



CIVIL AVIATION PUBLICATION

ANS 02

LATSI

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ANS 02

LOCAL AIR TRAFFIC SERVICES INSTRUCTIONS (LATSIS)

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CHAPTER 1

INTRODUCTION

1.1 GENERAL

Local instructions for each ATC unit should be prepared and be in the format described in this guidance document. An example of a list of topics to be included in a manual are shown at Appendix 1.

These instructions may be referred to as the Local Air Traffic Services Instructions (LATSI).

Copies of manuals must be supplied to the CAA-B. All Amendments, Temporary and Supplementary Instructions should also be sent to the CAA-B ANS Department.

This guidance applies equally to all providers, inter alia, of communications, navigation and surveillance services in support of ATS.

The service provider is responsible for the detailed information provided in a LATSI.

1.2 PURPOSE AND CONTENT

The service provider should have in place a policy and arrangements for addressing responsibilities, authorities and mechanisms to ensure that changes to internationally recognised standards and other ICAO based documentation, such as ICAO Doc. 4444 are assessed for implications in local instructions.

Any non-compliances with the CAA-B CARS are to be alerted to the CAA-B.

A LATSI should provide information which amplifies and interprets, at local level, international ATC procedures such as Doc 4444. It should contain all such information and instructions as may be necessary to enable controllers to perform their duties. It should not normally repeat instructions already contained in Doc 4444 but it may be necessary to emphasise a point which has particular local relevance.

A LATSI should contain full details of the operations at the unit. These include such things as operational procedures, coordination requirements, variations to standard separation and details of personnel responsibilities.

A LATSI should contain procedures for message handling from any facility such as inter alia, telephones, AFTN, fax or email.

An ATS provider should take all reasonable steps to provide unit facilities that are promulgated in The Bahamas AIP, including any published air-ground radio communication services. In addition, providers should ensure that any information that is required to be published in the AIP is concurrent with that in a unit's LATSI.

A LATSI should contain the ATS procedures to be followed during periods of equipment or operational deficiency. Such situations may include:

- ▷ Periods of reduced redundancy or other degraded modes of operation.
- ▷ Periods of use of non-preferred radar or non-preferred communications services.
- ▷ Limitations of emergency Radar or emergency communications services.
- ▷ Taking over tasks from other units.

A LATSI should also contain appropriate ATS procedures to be applied when equipment or operational deficiency results in facilities promulgated in the Bahamas AIP not being available. Such procedures should describe the process for dissemination of information on the unavailability of any promulgated RTF frequency or other facility, by appropriate means, to all relevant ATS units and affected aircraft.

ATS procedures should contain guidance to personnel responsible for managing facility interruptions, to assist them in deciding appropriate action to be undertaken. The procedures should indicate when the period of service withdrawal, or the impact on the provision of ATS, requires that a NOTAM be originated (e.g. unavailability extending beyond a certain time period, or withdrawal of ATS services).

In addition, the Provider should add any other information which is considered necessary for the safe operation of aircraft under the jurisdiction of the unit.

ANSPs must provide assurance when combining operational positions into one operational position that the combined operation can fulfil the obligations of the relevant task. Providers must also ensure that adequate guidance and instructions are promulgated to facilitate informed decision making in advance of combining positions and whilst positions are combined and operational.

CHAPTER 2

ARRANGEMENT OF MATERIAL

2.1 ARRANGEMENT

2.1.1 General

The following paragraphs describe how a LATSI may be compiled. It is recommended that all units adopt this format as a standard, along with the adoption of section numbers and headings. Where a section is not applicable, the contents page should be annotated as 'not issued'.

A list of contents by section and paragraph which, although not exhaustive, is expected to cover the requirements of most units. The headings may be used as chapter titles but can be arranged and numbered in an order logical to the unit with the insertion of additional subjects as necessary. Where entries are made in more than one place then each entry can be cross-referenced to the others.

