

# Quick Reference

Appendixes for quick references and fast lookup. These are also found in the LAI, but a fast way to access can be made here

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# AFIS

## Danish AFIS AD

In Denmark we have 5 TIZ/AFIS AD:

- EKOD - Odense
- EKEB - Esbjerg
- EKSB - Sønderborg
- EKVJ - Vojens
- EKVD - Vamdrup

The 3 later mentioned do not hold any commercial traffic.

## AFIS phraseology

Situation	Normal Instruction	AFIS instruction
Landing	"Cleared to land"	"No reported traffic on the runway. (Report vacated)"
ATC clearance	"Cleared to..."	"Copenhagen control clears you to..."
Startup	"Startup approved"	"Startup on own discretion [Give Departure information]" <sup>1</sup>
Takeoff	"Cleared for Takeoff"	"No reported traffic on the runway (Report airborne/passing...)"
Taxi	"Taxi Via A & B to holding point runway 24"	"Runway 24 in use, no traffic on the apron. I suggest you to taxi via A & B"
Departure and arrival information		

**Departure information should be given to departing aircraft and must contain:**

- Runway in use
- Transition Level
- Weather
- QNH

## Example on AFIS Phrasology

### Arrival into Sønderborg/EKSB

[[✈] Sønderborg information, MMD122 inbound LIBRI planning on ILS RWY32

[[ MMD122, Sønderborg information. RWY32 in use, TL 030 QNH 1019. No reported traffic in the TIZ, report final. Do you require the latest MET-Report?

[[✈ Roger RWY32 TL030 QNH1010, Negative, we have the latest METAR onboard, and will report final. MMD122

[[ ICE123, roger.

[[✈ On Final RWY32 MMD122

[[ MMD122, Roger, No reported traffic on the runway, report vacated.

[[✈ Wilco, MMD122

[[✈ Runway vacated via B, MMD122

[[ MMD122, Roger I suggest you taxi to apron, no traffic reported on the apron.

[[✈ Taxiing to the Apron via B, MMD122

### Departure out of Sønderborg/EKSB

☐✈ Søndborg information, MMD121 request IFR to EKCH

☐ MMD121, Søndborg information. Copenhagen Control clears you to EKCH via KOR, climb FL040, level change enroute, squawk 1234. RWY 32 in use. Do you require the MET-Report?

☐✈ RWY 32 in use, cleared to EKCH via KOR, FL040, level change enroute, squawk 1234. And affirm we require the met-report. MMD121

☐ MMD121, roger, readback correct. Automatic report from 1450Z Winds 220 at 8 kt. variable 190 to 250. Visibility 10km. or greater Few clouds at FL120 Temperature -2 dewpoint -5, QNH1019. Report ready for taxi.

☐✈ Roger QNH1019, and WILCO, MMD121

☐✈ Ready for taxi MMD121

☐ MMD121, roger no reported traffic on the apron and runway. I suggest you taxi via B, backtrack and lineup RWY32, and report ready for departure.

☐✈ Roger, we will taxi via B, backtrack and line up RWY32 and report ready MMD121

☐✈ Ready for Departure MMD121

☐ MMD121, Roger winds 220/08, no reported traffic in the TIZ, report passing 3000 ft.

☐✈ Roger, will report passing 3000 ft. MMD121

☐✈ Passing 3000 for FL040 MMD121

☐ MMD121, roger contact Copenhagen on 136.485 - Moin

☐✈ Copenhagen on 136.485 MMD121, Moin!

## Heliport Information Service - HIS

Helicopterplatforms are operated as an AFIS (HIS), even if inside class D or C. Helicopter operations at controlled airports are operated as normal traffic as per BL-7-14

The Heliport is categorized as an HIS, so only information can be given on the platform itself. However, when the Helicopter is airborne, it is subject to the normal rules of the airspace.

The normal operation would be to give current wind and QNH from the nearest Airport and have the helicopter report landed and airborne.

Based on this, a landing and departure from Rigshospitalet/EKRH could be:

- Kastrup Tower, DOC98 at Vallensbæk 1000 ft. VFR to Rigshospitalet 4 persons onboard, request to enter.
- DOC98, Ketchup tower, Cleared into the Controlzone 1500 ft. or below. QNH 1013 winds at Kastrup 360/10. No reported traffic in the area. Report landed
- Tower, DOC98, cleared in the Controlzone 1500 ft. or below via Vallensbæk, QNH1013, will report landed
- Tower, DOC98 landed at Rigshospitalet.
- DOC98, Roger, report ready for departure

Departure:

- Tower, DOC98, Ready for departure at Rigshospitalet VFR to Ringsted via Vallensbæk, 3 Persons onboard.
- DOC98 Roger, QNH1013 winds at Kastrup 360/10, Leave the Controlzone via Vallensbæk 1500 ft. or below. Traffic is a C172 following Ellehammeruten Westbound, report airborne.
- Tower, DOC98, leaving the control zone via Vallensbæk 1500 ft. or below QNH 1013, looking for the traffic.
- Tower, DOC98, Reporting airborne, traffic in sight.
- DOC98, Roger, Report Vallensbæk
- Tower, DOC98, at Vallensbæk 1000 ft.
- DOC98, Roger frequency change approved

# Non Standard IFR Clearance

**When no SID, or aircraft is unable to follow SID, a non-standard clearance must be issued.**

All non-standard clearance must be coordinated with APP or CTR unless specified in LAI

The clearance must contain:

## 6.3.2.3 CONTENTS

Standard clearances for departing aircraft shall contain the following items:

- a) aircraft identification;
- b) clearance limit, normally destination aerodrome;
- c) designator of the assigned SID, if applicable;
- d) cleared level;
- e) allocated SSR code;
- f) any other necessary instructions or information not contained in the SID description, e.g. instructions relating to change of frequency.

*Note 1. — See 6.3.2.4.1 for clearances to aircraft on SID.*

*Note 2. — The use of a SID designator without a cleared level does not authorize the aircraft to climb on the SID vertical profile.*

- Aircraft identification
  - Callsign
- Clearance limit
  - To destination aerodrome via either: **Flight planned route - WP then as filed - Radar vectors** (When issuing radar vectors, the entire trip will be via vectors only. Only issue this if specially coordinated with APP/CTR)
- Cleared Level
  - Initial climb
- Allocated SSR code

- The squawk
- Other information
  - Any practical information i.e. other runway for departure than stated in ATIS, maintain runway heading, follow standard noise abatement...

Based on this a clearance out of EKRK could be:

*"OYDDA cleared to EDDH via MAXEL, KOPEX then as filed. Climb initially 5000 ft. level change en-route, squawk 1234"*

Or in EKYT:

*"SAS123 cleared to EKCH via TNO, climb FL120 level change en-route, squawk 1234. After departure runway 08L follow standard noise abatement procedure."*

Here TNO is the only WP in the flightplan, and only valid for EKCH & EKRK, hence no then as filed after the WP.

