Issued: 4 February 2014

Subject: Sample Oceanic Checklists

The purpose of North Atlantic Operations Bulletin 2014\_001 is to promulgate the Sample Oceanic Checklist and the Sample Expanded Oceanic Checklist.

*This NAT OPS Bulletin supersedes NAT OPS Bulletin, Serial Number: 2012-024.*

These checklists are promulgated by the NAT Safety Oversight Group (NAT SOG).

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## SAMPLE OCEANIC CHECKLIST

as of 4 February 2014

- Note: ICAO North Atlantic Working Groups composed of industry, ATC and state regulators have created this checklist. **For reference only**, it is not intended to replace an operator's oceanic checklist. Operators without an oceanic checklist are encouraged to use this sample and tailor it to their specific needs and approvals. This checklist focuses on an orderly flow and ways to reduce oceanic errors. Operators should also review the **attached expanded checklist**. Headings in **BLUE** are hyperlinked. The Oceanic Errors Safety Bulletin (OESB) should be used together with this checklist. The OESB can be found at <http://www.paris.icao.int/>. Operators should use an Oceanic Checklist as part of their Safety Management System (SMS).

**FLIGHT PLANNING**

- Communication/Navigation/Surveillance (CNS) Flight Plan Codes and planning documents
- Plotting Chart – plot route coast out to coast in
- Equal Time Points (ETP) - plot
- Track message (current copy available for all crossings)
  - Note nearest tracks on plotting chart
- Weather Analysis – Note enroute temperature and turbulence forecasts as well as ETP airport weather
- Review possible navigation aids for accuracy check prior to coast out

**PREFLIGHT**

- Master Clock for all ETAs/ATAs
- Maintenance Log – check for any navigation/communication/surveillance or RVSM issues
- RVSM
  - Altimeter checks (tolerance)
  - Wind shear or turbulence forecast
- Computer Flight Plan (CFP) vs ICAO Flight Plan (check routing, fuel load, times, groundspeeds)
- Dual Long Range NAV System (LRNS) for remote oceanic operations
- HF check (including SELCAL)
- Confirm Present Position coordinates (best source)
- Master CFP (symbols, ✓, ✗, X)
- LRNS programming
  - Check currency and software version
  - Independent verification
  - Check expanded coordinates of all oceanic waypoints
  - Track and distance check ( $\pm 2^\circ$  and  $\pm 2$  NM)
  - Upload winds, if applicable
- Groundspeed check

**TAXI AND PRIOR TO TAKE-OFF**

- Groundspeed check
- Present Position check

**CLIMB OUT**

- Transition altitude – set altimeters to 29.92 inches (1013.2 hPa)
- Manually compute ETAs above FL180

**PRIOR TO OCEANIC ENTRY**

- Navigation Accuracy Check – record results
- HF check, if not done during pre-flight
- Confirm SATCOM data link is operational, as applicable
- Log on to CPDLC and ADS-C 15 to 45 minutes prior, if equipped
- Obtain oceanic clearance from appropriate clearance delivery and verify/crosscheck ATC route clearance is properly programmed into LRNS

- Confirm and maintain correct Flight Level at oceanic boundary
- Confirm Flight Level, Mach and Route for crossing
- Advise ATC When Able Higher (WAH)
- Ensure aircraft performance capabilities for maintaining assigned altitude/assigned Mach
- Re-clearance – update LRNS, CFP and plotting chart
  - Check track and distance for new route
- Altimeter checks - record readings
- Compass heading check – record

**AFTER OCEANIC ENTRY**

- Squawk 2000 – 30 minutes after entry, if applicable
- Maintain assigned Mach, if applicable
- VHF radios - set to air-to-air and guard frequency
- Strategic Lateral Offset Procedures (SLOP) - SOP fly cleared route or 1NM or 2NM to the **right** of ATC cleared track
- Hourly altimeter checks