A check-list of pages and a contents page should also be provided. Sections, chapters, paragraphs and sub-paragraphs should be numbered. This assists the author in structuring the text in a logical manner and aids indexing and cross-referencing.

Every page in a LATSI should be headed and numbered. If there is no text on a page then that page should be marked 'Intentionally Blank'.

Each copy of a LATSI should normally bear a serial number and a list of holders should be maintained by the person responsible for issuing amendments. Where this system is not used a Provider should have satisfactory alternative arrangements for controlling the issue and amendments of manuals.

The Provider should ensure that a LATSI is current and reflects accurately the procedures at the unit

Changes, additions and deletions are to be incorporated by the issue of new or additional pages. A number of methods can be used to draw attention to changes (coloured paper, briefing notices etc.).

New pages are to be dated with the effective date of the new or altered instruction arrows or a similar system must clearly indicate the changes. A system of control should be implemented so that any changes or modifications cannot be inadvertently lost and an accurate historical record is maintained.

2.1.2 Supplementary Instructions

Supplementary Instructions (SI) should be issued as follows:

- (a) To introduce a change to existing instructions where an explanation or historical background to the subject would be helpful to the reader

- (b) To cover changes of a permanent nature
- (c) When an urgent amendment is required between routine amendments
- (d) To re-emphasise an existing instruction

An SI should be dated and contain the reprinted pages which can be incorporated into a LATSI with the minimum of delay

2.1.3 Temporary Operating Instructions

Temporary Operating Instructions (TOIs) should be used to notify changes of a short-term nature and **NOT** for changes to actual procedures. For example, a TOI may be issued to promulgate the non-availability of a piece of ATC equipment. The maximum period of TOI validity is six months and therefore TOIs should be dated. With documented justification, a TOI may be re-issued after it has expired to cover periods of greater than six months

2.2 FORMAT

2.2.1 Features

The main features of a LATSI should be:

- ▷ Paper size A4
- ▷ Hard cover loose leaf binder
- ▷ Divider cards with protruding tabs between sections for quick reference
- ▷ A secure page numbering system
- ▷ The effective date at foot of the page
- ▷ The name of the unit on each page
- ▷ Blank pages to be marked 'Intentionally blank'
- ▷ Text is not to be hand-written
- ▷ A logical paragraph numbering system
- ▷ An Amendment Page showing the amendment status of the document
- ▷ A List of Contents or an Index

2.2.2 New Air Traffic Control Units

In order to obtain certification and/or CAA-B approval, any new unit should prepare a LATSI in accordance with the guidance in this document.

It should follow, wherever possible, the contents and format described in the following pages

2.2.3 Letters of Agreement

A Letter of Agreement is a means of formalising matters of operational significance between neighbouring ATS units or other interested parties. It should take the form of a bilateral or multilateral agreement concerning procedures which apply only to those party to the agreement

An example of a letter of agreement is shown in Appendix B of ICAO Doc 9426, the ATS Planning Manual.

Any procedures which are the subject of a Letter of Agreement should be approved by the CAA-B and detailed in a unit's LATSI. Original copies of a Letter of Agreement should be retained by each of the parties concerned.

2.2.4 Watch Log

Each ATC unit should have in place an ATC Watch Log which is used to detail significant events and operational information of note to controllers and unit management.

Whatever the format used to maintain the ATC Watch Log, it should include the name of the ATC unit, the period for which the log contains entries and be capable of providing a documentary record of entries made.

An ATC Watch Log should permit descriptive text associated with a particular date and time (in UTC) to be recorded and enable the identity of the author to be established. Entries should be made in chronological order and, as far as possible, be concurrent with the events being recorded. Entries should be of sufficient detail to enable subsequent investigation of events to have a complete understanding of actions taken by ATC.

Items logged should include:

- (a) changes to the serviceability of radio and surveillance systems;
- (b) essential aerodrome information and changes to runway in use (at aerodrome-based units);
- (c) result of routine equipment checks conducted by controllers;
- (d) details of reportable events such as aircraft accidents, incidents and AIRPROXs;
- (e) any unusual occurrences;
- (f) hand-over of responsibility for providing ATC services and, at units not operating throughout the 24-hour period, times of opening and closing of watch.