Or in EKAH:

*"RYR4EX cleared to Stansted via Flight Planed Route, climb FL060 expect level change en-route, squawk 1234."*

Or in EKEB (AFIS):

*"DTR1 Copenhagen Control clears you to EKCH via Flight Planned Route, Initial climb FL050 squawk 1234. After departure runway 26, right turn to ABINO."*

As EKEB is an AFIS the clearance has to go via the overlaying EKDK sector, hence the "*Copenhagen Control clears you to...*"

If an Aircraft wants to perform IFR Circuits a Non-std clearance must be issued as well. An example in EKCH, could be:

*"NSZ8938 cleared to Copenhagen via radar vectors, climb 3000 ft. squawk 1234. After departure maintain runway heading."*

# Wake Turbulence Schematic

Departure from teh same runway, using the same takeoff positions

Departing / Behind	Light	Medium	Heavy	Super
Light	1 Minute(s)	2 Minute(s)	2 Minute(s)	3 Minute(s)
Medium	1 Minute(s)	1 Minute(s)	2 Minute(s)	3 Minute(s)
Heavy	1 Minute(s)	1 Minute(s)	1 Minute(s)	2 Minute(s)
Super	1 Minute(s)	1 Minute(s)	1 Minute(s)	1 Minute(s)

Intersection departures

Departing / Behind	Light	Medium	Heavy	Super
Light	1 Minute(s)	3 Minute(s)	3 Minute(s)	4 Minute(s)
Medium	1 Minute(s)	1 Minute(s)	3 Minute(s)	4 Minute(s)
Heavy	1 Minute(s)	1 Minute(s)	1 Minute(s)	3 Minute(s)
Super	1 Minute(s)	1 Minute(s)	1 Minute(s)	1 Minute(s)

Arriving aircraft on APP



Arriving / Behind	Light	Medium	Heavy	Super
Light	1 Minute(s) (2.5 miles)	3 Minute(s) (3.5 miles)	3 Minute(s) (3.5 miles)	4 Minute(s) (5 miles)
Medium	1 Minute(s) (2.5 miles)	1 Minute(s) (2.5 miles)	2 Minute(s) (3 miles)	4 Minute(s) (10 miles)
Heavy	1 Minute(s) (2.5 miles)	1 Minute(s) (2.5 miles)	1 Minute(s) (2.5 miles)	1 Minute(s) (2.5 miles)
Super	1 Minute(s) (2.5 miles)	1 Minute(s) (2.5 miles)	1 Minute(s) (2.5 miles)	1 Minute(s) (2.5 miles)

NOTE concerning EKCH:

- 2 minutes shall be used when departing 22R, after a landing 22R of higher category
- 2 minutes shall be used between landings and departures when using 12/04R configuration
- Departure wake turbulence separation shall also be used between parallel departures, 22R and 22L

Types of Departure	Preceding A/C	Trailing A/C
Same SID	2nm from Threshold	Clear for Takeoff
Different SID	Passing Threshold	Clear for Takeoff
KEMAX after KEMAX (04R)	3nm from Threshold	Clear for Takeoff
Same SID – JET after PROP	Passing 2500'	Climb 3000' Clear for takeoff*

### Wake Turbulence Separation

↓Departing behind→	Light	Medium	Heavy	Super
Light	1 minute	2 minutes	2 minutes	3 minutes
Medium	1 minute	1 minute	2 minutes	3 minutes
Heavy	1 minute	1 minute	1 minute	2 minutes
Super	1 minute	1 minute	1 minute	1 minute

Departure from 04R		Preceding A/C	Trailing A/C
KOPEX-NEXEN, KOPEX-LANGO,	PROP before JET	PROP: passing <u>2500'</u>	JET: Right 090 Climb 3000' Clear for Takeoff*
BALOX-SIMEG		PROP: right 090	JET: climb 3000' clear for takeoff
West-East		PROP Left 350	JET: Clear for takeoff
West-West		PROP: Left 350	JET: Climb straight ahead FL70, Clear for takeoff
West-West (SAME SID)		PROP: straight ahead, passing <u>2500'</u>	JET: Left 350 climb 3000, clear for takeoff*

\*JET is turned in in front the PROP

# Who parks where EKCH

[Who parks where - EKCH](#)

^ Full clickable guide ^

In Kastrup, there are 3 main terminals. Terminal 1 & 2 is for Schengen flights, Terminal 3 for Non-Schengen & Shengen. CPH GO is for low-cost carriers.

**Which airline parks where?**

## A - Gates

Schengen Departures ONLY!



## B - Gates

Schengen Departures ONLY!



## C - Gates

NON-Schengen Departures ONLY!



## D - Gates

Schengen & Non-Schengen approved for ALL gates

norwegian  
NON-Schengen

SAS  
NON-Schengen

ONLY IF Flying NON-Schengen  
A - Gates

Fictional  
Virtual Airlines

If you REALLY have  
no idea where else to park

## E - Gates

Schengen & NON-Schengen Approved for E70-E90

SAS  
Operated by  
CRJ-900/1000

SAS  
Operated by  
ATR 72-500/600

## F - Gates (F1-F9)

Schengen & NON-Schengen Approved on stand F1-F4  
Schengen Departures ONLY stand F5-F9

transavia

Laudamotion

easyJet

Wizz

RYANAIR

## F - Stands (F89-F98)

Schengen & NON-Schengen Approved from ALL Stands

widerøe

airBaltic  
Operated by  
Dash 8-Q400

SAS  
Operated by  
ATR 72-500/600

## H - Stands

Schengen & NON-Schengen Approved from ALL Stands

Operating a HEAVY aircraft  
on a SCHENGEN flight

If B10 + E22 is occupied

VIP or Private flights

IF Stands F1-F9 is full

F - Gates (F1-F9)  
Schengen & NON-Schengen Approved on stand F1-F4  
Schengen Departures ONLY stand F5-F9

RYANAIR  
easyJet

or F1-F4 is occupied for  
NON-Schengen Departures

A Stands - Schengen only

**Notes:**

Pushback from A4, A6 and A8 should be to J facing EAST  
 Pushback from A25-27 should face east  
 Pushback from A12-A17 may face either way depending on traffic  
 Pushback from A7, A9 & A11 may go to "Z" or "Y" facing Southeast  
 Always advise able for "CUSTOM PUSHBACK" if possible  
 All gates are **SCHENGEN**. if flying to **NON-Schengen** go to "D-gates"  
 PROP aircraft ONLY on A7 & A9

