

AA+AD - Operation

Containing **Description, Operational Procedures** and **Submenus** of the scope called **AA+AD**.....

1. CLR DEL

1.1 Overview

- Scope name: **AA+AD**,
- Used by: **EKCH_A_GND, EKCH_B_GND, EKCH_C_GND**

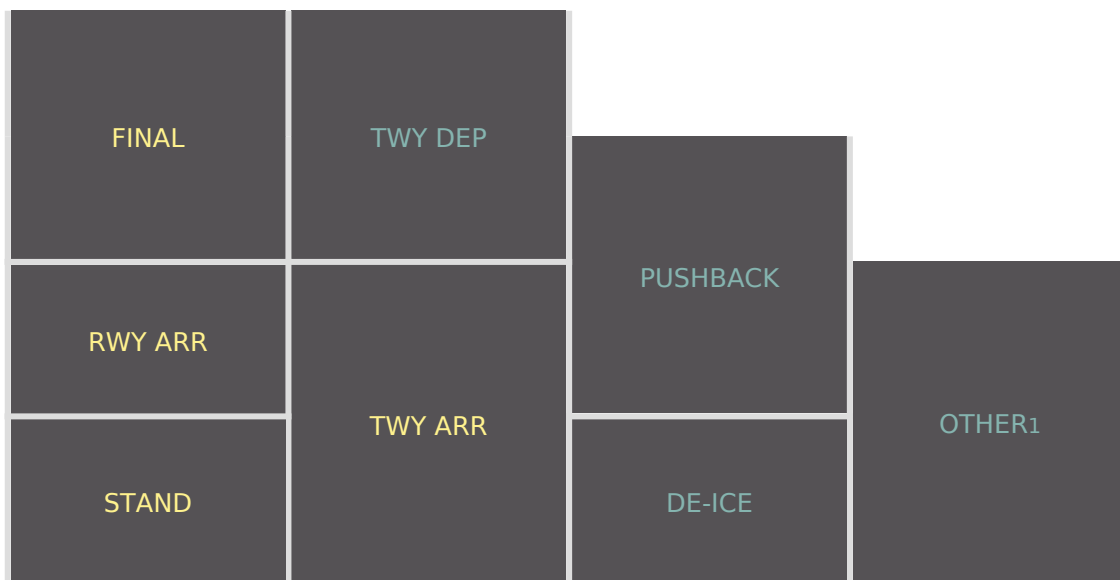
[PIC]

AA+AD scope is used by any apron frequency, and contains all relevant tasks for performing both inbound and outbound responsibilities.

If a split apron is sensed, the scope is exanded into **APRON DEP** and **APRON ARR** which contains same features but relevant bays expanded. **APRON ARR** and **APRON DEP** will not be expanded upon as they contain identical information as this chapter.

1.2 Scope Design

Column 1 (ARR INFO)	Column 2 (TAXI MOVEMENT)	Column 3 (START/PUSH)	Column 4 (DEL)
MESSAGES	TWY DEP	STARTUP	SAS1
			NORWEGIAN1



1. 1: Categories combined under *PLANNED DEP*
2. *MESSAGES FINAL* and *RWY ARR* will not be expanded upon. Refer to chapter 2 for details on *MESSAGES*.

1.3 PLANNED DEP

Column 4 and the bays associated (OTHERS, SAS, NORWEGIAN) represents planned departures, for use in case there is no delivery or sequence planner is online, resulting in an apron controller providing the clearance.

The three planned departure bays work in an identical fashion as all other scope. Refer to [Chapter 3 - CLR DEL](#) for detailed information on its operation.

Exception for AA+AD scope includes:

- An ATC Clearance issued from AA+AD scope will immediately transfer to STARTUP bay for AA+AD and be assumed by the controller, enabling use of CDM tasks by AA+AD. See [Chapter 8 - CDM Operation](#) for more info.

1.4 STARTUP

The bay STARTUP is for aircraft who has received the ATC Clearance, and has reported ready for startup.

With exception of when ATC Clearance is issued by AA+AD, strips are transfered by previous controller, when released for startup.

Strip must be moved out of the STARTUP bay and into the PUSHBACK bay when a pushback instruction has been issued.