An ATC Watch Log should be maintained in each control room or in association with each operational control position.

When approved by the CAA-B and where a suitable unit management structure exists, a single ATC Watch Log may be maintained in respect of more than one control room or operational position.

Measures should be taken to ensure that entries made in an ATC Watch Log cannot subsequently be altered or be tampered with in any other way

The method by which the ATC Watch Log is managed and entries made should be detailed in the unit's LATSI.

2.2.5 Retention of Records

It is recommended that records should be retained as follows:

- ▷ Subject Matter Minimum Retention Period ATC watch log 12 months (after the date on which the last entry was made)
- ▷ Paper flight progress strips 30 days
- ▷ Electronic flight progress and co-ordination data 30 days
- ▷ AIRPROX reports (station copies) 6 months
- ▷ RVR log (records of observations made by human observer) 12 months
- ▷ Meteorological information records 30 days
- ▷ AFTN messages 30 days
- ▷ Aircraft movements logs: as agreed by the CAA-B in conjunction with the aerodrome operator

2.3 DOCUMENTS

2.3.1 General

The following documents should be available at operational positions:

- (a) ICAO Doc 7030/4 Regional Supplementary Procedures at units where air traffic controllers are responsible for sending ATS messages.
- (b) ICAO Doc 4444 PANS-ATM at units where air traffic controllers are responsible for sending ATS messages.
- (c) ATS Information Notices (ATSINs) applicable to ATC units
- (d) Safety Notices (SNs) applicable to ATC units

- (e) Any other document, including SMS documentation, as required by the CAA-B. These will normally be specified in a unit's approval document or other such certificate as issued by the CAA-B.

A method of ensuring that all documents required to be held at an ATC unit are correctly amended should be established.

Documents may be either in printed form or on an electronic device. However, if printed they should be current and properly maintained. If electronic, they should be easily accessible to operational staff so as not to interfere or delay the provision of safe services.

The conditions below will normally need to be satisfied in order to obtain CAA-B approval to keep reference documents, either required to be immediately available at operational positions or required to be available in the operational environment/control room, in electronic form:

- (a) Documents should normally be kept on an electronic device that is dedicated to the function and not used for other functions.
- (b) The electronic device should not normally be dependent on the availability of a network (including the internet) for its correct operation or for access to the reference documents.
- (c) Arrangements should be made to ensure that, as far as reasonably practicable, the electronic device should be available and serviceable at all times that an air traffic service is being provided.
- (d) The electronic device should be located in a position that enables reference to be made to documents without interfering with the provision of the air traffic service.
- (e) Documents should be available for viewing within a reasonable period of the user making the request (a period better than or comparable to the time taken to obtain the information from a conventional printed version of the document, for example).
- (f) The electronic device should comprise hardware and software that is demonstrated to be appropriately reliable.
- (g) Security measures should be implemented to ensure that no unauthorised access to the files or electronic device configuration is possible.
- (h) Security measures should be implemented to ensure that no unauthorised changes can be made to the content of documents made available on the electronic device.
- (i) It should be possible for the user readily to establish the identification of any document that is kept on the electronic device (and, if appropriate, the amendment level).
- (j) Document files should normally be kept on non-volatile, non-removable media (e.g. a local hard drive of the electronic device being used for the purpose).