PROPELLER Aircraft on A-Gates  
 should park

A25-A34

**Eurowings**  
 Dash 8  
 Usually A26

**Luxair**  
 Dash 8  
 Usually A25

JET Aircraft on A-Gates  
 should park

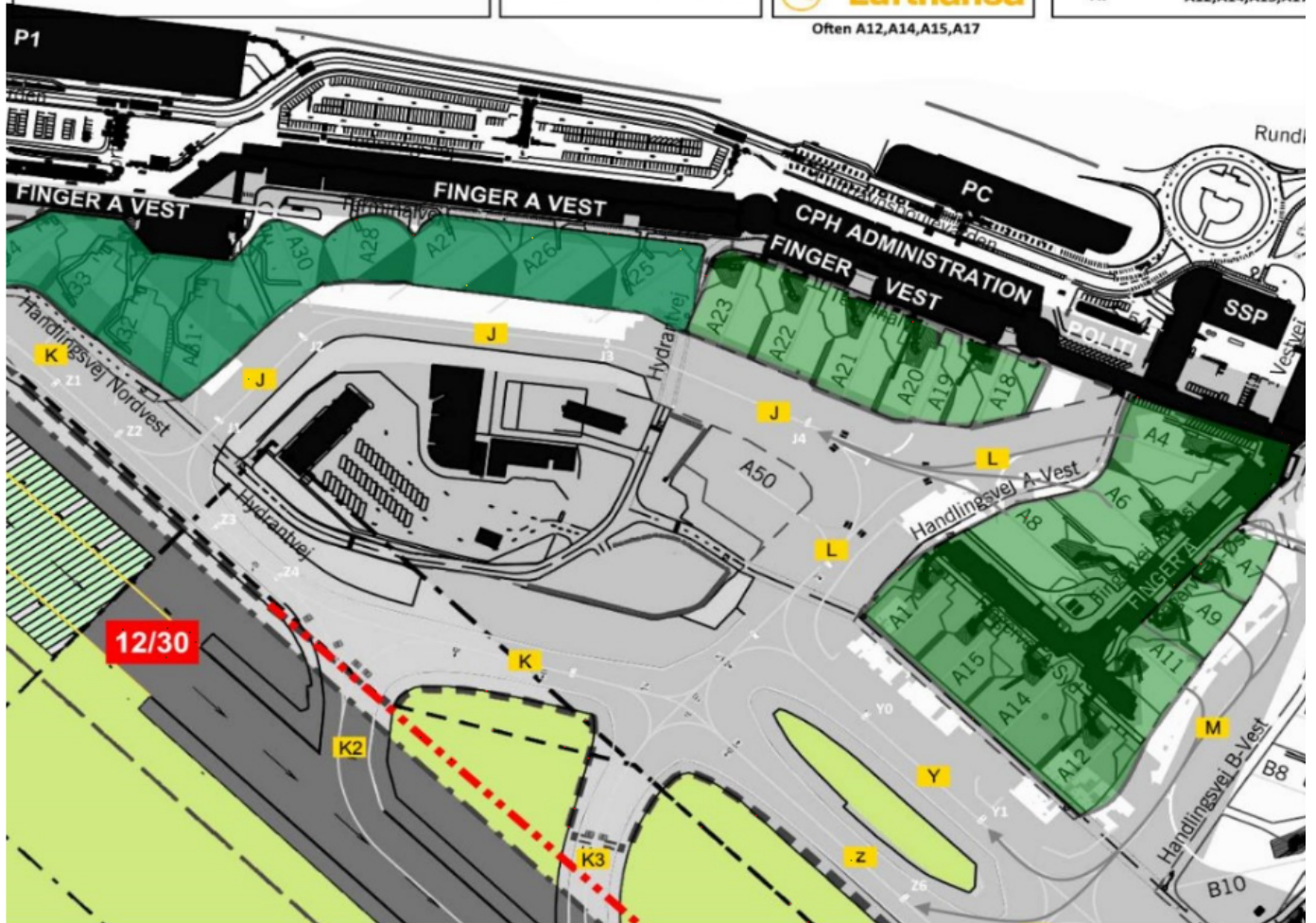
A4, A6, A8 + A11-A23

**brussels airlines**  
**SWISS** **Austrian**  
**Lufthansa**  
 Often A12, A14, A15, A17

**alsieexpress**  
 A9 or A11

**DAT**  
 PROP  
 A7

JET  
 A12, A14, A15, A17



## B Stands - Schengen only



#### Notes

SCHENGEN only!

B19 is NOT approved for A321, only A320 or smaller

B16 is not available.

B10 is usable for ALL SCHENGEN HEAVIES REGARDLESS of airline

Pushback from B4,B6,B8 & B10 may go to "Y" or "Z" facing east

Always advise if able "CUSTOM PUSHBACK" when parked at "B" gates

Mainly JET Aircrafts park here.

If SAS PROP go to "F" or "E"

If Eurowings go to "A26"