Strip design

- 1. **SI Field**: Click to **Accept** Transfer , or click to **Initiate** Transfer .
- 2. **Callsign**: Click to mark or open callsign menu.
- 3. **Type / WTC**: Click either to open "FPL MENU"
- 4. **STAND**: Click to open pushback map to assign release point.
- 5. **TSAT**: Click to update TOBT to current time. *Color coding as per [Chapter 8 - CDM Operation](#)*
- 6. **CTOT**: Informational only. *Color coding as per [Chapter 8 - CDM Operation](#)*
- 7. **DEPRWY**: Runway of Departure. Click to change.

		KLM18X	B738 PHPJK	A18	TSAT 1331 CTOT	22R															
ID	Name	Description	Bay																		
1	SI Field	Click to Accept Transfer  , Click to Initiate Transfer  .	STARTUP <table><tr><td>KLM18X</td><td>SI Field</td><td>A18</td><td>TSAT 1331</td><td>22R</td></tr><tr><td>KLM18X</td><td>SI Field</td><td>A18</td><td>TSAT 1331</td><td>22R</td></tr><tr><td>KLM18X</td><td>SI Field</td><td>A18</td><td>TSAT 1331</td><td>22R</td></tr></table>				KLM18X	SI Field	A18	TSAT 1331	22R	KLM18X	SI Field	A18	TSAT 1331	22R	KLM18X	SI Field	A18	TSAT 1331	22R
KLM18X	SI Field	A18	TSAT 1331	22R																	
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4	STAND	Click to open pushback map to assign release point.																			
5	TSAT	Click to update TOBT to current time. <i>Color coding as per <u>Chapter 8 - CDM Operation</u></i>																			

6	CTOT	Informational only. Color coding as per Chapter 8 - CDM Operation
7	DEPRWY	Runway of Departure. Click to change.

1.5 PUSHBACK

The bay PUSHBACK is for aircraft who has received pushback instruction.

A pushback release point (or a general direction) should be assigned if possible. Aircraft not requiring pushback should not be moved into this bay, but should remain in STARTUP bay until ready to taxi.

Strip design

1. **SI Field:** Informational only
2. **Callsign:** Click to mark or open callsign menu.
3. **Type / WTC:** Click either to open "FPL MENU"
4. **Release Point:** Click to open "Apron taxi map" to assign taxi limit.
5. **TSAT:** Informational only.
6. **CTOT:** Informational only. Color coding as per [Chapter 8 - CDM Operation](#)
7. **DEPRWY:** Runway of Departure. Click to change.

1.6 TWY DEP

The bay TWY DEP is unique in being the only one of its kind with **Two Sections**

This is important because there is a difference!

- The upper section of TWY DEP, is ONLY visible to APRON, and used for hold short instructions within apron
- The Lower section of TWY DEP, is ALSO visible to all TWR scopes, used for hold short of RWY 12/30.

NOTE: The purpose of this is not to overload TWR with Departure information until it is actually relevant.

Strip design

1. **SI Field:** Click to **Initiate** Transfer .
2. **Callsign:** Click to Mark.
3. **STAND** Informational only
4. **DE-ICE:** Informational that De-Ice is required. *Color coding as per [Chapter 9 - Specific Features](#)*
5. **HS:** Hold Short points (Clearance Limit)
6. **HP:** Holding Point assigned
7. **DEPRWY:** Runway of Departure. Click to change.

1.7 TWY ARR

The bay TWY ARR contains the inbound aircraft currently taxiing on a taxiway. The bay contains all strips, including the ones owned by TE/TW and GE/GW.

Aircraft remains in TWY ARR bay until on stand, after which they must be manually moved to the STAND bay.

Strip design

1. **SI Field:** Click to **Accept** Transfer .
2. **Callsign:** Click to Mark or open callsign menu.
3. **Type / WTC:** Click either to open "FPL MENU"
4. **ARRRWY:** Informational only
5. **HS:** Hold Short points (Clearance Limit)
6. **STAND** Informational only
7. **TBD**

1.8 STAND

The bay STAND contains the inbound aircraft which is on stand, and has been moved there MANUALLY by a controller.

Aircraft remains in STAND bay for 3 minutes after which the strip is removed from existence. the 3 minute delay allows controller to move aircraft back in case of inadvertant movement to STAND bay.

Strip design

1. ALL Informational

2. Operational Procedures



2.1 Startup and Pushback

A strip is transferred by SEQPLN (or EKCH_DEL), when startup is approved in accordance with TSAT requirements.

If neither of the above mentioned entities are online, APRON DEP must complete CDM procedures in accordance with Chapter 8.

