



# Internal Regulation Manual

Regulations and Internal Regulatory Manual 2025

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## I - Chapter **One**: Air Nubeiro

### Section 1 – Introduction

Air Nubeiro constitutes as a virtual airline without any profit motive, dedicated to the simulation of air operations on virtual flight networks.

Air Nubeiro is a virtual airline certified by the International Virtual Aviation Organization (IVAO <https://ivao.aero>).

### Section 2 – Aim

The principal purpose of Air Nubeiro is to provide a realistic experience to their Pilots promoting technical training and community development within a virtual environment.

This goal will be achieved through the use of online platforms that allow the simulation of the crew center, enabling connection to the main flight simulators as of the IVAO network.

### Section 3 – Values

Air Nubeiro luchará con ser coherente con sus valores, aquí definidos y aprobados por el órgano encargado.

Air Nubeiro fights to be coherent with their values, defined and approved by the responsible body.

- Compromised with **excellence**  
Promoting high-quality operational and training standards.
- **Innovation** and adaptability  
Integration of new technologies and methodologies that promotes future projection.
- **Inclusion** and diversity  
Air Nubiero will strive to preserve a welcoming environment, where all members regardless of their background, ideology or level of experience are treated with respect and fairness
- **Transparency** and confidence  
Ensuring clear processes in internal and operational management to preserve the trust of pilots and collaborator
- **Responsibility y collaboration**  
Promoting teamwork to achieve common goals, valuing individual contributions and promoting shared responsibility
- Respect for the **virtual aviation community**  
Operating under etic standards, respecting the values and rules of virtual aviation networks and the global flight simulation community.
- Respect and preservation of the **culture**  
Air Nubeiro will carry its Galician roots as its flag, promoting the culture, language and values of Galicia.



## II - Chapter **Two**: Internal Organization and Management Team

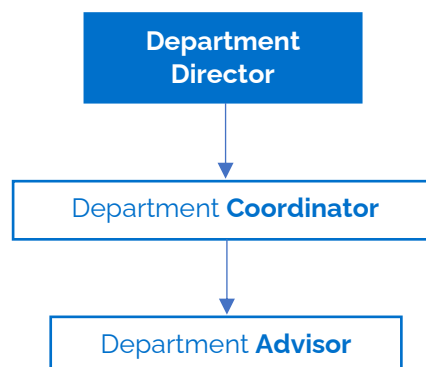
### Section 1 – Introduction

Se constituye un grupo de pilotos de Air Nubeiro como su equipo directivo, pues tomará decisiones que determinarán el futuro de la aerolínea, así como será, también, el encargado del correcto funcionamiento interno, aplicando el presente manual.

### Section 2 – General organization chart: departments



### Section 3 – Department organization chart



## **Section 4 – Composition of the governing body**

Air Nubeiro's management team will be composed of active pilots who have passed an application phase to become part of the management team. The maximum number of members of the management team is 10 users, each of whom will have a permanent seat for an indefinite period of time.

### - When incorporating new members to the management team:

The minimum requirements for a pilot to be a member of the management team are as follows:

- Be an active pilot during the last 12 months prior to application
- Not accumulate or possess any fault or sanction during their stay in the company
- Be an active member in IVAO as a pilot

In addition, depending on the position offered or the circumstances, other requirements may be included.

The addition of a new member to the management team must have the unanimous support of the other members of the board.

### - When removing a member of the management team from his/her position:

The following shall be sufficient grounds for removal from the management group:

- Failure to comply with the minimum activity for 2 months without requesting the duly justified vacation period
- Failure to perform the assigned work or failure to meet the deadlines for completion thereof repeatedly
- Disrupting the proper functioning of the company with knowledge of cause
- Failure to comply with the Internal Regulation Rules here written
- Not respecting or going against Air Nubeiro's values as stated in chapter one, section three.

In any case, the rest of the top management may ratify the dismissal, whether it complies with the aforementioned reasons, provided that the CEO supports the dismissal.

## **Section 5 – Assemblies and meetings**

The management team will meet regularly to ensure good coordination and agree on new challenges to ensure the permanence of Air Nubeiro, as well as its reputation.

To hold a meeting, a minimum attendance of 70% of the total management team must be met; except when a member delegates his vote, he will be counted as if he were present at the meeting.

At the end of each meeting or assembly, the Communication and Administration Department shall create a report to record the decisions taken or the topics discussed, then duly inform the pilots through official channels, respecting the confidentiality clauses of the information discussed.



## Section 6 – voting process

Voting shall generally be by voice vote. When the Communication and Administration department deems it appropriate, votes will be collected anonymously through a system previously agreed upon by the management team.

## Section 7 – Appointments

The Communication and Administration team, together with the Management Department, will establish the assignment of positions whenever necessary and when there is no prior application process.

The named departments may restructure the management team when they deem it appropriate and convenient, always with the approval of the CEO.

The position of CEO shall be appointable provided that one of the following applies:

- The CEO in office resigns or is unable to perform his duties due to force majeure.
- The incumbent CEO clearly goes against the values agreed in this document and/or sabotages the proper functioning of Air Nubeiro and the management team (as a whole) is in favor of a new appointment and the active pilots (by simple majority) are in favor of a new appointment.

The conditions for dismissing the CEO are also defined.

Once one of the above-mentioned conditions has been met, the management team will unanimously agree on a new CEO for the company.

## Section 8 – Succession

With a view to the continuity of Air Nubeiro, some guidelines to be followed by the management department in terms of succession and transition are detailed.

- Potential management team members who can ensure the smooth running of the company will be sought, analyzing critical positions and pilot talent.
- A period of transition of positions will be scheduled, to the extent possible, to facilitate the transfer of knowledge and improve the performance of the new positions.
- We will analyze which positions and/or departments should continue with their activities, as well as those that should be discontinued. Not without neglecting possible new departments.