**air greenland**

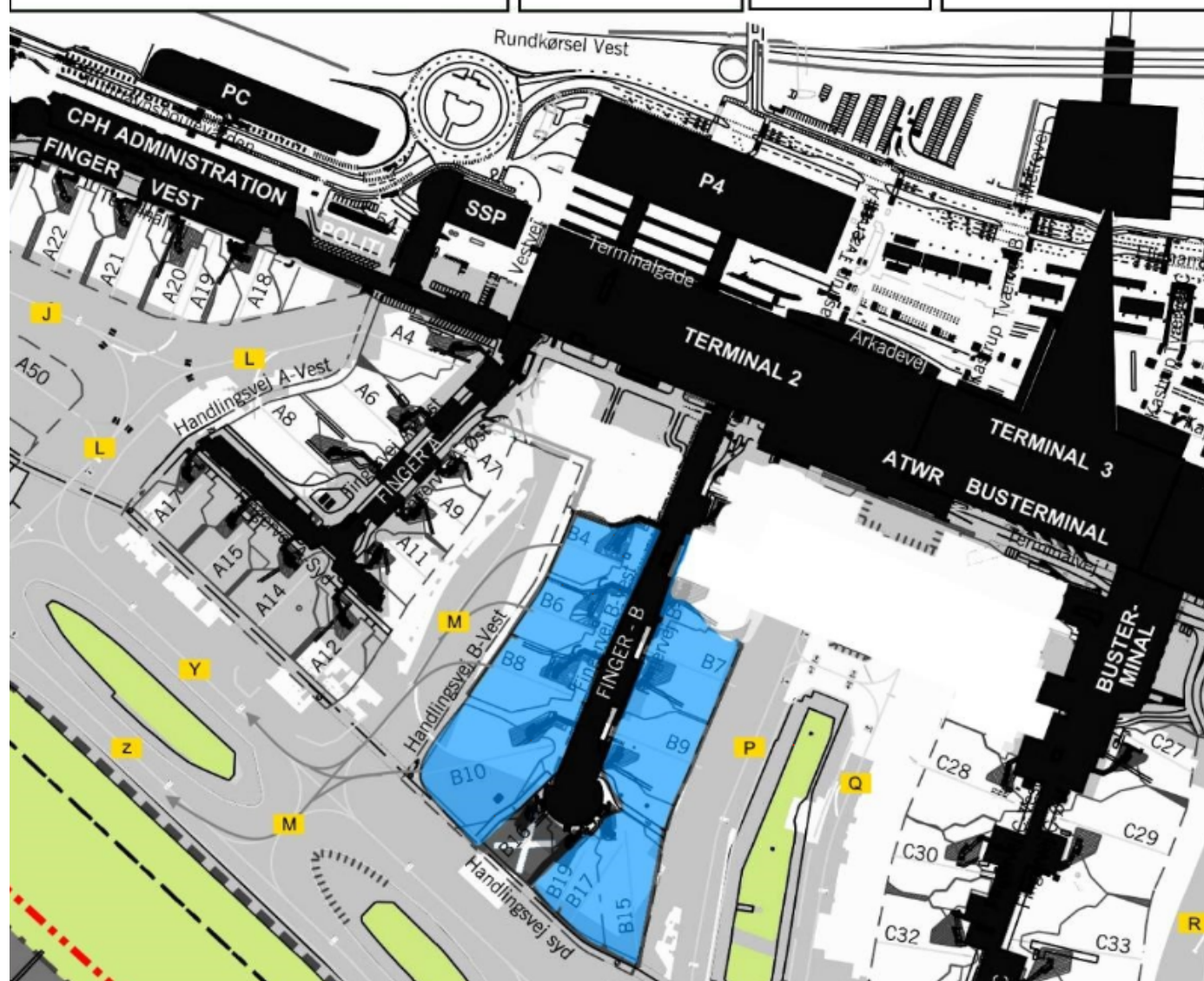
Parks exclusively on B10

If occupied use B17

**ICELANDAIR**

757-200 approved for B7,B8,B9,B10,B11

757-300 approved for B7,B9,B10,B17



## C Stands - NON Schengen only

**Notes:**

Pushback from C27 must be to "S" or "R" face North  
 Pushback from C29 must be to "S" or "R" face North  
 UNLESS C29 is occupied by a HEAVY aircraft  
 MEDIUM aircraft are allowed to park on any stand  
 ONLY NON-Schengen departures here.  
 SCHENGEN departures should be relocated to "D" gates

**What gates are what?**

MEDIUM: C27,C30

HEAVY: C28,C29,C32-C39

**SAS + norwegian**

ONLY LONG HAUL and  
 NON-Schengen destinations  
 For SCHENGEN SAS goes to "B" or "D"  
 or Schengen NAX goes to "A" or "D"

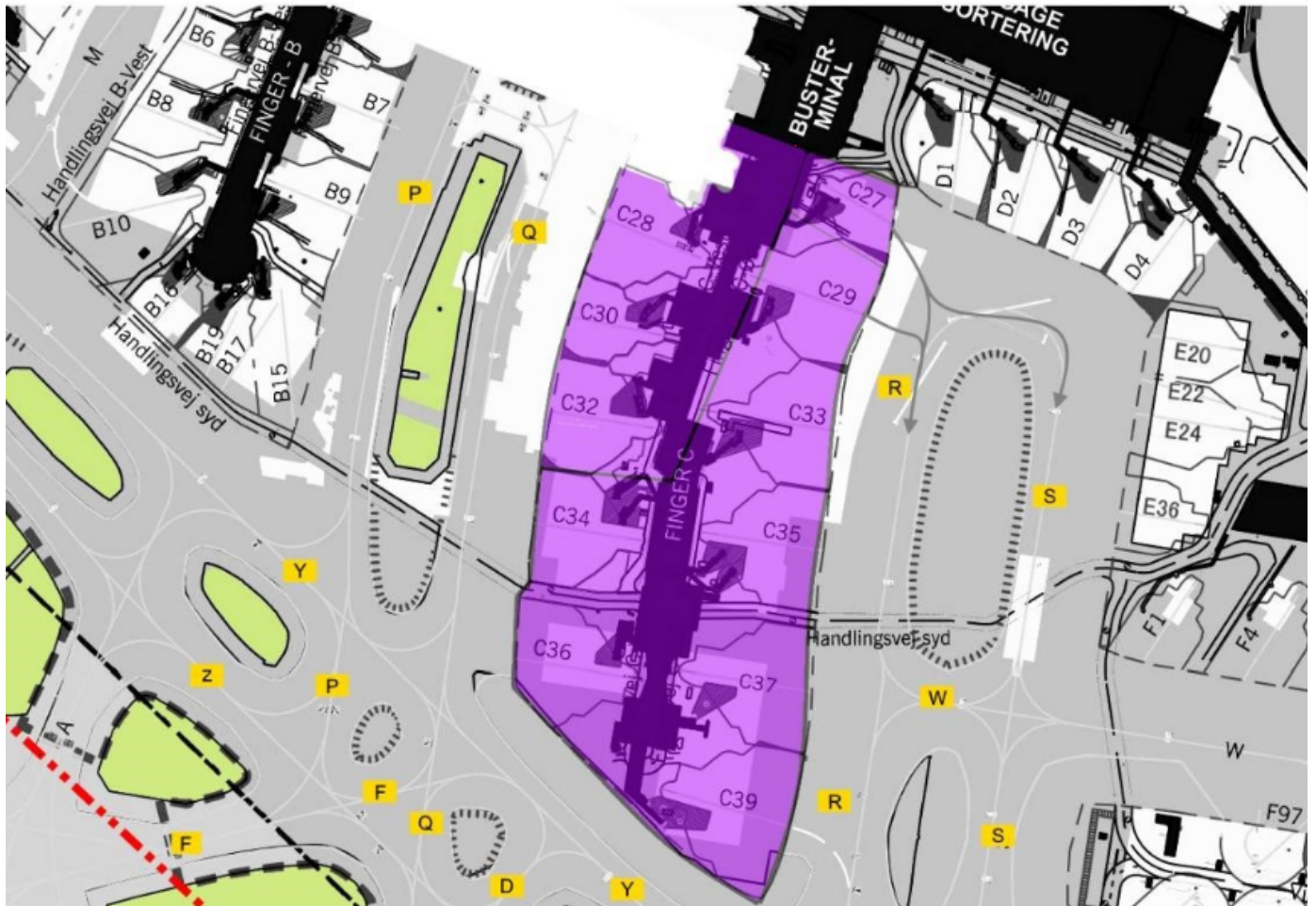
**HEAVY Restrictions**

**B77W + B744**  
 May NOT park at C28

**B748 + A388**  
 May ONLY park at C39  
 If Occupied  
 go to "E22" or "E71"

**BRITISH AIRWAYS**  
 Parks at C27 at all times if available  
 if 27 is NOT available go to C28,C29 or D1

**Emirates**  
 Parks at C39.  
 All A/C types incl. A388 approved



**D Stands - Flexible**



**Notes:**

If you KNOW you will do a SCHENGEN/NON-SCHENGEN changeover (e.g. you fly EGKK-EKCH-EDDF) ADVISE controller you request a "D-gate". He will NOT know