Click on SI Field when aircraft call up, to confirm transfer, and approve a pushback. This you can do by one of three actions, specified below in order of most preferred:

- Click on STAND to select release point. Aircraft is automatically moved to PUSHBACK bay.
 - Click and drag aircraft to PUSHBACK bay. Select release point thereafter within 10 seconds.
 - Click and drop aircraft to PUSHBACK bay. Select release point thereafter within 10 seconds.

Once Pushback is complete and aircraft reports ready for taxi, you need to continue the process. This you can do by one of the three actions, specified below in order of most preferred:

- Click on RELEASE POINT to select taxi clearance limit. Aircraft is automatically moved to TWY DEP bay¹.
 - Click and drag aircraft to appropriate TWY DEP bay. Select taxi clearance limit thereafter.
 - Click and drop aircraft to appropriate TWY DEP bay. Select taxi clearance limit thereafter.

¹Strip is automatically put into Upper Section or Lower Section, depending on the clearance limit selected.

2.2 TWY DEP & Transfer.

Once aircraft goes to TWY DEP, you will see the SI Field being populated with the identifier for next position. The position takes "cross coupling" into account, so it will show GW (Ground West on 118.580) even if he is not online, but one of the tower controllers has crosscoupled the frequency.

Once aircraft approaches the clearance limit for transfer click on SI Field to initiate transfer, and ask aircraft to contact next frequency.

If the SI Field for whatever reason does not contain the correct next controller, manually select next frequency by one of two alternative options.

- Click on Aircraft and select TRF to open manual transfer dialogue (explaining in Chapter 2)
 - Click on Aircraft and select TW/TE/GW/GE in the small menu above

*NOTE: The second option does **NOT** transfer, but simply changes the unit on the SI field. You must still transfer.*

You must ensure that aircraft is in the Lower Section of TWY DEP before transferring!

You must move strips in correct order so bottom one is transfered first, to communicate correct sequence. to GE/GW.

2.3 Inbound Taxi

Inbound aircraft will be transfered to you cleared to the appropriate clearance limit in accordance with LAI. Once in contact, you must accept the strip, by clicing on SI field, and provide further taxi to stand.

It is NOT recommended to change the stand after transfer. The gate assignment system takes many factors into account in assigning stands.

If you really need to change stand clicking on the STAND field in the flightplan allows you to request a new stand. It is highly prefered to automatically request a stand

instead of manually selecting it.

Pilots should **NOT** be allowed to taxi to a preferred stand unless you are absolutely sure they will disconnect as soon as they arrive and will not return to the stand for another flight. Pilots can request stands via EFB.

Once aircraft approaches the stand, immediately move the strip to STAND bay, to clear up space.



