



Avelo Virtual

Standard Operating Procedures (SOP)

Version 1 (September 11, 2025)

1. Introduction

Purpose of the SOP: To provide clear guidelines for pilots and staff.

Mission Statement: To simulate the spirit of Avelo Airlines while fostering an inclusive, fun, and professional flight simulation community.

2. Membership

Eligibility: Anyone with an interest in flight simulation.

Requirements:

- Valid copy of a supported simulator platforms (MSFS, X-Plane, P3D)
- Basic knowledge of flight simulation
- Minimum age: 16 Years Old

Code of Conduct: Respect, professionalism, and community spirit at all times.

3. Pilot Operations

Flight Booking: Pilots must use the VA system to book flights before flying.

Aircraft Use: Approved fleet based on Avelo Airlines' real-world fleet (e.g., Boeing 737).

Route Policy: Pilots may fly scheduled routes available in the Crew Portal.

Flight Reporting: All flights must be logged through the VA's tracking system (ACARS, smartCARS preferred).

4. Flight Procedures

Pre-Flight: Pilots should check weather, charts, and NOTAMs (where applicable).

Flight Rules: Follow realistic flight planning and ATC procedures (VATSIM/IVAO rules if flying online); Fly responsibly and within simulator capabilities.

Post-Flight: Submit PIREP (Pilot Report) promptly. Manual PIREP must be verified via online network before approval.

5. Ranking & Progression

Ranks: New Pilot, First Officer, Senior First Officer, Captain, Senior Captain.

Requirements: Based on completed flights:

- New Pilot (0-4 flights)
- First Officer (5-24 flights)
- Senior First Officer (25-49 flights)
- Captain (50-99 Flights)
- Senior Captain (100+ flights)

Recognition: Awards, badges, and achievements may be granted based on activity.

6. Community Guidelines

Respect & Inclusion: No harassment, discrimination, or toxicity.

Communication: Use professional and courteous language on Discord, forums, or ATC.

Activity Policy: Pilots should remain active; inactivity beyond 60 days may result in account deactivation unless a leave of absence of up to 90 days is submitted

7. Staff Structure

Executive Team: CEO (more to be added as needed)

Operations Staff: Route manager, training coordinator, event planner.

8. Events & Training

Events: Regular group flights, VATSIM/IVAO events, tours.

Training: *for future use*

9. Disciplinary Procedures

Minor Infractions: Warning issued.

Repeated Issues: Temporary suspension.

Severe Misconduct: Removal from VA.

10. Amendments

The SOP may be updated as the community grows.

All members will be notified of changes.