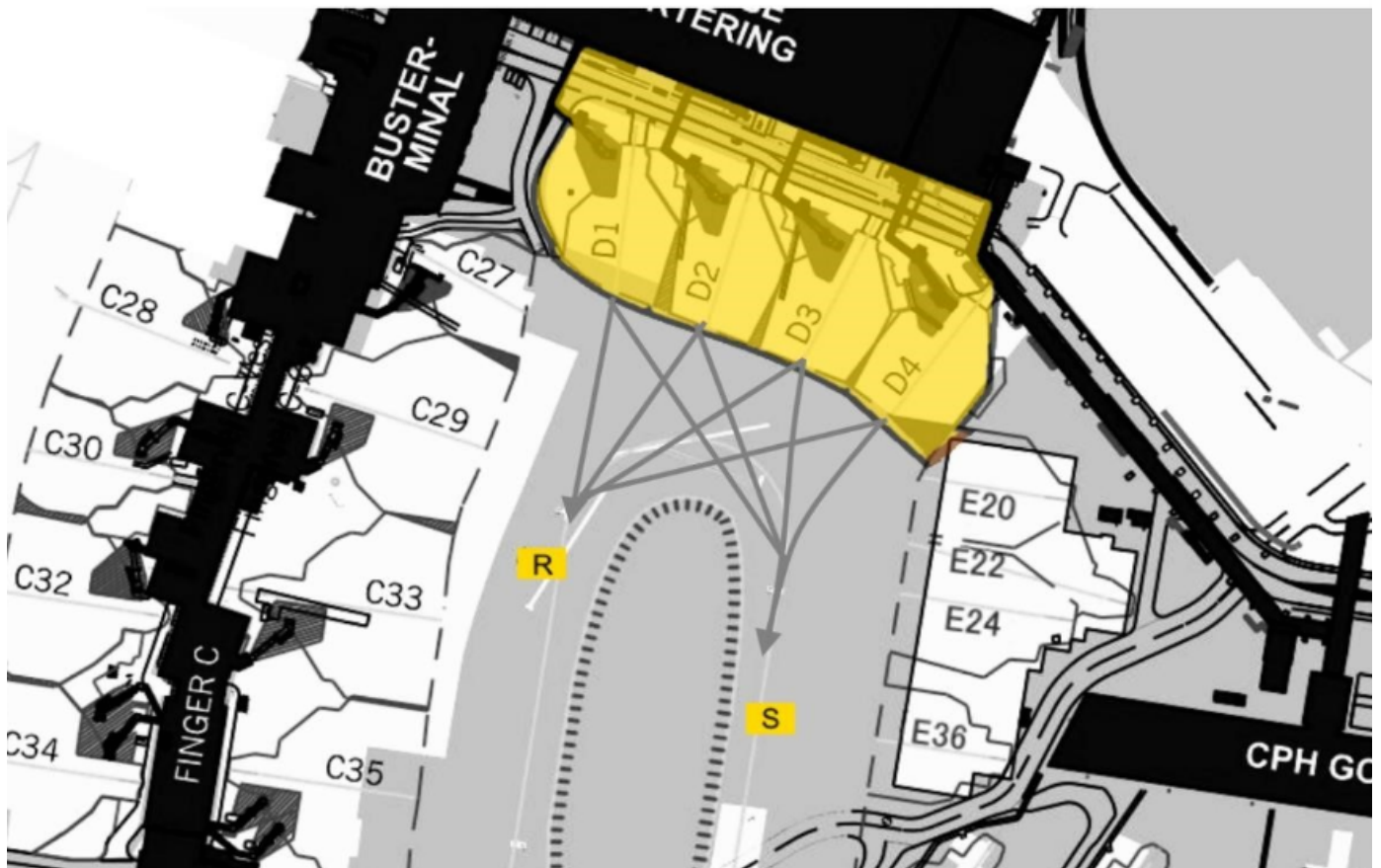
ALL Pushbacks MUST be done to "R" or "S" face north!

If all D-gates are full, consider relocating to "E"



D-Gates normally used when an aircraft:

Comes from **SCHENGEN** but leaves to **NON-Schengen**  
comes from **NON-Schengen** but leaves to **Schengen**



## E Stands - Flexible



**Notes:**

Pushback from E20,E22 & E24 ALWAYS face North  
From E70-E90, expect taxiout via "T" & "W"

If in doubt where to park  
there is always space  
at "E-Gates"

"E71" is specially approved for  
B748 & A388

**SAS**

CRJ and ATR fleet are  
relocating to "E" stands

**SCHENGEN:** Use E20-E36

**NON-SCHENGEN:** Use E70-E90



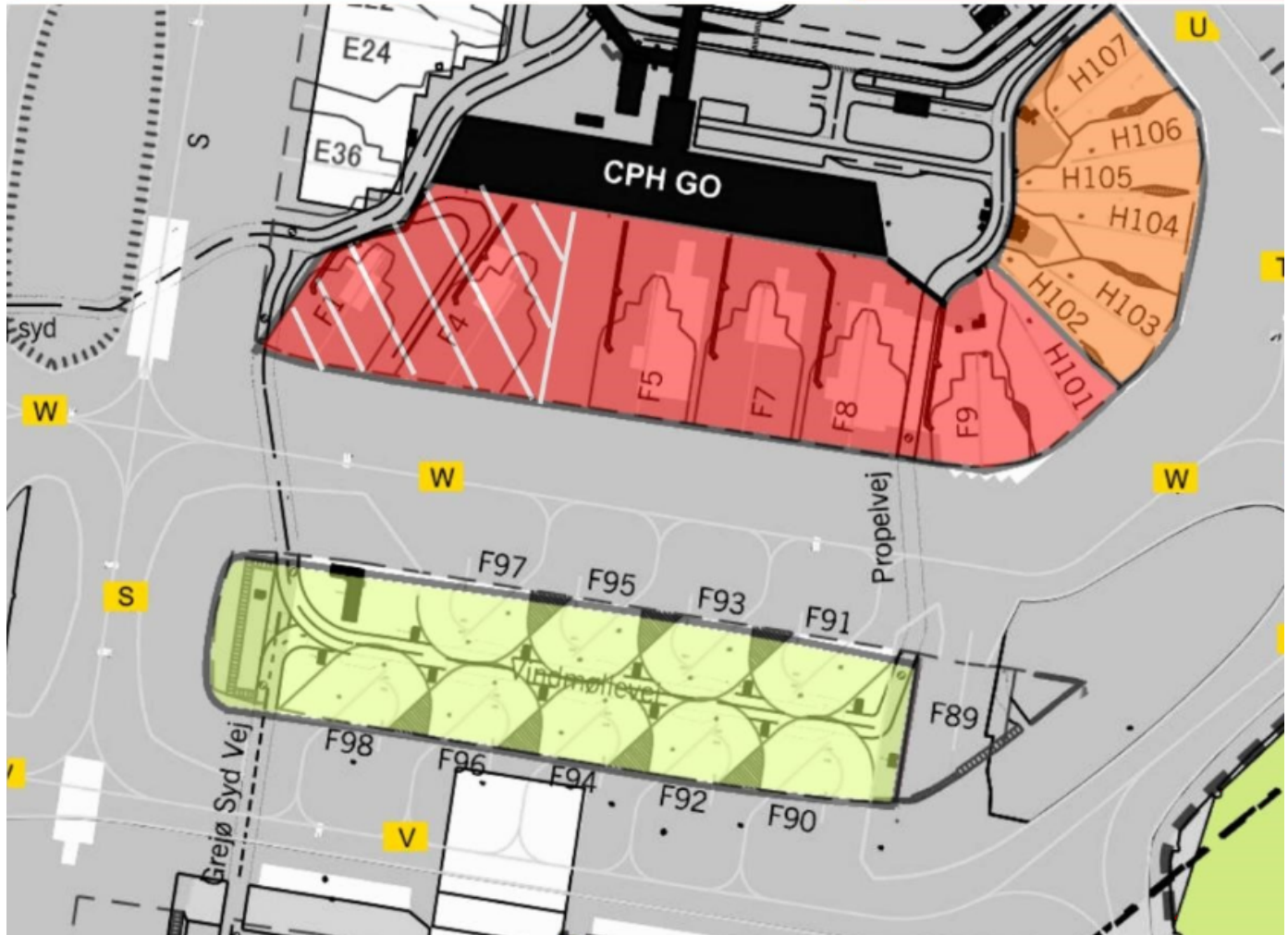
## F Stands - Flexible

H102 & H105 is approved for heavies and supports either SCHENGEN or NON-SCHENGEN

Only PROPELLER aircraft can hold at F89-F98  
If you are **widerøe** or **airBaltic**  
but flying JET, revert to "A-gates"