## Section 9 – Communication and transparency

The Communication and Administration department shall keep the Air Nubeiro pilot community properly informed about:

- Its position on relevant current issues related to the company's values
- Changes adopted in any clause or legal document, as well as in this Internal Regulation Manual.
- Changes planned to be adopted in:  
social networks, web services, operations, fleet or moderation of official channels.
- Changes or creation of relationships with other organizations
- Other communications agreed by the management team. En ningún caso se infringirán las cláusulas de confidencialidad en materia de información tratada.

It shall be mandatory for departments and members of the management team to respect the company hierarchy (Section 2 and Section 3), keeping their manager and the rest of the management team informed of any changes or work to be carried out.

## Section 10 – official communication channels and their content

In order to achieve a serious and transparent communication with the community, different channels are established for the publication of official communications.

- Communications: Official documents that will be signed by the Communication and Administration department together with the director of the department from which the communication originates. These documents will be available on a web service.
  - o General communications: addressed to anyone interested in Air Nubeiro's operations, including pilots, supporters, flight networks and external public.  
\*Plantilla ANEXO I
  - o Internal communications: document distributed exclusively to active members of the company, with sensitive or strategic information. Both types of communiqués are published exclusively on the official web platform set up for this purpose. The Communication team is in charge of drafting and publishing them.  
\*Plantilla ANEXO II
- Discord. It is the main forum of the company where all kinds of information and new updates are distributed. With specific rules and regulations that every member must accept before entering but where this manual also applies.
- NOTAM of the Integrated Crew Center. Changes in operations, fleet or web services required for the correct execution and reporting of a flight will be reflected as "NOTAMs" in the Integrated Crew Center.
- E-mail lists. All communications of importance to Air Nubeiro members will be notified via e-mail to the pilots.
- Meeting report. Document of informative character in which the topics discussed during the meetings of the Air Nubeiro Staff are collected. Although they do not imply an executive decision by themselves, they serve as a documentary basis for future deliberations of the Management Team. The reports will be available in the Air Nubeiro Cloud, accessible to members according to their rank and level of permissions.



## **Section 11 – Information**

Air Nubeiro, contains very different types of information, therefore, we proceed to its classification.

### - Basic information (B)

Includes all public or open access content whose purpose is to inform third parties about the existence, objectives and structure of Air Nubeiro. This category also includes legal and regulatory texts that regulate the general activity of the virtual airline.

Examples of basic information:

- Mission, vision and values of the company.
- Internal Regulation Manual (IRM).
- Privacy policy, cookies and legal notice.
- General public announcements.

### - Private information (P)

It refers to the set of resources and internal information intended exclusively for active members of Air Nubeiro, necessary for the operational and training performance within the virtual airline. Its access is restricted and is granted only through personal credentials.

Examples of private information:

- Centro de Tripulación (Crew Centre).
- Crew Center.
- Virtual Campus and training contents.
- Operational manuals and technical documentation.
- Logistical information on events and tours.

### - Reserved information (R)

Information of a strategic, regulatory or organizational nature that can only be requested by active Air Nubeiro pilots with prior authorization or under the supervision of the management team. Its distribution is subject to a consultation and registration protocol.

Examples of reserved information:

- Reports of internal meetings.
- NEO Agentia.
- Documentation hosted in the institutional Cloud/iCloud.
- Internal communications for exclusive use by members.





- Classified information (C)

Content for the exclusive use of Air Nubeiro's management team. This information contains sensitive, strategic or personal data that could compromise the operation, security or privacy of members if disclosed without expressed authorization. The treatment of this information will be governed by internal confidentiality policies and the principles established in the RGPD.

Examples of classified information:

- Personal and administrative user data
- Unpublished management team deliberations.
- Restricted internal communications between management departments.

**Section 12** – Official certificates issued.

1. CDA (Certificate of Activity). Official document that certifies the participation of a pilot in accordance with the provisions of the fourth chapter of the IRM. This certificate may be requested by any member who requires formal proof of its activity, either for internal processes such as application for a position within the Staff, or for other justified purposes. Its issuance requires prior validation by the Human Resources Department.

\* Issuance template, ANNEX III.

\* CDA model, ANNEX IV.

2. Certificado de tipo (type-rating). Official document issued by the Aircraft Management Department, Virtual Campus, Flight Academy and Operations, which certifies that a pilot has successfully passed the training and evaluation process required to operate a specific aircraft under the call sign NBV.

This certificate validates the pilot's theoretical knowledge and practical skills, according to Air Nubeiro's internal standards, and enables its use within the operational scope authorized by the virtual company.

Obtaining a type-rating is a prerequisite to operate certain aircraft within the Air Nubeiro simulated environment. Its validity is subject to compliance with the activity and operational validity requirements defined in the internal regulations.

\* Model of type-rating, APPENDIX V.



### III - Chapter **Three**: Data treatment

Data processing at Air Nubeiro is carried out with the purpose of ensuring an efficient and respectful management of the personal information provided by pilots. All data handling is aligned with current regulations, such as the RGPD, and is focused exclusively on internal uses for the proper functioning of the organization.

#### **Section 1** – Purpose of treatment

- Storage of personal data such as name, surname, date of birth, e-mail, country and city of residence for the creation and maintenance of the pilot's profile.
- Activity monitoring through internal systems such as ACARS and the Virtual Campus to evaluate performance and fulfillment of obligations. If required, the pilot can contact to consult the data provided at the time and change them if required.
- Issuance of certificates and clearances related to the operations performed within the virtual airline.

#### **Section 2** – Access to data

Only authorized departments: Human Resources, Communication and Administration, Management and Web; have access to all the personal information provided.

Other pilots and users will only be able to view basic information such as name and user ID.

#### **Section 3** – Data retention and deletion

The data will be kept as long as the user is active in the organization. After leaving the organization, it will be kept for a period of one year to facilitate possible reinstatements.

Pilots may request the review, modification or deletion of their personal data by submitting a request to the Data Processing Department ([rrhh@airnubeiro.es](mailto:rrhh@airnubeiro.es)).