- (k) Each document should normally appear to the user as a discrete document, i.e. amendments to the content should be incorporated into the main body rather than available as separate files.
- (l) A method of configuration control should be implemented to ensure that amendments to documents are incorporated as soon as practicable after their effective date.
- (m) A method of access control should be implemented to ensure that only the current version of a document can be accessed.
- (n) Any material that may be required to be viewed away from the operational position, such as procedures to be used following evacuation of the operations room, for example, should be accessible, either in conventional printed form or that the contingency arrangements ensure the electronic device(s) are part of the emergency equipment.
- (o) Contingency arrangements should be established to ensure that reference documents can be accessed within a reasonable period in the event that the electronic device normally used for the task fails or is not available.
- (p) The system should be designed to enable access to documents to be intuitive and to enable users quickly to return to a known configuration/access point, such as an index page.
- (q) ANSPs should take appropriate measures to ensure that aeronautical information supplied by web-based third parties that is used or supplied by that ANSP, is suitable for use.
- (r) Essential and desirable levels of competence to enable users to access documents kept on the electronic device should be established and, if necessary, training programmes developed to ensure that these levels of competence are maintained by users.

Notes:

1. *Whilst experience of the use of electronic documentation is gained, units that are approved to keep reference documents in this manner may be required to provide additional information about the systems used.*
2. *The conditions set out above are largely self-explanatory; however, the following description of a likely suitable arrangement may be of assistance to units considering the use of electronic reference documentation:*

A stand-alone electronic reader is provided, running a suitable operating system and used as the control room library. The security settings available within the Operating System are utilised to permit read-only access to files for routine users. The device is not used for any other functions. Documents are kept in Adobe Acrobat format and stored on an in-built flash memory, which cannot be removed. A menu system provides access to each individual document. At a low traffic density unit (or one at which support staff will be available), the device may be located in a readily accessible position away from the control position.

The system enables a document to be opened and a known part of the material to be accessed within 45 seconds.

2.3.2 Reference Documents

The following documents should also be available:

- ▷ CAR OPS 0 - Rules of the Air regulations;
- ▷ CAR ANS regulations, as applicable;
- ▷ CAR AGA 1, 2 or 3, as applicable;
- ▷ ICAO Doc 7910 Location Indicators;
- ▷ ICAO Doc 8126 Aeronautical Information Services Manual;
- ▷ ICAO Doc 8400 Abbreviations and Codes;
- ▷ ICAO Doc 8585 Abbreviations of Aeronautical Authorities;
- ▷ ICAO Doc 8643 Aircraft Type Designators;
- ▷ ICAO Doc 7030 Regional Supplementary Procedures;
- ▷ ICAO Doc 9432 Manual of Radiotelephony.



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APPENDIX 1

RECOMMENDED LIST OF CONTENTS - LATS1

SECTION 1 - UNIT GENERAL OPERATING INSTRUCTIONS

CHAPTER 1 UNIT GENERAL OPERATING INSTRUCTIONS

- ▷ Any applicable operating instructions.

CHAPTER 2 ALTIMETER SETTING PROCEDURES

- ▷ Locally based light aircraft.
- ▷ Transit aircraft.
- ▷ QFE Threshold.
- ▷ Transition Altitude.
- ▷ Transition Levels.
- ▷ Minimum Flight Levels.
- ▷ Altimeter Setting Regions.

CHAPTER 3 LIGHT AIRCRAFT AND HELICOPTER PROCEDURES

- ▷ Responsibilities (ADC or APC).
- ▷ Entry/Exit Lanes.
- ▷ Other Routes or Tracks.
- ▷ Radio Failure Procedures.
- ▷ Fan stop Procedures.
- ▷ Re-join Procedures.
- ▷ Non-Radio aircraft.

CHAPTER 4 INSTRUMENT RATING TESTS AND TRAINING

- ▷ Any applicable tests and training.

CHAPTER 5 FLOW REGULATION

- ▷ Any applicable local flow control instructions or agreements.

CHAPTER 6 NOISE ABATEMENT

- ▷ Minimum Noise Routes.
- ▷ Procedures for Aircraft and Air Traffic Control.
- ▷ Noise complaints – action.

CHAPTER 7 AIRCRAFT DIVERSION PROCEDURES – AIR TRANSPORT

- ▷ Action by Air Traffic Control.

CHAPTER 8 METEOROLOGICAL INFORMATION

- ▷ Sources of reports and forecasts.
- ▷ Local observations by qualified and non-accredited observers.
- ▷ Air Observations and Reports.
- ▷ Supply of Special Reports for incidents/accidents.