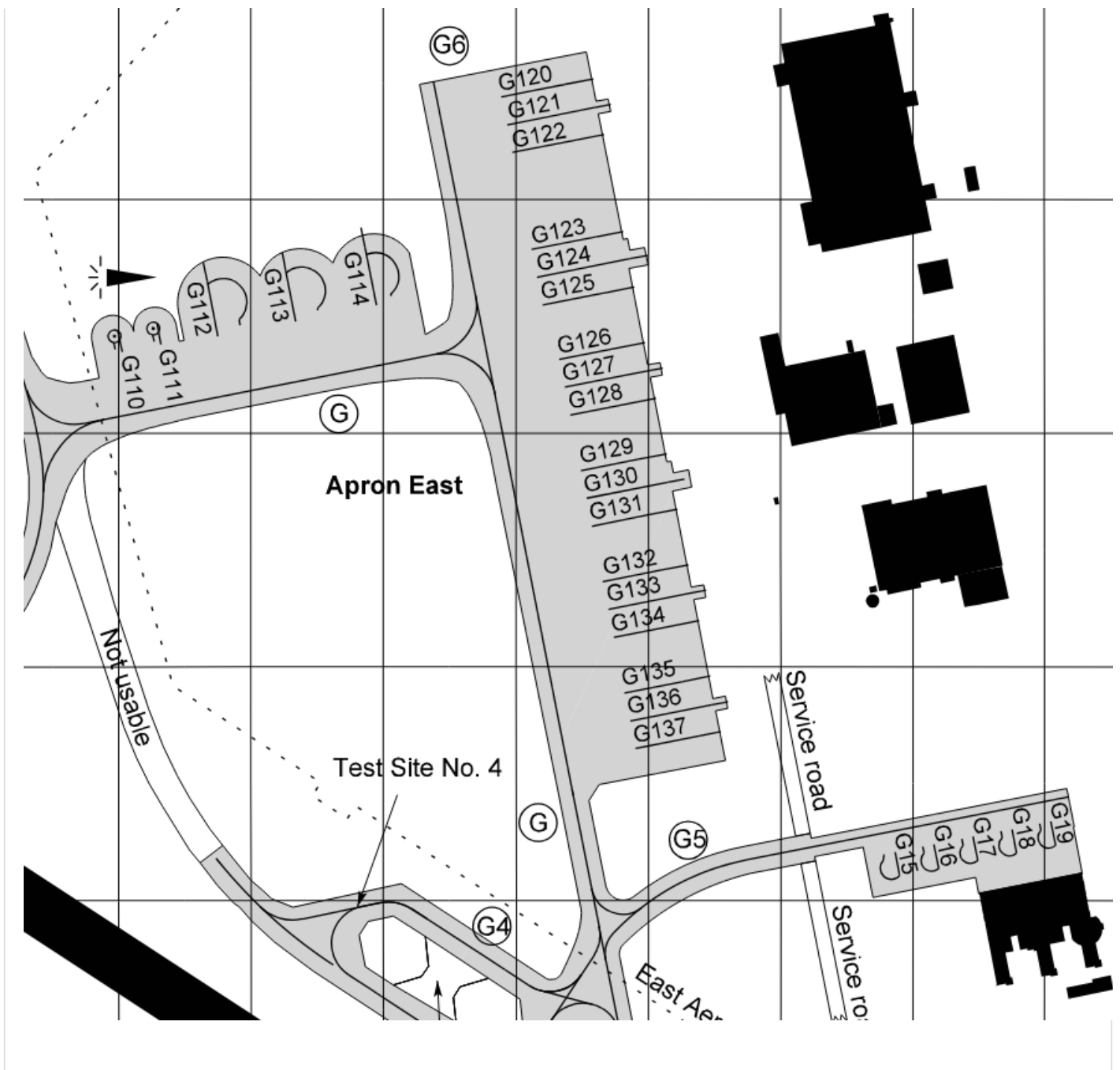
F90-F98 is "self-manouvering" meaning  
NO PUSHBACK

If flying **NON-Schengen**, use ONLY F1 & F4  
If F1 & F4 are occupied revert to H101 & H103