**APPROACHING WAYPOINTS**

- Confirm next latitude/longitude

**OVERHEAD WAYPOINTS**

- Confirm aircraft transitions to next waypoint
  - Check track and distance against Master CFP
- Confirm time to next waypoint
  - Note: 3-minutes or more** change requires ATC notification (voice reporting only)
- Position report - fuel

**10-MINUTE PLOT (APPR. 2° of LONGITUDE AFTER WAYPOINT)**

- Record time and latitude/longitude on plotting chart – non steering LRNS

**MID POINT**

- Midway between waypoints compare winds from CFP, LRNS and upper millibar wind charts
- Confirm time to next waypoint

**COAST IN**

- Compare ground based NAVAID to LRNS
- Remove Strategic Lateral Offset prior to oceanic exit point
- Confirm routing after oceanic exit

**DESCENT**

- Transition level - set altimeters to QNH

**DESTINATION/BLOCK IN**

- Navigation Accuracy Check
- RVSM write-ups

**SAMPLE EXPANED OCEANIC CHECKLIST**

as of 4 February 2014

Note: ICAO North Atlantic Working Groups composed of industry, ATC and state regulators have created this checklist. **For reference only**, it is not intended to replace an operator's oceanic checklist. Operators without an oceanic checklist are encouraged to use this sample and tailor it to their specific needs and approvals. This checklist focuses on an orderly flow and ways to reduce oceanic errors. The Oceanic Errors Safety Bulletin (OESB) should be used together with this checklist. The OESB can be found at <http://paris.icao.int/>. Operators should use an Oceanic Checklist as part of their Safety Management System (SMS).

**FLIGHT PLANNING**

- Communication/Navigation/Surveillance (CNS) Flight Plan Codes and planning documents

Review the ATC flight plan with emphasis on items 10A and B and Item 18. Ensure that the appropriate CNS and Performance-based Navigation codes are properly filed in field 10 and 18 of the flight plan. Each aircraft's MEL should be reviewed for system deferrals that may affect the CNS capabilities of the aircraft. The remarks and exceptions column should provide the specific guidance for flight plan filing. The operators manual system should be updated if necessary to require flight plan amendments when CNS capabilities are changed during the preflight planning phase prior to departure. The manual should contain procedures for flight plan amendments and cancellations as appropriate.

- Oceanic Documents

Operators are encouraged to develop a flight planning checklist to ensure they have the necessary documents before departure. The checklist should include, but is not limited to, the following:

- ❖ Master Computer Flight Plan
- ❖ NOTAMS for departure, destination, alternate(s), ETOPS alternates (as applicable) and oceanic FIRs
- ❖ Weather for departure, destination, alternate(s), ETOPS alternates (as applicable)
- ❖ Track Message(s)
- ❖ SIG WX Chart
- ❖ ETP(s) Wind Tables or Millibar Charts for Flight Levels or Altitudes
- ❖ GPS NOTAMS (as applicable)
- ❖ Volcanic Ash Information
- ❖ PIREPS
- ❖ Plotting Charts
- ❖ AIREP Form (as applicable) for position report

**NOTE:** Items 10 and 18 of the ICAO Flight plan require more detail to indicate the operators communication/navigation/surveillance capabilities and authorizations. These additional codes are necessary to meet performance based requirements and are noted in the ICAO PANS ATM 4444 document.

- Plotting Chart

A plotting chart of appropriate scale should be used for oceanic operations. This includes using a plotting chart for published oceanic routes and tracks. ICAO groups who review oceanic errors have determined that the routine use of a plotting chart is an excellent aid to reduce lateral errors. A plotting chart can also serve as a critical aid in case of partial or total navigation failure. It should be noted that the pilot should read from the plotting chart back to the master CFP when verifying data. To read from the Master CFP to the plotting chart is a human factor's issue that has led to errors based on seeing what we expect to see.

- Equal Time Point (ETP)

ETPs should be computed for contingencies such as medical divert, engine loss or rapid depressurization. A simultaneous engine loss and rapid depressurization should also be considered. It is advisable to note the ETPs on the plotting chart. Crewmembers should review with each other the appropriate diversion airport(s) when crossing ETPs. Pilot procedures should also include a manual method for computing ETPs. Crews should not enter ETPs in the active route of the Long Range Navigation System (LRNS) as this has led to Gross Navigation Errors.