CHAPTER 9 FLIGHT PLANS

- ▷ Addressing requirements.
- ▷ Stored flight plans.
- ▷ Filed flight plans.
- ▷ AFTN/Aeronautical Message Handling arrangements.

CHAPTER 10 TRAFFIC DATA DISPLAY

- ▷ Local flights.
- ▷ SIDs and radar releases.
- ▷ Recording of persons on board.
- ▷ FPS marking.
- ▷ RWY Blocked indication.

CHAPTER 11 SPECIAL CATEGORIES OF FLIGHT

- ▷ Responsibility for authorisations.
- ▷ Small free balloons.
- ▷ Action when a captive balloon breaks free.
- ▷ Gliding sites.
- ▷ Microlites and radio-controlled aircraft.
- ▷ Parachute dropping.
- ▷ Banner towing.
- ▷ Helicopter activity.
- ▷ VIP Flights including safeguarding.
- ▷ Safeguard aerodromes.
- ▷ Ambulance flights.

CHAPTER 12 WATCH ADMINISTRATION

- ▷ Logs and Records.
- ▷ Surveillance Radar Approach runs.
- ▷ Checks, equipment maintenance and serviceability.
- ▷ Testing of fire alarms and back up communications and logging same.
- ▷ Vehicles.
- ▷ Approval of visitors.

CHAPTER 13 LIAISON WITH AIRPORT MANAGEMENT

- ▷ Airport security.
- ▷ Customs and Immigration.
- ▷ Phraseology for detaining aircraft.
- ▷ Notification of suspected communicable diseases.

CHAPTER 14 EXTENSION OF HOURS

- ▷ Aerodrome availability.
- ▷ Liaison with other sections.

CHAPTER 15 NOTAM

- ▷ Procedure for issue.

CHAPTER 16 ALL WEATHER OPERATIONS

- ▷ Runway Visual Range.
- ▷ Maximum Values.
- ▷ General local instructions.
- ▷ CAT II/III operations.
- ▷ Ground power supply system.
- ▷ Met Information.
- ▷ Air Traffic Control Procedures.
- ▷ Air Traffic Control Separations.
- ▷ GMC.
- ▷ Records.
- ▷ Facilities.

CHAPTER 17 CO-ORDINATION WITH ADJACENT AERODROMES

- ▷ As applicable

SECTION 2 - LOCAL SEPARATION STANDARDS**CHAPTER 1 SPECIAL SEPARATION STANDARDS IFR**

- ▷ Increased longitudinal separations.
- ▷ Holding patterns.
- ▷ En route and departing traffic.
- ▷ Descent procedures in relation to adjacent airways etc.
- ▷ Wake turbulence separation.
- ▷ Reduction of IFR separation in vicinity of an aerodrome.

CHAPTER 2 SPECIAL SEPARATION STANDARDS – SPECIAL VFR

- ▷ Entry/Exit lanes.
- ▷ SVFR Separation standards.
- ▷ Weather limitations.

SECTION 3 - AERODROME CONTROL**CHAPTER 1 AERODROME CONTROL**

- ▷ Daily checks.

- ▷ General responsibilities.
- ▷ Delegated responsibilities.
- ▷ Selection of runway in use.
- ▷ Preferential Runway.
- ▷ Description of airfield e.g. runways, taxiways, obstructions, diagram etc.
- ▷ Use of ATM.

CHAPTER 2 AERODROME OPERATIONS

- ▷ Co-ordination between Aerodrome/Approach Control and/or parent ACC.
- ▷ Circuit procedures.
- ▷ Start-up clearances.
- ▷ Departure clearances.
- ▷ SIDs.
- ▷ Land after procedures.
- ▷ Separation of circuit traffic from IFR approaches.
- ▷ Training aircraft.
- ▷ Glider operations on airfield.
- ▷ Turbulence/wind shear warnings.
- ▷ Procedures for different or dual runway operations.
- ▷ Late landing clearances inside 2NM.