#### **Section 4** – Protective measures

Information is stored in secure servers with restricted access and encryption mechanisms to prevent unauthorized access.

Periodic audits are conducted to ensure compliance with internal policies and legal regulations.



## IV - Chapter **Four**: Members and Calls

### **Section 1** – Air Nubeiro Pilot

Air Nubeiro Pilots are considered to be those persons who, in accordance with the regulations in force, have completed the registration process in the company and whose activity status is one of the following:

- **Incorporation.** Member who has been accepted after applying, but has not yet completed all the required examinations (theoretical and/or practical) or has not been cleared by the competent Department

During this period the pilot is not considered "active" in operative purposes and his access to intern systems is limited

- **Active.** Member who meets the established minimum monthly activity (at least one flight reported under the NBV callsign via ACARS in the authorized flight networks. Enjoys all the rights set forth in this manual, including access to certifications, trainings, events and official web services.
- **On vacations.** Member who has formally notifies a request for a temporary break in activity. During this period, he/she is exempt from the monthly flight requirement but maintains his/her relationship with the company. This status has a limited duration and is managed by the Human Resources Department.
- **Pending correction.** A pilot who has breached the activity contract (due to unjustified inactivity or repeated breach) and is in a transitory status during which he/she can request reactivation, justify his/her situation or take advantage of the reinstatement procedure.

In this status, its access may be partially limited, and it may only operate flights until the status is regularized

- **Termination.** This corresponds to a member who has voluntarily requested to leave the company or who has been administratively discharged by the Human Resources Department or the management team.

There are two subtypes of termination:

- o **Voluntary termination:** The Pilot has expressly requested his withdrawal form Air Nubeiro. This withdrawal implies the deletion of his credentials, visible activity history and his access to all internal systems after the established period. He/She may reapply for membership in the future, subject to the admission procedure in force.
- o **Administrative termination:** Applied by company decision following disciplinary proceedings, prolonged inactivity without remediation or serious non-compliance with the IRM. This termination may result in restrictions on future membership applications, as determined by the management team.



## Section 2 – Calls for Application

The call process or discharge process will be regulated by this manual and the competent authority, the Human Resources department. In any case, two states are established for the calls or summons:

- a) Closed calls. No new incorporations to the company are processed and the call process for new pilots is closed.
- b) Open calls. All the necessary services are enabled to process new incorporations to the company following the applicable regulations.

The status of the calls will be decided after a simple majority vote of the management team.

Information regarding the application process will always be accessible and clear on the main website, thus making it easier for candidates to understand the process.

A specific web service will be enabled for the calls for applications to provide the necessary services required in this manual and in the agreements reached by the Human Resources and Web Development department so that it is able to process new members.

All calls will be regulated by a notice that regulates the process always adhering to this manual and that will be published, through official channels, before the opening of the calls that it foresees to regulate. Each call for applications may vary, as deemed appropriate by the Human Resources Department, the minimum requirements demanded.

## Section 3 – Admission process

The registration process seeks to be as simple and understandable as possible to facilitate the process for the applicants, in accordance with this philosophy, the following process is established:

1. Sending the entry form. Through the web services will be provided access to a form where some personal data will be requested:
  - i. Name and surname
  - ii. Date of Birth
  - iii. Country and city desired to be included in the profile of each applicant
  - iv. IVAO user identification code
  - v. VATSIM user identification
  - vi. E-mail
  - vii. Languages

You will also be asked to accept all of Air Nubeiro's current policies and legal documents, i.e.: privacy policy, cookies policy, legal notice and Internal Regulation Manual



2. Initial knowledge test. After completing the form, the Human resources Department will send an e-mail to the individual applying for the position. This will include a cordial and warm welcome along with the next. Steps to follow; initial knowledge test.

This test has the sole purpose of evaluating the applicant's knowledge. This will allow the staff of the Operations, Fleet and Operation Department to have information about the level of the new users.

The test will be considered passed if the percentage of correct questions is equal to or higher than 75%

3. Type Rating. Once the initial test has been passed, the newbie will let us know in which family he/she wishes to take the rating: A320 or B737.

3.1. Theoretical part. The Human Resources team will provide the applicant with a theoretical test, specific for each A320/B737 family, as previously indicated by the applicant.

The test will be considered as passed if the percentage of correct questions exceeds or is equal to 75%.

3.2. Practical part. The Human Resources team will put an instructor in contact with the applicant to arrange an appointment for a flight supervised by the person in charge. It will be a flight of short duration agreed by both parties.

The test will be considered passed if the score, based on a template agreed by the Human Resources department together with the Operations, Fleet and Training department, exceeds or is equal to 75%.

In general, if the number of places offered is limited, the Human Resources team may rely on the results obtained in any test to decide which users will finally become pilots.

The registration process may be subject to slight modifications provided that they are unanimously agreed by a vote of the management team and are published in accordance with these regulations, i.e. by posting the change on the main website and by notification through the appropriate official channels of the company.



## Section 4 – Rights

1. Definition of member. All persons who, complying with the stipulated requirements and accepting the present rules, have been admitted to Air Nubeiro are considered members of the company.
2. Protection and support. Company members are protected by this Internal Regulation Manual and have the support of Air Nubeiro's Management Team, provided that their situation is aligned with the provisions of this document.
3. Right to the information. Active members may request to receive notifications of relevant information via email by sending a request with their ID, name and surname to [web@airnubeiro.es](mailto:web@airnubeiro.es)

In case of changes in the structure or operation of the company, pilots will be informed through official channels.

A member of Air Nubeiro has the right to contact the Management Team and obtain a response within a maximum of 20 calendar days.

4. Right to certification. Any member may request to receive their official certificates of participation, activity and/or ratings by sending an e-mail with their personal information to [web@airnubeiro.es](mailto:web@airnubeiro.es)

An active pilot has the right to request Type-Rating Certification on an aircraft of the fleet. Likewise, he/she has the right to be examined and to know the result of the test..