- Track message

Crews shall<sup>1</sup> have a current track message even if filed for a random route or filed above North Atlantic MNPSA. Reviewing the date, effective Zulu time and Track Message Identifier (TMI) ensures having a current track message on board. The TMI is linked to the Julian Date. Operators must also ensure that their flight planning and operational control process notify crewmembers in a timely manner of any amendments to the daily track message. Plotting adjacent tracks and/or crossing tracks whilst on a random route can help situational awareness in case the crew needs to execute a contingency procedure.

- Weather Analysis

Crews must note enroute temperature and turbulence forecasts as well as ETP airport weather

- Review possible navigation aids for accuracy check prior to coast out

It is good practice to discuss in advance a primary and secondary ground based navigational aid that will be used to verify the accuracy of the LRNS. This planning may help to identify intended navigation aids that are limited or NOTAMed unusable and is helpful when departing airports close to oceanic airspace. Examples include Shannon (EINN), Lisbon (LPPT), Boston (KBOS), etc.

## **PREFLIGHT**

- Master Clock

It is a requirement to have a master clock on board synchronized to UTC or GPS. This time source, which is typically the Flight Management System (FMS), must be used for all ETAs and ATAs. The use of multiple time sources on the aircraft has led to inconsistencies in reporting times to ATC and resulted in a loss of longitudinal separation.

- Maintenance Log

Before entering a special area of operation, crews should focus on any write-ups that affect communication, navigation, surveillance or RVSM requirements. Any discrepancies noted in the maintenance log or during the walk-around may require delays or rerouting.

- RVSM

Required equipment includes two primary independent altimetry sources, one altitude alert system and one automatic altitude control system. In most cases a functioning transponder that can be linked to the primary altimetry source is also required. Crews should note any issues that can affect accurate altimetry.

- Altimeter checks

Before taxi, crews should set their altimeters to the airport QNH. Both primary altimeters must agree within  $\pm 75$  feet of field elevation. The two primary altimeters must also agree within the limits noted in the aircraft operating manual.

- Wind Shear or Turbulence Forecast

The Master Computer Flight Plan (CFP) with projected wind shear or the turbulence forecast documents should be reviewed for flights in RVSM airspace. Forecast severe turbulence could lead to RVSM suspension. Operators are cautioned against flight planning through areas of forecast greater than moderate turbulence.

- Computer Flight Plan (CFP)

The document designated as the Master CFP should be carefully checked for date, type aircraft, fuel load and performance requirements. Crosschecks should also be done for routing and forecast groundspeeds. The CFP should be carefully checked against the ICAO filed flight plan to ensure the routing is in agreement with both documents. The enroute time on the CFP should be compared against the distance to destination for a reasonable groundspeed. The enroute time should also be compared against the total distance for a reasonable fuel load.

- Dual Long Range NAV System (LRNS)

Two operational LRNSs are required for remote oceanic operations. A single FMS receiving inputs from two navigation sensors is not considered to be two LRNSs.

- HF check

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<sup>1</sup> Doc 7030 – 6.4.1.2

An HF check should be conducted on the primary and secondary HF radios in areas where dual HF radios are required. If possible, the HF checks should be done on the ground or before entering oceanic airspace. A SELCAL check should also be accomplished at each Oceanic Control Area (OCA) boundary even if datalink equipped.

- Confirm Present Position coordinates

Both pilots should independently verify the present position coordinates using either published ramp coordinates or determine position from the airfield diagram. They should not rely solely on the present position when the LRNS was shut down from the previous flight. A master source such as an enroute chart should also be used to confirm accuracy of coordinates at the oceanic boundaries.

