

# ATLANTIC CHECKLIST

Flight Planning	
Required Flight Documents	
<input type="checkbox"/> Registration Certificate	<input type="checkbox"/> Pilot Certificates
<input type="checkbox"/> Airworthiness Certificate	<input type="checkbox"/> Medical Certificates
<input type="checkbox"/> Current RVSM And Special Airspace LOA	<input type="checkbox"/> Passports and Visas for International Flights
<input type="checkbox"/> Current Aircraft Flight Manual	<input type="checkbox"/> Copy of Risk Analysis Results (SMS)
<input type="checkbox"/> Current Weight and Balance	<input type="checkbox"/> Volcanic Ash Information
<input type="checkbox"/> Current MMEL	<input type="checkbox"/> Wind Progress FL340 and High Level Sig Progress
<input type="checkbox"/> Copy of Flight Plan	<input type="checkbox"/> ICAO Flight Plan
<input type="checkbox"/> Enroute Charts	<input type="checkbox"/> Reviewed WX Charts
<input type="checkbox"/> Departure and Arrival Charts	<input type="checkbox"/> Checked NOTAMS Charts
<input type="checkbox"/> Checklist	<input type="checkbox"/> Position Report Form
<input type="checkbox"/> General Decs for International Flights	<input type="checkbox"/> Atlantic Checklist
<input type="checkbox"/> Additional Weather (Optional)	
Evaluate Track Message	
<input type="checkbox"/> Check Date/Time for validity.....Date/Time at 30 W	
<input type="checkbox"/> Check remarks	
<input type="checkbox"/> Compare track waypoints to body of flight plan (FP)	
Plotting Chart – Ensure in flight folder	
Preparation of a plotting chart is required in North Atlantic Oceanic Airspace unless route is under RADAR contact, on a charted airway or operating between two FMC named waypoints.	
Pre-Departure at Aircraft	
<input type="checkbox"/> Customs declarations forms (if required)	
<input type="checkbox"/> Water LAV Service	
<input type="checkbox"/> Security Inspection.....Verify accomplished	
<input type="checkbox"/> Set clocks to UTC	
<input type="checkbox"/> Journey/Technical Log	
<input type="checkbox"/> Crew Briefing	
<input type="checkbox"/> Brief transition altitude and altimeter procedures	
<input type="checkbox"/> Obtain ATC Clearance	
Departure Preparation	
<input type="checkbox"/> Record ATC clearance on Flt Plan	

# ATLANTIC CHECKLIST

## General Information

### Position Reports – See ATL H 1/2 for details

- Format to report each compulsory waypoint

Position/Time/Flight Level

Next compulsory fix /ETA

Next compulsory fix

Fuel on board

**Only turbulence or other significant meteorological conditions encountered need to be reported. See Atlantic Orientation Chart, Weather Reporting for format.**

## NAV ACCURACY CHECK

Note: This check is required prior to entering and after exiting OCA FIR airspace. Use one of the methods listed below.

1. POS REF page 2, verify ANP is less than or equal to RNP
2. Enter VOR ID in FIX PAGE and manually tune the selected VOR
3. Compare bearing/distance on FIX page and RMDI

### Alternate accuracy check

1. Confirm position with RADAR controller relative to waypoint.

## Prior To Oceanic Entry Point

### Approx 90 minutes (Eastbound) Prior to OEP ETA At least 40 minutes (Westbound) Prior to OEP ETA

- Update winds – available 0500, 1100, 1700, 2300 UTC
- Evaluate cruise altitudes at OEP (FP, highest acceptable)
- Obtain Oceanic clearance (instructions on page 6)

## Approaching OCA ENTRY – East or West Bound

### Approx 90 Minutes Prior to Oceanic Entry Point

1. Evaluate potential enroute diversion airport(s)

### Oceanic Clearance (OC) Request

#### REDUCE DISTRACTIONS BEFORE BEGINNING

1. Obtain Oceanic Clearance (OC) record on FP
2. (PM) Compare the OC to the FMS legs pages and note any changes
3. (PF) Compare the OC to the FMS legs pages, any differences will be immediately changed in the FMS by the (PF) while the (PM) confirms the accuracy of any changes. Make changes on FP or request a new FP.
4. MASTER (MFP) (PF)(PM) One pilot wil read aloud way point names from the FMS while the other pilot checks them against the OC and MFP then places a circle next to the way point name on the MP/MFP.....(O) Note: A check of the expanded coordinates is required.
5. Plot route and label way points – as required.

