

Appendix 1 SOP Template of AC No.: CSEA-002A

1. Items highlighted in red are suggested additional items to SOP template
2. SOP template to be re-arranged based on sequence of flight phases

Item	Appendix 1 of SOP Template	Remarks
1	Policy / SOP philosophy	Suggested additional topic
2	Organization of the manual	
	Format and terminology	Suggested additional topic
	Revision procedures / Revision record / List of effective pages	
3	Captain's authority	
4	Task sharing and responsibilities	
	Responsibilities of PF / PM	Suggested additional topic
	Transfer of control	
	Configuration changes	
	Monitoring and cross-checking	
5	Use of automation	
	The operator's automation philosophy	
	Reminder of complacency awareness	
	Specific guidance in selection of appropriate levels of automation	
	Autopilot/flight director mode control inputs	
	Flight Management Systems inputs	
	Calls and cross-check	Suggested additional topic
	Manual flight procedures	
	6	Checklist philosophy
Policies and procedures (Who calls for; who reads; who does); Checklist interruptions; Checklist		

	ambiguity; Checklist couplings; Checklist training		
	Use of checklist – a mandate		Suggested additional topic
	Format and terminology		
	Type of checklist (Challenge-Do-Verify; Do-Verify)		
	Walk-arounds		
7	Checklists		
	Safety check – power on		
	Originating/receiving		
	Before start		
	After start		
	Before taxi		
	Before take-off		
	After take-off		
	Climb check		
	Cruise check		
	Preliminary landing		
	Landing		
	After landing		
	Parking and securing		
	Emergency procedures		
	Non-normal/abnormal procedures		
8	Communications		
	PF / PM responsibilities in handling radios		Suggested additional topic
	Handling of ATC clearance		
	Radio procedures and terminology		
	Primary language used (ATC; on the flight deck)		
	Keeping both pilots in the loop		
	Company radio procedures		
	Flight deck/cabin signals		
	Cabin/flight deck signals		
	Flight deck/ground communication		Suggested additional topic

9	Briefings	
	CFIT risk considered	
	Special airport qualifications considered	
	Weather / Alternate considered	Suggested additional topic
	Fuel considered	
	Navigation aids considered	
	Temperature corrections considered	
	Before takeoff	
	Descent/approach/missed approach	
	Approach briefing general done prior to beginning of descent	
	Flight deck access	
	On ground/in flight	
	Jumpseat	
	Access signals, keys	
10	Flight deck discipline	
	Sterile cockpit	
	Maintaining outside vigilance	
	Monitoring/Cross checking	
	Transfer of Control	
	Additional duties	
	Flight kits	
	Headsets/speakers	
	Boom mikes/handsets	
Maps/approach charts		
11	Altitude awareness	
	Altimeter settings	
	Transition level	
	Callout (verification of)	
	ATC clearances and communication procedures	Suggested additional topic
Minimum safe altitudes (MSA)		

	Altitude restrictions, if any		Suggested additional topic
	Temperature corrections		
	Metric – feet conversion		Suggested additional topic
	Monitoring during last 1000 feet of altitude change		
12	Terrain Awareness		
	Brief terrain altitude		Suggested additional topic
	Threat assessment to determine altitude which provide terrain clearance		
	Consideration factors include 25nm MSA from SID/STAR/Approach plate, terrain outside 25nm MSA coverage, TAA, MRA, Grid MORA, minimum vectoring altitudes when under radar control		
	Terrain display to enhance situation awareness		
	Rate of descent when in close proximity to terrain		
	Questioning of ATC instruction in conflict with terrain clearance		
13	Report times		
	Check in/show up		
	On flight deck		
	Checklist accomplishment		
14	Maintenance procedures		
	Logbooks/previous write-ups		
	Open write-ups		
	Notification to maintenance of write-ups		
	Minimum equipment list (MEL)		
	Where it is accessible		
	Configuration Deviation List (CDL)		