- Master CFP symbols

Operators are encouraged to use consistent symbology on the Master CFP. For example, a circled number (②) means the second crewmember has independently verified the coordinates entered or crosschecked by the first crewmember. A checkmark (✓) may indicate that the track and distances have been confirmed. A diagonal line ( \ ) may indicate that the crew has confirmed the coordinates of the approaching and next way point. An X-symbol (X) may indicate having flown overhead the way point.

- LRNS programming

- ❖ Check currency and software version

It is important to check the effective date of the database. Crews should note if the database is projected to expire during their trip. Crews are discouraged from flying with expired databases. MELs may allow relief to fly with an expired database but require the crews to manually crosscheck all data. The software version of the database should also be confirmed in case there has been a change.

- ❖ Independent verification

It is critical that one crewmember enters waypoint coordinates and that these are independently checked by another crewmember. It should be noted that the pilot should read from the FMS screen back to the master CFP when verifying data. To read from the Master CFP to the FMS is a human factor's issue that has lead to errors based on seeing what we expect to see.

- ❖ Check expanded coordinates of waypoints

Most FMSs allow entering abbreviated oceanic coordinates. There have been cases when there was an error in the expanded waypoint coordinate, but crews only checked the abbreviated coordinate. Verifying only the abbreviated coordinate could lead to a lateral error. In reduced separation standards, it's imperative that crews check the expanded coordinates of all oceanic waypoints. Flight crews should conduct a magnetic course and distance check between waypoints to further verify waypoint coordinates.

- ❖ Track and distance check

To minimize oceanic errors, it is important to conduct a magnetic course and distance check from oceanic entry to oceanic exit. Operators should establish a tolerance such as  $\pm 2^\circ$  and  $\pm 2\text{NM}$ . The course and distance check comparing the Master CFP against the LRNS are critical in detecting errors that may not have been noticed by simply checking coordinates. A difference of more than  $2^\circ$  between waypoints may be due to a difference of the magnetic variation in the database versus the variation used in the Master CFP. Any difference outside the  $\pm 2^\circ$  or  $\pm 2\text{NM}$  should be rechecked and verified.

- ❖ Upload winds

Some LRNS units allow the crew to upload projected winds. This procedure allows more accurate reporting of ETAs.

- Groundspeed check

The groundspeed should be noted before taxiing the aircraft. Crews should expect the groundspeed to read zero (0) knots. This procedure is a good practice to detect an error that may be developing in the LRNS.

## **TAXI AND PRIOR TO TAKE-OFF**

- Groundspeed check

During taxi to the active runway, pilots should check the groundspeed to see if it is reasonable.

- Present Position check

This Present Position check is conducted after leaving the gate. Check for gross difference between this Present Position and the gate coordinates. This check will alert the crew to possible error in the LRNS database that can be investigated/corrected prior to take-off.

### CLIMB OUT

- Transition altitude

Crews should brief the transition altitude based on information from the approach plate. After climbing through the transition altitude, the altimeters should be reset to 29.92 inches or 1013.2 hPa.

- Manually compute ETAs

After climbing above the sterile altitude and time permitting crews should manually compute ETAs from departure to destination. These should be noted on the Master CFP. This is an excellent crosscheck against ETAs computed by the LRNS.

### PRIOR TO OCEANIC ENTRY

- Navigation Accuracy Check

Before oceanic entry, the accuracy of the LRNS should be checked against a ground-based NAVAID. The results of the accuracy check should be recorded with the time and position. A large difference between the ground-based NAVAID and the LRNS may require immediate corrective action. Operators should establish a navigation accuracy check tolerance based on the type LRNS. It is not advisable for crews to attempt to correct an error by doing an air alignment or by manually updating the LRNS since this has often contributed to a Gross Navigation Error.

- HF checks

If the crew was unable to accomplish the HF and SELCAL checks on the ground, these checks should be accomplished before oceanic entry.

- SATCOM data communication

Flight crews should check that SATCOM data link is operational, if applicable, before oceanic entry if SATCOM data link is planned on being used.