5. Right to amendment, participation and expression. All Air Nubeiro pilots can: complain about any point of this document, suggest changes in the internal operation of the company, express their opinion about the operation of the company in a respectful manner and, in general, propose changes by sending an email, including ID, name and surname to [administracion@airnubeiro.es](mailto:administracion@airnubeiro.es)

The proposal will be evaluated by the management team and put to a vote, the pilot will receive an email indicating the result of the vote and what the management team agreed on the proposal. In addition, in case of a change in the structure and/or operation of the company, it will be published through the company's official media.

6. Right to non-discrimination and good treatment. A member of the company has the right not to: be discriminated against, suffer disrespect, insults and any other type of humiliation.

A member has the right not to be discriminated against because of his or her knowledge. The same applies to race, sexual/economic status and/or political ideals.

A member of Air Nubeiro, has the right to be treated kindly and properly by the staff and other users.



7. Right to use Web Services and Resources. Air Nubeiro members have the right to access the web services that are required for their full integration into the company as virtual pilots and to operate as such.

A member has the right to receive technical support in case of incidents with any web service that impedes his performance as a virtual pilot of the company. Likewise, every member is entitled to receive help for the correct configuration of the systems required to fly as a virtual pilot of Air Nubeiro, for example, the ACARS.

The members of the Management Team, designated for this purpose, will provide support to those members who request it in terms of official channels.

8. Right to act as a pilot. A member of the company has the right to perform his role as a pilot by obtaining all the facilities and resources that the management team makes available to the users. That is: web services, obtaining an ID, operational and training resources, etc.

A member of Air Nubeiro has the right to participate in the events promoted by the airline, always adjusting to the criteria of the management team, especially the group designated for the coordination/creation of the event.

9. Right to linguistic diversity. A member of Air Nubeiro has the right to develop his activity as a pilot in any of the official languages of the company, as far as possible.
10. Right to change activity contract. A member has the right to contact the Human Resources Department to change his/her activity status:

- (1) Requesting to be shown again as active and, thus, to be able to perform his man activity
- (2) Requesting the "vacation" period that excludes the pilot from complying with the provisions of the first section of the fourth paragraph of the fourth chapter.
- (3) Requesting the termination with Air Nubeiro, thus eliminating his/her credentials and other direct links with the company



## Section 5– Obligations

1. About the activity contract. All Air Nubeiro pilots must maintain their active status by performing at least one flight per month under the call sign NBV, in the IVAO or VATSIM networks, duly registered through the company's ACARS system.

If a pilot is unable to meet the minimum activity, he/she must formally request a vacation period from the Human Resources Department ([rrhh@airnubeiro.es](mailto:rrhh@airnubeiro.es)). Failure to do so will imply a breach of the activity contract and will lead the competent Department to contact any user in breach of the activity contract, providing him/her with a specific time to regularize his/her situation. If no response is received within at least 20 calendar days, the pilot's cancellation will be processed in accordance with the procedures set out in these regulations

2. Respect for Fundamental Rights. Each member has the obligation to respect and encourage compliance with the rights set forth in this Manual. The omission or transgression that causes harm or deprivation of rights to another member will be considered a very serious offense
3. Conduct and dissemination of content. It is strictly forbidden to send, publish or share multimedia content or other documents that are explicit, obscene, offensive, violent, sexual or contrary to the spirit of coexistence of the company. Such conduct shall constitute a very serious offense.

The use of official media for the dissemination of spam, personal promotions or content not related to the activity of Air Nubeiro is prohibited. Violating this point will constitute a minor offense.

Disseminating, sharing or making public material or personal data of other members or the virtual airline without prior consent will be considered a very serious offense.

4. On updating and communication. It is the obligation of each member to keep informed through official communication channels. Ignorance of published information will not be accepted as a valid justification for non-compliance.
5. About the regulations. All members must comply with the provisions of the IRM and the additional rules governing the internal operation of Air Nubeiro.

All members must know and respect the contents of the Internal Regulation Manual and other internal regulations. Ignorance of these does not exempt from compliance or the associated consequences.

6. On the veracity of the data provided. In the registration process, the member is obliged to provide truthful data. Any false information will be considered a minor or serious offense, depending on the degree of intentionality and repercussions.





7. On coexistence, respect and values of the company. The company's management team has the authority granted to it by this manual, so it is legitimate for it to act as the authority within the company.

All members must cooperate in a reasonable manner with the management team when requested for information related to their activity, resolution of incidents, or validation of procedures.

Repeatedly failing to comply with the instructions of a member of the management team, when these are based on this Manual, will be considered a serious type A misconduct.

Members are obliged to maintain a respectful attitude. Any form of discrimination, humiliation, mockery, verbal violence or exclusion will be sanctioned as a very serious offense.

8. Confidentiality. The disclosure of internal documents, training materials or any confidential content without express authorization is strictly prohibited. This action will be considered a very serious offense.
9. Registration of a flight. Reporting flights through ACARS with a call sign other than the NBV will constitute a minor offense.

Obstructing, modifying or attempting to falsify the data collected from a flight record using the Company's ACARS is a serious offense.

10. About the use of web services. All members have the obligation to properly use Air Nubeiro's web services, including the official website, the crew center, the virtual campus, and any other digital system provided by the company.

It is expressly forbidden to:

- (1) Altering or manipulating system functionalities
- (2) Unauthorized access to restricted sections.
- (3) Use scripts or external tools that interfere with the normal operation of the services.
- (4) Carry out denial of service attacks, sabotage or cause intentional crashes.

Failure to comply with this clause will be considered a very serious offense and may lead to the immediate suspension of credentials and the initiation of a review process by the management team.

11. About the callsign NBV. Any member flying under the call sign NBV on public networks such as IVAO or VATSIM directly represents Air Nubeiro and its values.

Therefore, he/she undertakes to:

- (1) Maintain a professional and respectful conduct in frequency.
- (2) Fly in accordance with the current regulations of the network used.
- (3) Refrain from using this callsign for purposes unrelated to the company's activity.

