

KURDISTAN REGIONAL GOVERNMENT



SULAYMANIYAH INTERNATIONAL AIRPORT

MATS

CHAPTER 3

General Administrative Instructions

(First Edition)

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CHAPTER 3

GENERAL ADMINISTRATIVE INSTRUCTIONS

3.1 Controllers are required to have a general knowledge of the following publications and be conversant with their layout :

- a. Sulaymaniyah Local Operating Procedures (LOP)**
- b. Sulaymaniyah MATS.**
- c. Iraqi AIP, including Supplements and NOTAMS.**
- d. Iraqi Air Laws.**
- c. ICAO Annexes and Documents.**

3.2 Relations With The Press And General Public

- 3.2.1 Matters relating to ATC Policy and the operation of control shall be treated as confidential matters and shall not be discussed in public.**
- 3.2.2 Reports on accidents, breaches of regulations, reprimands to pilots, etc..., shall be treated as confidential matters and shall not be discussed in public.**
- 3.2.3 Requests for information by representatives of the press should be referred to the Airport Authority.**
- 3.2.4 ATS Units will not normally conduct correspondence directly with Operating Companies or individuals except where authority to do so has been given. Complaints received regarding specific incidents shall be submitted to the Civil Aviation Authority or to the Airport Authority after acknowledgement has been made to the originator.**

3.3 Preparation Of Watch keeping Rosters

3.3.1 A watch keeping roster shall be prepared for each ATS unit by ATC director of Sulaymaniyah International Airport or his deputy . This roster should be promulgated not later than the 20th day of each month and shall show the hours of watch keeping and hours of duty required of individual controller throughout the following month.

3.3.2 Controllers shall adhere to the times and periods of watch keeping duties detailed in the roster and shall arrive at their place of duty in time to carry out the procedures detailed in Para. 3.4 and to take over watch at the specified time.

3.3.3 No alterations are to be made to the watch roster without reference to, and approval by, the director of ATC or his deputy.

3.4 Procedures For Taking Over Watch

3.4.1 Prior To Taking Over Watch Controllers Shall :

- a. Ensure that they are fully conversant with the latest promulgated orders, instructions, notices and signals, with particular reference where appropriate to the serviceability of the aerodrome and its facilities.**
- b. Obtain full information and briefing from the Meteorological Office regarding the Weather position and tendencies for the period of their watch. This may be accomplished either by a personal briefing from Meteorological Office or by a study of forecasted and prognostic charts supplied specifically for this purpose by the Meteorological Office.**
- c. Ensure that they have a full understanding of the Air Traffic situation prevailing, with particular reference to separation standards.**

d. Familiarize themselves with the serviceability of all equipment under their charge and liable to be used during the period of their watch (e.g. approach aids, communication equipment ... etc).

e. Familiarize themselves with the state of the manoeuvring area and general aerodrome conditions including lightings, markings, adequacy of fire, Crash and Rescue Service.

3.4.2 Having completed these procedures Controllers shall sign the ATC Watch log as having taken over watch. This signature shall imply that items (a) to (e) above have been complied with, and that the Controller taking over watch has assumed all the defined responsibilities of the Controller handing over watch, including the state custody of equipment and any secretor confidential documents within the place of duty.

3.5 Procedures Of Handing Over Watch

3.5.1 Controllers handing over watch shall ensure that they provide their successors with fullest possible information regarding the current traffic situation, including any items of specific interest or urgency, which have influenced the development of the situation and which may have a bearing on the progress of the ensuring watch. Where Flight Progress Strip Displays are in use, they shall give a true presentation of the traffic situation.

3.5.2 Should any situation have developed during the watch, such as action in the event of distress, emergency or accident, hereby in the interest of safety or efficiency, it is considered beneficial for the Duty Controller to complete such actions and subsequent reports and records rather than to transfer the responsibility for completion to another Controller, then notwithstanding the fact that the roster defines the appointed time to hand over, the Controller handing over watch shall remain on duty until such time as this responsibility has been discharged.

3.5.3 When the Controller taking over is fully conversant with the air traffic situation and is prepared to assume full responsibility for the Watch, the controller handing over shall sign the ATC Watch Log as having handed over watch.

3.6 Transfer Of Responsibility To higher Authority

3.6.1 Should a situation arise whereby the Duty Controller considers it necessary to seek the advice of higher authority he should call upon the SATCO for assistance. If the SATCO should consider it advisable to act in other than an advisory capacity, whether by direction, supervision or the assumption of command, the watch shall be handed over to him and shall make an entry in the Log Book as having taken over the watch and thereby assuming the responsibilities of the Duty Controller as defined above.

3.6.2 In the event of any other than the Duty Controller taking over the alerting and control of the rescue services in an emergency, he shall sign the ATC Watch Log to that effect, although the Duty Controller shall retain the other responsibilities of the Watch.

3.6.3 In general, when Duty Controllers take action on the advice of the higher authority, this fact should be recorded in the Watch Log in order that the reasons for such action and respective responsibilities may be defined.