- Log on to CPDLC or ADS-C

Operators approved to use Controller Pilot Data Link Communications (CPDLC) and/or Automatic Dependent Surveillance Contract (ADS-C) should log on to the appropriate FIR 15 to 45 minutes prior to the boundary.

- Obtain oceanic clearance

Both pilots must obtain the oceanic clearance from the appropriate clearance delivery. (Clearance via voice should be at least 40 minutes prior to oceanic entry and via data link should be 30 to 90 minutes prior to oceanic entry). Oceanic clearances from Reykjavik centre shall be obtained 15-45 minutes prior to oceanic entry. It is important that both pilots confirm and ensure the aircraft enters the ocean at the altitude assigned in the oceanic clearance (this may be different than the domestic cleared flight level). An oceanic clearance typically includes a route, flight level and assigned MACH. Crews should include their requested flight level in their initial clearance request. Some oceanic centers require pilots to advise them at the time of their oceanic clearance “When Able Higher” (WAH). Crews should be confident that they are able to maintain requested flight levels based on aircraft performance capabilities.

- Re-clearance

A re-clearance (that is different from the oceanic route requested with the filed flight plan) is the number one scenario which leads to a Gross Navigation Error. Crews must be particularly cautious when receiving a re-clearance. Both pilots should receive and confirm the new routing and conduct independent crosschecks after the LRNS, Master CFP and Plotting Chart are updated. It is critical that crews check the magnetic course and distance between the new waypoints as noted in PREFLIGHT under the paragraph “LRNS Programming”.

***NOTE:*** Track and distance tables are available commercially for every ten degrees of longitude.

- Altimeter checks

Crews are required to check the two primary altimeters which must be within 200 ft of each other. This check is conducted while at level flight. The stand-by altimeter should also be noted. The altimeter readings should be recorded along with the time.

- Compass heading check (Inertial Navigation Systems)



It is recommended to conduct a compass heading check and record the results when inertial systems are the only means of long range navigation. The check can also aid in determining the most accurate compass if a problem develops over water.

### AFTER OCEANIC ENTRY

- Squawk 2000

Thirty minutes after oceanic entry crews should Squawk 2000, if applicable. There may be regional differences such as maintaining last assigned Squawk in the West Atlantic Route System (WATRS). Crews transiting Reykjavik's airspace must maintain last assigned Squawk.

- Maintain assigned Mach

Some oceanic clearances include a specific Mach. There is no tolerance for this assigned Mach. The increased emphasis on longitudinal separation requires crew vigilance in a separation based on assigned Mach. The requirement is to maintain the true Mach which has been assigned by ATC. In most cases, the true Mach is the indicated Mach. Some aircraft, however, require a correction factor.

**NOTE:** *Crews must ensure they fly the assigned Mach and not ECON mode or Long Range Cruise.*

- VHF radios

After going beyond the range of the assigned VHF frequency, crews should set their radios to air-to-air (123.45) and guard frequency (121.5).

- Strategic Lateral Offset Procedures (SLOP)

The SLOP should be Standard Operating Procedure (SOP) for all oceanic crossings. This procedure was developed to reduce the risk from highly accurate navigation systems or operational errors involving the ATC clearance. SLOP also replaced the contingency procedure developed for aircraft encountering wake turbulence. Depending upon winds aloft, coordination between aircraft to avoid wake turbulence may be necessary. This procedure, which distributes traffic between flying centerline, 1 NM or 2 NM right of centerline, greatly reduces the risk to the airspace by the nature of the randomness. Operators that have an automatic offset capability should fly 1 NM or 2 NM right of the centerline. Aircraft that do not have an automatic offset capability (that can be programmed in the LRNS) should fly the centerline only. SLOP was not developed to be used only in contingency situations.

- Hourly altimeter checks

Crews are required to observe the primary and stand-by altimeters each hour. It is recommended that these hourly checks be recorded with the readings and times. This documentation can aid crews in determining the most accurate altimeter if an altimetry problem develops.