Inappropriate use of the NBV callsign, including its association with negligent, conflictive or disrespectful behavior, may be sanctioned as a serious or very serious offense, as determined by the management team.



- 12. About personal data, accounts and identities.** Members must use an identifiable and respectful name both in internal systems and public networks (Discord, crew center, forums, flight networks).

- Offensive or confusing aliases, or aliases that simulate ranks or positions they do not hold, are prohibited.
- Failure to comply will be considered a minor offense (or serious in case of deliberate impersonation or confusion).

Under no circumstances may a user connect to internal systems or fly in the name of another pilot, neither with his credentials nor with his ID.

Any attempt to act as another member without their explicit authorization is considered impersonation. This infraction will be considered a very serious offense, especially if it is done with the intention of deception or personal advantage.

The same user may not register more than one account on Air Nubeiro, unless expressly authorized by the Human Resources Department and the Web Services Department.

In case of detection, it will be considered a very serious offense, with the possibility of immediate expulsion and cancellation of the registrations obtained with these accounts.

- 13. About the image of the company.** Any public behavior that deliberately damages the image of Air Nubeiro, whether in social networks, forums, broadcast channels or flight networks, is prohibited.

This includes the dissemination of unfounded rumors, disqualifications, impersonation or misuse of the logo.

Violations will be assessed as serious or very serious offenses, depending on the extent of the damage caused.

- 14. About responsible participation in events.** A member enrolled in an official Air Nubeiro event has the obligation to:

- Notify his/her absence in advance if he/she is unable to attend.
- Comply with the specific rules of the event.
- Represent the company with dignity in external events.

Unjustified non-compliance may result in minor or serious penalties, especially in cases of recidivism.

- 15. On respecting the selection process.** Members must not interfere in internal selection processes (new staff members, instructors, etc.) outside of the established mechanisms.

It is forbidden to pressure candidates, campaign, misinform or create rumors to influence decisions.

This conduct will be considered a serious misconduct, and very serious if it directly interferes with the fairness of the process.



## Section 6 - Sanctions

At Air Nubeiro, there are several ways to sanction pilots who do not comply with the established obligations. Sanctions can range from light warnings to temporary or permanent expulsion from the airline. The main forms of sanction are described below:

1. **Minor** offenses will be sanctioned with a written and/or verbal notification to the user.
2. **Serious** misconduct will be sanctioned in three possible ways (at the discretion of the staff with respect to the situation):

A. By suspending the account for 6 months and explaining the problem to the member privately.

B. By suspending the account for 1 year, privately explaining the problem to the member and notifying the pilot's flight network of the problem.

C. (VERY SERIOUS FAULTS) Indefinite account suspension, notifying the corresponding flight network of the problem and staff meeting to evaluate the situation, thus reserving the right to respond with further appropriate measures. [\*]

[\*] If the infringement is considered extremely serious by the management team, Air Nubeiro will take the legal measures it deems appropriate to deal with the problem and guarantee the fundamental rights of all members of the team.

Type 2 sanctions/fouls, which are applied to a user, will be stored in the user's data, in order to act accordingly if they are repeated.

If the sanction corresponding to the type of offense is not contemplated in the M.R.I., the management team will meet to take the measures it deems appropriate.

## Section 7 – Ranks of pilots

In order to obtain a greater realism, a series of ranks are established for each pilot that vary according to knowledge and, above all, seniority. The limitations will be visible in a section of the Crew Center. Below, they are ordered by seniority and from highest to lowest limitation:

- i. New Pilot.
- ii. Second Officer
- iii. First Officer
- iv. Commander
- v. Instructor



## V - Chapter **Five**: Visual identity

In order to preserve the aesthetic coherence and reinforce the institutional identity of Air Nubeiro, this chapter is established as a basic regulatory framework for the use of the visual elements of the brand. Everything herein shall be understood as complementary to Air Nubeiro's Corporate Visual Identity Manual, the application of which is binding.

\*Current Corporate Visual Identity Manual (ANNEX V).

### **Section 1** – Corporate Colors.

The official colors of the Air Nubeiro brand are defined in the Visual Identity Manual, formally approved at a meeting of the management team. These colors represent the values, character and history of the company, and should be used uniformly in all digital media, official documents and communication materials, both internal and external.

Each shade will be accompanied by its technical specification (HEX, RGB code) and its conceptual justification.

### **Section 2** – Air Nubeiro Typography.

The institutional fonts are specified in the Visual Identity Manual. These fonts have been selected for their legibility, neutrality and consistency with the image that the virtual airline wishes to project.

Typographic variants will be allowed in complementary materials, as long as they respect the accessibility and consistency criteria established by the Image Department.

### **Section 3** – Logotypes, symbols and symbology.

All graphic elements associated with the brand (logos, emblems, isotypes and seals) are the exclusive property of Air Nubeiro. The use, reproduction or adaptation of these symbols will be subject to prior authorization, managed by the Image Department, in consultation with the General Management (CEO Office).

Such authorization will require a formal request with justification of the intended use and scope.

### **Section 4** – Use of the brand.

Any use of the Air Nubeiro trademark - in whole or in part - by individuals or legal entities must comply with the following conditions:

- Have written authorization from the Web Development Department, Crew Center or Image Department.
- Strictly comply with the provisions of the Visual Identity Manual.
- In the case of graphic elements, follow the layout, scale, margins and background instructions officially established.

Misuse, alteration or unauthorized reproduction of any brand elements may result in revocation of permission, as well as internal sanctions or legal action if applicable.



## VI - Chapter Six: Languages

Air Nubeiro recognizes linguistic diversity as an added value to its community and is committed to ensuring accessible, inclusive and effective communication for all its members.

For this purpose, official and complementary languages are established to regulate the use of languages in the different channels, services and institutional documents.

### Section 1 – Official Languages.

Official languages are those whose use is guaranteed in all regulatory, operational and communicative areas of the company, including:

Corporate documentation and regulations.

