

Piarco FIR Coordination Manual

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By the Piarco FIR for use on VATSIM only



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COORDINATION

Co-ordination is the act of negotiation between two or more parties each vested with the authority to make executive decisions appropriate to the task being discharged. Co-ordination is effected when the parties concerned, on the basis of known intelligence, agree a course of action. Responsibility for obtaining the agreement and for ensuring implementation of the agreed course of action may be vested in one of the controllers involved.

Controllers should be aware that co-ordination between the parties involved can be upon aircraft that are either in receipt of, or about to be in receipt of, an air traffic service.

A controller may carry out co-ordination on behalf of another controller, provided that the traffic situation and time available are such that the controller being represented can put into effect any agreed actions.

Coordination is critical to the smooth operation of any Air Traffic Control facility and it is important that all controllers on VATSIM familiarize themselves with the proper operating procedures when another unit offering ATC is online.

GROUND AND TOWER/AERODROME [DEPARTURES]

When an aircraft submits a Flight Plan, the unit providing Ground Control service shall: -

1. Examine the Flight Plan to ensure compliance, and
2. Assign a SQUWK code

Remember that the information filed in a flight plan is only a request, and elements can be altered as deemed necessary.

On receipt of a request by a pilot in command of an aircraft to taxi, start-up, or push back and start-up, the unit providing Ground Control shall proceed to formulate an ATC clearance based on the request made by the pilot. This clearance should be formulated after coordinating with the Tower/Aerodrome Controller, or if absent the next higher unit on duty providing ATC within that area, or along the route of flight into whose airspace the aircraft will enter if applicable.

In the event no higher unit providing ATC is available, the unit providing Ground Control shall formulate an ATC clearance based on known information [Estimates, previous departures/clearances, route to be flown/area of operation, and level requested], and not anticipated traffic.

NB. It is essential that the unit issuing take-off clearance(s) be informed of the level and turn given to an aircraft by the unit providing Ground Control.

TOWER/AERODROME AND DEPARTURE [DEPARTURES]

When an aircraft becomes airborne, The unit providing Tower/Aerodrome Control shall notify the unit providing Departure Control of its departure time, turn, and any other restrictions which may have been given, **prior** to handing off the aircraft to that unit.

DEPARTURE CONTROL AND APPROACH AND/OR CENTRE CONTROL [DEPARTURES]

The unit providing Departure Control shall notify the unit providing Approach Control in the next territory or the Centre [In cases of flights above FL245] of any change in route or level, and the estimate for the shared boundary if applicable.

The unit providing Departure Control shall notify the next unit along the route of flight into whose airspace the aircraft will enter of the geographical position, level, time, or condition [Yours on contact] at which an aircraft will become their control **prior** to handing off the aircraft to that unit.

APPROACH CONTROL AND TOWER/AERODROME CONTROL [ARRIVALS]

Approach Control will co-ordinate with Aerodrome Control:

- a) Aircraft approaching to land; if necessary requesting landing clearance;
- b) Aircraft routing through or into the traffic circuit.

Approach Control may delegate the responsibility for co-ordination to Approach Radar Control.

Aerodrome Control shall co-ordinate with adjacent aerodromes to ensure that the traffic circuits do not conflict.

ESTIMATES

Estimates of active aircraft [Aircraft in flight] should be given to all following units along the route of flight into whose airspace the aircraft will be flown **prior** to the aircraft entering that airspace, and in a timely manner that would facilitate a smooth transition from one unit to another.

Controllers are reminded, an unattended connection as ATC can result in a suspension from VATSIM. While logged on as ATC, NEVER leave VRC unattended. If you are leaving the pc, it is advised you disconnect from VATSIM

***Also controllers are asked to ALWAYS be polite, respectful, courteous and cooperative to all pilots. It goes a very long way in helping the Piarco FIR ***