CHAPTER 3 AERODROME SURFACE OPERATIONS

- ▷ Marshalling and manoeuvring areas and aircraft parking arrangements.
- ▷ Airfield surface and lighting inspections.
- ▷ Abandoned take-off.
- ▷ Work in Progress and Grass Cutting briefings
- ▷ Work authorisation permits.
- ▷ Compass swing.
- ▷ Engine run-up areas.
- ▷ ILS Flight Inspection – effect of aircraft or vehicles near transmitters.
- ▷ ILS Critical and Sensitive Areas.
- ▷ Control of vehicular traffic and traffic lights on and off airfield and crossing runways.
- ▷ Surface Movement Radar.

CHAPTER 4 MEASUREMENT AND NOTIFICATION OF WHEEL BRAKING ACTION

- ▷ Operation of mu-meter/continuous friction measuring equipment (CFME).
- ▷ Requirement for checks.
- ▷ Reporting of results.
- ▷ Records.

CHAPTER 5 RUNWAY CONTROL UNIT

Responsibilities.

CHAPTER 6 BIRD SCARING AND DISPERSAL

- ▷ General.
- ▷ Air Traffic Control procedures.
- ▷ Bird Inspection.

CHAPTER 7 AERODROME AND OBSTRUCTION LIGHTING

- ▷ Services available and when used.
- ▷ PAPI.
- ▷ Lighting inspections.
- ▷ Emergency/standby equipment.
- ▷ Obstruction lighting.
- ▷ Light intensity settings and selections.
- ▷ Contingency arrangements.

CHAPTER 8 AERODROME RESCUE AND FIRE SERVICE

- ▷ Services available.
- ▷ Categories of fire cover and examples of largest aircraft type allowed.
- ▷ Radius of action.
- ▷ Reduction of available cover.
- ▷ Action by Air Traffic Control.
- ▷ Weather standbys.
- ▷ Communications between RFFS/ADC/Aircraft.
- ▷ Training Exercises.

SECTION 4 - APPROACH CONTROL AND APPROACH RADAR**CHAPTER 1 APPROACH CONTROL**

- ▷ Responsibilities
- ▷ Liaison with Aerodrome Control.

CHAPTER 2 PROCEDURES FOR IFR TRAFFIC

- ▷ Information to arriving aircraft.
- ▷ Non-public transport minima, if applicable.
- ▷ Inbound routes.
- ▷ Allocation of levels.
- ▷ Release procedures.
- ▷ Expected approach times.
- ▷ Holding and approach patterns.
- ▷ OCLs.
- ▷ Missed approach procedures.
- ▷ Clearance to enter controlled airspace.
- ▷ Departure clearances.
- ▷ SIDs.
- ▷ Speed limits.

**CHAPTER 3 CO-ORDINATION**

- ▷ With parent ACC.
- ▷ Sector responsibility.
- ▷ Liaison with adjacent airfields.
- ▷ Passing of SSR codes for benefit of another ATSU.

CHAPTER 4 APPROACH RADAR CONTROL

- ▷ Services and responsibilities.
- ▷ Delegated responsibilities.
- ▷ Radar separation minima.
- ▷ Terrain clearance.
- ▷ Danger areas.
- ▷ Controlling authority/how to contact in emergency.
- ▷ Surveillance radar approaches – minimum number per month and logged.
- ▷ Co-ordination with APC/ADC/ACC.
- ▷ Radar vectoring area.
- ▷ Radio and radar failure procedures.
- ▷ Standby equipment.
- ▷ Response to safety net activation.

CHAPTER 5 AREA CONTROL

- ▷ Local Procedures.
- ▷ Co-ordination with appropriate units.
- ▷ Response to safety net activation.