- Corporate documentation and regulations.
- Internal and external communications.
- Interface of web services and digital platforms.
- Technical support channels and user service.

The list of official languages is as follows:

- Galician (according to the linguistic regulations of the RAG in Galicia).
- Spanish (according to the official rules of the RAE in Spain).
- English (according to the official Oxford rules in the United Kingdom).

The use of any of these languages will be considered valid for interacting with the Management Team, making requests, issuing communications or requesting official documentation.

### Section 2 – List of complementary languages.

Complementary languages are those that can be used as a means of informal communication between members and staff but are not guaranteed in all services and institutional documents.

- Its use is allowed for consultation, tutoring or direct linguistic support.
- Its presence on web platforms and documents will depend on technical feasibility and available resources.

Recognized complementary languages:

- Catalan (according to IEC regulations of Catalonia).
- Portuguese (according to the official rules of Academia das Ciências de Lisboa, Portugal).
- French (according to the Alliance Française, France).
- Italian (according to the Accademia della Crusca, Italy).
- German (according to the Gesellschaft für deutsche Sprache, Germany).



**Section 3 – Correct application of official languages****a. Scope of application**

The official languages will be used in all the company's official services, with the exception of the Discord channel, whose technical structure prevents an effective multilingual implementation. For this reason, the vehicular language in Discord will be Spanish.

**b. Translation Services**

In the event that any digital service (web page, crew center, library, etc.) is not available in all official languages, any member may request its linguistic adaptation. Once the incident has been notified, the administration shall have a maximum period of three years to implement the language in the corresponding service.

**c. Official documentation**

Any document issued by the company (including certificates, regulations, reports or resolutions) may be requested by the member concerned in any of the official languages. The administration shall guarantee its issuance in the required language within a reasonable period of time.



## XII - Chapter **Seven**: Web Services

Air Nubeiro has a comprehensive digital infrastructure designed to facilitate operational management, community participation, access to training content and internal communication of its members. This matrix of web services constitutes an organized and secure digital ecosystem that centralizes the key functions of the virtual airline.

Each of these services is available to active users through authenticated access on official platforms. Its main components are described below:

### **Section 1** - Integrated Crew Center

The Integrated Crew Center is the operational core of the virtual pilot's personal management. From this platform, each member can:

- Record and visualize his flights.
- Consult individual and global activity statistics.
- Access up-to-date information on operations, events and related documentation.

The Integrated Crew Center also reflects in real time the operational status of the airline, making it a fundamental tool for technical coordination and internal transparency.

### **Section 2** - Event and Tour Coordination Center

This digital space is dedicated to the planning, registration and monitoring of thematic activities promoted by Air Nubeiro.

Users can:

- Access the calendar of events.
- Register for special routes (tours).
- Consult routes, conditions, assigned fleet and applicable regulations..

The planning and supervision of these events is the responsibility of the Events Management Department and the Visual Consortium "*Destino Santiago*", which works closely with flight networks such as IVAO and WATSIM to ensure a realistic, organized and safe experience.

### **Section 3** - Test Centre (TC)

The Test Centre (TC) is the web service through which access to the different theoretical exams is facilitated. As well as initial access exams, regular competency exams, type-rating exams, etc.

It will be the TC that distributes the official certificates for the required procedure. Those provided by the Biblioteca only guarantee the completion of a training process, but do not accredit the necessary knowledge for each procedure.



#### Section 4 – Cloud

Air Nubeiro's Cloud platform is an internal management system for members of the virtual airline. After logging in, users can access communications, check the status of IT services, consult the staff directory and manage official documents.

This environment ensures the traceability and transparency of the company's official communications.

#### Section 5 – Library

The Air Nubeiro Library is an official resource center that provides technical and training documentation for all pilots of the virtual airline. After logging in, users can access manuals, operating procedures and other materials that facilitate their training and flight performance. This platform centralizes essential information, promoting continuous training and compliance with Air Nubeiro's operational standards.

#### Section 6 - Ticket centre

Air Nubeiro's ticket page is the official channel for pilots and users to contact the virtual airline. Through a form, queries or reports can be sent to different departments, such as operations, human resources or web development. It is a key tool for managing requests and resolving doubts within the community.





## XIII - Chapter **Eight**: Operations

For the correct operational functioning of Air Nubeiro, the following sections are stipulated, in order to maintain the line of values that constitute and define the company.

### **Section 1** – Fleet.

The aircraft that make up the Air Nubeiro fleet will be in accordance with the routes flown, which will be presented later

a. Wake Turbulence L (light).

Air Nubeiro will have light aircraft for regional and visual flights. These will be flown with the BE58.

b. Wake Turbulence M (medium).

Air Nubeiro operates Airbus A320 family aircraft (A320, A321 and variants) and B737 family aircraft (B738, and variants).

c. Wake Turbulence H (heavy).

Air Nubeiro will permanently operate the Airbus A350.

The airline's fleet will conform to the above, with the exception of "temporary leases". These simulated leases will make it possible, on an exceptional basis and for specific periods, to acquire aircraft outside the company's regular fleet. Temporary leases will be approved at a meeting of the management team and will have a maximum duration of 6 months.

Upon approval of a temporary rental:

- The decision will be communicated to all pilots at least one month prior to the commencement of operations by the aircraft.
- An attempt will be made to simulate the rental process.
- Documentation related to the aircraft will be uploaded to the Library, both operational and training.
- A specific type-rating will be enabled.



## Section 2 – Routes and flights.

Our virtual airline's operational network is organized into two main categories: scheduled routes and recurring routes. This structure allows us to offer a varied flight experience, realistically simulating airline operations, with both constant service and flexible scheduling options.

### Subsection 2.1. – Regular routes.

#### a. Permanent routes.

Scheduled routes represent destinations operated continuously throughout the year with constant frequencies. They form the basis of our virtual flight network and are designed to offer stability to our pilots. These routes reflect typical real airline operations, connecting major hubs with strategic airports, such as LEMD (Madrid Barajas).

