

PM TOPC Workflow

(One person's way of doing it)

I check to ensure that Managed Speed is displayed correctly on my PFD (on the A340-300 it sometimes remains stuck in the **Climb** Managed Speed and does not sequence into the **Cruise** Managed Speed) and check the thrust on the E/WD is in a sensible position (FCTM 5.20.1).

Make sure that the PF has established a Radar Protection Zone as per the Weather Radar Manual.

Ensure that while the PF is "Heads Down" that you are "Heads Up". This means that all of your Workflow actions have to wait until the PF announces that he is now "Heads Up". Only at this time can you go "Heads Down" to complete your Workflow.

CFP

Complete the CFP (if not already done) from front to back.

If you add the CFP Flight Time on page 1 to the actual Take Off time (from the ACARS), you get your CFP ETA. This might be the first (and quickest) way to get an indication of whether you can expect to be early or late.

Ensure the Airways Clearance is written in if no PDC is received.

Fill in the ETA's at Critical Points/ETOPS points on Page 2 of the CFP.

Fill the Flight log pages of the CFP (ETA, ATA, Flight Levels, any Direct routeings etc.).

Complete a Before Start Fuel check by annotating the Before Start Fuel and calculating the extra available on the CFP Fuel page.

Complete a Fuel Check as soon as practicable.

ACARS CAR

Complete the ACARS CAR. Fill in all the fields. If unsure of what delay codes to insert, ask.

On some aircraft information is retained from the previous sector. Ensure that this irrelevant information is cleared. This may require selecting other pages from the displayed page.

Once this is completed the necessary paperwork can be filed into the white Flight Documents envelope.

Other Stuff

At this stage the vast majority of the PM's TOPC Workflow has been completed.

Let the PF know that you are now "Heads Up" so that he can go "Heads Down" to complete his TOPC Workflow (if this has not already been done).

Be aware of the Closest Airport if a malfunction occurs and review the highest MRA you will descend to if a depressurisation occurs.

When everybody has completed all their tasks, you can now put away/set up charts, order drinks/food and settle into the cruise routine.

Ensure that the Cabin Crew have been notified that the cruise level has been reached and that they can now enter the Cockpit.