### APPROACHING WAYPOINTS

- Confirm next latitude/longitude

Within a few minutes of crossing an oceanic waypoint crews should crosscheck the coordinates of that waypoint and the next waypoint. This check should be done by comparing the coordinates against the Master CFP based on the currently effective ATC clearance.

### OVERHEAD WAYPOINTS

- Confirm aircraft transitions to next waypoint

When overhead an oceanic waypoint, crews should ensure that the aircraft transitions to the next leg. This is confirmed by noting the magnetic heading and distance to the next waypoint compared against the Master CFP.

- Confirm time to next waypoint

Crews must be vigilant in passing an accurate ETA to ATC for the next waypoint. When transmitting waypoint position reports via voice, a change of three (3) minutes or more requires that ATC be notified in a timely manner. There is substantial emphasis on reducing longitudinal separation and this timely update must be a priority for the crews.

- Position report

After passing over the oceanic waypoint, crews that give a position report to ATC must use the standard format. Crews should also note and record their fuel status at each oceanic waypoint. This is especially important if the cleared route and flight level differ significantly from the filed flight plan.

**NOTE:** *Effective 18 November 2010 ICAO Annex 3 (International Standards and Recommended Practices-Meteorological Service for International Air Navigation) Amendment 75 eliminated the requirement for routine voice reports related to weather.*



### 10-MINUTE PLOT

- Record time and latitude/longitude on plotting chart

Approximately 10 minutes after passing an oceanic waypoint, crews should plot the latitude, longitude and time on the plotting chart. It is advisable to plot the non-steering LRNS. A 10-minute plot can alert the crew to any lateral deviation from their ATC clearance prior to it becoming a Gross Navigation Error. A good crosscheck for the position of the 10-minute plot is that it is approximately 2° of longitude past the oceanic waypoint.

### MIDPOINT

- Midway between waypoints

It is good practice to crosscheck winds midway between oceanic waypoints by comparing the Master CFP, LRNS and upper millibar wind chart. This crosscheck will also aid crews in case there is a need for a contingency procedure such as Dead Reckoning (DR).

- Confirm time

It is recommended that during a wind check the crews also confirm the ETA to the next waypoint. When transmitting waypoint position reports via voice, a change of three (3) minutes or more requires that ATC be notified in a timely manner.

### COAST IN

- Compare ground based NAVAID to LRNS

When departing oceanic airspace and acquiring ground based NAVAIDs, crews should note the accuracy of the LRNS by comparing it to those NAVAIDs. Any discrepancy should be noted in the Maintenance Log.

- Remove Strategic Lateral Offset

Crews using a Lateral Offset of 1 NM or 2 NM right of centerline at oceanic entry need a procedure to remove this Lateral Offset at coast in prior to exiting oceanic airspace. It is advisable to include this as a checklist item.

- Confirm routing after oceanic exit

Before entering the domestic route structure, crews must confirm their routing to include aircraft speed.

**NOTE:** *Crews experiencing loss of communications leaving oceanic airspace should follow State guidance as published in AIPs.*

### DESCENT

- Transition level

During the approach briefing, crews should note the transition level on the approach plate or verified by ATIS. Crews must be diligent when descending through the transition level to reset the altimeters to QNH. This is particularly important when encountering IFR, night or high terrain situations. Any confusion between a QNH set with inches of Mercury or hPa must be clarified.

### DESTINATION/BLOCK IN

- Navigation Accuracy Check

When arriving at the destination gate, crews should note any drift or circular error in the LRNS. A GPS Primary Means system normally should not exceed 0.27 NM for the flight. Some inertial systems may drift as much as 2 NM per hour. Because the present generation of LRNSs is highly accurate, operators should establish a drift tolerance which if exceeded would require a write-up in the Maintenance Log. RNP requirements demand that drift be closely monitored.

- RVSM write-ups

Problems noted in the altimetry system, altitude alert or altitude hold must be noted in the Maintenance Log. The RVSM airspace is closely monitored for any Height Deviations. An aircraft not meeting the strict RVSM standards must not be flight-planned into RVSM airspace without corrective action.

- END -