# ATLANTIC CHECKLIST

## Approaching OCA ENTRY – East or West Bound **cont'**

### After Receipt of Oceanic Clearance *Fly the CLEARANCE not the Flight Plan (FP)!*

#### Accomplish the following clearance check:

PF and PM use separately review Oceanic Clearance vs. FMS:

**(PM)** Compare the clearance to the FMS legs page and note any changes. (Route, FL, MACH, OEP time)

**(PF)** Compare the clearance to the FMS legs page, any differences will be immediately changed in the FMS by the **(PF)** while the **(PM)** confirms the accuracy of any changes.

#### If Clearance differs from Flight Plan (when able)

- Plot revised route and label waypoints – as required
- Update winds for new route/altitude

### **CONFIRM MASTER FP AND CLEARANCE AGREE BEFORE PROCEEDING WITH FINAL CHECK OF THE FP**

**(PF)(PM)** One pilot will read aloud waypoint names from FMS while the other pilot check them against the OC and master FP then places a circle next to the MFP .....(O)

**NOTE:** Crosscheck of the FMS coordinates should include comparing the expanded coordinates against the Flight Plan.

#### **Weather-Prior To OCA Entry**

1. Update winds and FMC/Obtain alternate airports WX

#### **Approaching Oceanic Entry Point**

1. Set assigned MACH in FMC
2. Check cruise altitude in FMC/Ensure at assigned FL

#### **After Oceanic Entry Point**

1. Operational HF/SELCAL check (as required)
2. Set left VHF Radio to 121.5 and right to 123.45
3. Transponder to 2000 when 30 min passed oceanic entry
4. Select strategic lateral offset (1MM or 2MM right recommended)

# ATLANTIC CHECKLIST

## MNPS Navigational Procedures

### Approaching Each Waypoint

1. Verify next waypoint name, course, and distance
2. Draw a diagonal line through the next waypoint circle ..... (Ø)

### Upon Waypoint Passage

1. Verify autopilot coupled to LNAV
2. Confirm next waypoint becomes active waypoint
3. Draw another diagonal line through waypoint circle.....(⊗)
4. Record time and fuel on FPL
5. Complete position report form
6. Plot position and record time on plotting chart (10 min or 2 degree after passage)

### Midpoint check

1. Verify ETA to next WPT-update with controller if unable to achieve reported ETA +/- 2 min
2. Check for satisfactory fuel quantity/balance and trend.

### Approximately Every Hour

1. Cross check CA & FO altimeters for RVSM limits

### At Track Exit

1. Confirm ATC routing/MACH/Altitude (If Required)
2. Ensure Strategic lateral offset is zero by OCA exit point

### Prior to Coast Out

- Update alternate WX and forecast
- Evaluate potential diversion airport(s) (Mechanical, fire, medical)
- Logon CPDLC 15-45 min prior KZWY, CZQX, LPPO, EGGX, BIRD, ENOB**

### Approaching Oceanic Entry Point

- Set assigned Mach in FMC
- Check cruise altitude in FMC

### After Oceanic Entry Point

- Operational HF/SELCAL check (as required)
- Tune left VHF radio to 121.5 and right to 123.45
- Transponder to 2000 when 30 min. past oceanic entry
- Select strategic lateral offset (0, 1, 2 NM right)

# ATLANTIC CHECKLIST

## CPDLC PROCEDURES Eastbound OCA Clearance Request

### Gander OCA via CPDLC

No earlier than 90 minutes, no later than 60 minutes prior to OCA entry point. (OCA entry point is last named waypoint prior to OCA airspace). All CPDLC clearances must be accepted, if negotiations needed revert to voice afterwards.