## G Stands - Cargo only

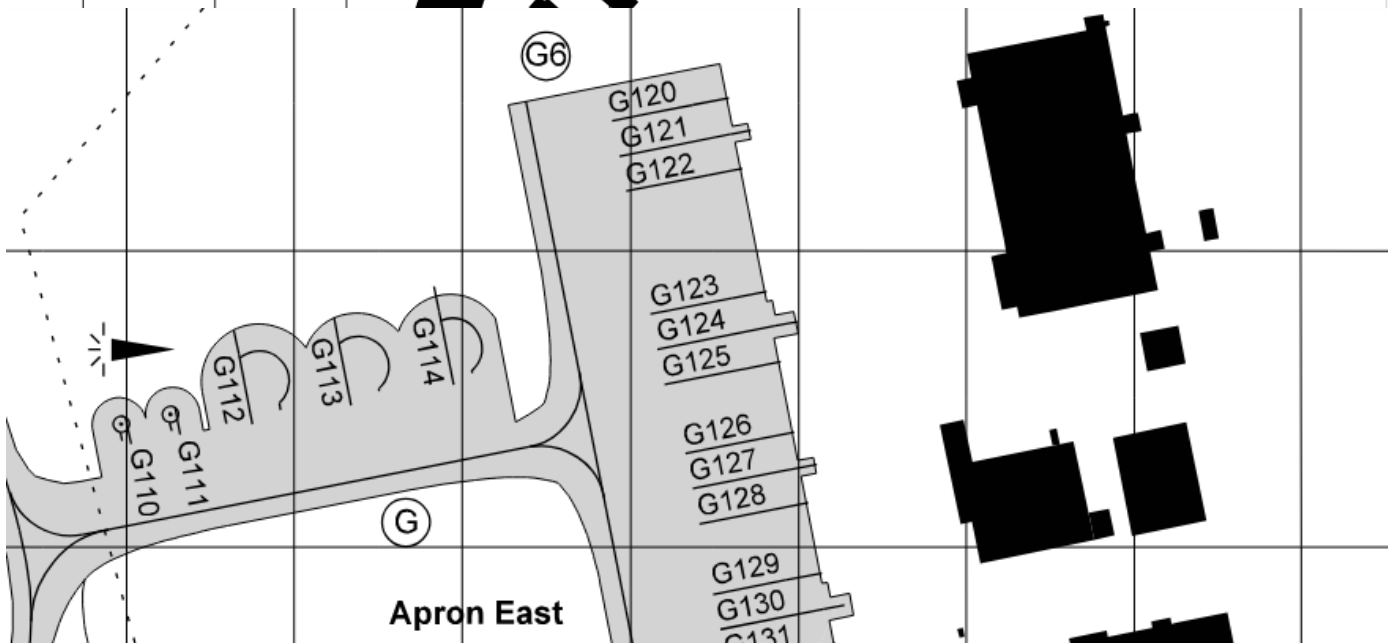
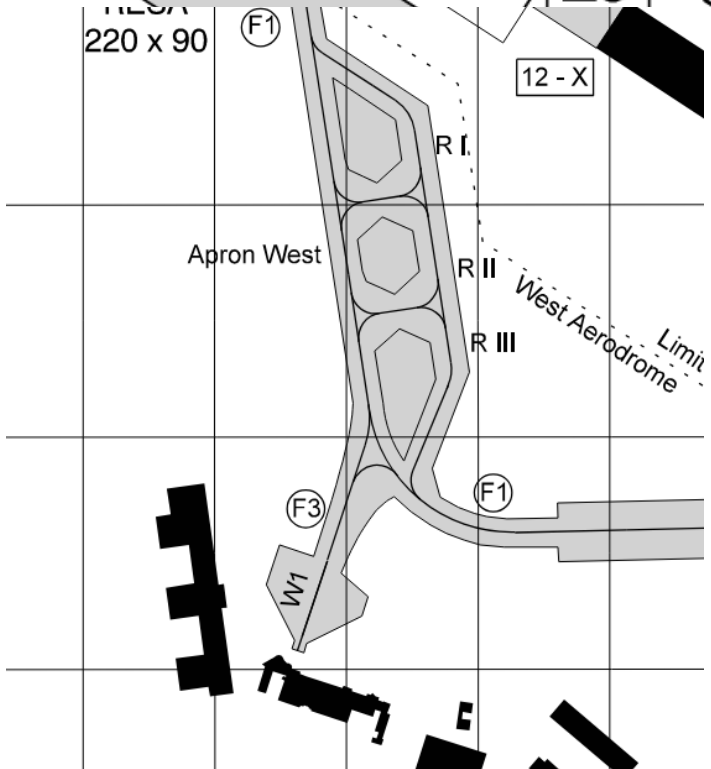
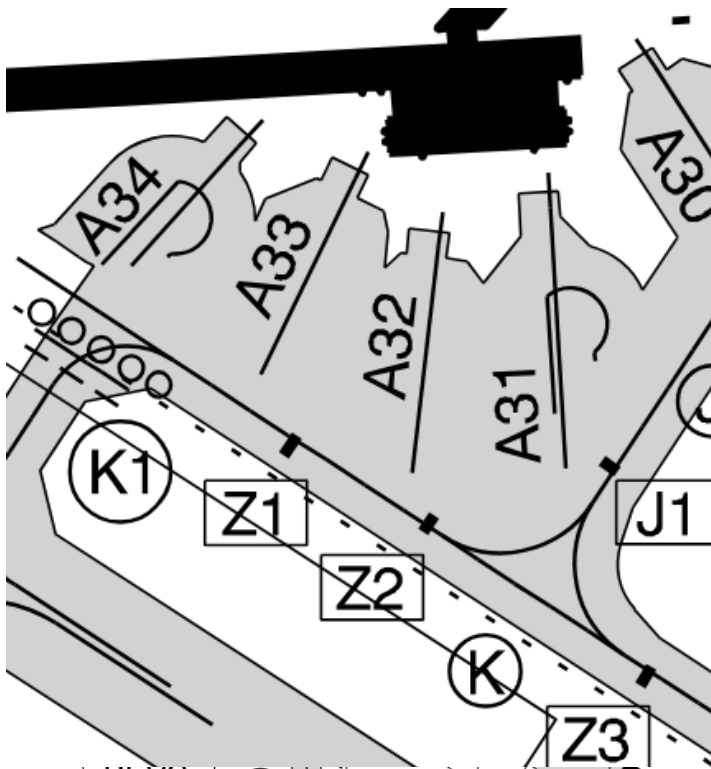
All cargo operators park at stands G120 - G137



### General aviation / Business jets & misc.

- In regards to GA, EKCH normally doesn't receive those. They normally prefer EKRK (Roskilde).  
However if/when they come to EKCH they park at either A31 - A34, G15 - G19 or if they are parked here for some time, at Apron West.
- VIPs (i.e. state visit, royals, pop-groups) always park at W1 (Wilhelm Lauritzen Terminal)
- Bizz-jets normally park at A31 - A34 or in case of long term parking, at Apron West

- Helicopters park at G110 or G111





# Euroscope shortcuts

The below table shows the most used/useful shortcuts in Euroscope:

Action needed	Shortcut command	Types of text for action
Get the weather	F2 + Airport ICAO	.QD ekbi
Ask an A/C to contact you	'Home' btn. -> click tag	.contactme -> click tag
Center to an airport	NIL	.center ekbi
Call a supervisor	NIL	.wallop [regarding C/S] [message]
Write a remark on a pilot	'Insert' btn. [write remark/leave empty] -> click tag	.QS [write remark/leave empty] -> click tag
Write on ATC channel	NIL	/[Message]
Closing soon / on a break	NIL	.break
Not closing / back from break	NIL	.nobreak
Open SCT files	F1 + number	1 = EKCH GND 2 = EKCH APP 3 = EKDK 4 = EKBI GND 5 = EKBI APP 6 = EKYT GND 7 = EKYT APP 8 = Ground view (General)
To find a given WP or A/C	F1 + F [WP Name / A/C callsign]	.find [WP Name / A/C callsign]
Open or create a flightplan	F1 + A -> click tag	.am -> click tag
Get information on frequency pilot is monitoring	F1 + I -> click tag	.inf -> click tag
Private msg to any station or plane	F1 + C [Callsign/click tag]	.chat [Callsign/click tag]
Get the distance between two A/C	F1 + D -> click both tags	.distance -> click both tags
Seperation tool between two A/C	F1 + S -> click both tags	.sep -> click both tags

Watch the A/C flight strip in chat window	F6	NIL
Switch between open SCT	F7	NIL
Change A/C voice option	F9 + T / V / R -> click tag	.QB + T / V / R -> click tag T = Text only V = Voice R = Recive only

All commands can be found on the official ES site. Please note that not all commands functions properly with our setup, and some shouldn't be used at all! [Command line reference](#)

DO NOT use the 'Busy mode', major conflicts can happen if a supervisor needs your attention, or other ATC for coordination!

A full list of all the shortcuts can be found here, as a guide on how to edit these: [Editing and function keys](#)



# Custom ALIAS Files

## General

The ALIAS file describes all the . (dot) shortcuts for Text pilots in Euroscope.

The file is located in: EKDK > Alias folder

It is highly recommended that all controllers make their edits or at least personalize the file to make it fit your exact needs.