	Crew coordination in ground de-icing		
15	Flight plans/dispatch procedures		
	VFR/IFR		
	Icing considerations		
	Fuel loads		
	Weather package		
	Where weather package is available		
	Departure procedure climb gradient analysis		
16	Weight & balance/cargo loading		
	Who is responsible for loading cargo, and securing cargo		
	Who prepares the weight & balance data form; who checks it		
	Dangerous Goods considerations and notification to crew		Suggested additional topic
	Copy to crew		
17	Boarding passengers/cargo		
	Carry-on baggage		
	Exit row seating		
	Hazardous materials		
	Handling of unruly passengers		Suggested additional topic
	Prisoners/escorted persons		
	Guns onboard		
	Count/load		
18	Pushback		
	Startup and pushback clearance		Suggested additional topic
	Nose wheel steering deactivation pin		
	Use of reverse thrust not permitted		
	Fuel and loadsheet check		
	Take-off conditions		
	Flight deck/ground		

	communication		
19	Taxiing		
	All engines running		
	Less than all engines running		
	On ice or snow or heavy rain		
	Low visibility		
	PF / PM communication and confirmation of taxi route		Suggested additional topic
	Maintain good lookout		
	Prevention of runway incursion / crossing runways		
	Correct runway and departure point positively identified and confirmed by both pilots		Suggested additional topic
20	Flight desk/cabin crew interchange		
	Boarding		
	Ready to taxi		
	Cabin emergency		
	Prior to take-off/landing		
21	Take-off		
	PF/PM duties and responsibilities		Suggested amendment
	Who conducts it?		
	Standard calls for take-off		Suggested additional topic
	Briefing, IFR/VFR		
	Reduced, power procedures		
	Takeoff with Tailwind, runway clutter		Suggested amendment
	Noise abatement procedures		
	Special departure procedures		
	Flight directors (Use of: Yes/No)		
	Callouts		
	Clean up		
Loss of engine (Transfer of controls – if appropriate, Rejected take-off, After V1,			

	Actions/callouts)		
	Flap settings (Normal; Nonstandard and reason for Crosswind)		
	Close-in turns		
22	Climb		
	Speed		
	Configuration		
	Standard calls during climb		Suggested additional topic
	Confirm compliance with climb gradient required in departure procedure		
	Confirm appropriate temperature corrections made		Suggested amendment
23	Cruise		
	Altitude selection		Suggested additional topic
	Navigation monitored, check track / distance of next waypoint		
	Speeds/weights		
	Weather / wind considered		
	Fuel checks		
24	Position reports/pilot weather reports		
	ATC – including pilot report of hazards such as icings, thunderstorms and turbulence		
	Company		
25	Holding procedures		
	Procedures for diversions to alternate		
26	Normal descents		
	Planning and discussing prior to beginning of descent point		
	Risk assessment and briefing		
	Standard calls during descent		Suggested additional topic
	Altimeter baro reference		

	Descent profile		
	Miles to touchdown and height to lose		
	Procedural restrictions considered		
	Preceding / following traffic considered		
	Speedbrakes: Yes/No		
	Flaps/gear use		
	Icing considerations		
	Weather considerations and Convective activity		Suggested amendment
27	Approach philosophy		
	Monitoring during approaches		
	Precision / Non-precision approaches		Suggested amendment
	Stabilized approaches standard		
	Landing configuration / track / speed achieved		Suggested additional topic
	Stabilised approach call / cross-check		
	Use of navigation aids		
	Flight management system (FMS)/autopilot		
	Use, and when to discontinue use		
	Approach gates		
	Limits for stabilized approaches		
	Use of radio altimeter		
	Go-around: Plan to go around; change plan to land when visual, if stabilized		
28	Individual approach type		
	All types, including engine-out		
29	For each type of approach		
	Profile		
	Airplane configuration for conditions (Visual Approach; Low		

	visibility; Contaminated runway)		
	Flap/gear extension		
	Auto spoiler and auto brake systems armed and confirmed / armed by both pilots, in accordance with manufacturers recommended procedures (or equivalent approved company procedures) Procedures		
	Actions and Callouts		
30	Go-around / missed approach		
	When stabilized approach gates are missed		
	Procedure – Actions and Callouts		
	TOGA thrust Yes or no		Suggested additional topic
	Clean-up profile		
31	Landing		
	Actions and callouts during landing		
	Close-in turns		
	Crosswind		
	Contaminated runway		Suggested additional topic
	Landing performance		
	Rejected		
	Actions and Callouts during rollout		
	Transfer of control after first officer landing		
32	Supplementary Topics		
	Crew resource management (CRM)		Some suggested additional topic
	Ground proximity warning system (GPWS or TAWS)		
	TCAS		
	RVSM		
	RNP		

	Adverse weather		
	Windshear		
	Icing Protection		