1. OCEANIC CLNC [4L].....PRESS  
Page 1 – Fill in the boxes  
A. Select FACILITY using arrow = **GANDER**  
B. You must enter a decimal point for the MACH.
2. Send.....PRESS  
When CPDLC message received:
3. MENU.....PRESS
4. DNLK – CPDLC.....PRESS
5. OCN CLNC.....PRESS  
A. ACCEPT...Receive CLNC CONFIRMED message  
Ensure oceanic clearance has printed  
B. If DECLINED.....Revert to voice procedure

## VOICE PROCEDURES Eastbound OCA Clearance Request

### Gander OCA

1. Contact Gander Oceanic Clearance Delivery using a frequency listed in the Track Message remarks section.
2. (Approximately 200 NM of point listed on Track Message)
3. Request clearance, use clearance request format (below)
4. Read back clearance using read back format (below)

### Montreal CTA

1. ATC controller will issue Oceanic Clearance
2. If CPDLC datalink clearance message is received
3. Montreal now accepts datalink message number
4. Read back clearance using read back format (below)

### New York OCA

1. ATC will normally issue Oceanic clearance unsolicited usually HF in WATRS or over Bermuda on VHF 128.50
2. If not received, call NY ARINC prior to FIR boundary and request clearance using clearance request format (below)
3. Read back clearance using read back format (next page)

# ATLANTIC CHECKLIST

## Clearance Request And Read Back Formats

### Clearance Request

"NXXX requesting Oceanic clearance, estimating \_\_\_\_ (entry fix) at \_\_\_\_ Z, requesting FL \_\_\_\_, Mach \_\_\_\_"

### Read back – NAT clearance

"NXXX is clear via track \_\_\_\_, TMI \_\_\_\_, FL \_\_\_\_, Mach \_\_\_\_"

Read back – Random Route or "Via flight plan route" "NXXX is cleared via <fix>, <fix>, <fix>, <fix>, etc. FL \_\_\_\_, Mach \_\_\_\_"

If any doubt give a full read back rather than an abbreviated one

## CPDLC Auto Reporting Formats

Example of radio call at initial OCA entry with OCA airspace to follow: (On HF)

**"Gander radio NXXX, FMC, Shanwick next, request SELCAL check CD-AB"**

Example radio call crossing OCA boundary with domestic airspace to follow: (On HF)

**"Shanwick radio, NXXX, FMC Track Y, request SELCAL CD-AB"**

If on random routing give last two way points in OCA airspace

## STRATEGIC LATERAL OFFSET PROCEDURE

(Greatly Reduces possibility of mid-air collisions)

1. Recommended to fly lateral offsets of either 1 or 2 NM right of center line
2. Decision to offset based on TCAS traffic observation.
3. Use LNAV, not heading select
4. Do not advise ATC or request ATC clearance
5. Return to center line prior to oceanic exit point

## CPDLC PROCEDURES

Westbound OCA Clearance Request

**CAUTION-DO NOT ENTER SHANWICK OCA AIRSPACE WITHOUT OCA CLEARANCE**

# ATLANTIC CHECKLIST

## Shanwick and Santa Maria via CPDLC

Send ACARS requests no earlier than 90 minutes no later than 30 minutes prior to entry point utilizing format below. Entry point is the last named waypoint on routing prior to OCA airspace boundary.

1. OCEANIC CLNC.....PRESS  
Page 1 – Fill in the boxes  
A. Select FACILITY using arrow – **SHANWICK or SANTA MARIA**  
B. You must enter a decimal point for the MACH.
2. Send.....PRESS  
When CPDLC message received:
3. MENU.....PRESS
4. DNLK – CPDLC.....PRESS
5. OCN CLNC.....PRESS  
A. ACCEPT...Receive CLNC CONFIRMED message  
Ensure oceanic clearance has printed  
B. If DECLINE.....Revert to voice procedure

## NAV ACCURACY CHECK

Note: This check is required prior to entering and after exiting OCA FIR airspace. Use one of the methods listed below.

1. POS REF page 2, verify ANP is less than or equal to RNP
2. Enter VOR ID in FIX PAGE and manually tune the selected VOR
3. Compare bearing/distance on FIX page and RMDI

### Alternate accuracy check

1. Confirm position with RADAR controller relative to waypoint.

## VOICE PROCEDURES

### Westbound OCA Clearance Request

#### Shanwick VHF-VHF 123.95

1. Request Oceanic clearance on VHF
2. Use following format:  
Shanwick, NXXX, request oceanic clearance, Entry point/ETA/FL\_\_\_\_/Mach\_\_\_\_"
3. Standby on VHF for clearance read back and confirmation.