SECTION 5 - TELECOMMUNICATIONS**CHAPTER 1 RADIO AIDS AND R/T**

- ▷ Serviceability and maintenance.
- ▷ R/T procedures.
- ▷ Recordings and action in event of U/S.
- ▷ Aircraft radio flight tests.
- ▷ Vehicle callsigns.
- ▷ Power supplies and standby equipment.
- ▷ D/F.

CHAPTER 2 TELEPHONES

- ▷ Equipment serviceability.
- ▷ Telephone procedures.
- ▷ Identifying position or person.
- ▷ Limitation of 'outside' calls.
- ▷ Press queries etc.
- ▷ 'Off airfield' emergency telephone procedures.

SECTION 6 - RADAR TECHNICAL**CHAPTER 1 EQUIPMENT DESCRIPTION AND DATA**

- ▷ General.
- ▷ Technical description – Primary Surveillance Radar and Secondary Surveillance Radar.
- ▷ Controls.
- ▷ Setting up procedures.
- ▷ Permanent echoes.
- ▷ Periodic checks.
- ▷ Closing down.
- ▷ Coverage (including diagrams).
- ▷ Technical specification.
- ▷ Aerodrome Traffic Monitor.
- ▷ Surface Movement Radar.

CHAPTER 2 RADAR MAINTENANCE AND UNSERVICEABILITY

- ▷ Maintenance.
- ▷ Unserviceabilities.
- ▷ NOTAM action.
- ▷ Reasons for fade.

SECTION 7 - EMERGENCIES**CHAPTER 1 EMERGENCY SERVICES**

- ▷ General.
- ▷ Aerodrome grid reference map.
- ▷ Local area map.
- ▷ Areas of poor R/T coverage.
- ▷ Radius of action.
- ▷ Immediate actions.
- ▷ Responsibilities of key personnel.
- ▷ Accidents outside radius of action.
- ▷ Alerting procedures – emergency categories.
- ▷ Emergency services access.
- ▷ Rendezvous points.
- ▷ Logbook entries.
- ▷ Meteorological special reports.
- ▷ Voice and surveillance recording and flight progress strip impound requirements.
- ▷ Runway/aerodrome inspection.
- ▷ Stand down of emergency services.

CHAPTER 2 REPORTING ACTION

- ▷ General.
- ▷ Local reporting procedures.
- ▷ ACC reporting.

- ▷ Follow up actions.
- ▷ Other incident reporting actions – AIRPROX, safety reporting, breaches of regulations, etc.
- ▷ Oil slick reports.

CHAPTER 3 DEPLETION OF EMERGENCY SERVICES

- ▷ General.
- ▷ Reduced coverage.
- ▷ Notification by emergency services.
- ▷ Action by ATC.

CHAPTER 4 TRAINING AND TESTING

- ▷ General.
- ▷ Routine testing of emergency alarms and communications.
- ▷ Emergency exercises.

CHAPTER 5 SEARCH AND RESCUE

- ▷ General.
- ▷ Local procedures.
- ▷ Liaison with local services, coastguard etc.
- ▷ Parent ACC.
- ▷ Use of emergency frequencies.

CHAPTER 6 HIJACKING

- ▷ General.
- ▷ Notification.
- ▷ Action to be taken.

CHAPTER 7 BOMB WARNINGS

- ▷ General.
- ▷ Notification.
- ▷ Warning whilst aircraft in-flight.
- ▷ Warning whilst aircraft on ground.
- ▷ Action to be taken.

SECTION 8 - DISRUPTION OF AIR TRAFFIC SERVICES

CHAPTER 1 EMERGENCY OPERATIONS

- ▷ Bomb Warning/Threats.
- ▷ Evacuation.
- ▷ Resumption of ATC Watch.



CHAPTER 2 FACILITY CONTINGENCY PLANS

- ▷ Service continuity.

SECTION 9 - FACILITY, SYSTEMS, OPERATIONAL DATA AND PERSONNEL SECURITY

- ▷ As applicable

SECTION 10 - GENERAL ADMINISTRATION

CHAPTER 1 WATCH ROSTERS

- ▷ Combined (Bandboxed) Operations.



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