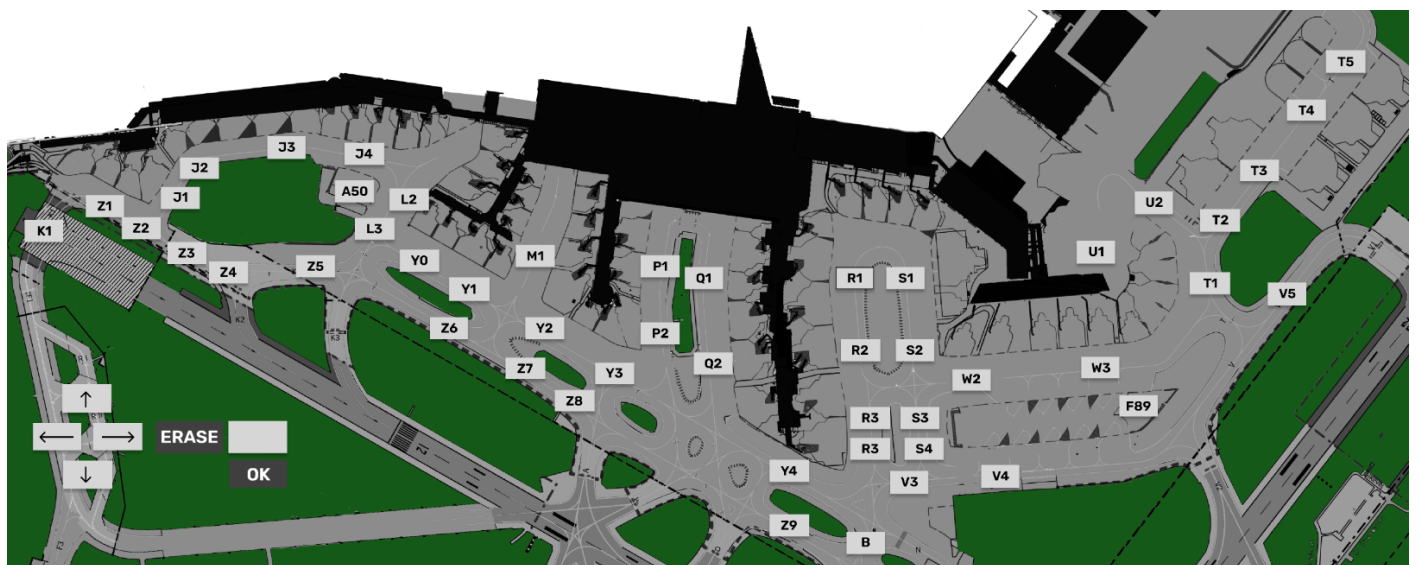
3. Menus & Dialogues



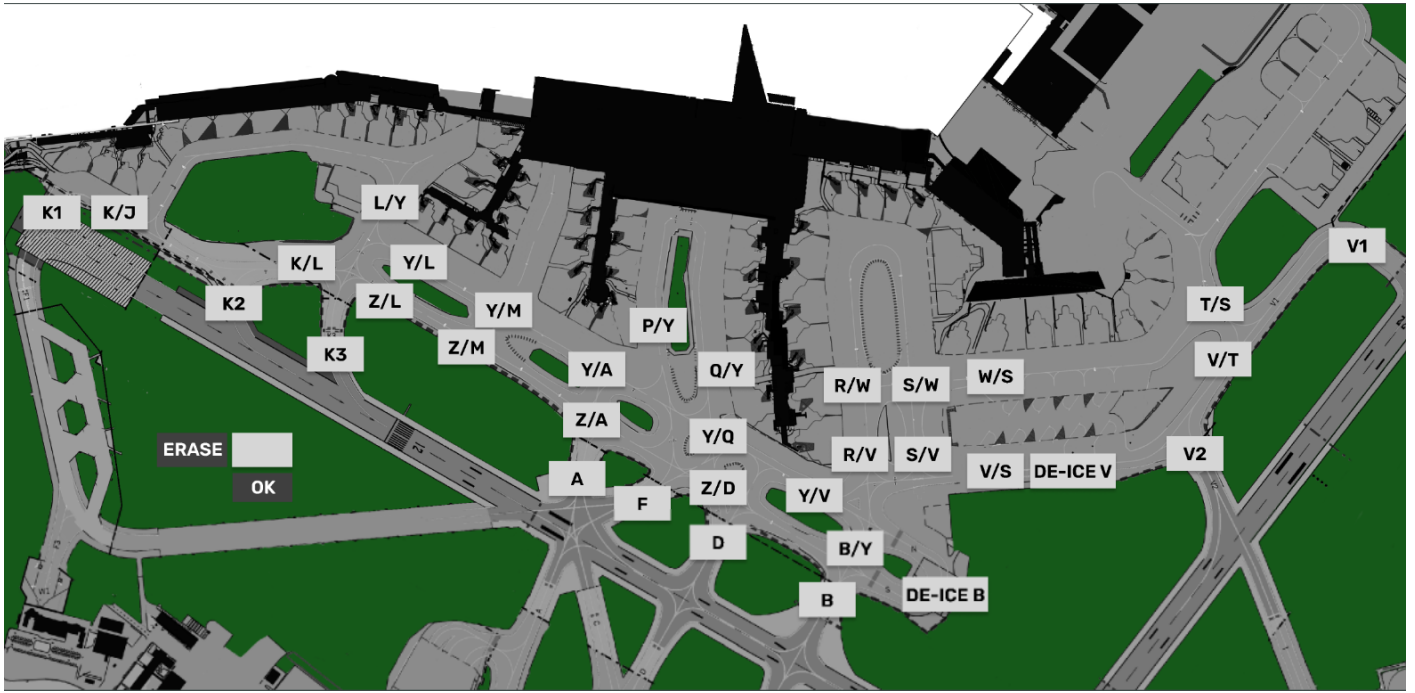
3.1 MEM AID

The ATC Clearance dialogue is divided into three sectors. Departure section, Arrival Section and general information.

3.2 APRON PUSHBACK MAP



3.3 APRON TAXI MAP



Revision #4

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