#### Reykjavik OCA-Entry over RATSU or MATIK

1. Do not call or send CPDLC requests to Shanwick
2. 10-30 min. from FIR boundary call Iceland radio on 127.85 for oceanic clearance.

#### Santa Maria OCA – (CPDLC INOP) VHF 132.07

#### At least 40 min Prior to OCA

1. Call on VHF or HF SELCAL for receipt oceanic clearance  
Give: OCA entry point /ETA/ FL\_\_\_\_/Mach \_\_\_\_
2. Standby on VHF or HF SELCAL for receipt of clearance
3. Read back the entire clearance on this frequency

# ATLANTIC CHECKLIST

## VOICE PROCEDURES cont' Westbound OCA Clearance Request

### BODO OCA

1. BODO OCA control on VHF 127.72, 10 min prior to OCA
2. OR BODO radio on NAT D Family HF 30 min prior to OCA

### Clearance Request And Read Back Formats

#### Clearance Request

"NXXX requesting Oceanic clearance, estimating \_\_\_\_ (entry fix) at \_\_\_\_ Z, requesting FL \_\_\_, Mach \_\_\_\_"

#### Read back – NAT clearance

"NXXX is clear via track \_\_\_, TMI \_\_\_, FL \_\_\_, Mach \_\_\_\_"

Read back – Random Route or "Via flight plan route" "NXXX is cleared via <fix>, <fix>, <fix>, <fix>, etc. FL \_\_\_, Mach \_\_\_\_"

If any doubt give a full read back rather than an abbreviated one

### CPDLC Auto Reporting Formats

Example of radio call at initial OCA entry with OCA airspace to follow: (On HF)

**"Shanwick radio NXXX, FMC, Gander next, request SELCAL check CD-AB"**

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**"Gander radio, NXXX, FMC Track Y, request SELCAL CD-AB"**

If on a random routing give last two way points in OCA airspace

### Atlantic OCA Emergency SATCOM

Current numbers for SATCOM air-ground communication to any oceanic controlling agency can be found on the ATL H1/2, located inside or near each OCA communication box. These numbers are reserved for use during an emergency or VHF/HF communication failure as appropriate.

### Departing Track Contingencies

If immediate action is not required, request amended ATC clearance otherwise:

1. Turn at least 45 degrees to the left or right.
  - A. If intention to continue in same direction offset – Consider limiting turn to 45 degree heading change to prevent overshoot.
  - B. If intention to acquire opposite direction offset – Consider turning more than 180 degrees in order to re-intercept offset track is overshoot
2. Acquire a 15 NM parallel offset track
3. Attempt to maintain assigned altitude until 10 NM off track
4. Accomplish appropriate check lists
5. Advise other aircraft on 121.5, turn exterior lights on
6. Advise ATC, "MAYDAY" or "PAN" as appropriate, and request clearance

# ATLANTIC CHECKLIST

## Departing Track Contingencies **cont'**

### **Loss of Engine:**

1. Turn towards a suitable airfield when appropriate.
2. Descend below FL 285 or
3. Change altitude +/- 500 ft. due to potential traffic.
4. Remind ATC you are a two engine aircraft.

### **Other Emergencies (Medical, Passenger, etc.):**

Either wait at altitude for ATC clearance, descend below FL 285, or cross tracks at +/- 500 ft. and proceed to alternate.

## Weather Deviation Procedures

### **Procedure is on panel 2 of ATL Orientation Chart**

1. Obtain revised ATC clearance if able
2. If no ATC clearance and deviation is required immediately:
  - a. Less than 10 NM – Remain at ATC assigned level
  - b. Greater than 10 NM – initiate level change:

If track is EAST (000-179)	If track is WEST then (180-359)
Left of CL – Descend 300'	Left of CL – Climb 300'
Right of CL – Climb 300'	Right of CL – descend 300'
3. When returning to track be at assigned FL when within 10 NM of center line.