3.7 Synchronization Of Clocks

3.7.1 All clocks in Air Traffic Control Units shall indicate UTC .

3.7.2 This synchronization of clocks shall be effected by all ATS units at the commencement of each Watch and shall be recorded in the Watch Log.

3.8 Air Traffic Control Log Books

3.8.1 ATC Watch Log

3.8.1.1 A detailed ATC Watch Log shall be maintained by Each ATS Unit and shall be labeled and treated as a restricted document.

3.8.1.2 Instructions concerning Log entries are detailed in Para. 3.9.

3.8.2 Aircraft Movement Log

3.8.2.1 An Aircraft Movement Log is to be maintained at all ATS Units. All aircraft movement shall be recorded.

3.8.3 Aerodrome Surface Inspection Log

3.8.3.1 An Aerodrome Surface Log shall be maintained and entries shall be made after a surface inspection has been carried out. Arrangements shall be made to ensure that information on unserviceabilities recorded is forwarded as soon as possible to the authorities concerned.

3.8.4 Aerodrome Lighting Inspection Log

3.8.4.1 An Aerodrome Lighting Inspection Log shall be maintained for distribution of information on unserviceabilities recorded.

3.8.5 Disposal Of Log Books

3.8.5.1 ATC Log Books shall be disposed of as indicated below:

i. ATC Watch Log : This document on completion shall be retained for six months at the unit concerned.

ii. ATC Aircraft Movement Log : When this Log is completed it shall be retained for six months and then forwarded to the Statistics Section.

iii. Aerodrome Surface/Lighting Inspection Logs : These Logs shall be disposed of locally three months after the completion of action on the last entries.

3.8.6 Impounding Of Log Books

3.8.6.1 Any ATC Log Book may be impounded on the authority of the Civil Aviation Authority, Airport Authority, ATC Director, SATCO, or any Authorized Accident Investigation team, if it is considered that it's contents may throw light on a particular accident. When such action is taken the Log Book shall be withdrawn as soon as possible after the request is made and handed over. In these circumstances a replacement Log Book shall be opened.

3.9 Air Traffic Control Watch Log

3.9.1 Log Entries

3.9.1.1 ATC Watch Log entries shall be made in ink and no erasures shall be made.

3.9.1.2 In no circumstances shall pages be removed from the Log Book.

3.9.1.3 Entries shall be made in chronological order and, as far as possible, concurrently with the incident being recorded.

3.9.1.4 When, during emergencies or busy periods, it is impossible to make detailed entries at the time of the occurrence, rough notes shall be kept, with exact times, and a detailed entry shall be made as soon as possible. The rough notes should be attached to the Watch Log for future references should it appear at all likely that they may be required.

3.9.1.5 Entries shall be in sufficient detail to enable anyone investigating an incident to have a complete understanding of all actions taken during the watch period.

3.9.1.6 Items to be logged shall include changes in the serviceability of radio and radar (when used) aids, other essential aerodrome information, reports of incorrect procedures by aircraft, technical failures in aircraft, runway changes, visits of VIPs, clock synchronization checks and any unusual occurrences.

3.9.2 Inspection Of The ATC Watch Log

3.9.2.1 The SATCO shall inspect the Watch Log daily, taking notes of any significant entries and signing as having done so.

3.9.2.2 The Watch Log shall be inspected by the ATS members of Technical Service, Head Office during station inspection.

3.10 Control Room Discipline

3.10.1 Visitors

3.10.1.1 No unauthorized person shall be allowed access to an ATC Operations room. Before bringing authorized visitors into a Control Room a check shall be made with the SATCO as to whether the traffic situation makes it convenient to do so. At no time shall visits be allowed to interfere with the smooth running of the watch.

3.10.2 Cleanliness Of Control Room

3.10.2.1 The Duty Controller shall ensure that the Control room is kept in the clean and tidy conditions at all times.

3.10.3 Equipment

3.10.3.1 All equipment shall be kept in a serviceable condition and stowed away When not in use.

3.10.4 Supervision Of Staff

3.10.4.1 The SATCO, or in his absence the Senior Controller shall be responsible for the supervision of the all staff in the Control Room.

3.10.4.2 Complaints at ATS Units regarding staff are to be made to the SATCO.

3.10.5 Suggestions

3.10.5.1 Controllers shall be encouraged to put forward their suggestions for improving the general operating efficiency of the service. It is therefore a requirement that a suggestion book is kept in the Control Room for this purpose.

3.11 Disposal Of Records

3.11.1 For disposal of ATC Log Books, see Para. 3.8.5 above.

3.11.2 Flight Progress Strips, Air/Ground messages and other operational records such as meteorological messages, Flight Plans, etc., will be retained for a period of six month. After this time they will be disposed of locally providing they are not required for investigation of accidents, incidents or official complaints.

3.12 Punctuality

3.12.1 All staff must arrive at their place of duty at least fifteen minutes before the commencement of their watch, in order that they have time to carry the procedures laid down in Para. 3.4 and subsequent sub – paragraphs.