#### b. Periodic routes.

Periodic routes are activated at certain times of the year or based on specific events within the virtual community. Although they do not have a constant frequency, they are programmed recurrently in the calendar, allowing a diverse flight experience adapted to different contexts. This type of route is ideal for simulating seasonal operations or thematic campaigns.

### Subsection 2.2. – Charter routes.

Charter routes offer greater flexibility and are designed to cover occasional flights, special events or specific seasons. This type of route allows you to simulate customized operations, collaborations with other virtual airlines or thematic missions, extending the flight experience beyond the regular itinerary. They are ideal for pilots looking for variety or different challenges within the virtual environment.

### Subsection 2.3. – Callsign NBV.

Air Nubeiro's callsign, NBV (ICAO), will be the only callsign used for Air Nubeiro flights. The use of another callsign and reporting of the flight incurs penalties by the management team. In all flight operations, the call sign used in frequency is "Nubeiro", simplifying the full name of the airline.

### subsection 2.4. – Flight Plan.

All flight plans must be reviewed by the Operations Department prior to publication. Pilots must check each plan, especially for possible inclement weather or NOTAMs. It is mandatory to include in the *remarks* of IVAO "IVAOVA/NBV" and, if you overfly non-Spanish airspace, also add "CS/NUBEIRO".

The Crew Center is connected to SimBrief, facilitating the generation and export of flight plans to IVAO, VATSIM and other compatible formats. Failure to comply with these rules may lead to PIREP rejection or sanctions by the Operations Department.



#### Subsection 2.5. – ACARS.

The ACARS system is a program installed on the pilot's computer, usually from a third party, which connects the flight simulator used by the pilot to the company's Crew Center. It provides all the information collected on a PIREP.

It is mandatory to press *start flight* (en el ACARS) to collect the data and after completing the flight, press end flight and send it. This is the only way for the operations department to know how the flight was performed and to act accordingly.

#### Subsection 2.6. – PIREPS.

PIREPS result from a report provided by Air Nubeiro's ACARS to the operations department through the Crew Center. They collect all the information of the flight performed.

The operations department will only analyze the flight plan in case the ACARS detects any irregularity and will decide whether to accept or reject it based on compliance with the company's operational regulations and the corresponding flight network. Otherwise, the system will automatically accept the PIREPs.

This department reserves the right to accept or reject PIREPS without feedback or explanation, although this will not be the norm.

A PIREP must be sent whenever you want to have reported the flight.

### Section 3 – Operational documents.

The documents published and open to pilots containing information about the airline's operations are the intellectual property of Air Nubeiro.

These official documents will be distributed by the company through official means and the publication of these documents to persons or entities outside Air Nubeiro, incurs a serious offense.

### Section 4 – Job Vacancies.

The flight operations department will provide each pilot with a monthly work bag to perform the flights included in such bag or schedule. The assigned jobs will be better paid than regular flights and even more than free or charter flights.



## IX - Chapter **Nine**: ANNEXES

### Annex I – General Communication.

#### Comunicado oficial de carácter general

[cloud.airnubeiro.es/index.php/sala-de-comunicados/](https://cloud.airnubeiro.es/index.php/sala-de-comunicados/)

# Resolución por la que se regulan las **convocatorias 2025**

9 de enero de 2025

Estimada comunidad:

Con fecha 9 de enero de 2025 se resuelve la regulación para el proceso de Convocatorias del presente año, 2025.

El proceso se ajustará al manual de regulación interna vigente estableciendo los siguientes requisitos.

#### 1. Requisitos establecidos:

- 100 horas de vuelo o más en IVAO o VATSIM
- Rango mínimo FS3 en IVAO o su equivalente en VATSIM
- Estar en posesión y ser titular de una cuenta activa en IVAO
- Ser mayor de 18 años

#### 2. Procedimiento de convocatorias:

Se resuelve un proceso idéntico al ejercido en el pasado 2024. Que constará de:

- Formulario. El envío del formulario de solicitud a través de la web habilitada para ello (<https://convocatorias.airnubeiro.es/index.php/register/>).
- Contacto del personal de Recursos Humanos. El equipo de RRHH contactará con el interesado, tras comprobar que cumple con los requisitos, facilitándole el acceso a un test inicial de conocimientos generales.
- Type-rating. Tras superar el test inicial, RRHH informará al interesado de la necesidad de obtener una habilitación en la familia Airbus A320 o en la del Boeing 737. Un miembro del equipo de dirección le realizará dicho examen que constará de parte teórica y práctica (vuelo corto).
- Acceso a los servicios web. El personal del departamento Web conjuntamente con el de RRHH facilitará el acceso a todos los servicios web formalizando su entrada como piloto, asimismo se le proveerá de un indicativo del tipo: NBV000.

Estás viendo una comunicación oficial de Air Nubeiro. Xedoc: 9/01/2025.  
Departamento de regulación interna, comunicación, agenda neo y administración  
Firmado por NBV003 a 9 de enero de 2025. Contacto: [comunicacion@airnubeiro.es](mailto:comunicacion@airnubeiro.es)



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## Annex II – Internal communication

### Comunicado oficial de carácter interno

[cloud.airnubeiro.es/index.php/sala-de-comunicados/](https://cloud.airnubeiro.es/index.php/sala-de-comunicados/)



Departamento de  
regulación interna,  
comunicación, agenda  
neo y administración

# Visita instalaciones de control aéreo en Santiago de C.

7 de noviembre de 2024

Estimados pilotos:

Como hemos ido informando, hay una visita preparada para las instalaciones de control aéreo del aeropuerto de Santiago de Compostela - Rosalía de Castro (LEST).

Tras coordinarlo con el responsable [REDACTED] noviembre de 2024 a las 11:00 (LT).

#### Para acudir:

Es imperativo que se envíe un correo a [REDACTED] con el siguiente contenido, puesto que se requiere cierta información personal para acceder a las instalaciones.

