

## Rules and Regulations

The rules and regulations shown in this page are an excerpt of Copa Virtual's *Manual de Operaciones y Regulaciones*, which can be downloaded in the following link: \_\_\_\_\_

## Costs

The operation of Copa Virtual is and will always be completely free for all users. Therefore, nobody will ever be authorized to demand users to make payments of any sort to Copa Virtual. Contributions to cover the basic costs of operation such as hosting are strictly VOLUNTARY.

## Registration and Admission

### Registration

Any aviation enthusiast who meets the minimum requirements established by Copa Virtual can apply at any time to become an active member by following the steps as shown in the registration page at [www.cmpva.org](http://www.cmpva.org).

The minimum requirements are the following:

- Be registered in VATSIM or IVAO
- Have a minimum of 50 flight hours registered in any of the two virtual aviation networks
- Have a functioning flight simulator (MSFS 2004, FSX, P3D, or X-Plane)
- Have an internet connection

All the required information must be complete before any application can be considered for admission. An incomplete application will be rejected, even if the admission test is passed. Therefore, the applicant must verify their application before sending it for approval.

The applicants must read the Operations Manual before sending the application. When the application is sent, the user consents that he or she knows and accepts all its contents.

### Admission Process

The admission process at Copa Virtual consists of:

- An aviation knowledge test
- An interview with a designated examiner
- A practical test on a virtual aviation network
- An airplane knowledge test for the specific aircraft the applicant chose to fly
- A practical test to evaluate the flight procedures

The applicants must take an aviation knowledge test which also includes questions about Copa Virtual's Operations Manual. The test can be found in the *Registration* section of Copa Virtual's website, and must be passed with a minimum score of 80%.

Once the aviation knowledge test is passed, the applicant will be contacted by a designated examiner in order to schedule an interview via Skype. The interview will include topics such as previous aviation experience (virtual and/or real), the fleet the applicant is desiring to fly, aviation knowledge, expectations about the airline, amongst others.

After the interview, a practical flight test will be performed on a virtual aviation network (IVAO or VATSIM).

The maximum time span between any two steps in the admission process is fifteen (15) calendar days. If the applicant exceeds this time, the admission process will be terminated and the applicant will need to start the process again when deemed convenient.

The general rules and conditions that the applicants must meet are the following:

- The applicant can only take the aviation knowledge test once. In case of failure, the applicant must wait thirty (30) calendar days before taking it again.
- The aircraft fleet which the applicant will be flying will be assigned during the interview according to the airline policy at the time of application, and the previous aviation and aircraft knowledge of the applicant.
- If the interview is failed, the applicant must start the application process again.
- If the practical test is failed, the applicant will have a second chance to take the test. If the test is failed again, the applicant must wait thirty (30) calendar days before starting the application process again.

The applicant will be admitted into the airline with the rank **Pilot in observation**, and will receive their internal license and password. From that point onwards, the applicant will be considered an active pilot in the airline and will be able to:

- Reserve flights in the airline
- Register flight hours based on flights flown with the airline
- Download documents from the download zone of the airline
- Operate officially with the airline in the virtual aviation networks

Copa Virtual will reserve the right of admission to any applicant, even if they pass the admission process. Additionally, Copa Virtual will also reserve the right to remove any applicant or pilot from the airline if there is any disciplinary record found in any virtual aviation network, or in any situation related to real or virtual aviation.

## Crew

### Ranks

From the moment the applicant sends the application, they become part of the airline's promotion ladder.

### *Applicant*

After sending the application, and until the admission process is completed, the pilot will have the rank of applicant. The pilot will be promoted to the next rank once the practical test is passed and the admission process is finished.

### *Pilot in observation*



After the admission process is finished, the pilot will have the rank of Pilot in observation. During this time, the pilot will become acquainted with the functioning of the airline. The pilot will have this rank during the first 50 flight hours, or while the pilot performs a practical test after an absence.

### *Effective pilot*



After flying 50 hours in their assigned aircraft fleet and passing the promotion tests, the pilot will earn the rank of Effective pilot. This rank is not permanent, and will be lost if:

- The pilot exceeds ninety (90) calendar days without flying.
- The pilot decides to change aircraft fleet.

In the former case, the pilot must perform and pass a currency check. In the latter case, the pilot will be demoted to the rank of Pilot in observation until completing 25 hours in the new aircraft fleet.

### *Commander*



A pilot who has flown more than 250 hours with the airline.

### *Promotions*

Any pilot can request a promotion when they meet the minimum requirements for the promotion. The general idea of the company is that to guarantee and maintain high flying standards, their pilots achieve at least the rank of Effective Pilot of the aircraft fleet they are flying.

The promotion of an applicant to the rank Pilot in observation will be automatic when the applicant finishes the admissions process.

To request a promotion from Pilot in observation to Effective pilot, the applicant must have at least 50 hours in the aircraft fleet.

The pilot can request aircraft fleet change. To request the change, the pilot must be an Effective pilot of their fleet, and the fleet change process consists of:

- An airplane knowledge test
- An airplane procedures test
- An operations test

After finishing this procedure, the pilot will become a Pilot in observation of the new aircraft fleet.

### Assignment Completion

#### FsACARS

FsACARS is the official flight reporting software of the airline. FsACARS must only be downloaded from the download zone of the airline, and must be open during the entire flight when a pilot is flying with the airline.

### Virtual Aviation Networks

It is mandatory for pilots to fly online on IVAO or VATSIM.

The pilot must know and abide to the rules and regulations of the virtual aviation network and the airspace they are flying in.

The pilot must, while performing an official flight with the airline, identify itself with the flight number given in the assignment, and the ICAO prefixes of the airlines:

- Copa Airlines: CMP
- Copa Colombia: RPB
- Wingo: RPB

This will allow the other pilots and controllers know the flight corresponds to Copa Virtual.

Moreover, an official flight must include the following elements in the REMARKS section of the flight plan:

- The registration of the aircraft that they're flying
- The internal license number of the pilot
- The website URL of Copa Virtual.

For example:

OPR/WWW.CMPVA.ORG/CMP002/ REG/HP1525CMP