## How to edit

### Basic structure

The file itself is split up in different sections to make it easier to edit and read. All these categories are defined with:

```
;*** [Name] ***
```

The commands itself are defined with:

```
.[command] [Text to be inserted]
```

An example could be:

```
;*** A_TWR ***  
.conapp Winds are $wind, runway $arrwy, continue approach, you're number $2
```

To automatically insert values following codes are used:

Wind	\$wind
Arrival Runway	\$arrwy
STAR	\$star

SID	\$sid
QNH	\$altim([ICAO])
SSR Code	\$squawk

## How to edit urself

You can enter as many new lines as you desire, just remember the basic lines as described above.

Once you are done simply save the document and remember to load it into Euroscope:

Open SCT > Load Aliases > Navigate to your Alias file.

If you have made a good file, or have some new entries, please share them with the Staff or @Jeppe S.

Then they might be uploaded here for sharing.

# Airspace Classes

CLASS	IFR / VFR	SEPERATION	SERVICE PROVIDED	SPEED LIMITATION	RADIO COMM.	TRANSPONDER	CLR
A	IFR	All Traffic	Air traffic control service		Continuou s two-way	A + C	Yes
B	IFR	All Traffic	Air traffic control service		Continuou s two-way	A + C	Yes
	VFR	All Traffic	Air traffic control service		Continuou s two-way	A + C	Yes
C	IFR	IFR from IFR IFR from VFR	Air traffic control service		Continuou s two-way	A + C	Yes
	VFR	VFR from VFR	Air traffic control service for separation from IFR. VFR/VFR: Traffic information traffic avoidance advice on request	250 KT IAS below FL 100	Continuou s two-way	A + C	Yes

CLASS	IFR / VFR	SEPERATION	SERVICE PROVIDED	SPEED LIMITATION	RADIO COMM.	TRANSPONDER	CLR
D	IFR	IFR from IFR	Air traffic control service. Traffic information about VFR flights, and traffic avoidance advice on request	250 KT IAS below FL 100	Continuous two-way	A + C	Yes
	VFR	None	Air traffic control service. Traffic information about VFR and IFR flights, and traffic avoidance advice on request	250 KT IAS below FL 100	Continuous two-way	Above FL 95 TMZ	Yes
E	IFR	IFR from IFR	Air traffic control service Traffic information about VFR flights as far as practical	250 KT IAS below FL 100	Continuous two-way	A + C	Yes
	VFR	None	Flight information service. Traffic information as far as practical	250 KT IAS below FL 100	Above FL 95 **RMZ	Above FL 95TMZ	No

CLASS	IFR / VFR	SEPERATION	SERVICE PROVIDED	SPEED LIMITATION	RADIO COMM.	TRANSPONDER	CLR
F	IFR	IFR from IFR	Air traffic advisory service and flight information	250 KT IAS below FL 100	Continuous two-way	A + C	No
	VFR	None	Flight information service	250 KT IAS below FL 100 140 KT IAS VMC minima	No	Above FL 95 *TMZ	No
G	IFR	None	Flight information service	250 KT IAS below FL 100	Continuous two-way	A + C	No
	VFR	None	Flight information service	250 KT IAS below FL 100 140 KT IAS VMC minima	Above FL 95 **RMZ Two-way in TIZ		No

# Split Apron Operation

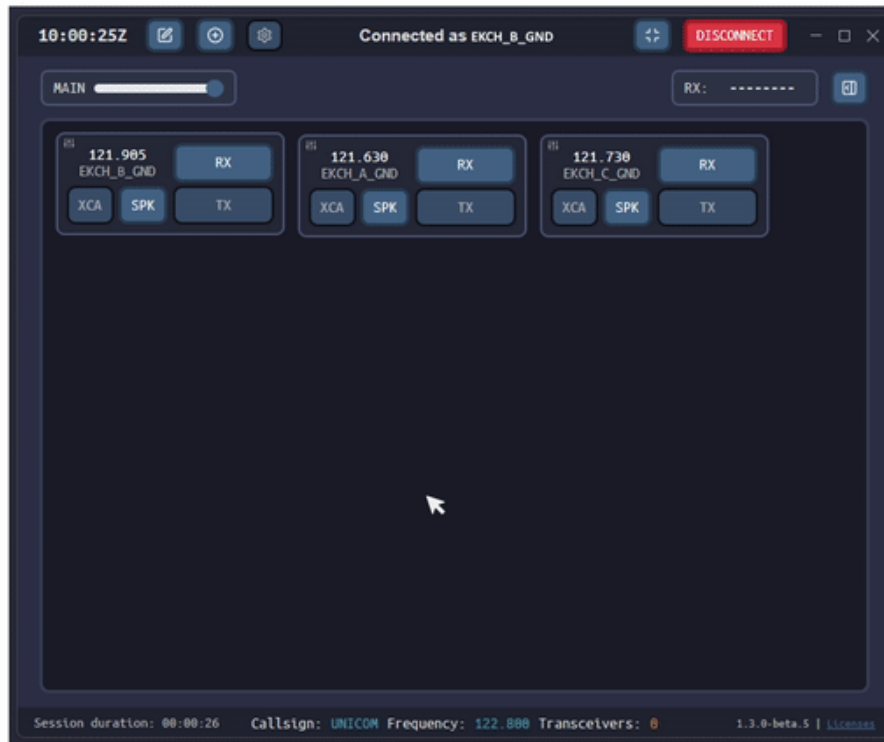
Split Apron Quick Reference Sheet

Copenhagen FIR

## 1. Setup



- Enable RX+TX on YOUR frequency, Volume 100%
- Enable RX on the OTHER frequency, Volume 25-35% or as desire



## 2. Coordination

### 2.1 Coordination procedures are as follows:

- First aircraft to get the instruction, is generally first and has the right of way.
- Listen to the other controller's frequency to start alerted on flights, and to identify when there is a pause in transmissions to coordinate.
- WHEN needing to coordinate, listen for a break in his frequency, and state the coordination request DIRECTLY and without DELAY.

### 2.2 Inbounds

- Before you give an inbound taxi instruction, make sure that no traffic already taxiing is conflicting.
- Before clearing into a stand, ensure that no pushbacks are in progress.
- If you are first, and give a longer taxi instruction, look for conflicts and highlight them to the other controller if you have not positively heard that it's been seen.
- 22L in use: Consider inbounds via B to M alley, to hold short of M, due to the length of the taxi duration.

- 04L in use: Consider inbounds to CPH GO to hold short of W, due to the length of the taxi duration.

### 2.3 Outbounds

- Before approving a pushback, ensure no already taxiing inbounds are crossing the pushback path.
- If you are first, and give a longer taxi instruction, look for conflicts and highlight them to the other controller if you have not positively heard that it's been seen

## 4. Special rules

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Following rules must be adhered to:

- S3, S4 and Y2 must NOT be used for pushback unless specifically coordinated.
- TWY S between TWY V and TWY W, may **NOT** be used for OUTBOUNDS
- TWT V shall only be used eastbound (Towards 22L) unless otherwise coordinated. TWY W remains omnidirectional.

## 5. Appendix

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**Precise usage of STANDARD TAXI ROUTES is absolutely crucial**