#### Modelo correo:

Asunto: Visita LEST - NBV000

- Nombre y Apellidos
- NBV000
- DNI: 00000000X

Doy mi consentimiento a Air Nubeiro para guardar (hasta el 30/11/2024), ver y enviar estos datos al [REDACTED] – LECG (ENAIRE).

El plazo para enviar estos datos acaba el 12 de noviembre de 2024 a las 20:00 (CET).

Seguiremos informando por si hay novedades a través de los canales oficiales. ¡No descuides el Discord!

Con agarimo,  
O equipo de comunicación de Air Nubeiro

Estás viendo una comunicación oficial de Air Nubeiro. Xedoc 7/11/2024.  
Departamento de regulación interna, comunicación, agenda neo y administración  
Firmado por NBV002 a 7 de noviembre de 2024. Contacto: [comunicacion@airnubeiro.es](mailto:comunicacion@airnubeiro.es)



Annex III – CDA expedition model.

**ANEXO III**

Modelo de Solicitud del Certificado de Actividad  
CDA - MRI v.2025



Modelo de Solicitud del Certificado De Actividad  
**Correo electrónico**

Para:	<a href="mailto:rrhh@airnubeiro.es">rrhh@airnubeiro.es</a> ; <a href="mailto:web@airnubeiro.es">web@airnubeiro.es</a>
Asunto:	<b>Solicitud de CDA – [Nombre Apellido] – ID [NBVxxxx]</b>
Cuerpo del mensaje:	<p>Estimado/a responsables de los Departamentos de Recursos Humanos y Servicios Web,</p> <p>Mi nombre es [Nombre y Apellido], piloto activo de Air Nubeiro con el ID [NBVxxxx]. Por la presente, deseo solicitar la emisión de un Certificado de Actividad (CDA) correspondiente a mi historial como piloto en la compañía, con el fin de [explicar brevemente el motivo: aplicar a una vacante interna, presentar como experiencia, uso personal, etc.].</p> <p>Adjunto a este mensaje la siguiente información requerida para su procesamiento:</p> <ul style="list-style-type: none"> <li>• Nombre completo: [Nombre Apellido]</li> <li>• ID de piloto: NBVxxxx</li> <li>• Correo de contacto: [email personal]</li> <li>• Clave API (Centro de Tripulación &gt; Perfil &gt; Editar &gt; Enseñar llave)</li> <li>• Fecha del último PIREP enviado: [por ejemplo, 10 de marzo de 2025]</li> <li>• Callsing del último PIREP enviado: [por ejemplo, NBV123L]</li> </ul> <p>Confirmo, además que el PIREP del último vuelo que he realizado ha sido aceptado y así consta en el Centro Integrado de Tripulación.</p> <p>Quedo a la espera de su confirmación o indicaciones adicionales necesarias para proceder.</p> <p>Agradezco de antemano su atención.</p> <p>Atentamente, [Nombre y Apellido] Piloto de Air Nubeiro – NBVxxxx [Fecha de envío]</p>

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Annex IV – CDA Template.

**CERTIFICADO DE ACTIVIDAD**  
[fecha de inicio - fecha de caducidad]



**Air Nubeiro**

*Emitido por el Departamento de Tratamiento de Datos, Recursos Humanos y Gestión de Redes Sociales*

**Datos del piloto**

Nombre completo: [Nombre Apellido]  
Identificador: NBVxxxx  
Correo electrónico: [correo@ejemplo.com]  
Rango actual: [Ej. Primer Oficial]

**Período Certificado**

Inicio: [ej: 10/03/2025]  
Fin: [ej: 10/04/2025]  
Duración: 30 días

**Validación**

Este certificado es emitido a solicitud del interesado y se encuentra respaldado por los registros oficiales de Air Nubeiro en sus sistemas internos. Su validez es informativa y está sujeta a verificación mediante los datos registrados en el Centro Integrado de Tripulación.

Fdo:

NBVXXX a 00/00/2020



Estás viendo un certificado oficial de Air Nubeiro. Xedoc 9/01/2025  
Departamento de regulación interna, comunicación, agenda neo y administración  
Firmado por NBVXXX a 9 de enero de 2025. Contacto: [rrhh@airnubeiro.es](mailto:rrhh@airnubeiro.es)



**Annex V** – Model Type Certificate (type-rating).

**CERTIFICADO DE TIPO - TYPE RATING**  
Airbus A320 family



## HABILITACIÓN familia Airbus A320

Air Nubeiro, como aerolínea virtual reconocida y certificada por la Organización Internacional de Aviación Virtual (IVAO), y en el marco de su programa oficial de habilitación de tipo (type rating), expide el presente certificado:

Se hace constar que:

[Nombre Apellido], con identificador NBVxxxx,

ha superado satisfactoriamente el programa oficial de **habilitación de tipo** (type rating) para aeronaves de la **familia Airbus A320**, en el marco del plan formativo y operativo establecido por el *Departamento de Gestión de Aeronaves, Campus Virtual, Academia de Vuelo y Operaciones*.

Este certificado reconoce la capacidad técnica del piloto para operar dicha aeronave conforme a los estándares operacionales, de seguridad y de procedimiento definidos por Air Nubeiro.

La habilitación obtenida faculta al piloto para operar la familia de aeronaves Airbus A320 de la flota de Air Nubeiro bajo el indicativo NBV en redes virtuales autorizadas como IVAO y VATSIM, respetando la normativa vigente.

El instructor responsable:

NBVXXX a [fecha de expedición]



Estás viendo un certificado oficial de Air Nubeiro. Xedoc 9/01/2025  
Departamento de regulación interna, comunicación, agenda neo y administración  
Firmado por NBVXXX a 9 de enero de 2025. Contacto: [operaciones@airnubeiro.es](mailto:operaciones@airnubeiro.es)





**Annex VI** – Corporate Visual Identity Manual (v.: 2.1.0).