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## OPERATION OF AIRCRAFT

### GENERAL

#### PROCEDURE TO ACQUIRE ADDITIONAL AIRPORT AND ATNS ATC SERVICES OUTSIDE OF THE PUBLISHED HOURS OF OPERATION

- Λ Indicates changes.
- Λ This AIC replaces AIC 40A1A1 dated 1997-05-15.
- 1. There are many cases where requests are made for additional Airport and ATC services outside the normal published hours of operation e.g. due to change of schedules, ad hoc late or early arrivals or departures. In the same context requests for additional services are often made for airshows or special events.
- 2. The following procedures have been formulated in order to address each request in the most expeditious manner:
  - 2.1 Permanent changes to Airport and ATC (ATNS) Hours of operation.
    - Λ2.1.1 The applicant must route the request to the relevant Airport Authority who after **negotiation** must, where relevant in consultation with ATNS Head Office and the Civil Aviation Authority (CAA), approve or reject the request. The Airport Authority must then submit all relevant documentation to the CAA for publication. This procedure must be completed 56 days prior to the effective date of the change in hours of operation (to comply with the ICAO AIRAC procedure).
    - 2.2 Ad Hoc extensions to Airport and ATC (ATNS) Hours of operation.
      - Λ2.2.1 The applicant must route the request to the Airport Authority who must in consultation with the relevant ATNS ATSU (Officer in Charge or ATC Manager for that region or any person so delegated), approve or reject the request. Notification of the request must reach the Airport Authority at least 7 working days in advance of the intended effective date. Requests by operators involving an Ad Hoc additional or temporarily re-scheduled flight (not a delayed flight) may follow the above procedure.
      - Λ2.2.2 The provision of an ATC and associated Airport service outside of the published hours of operation of the aforementioned services will be left to the discretion of the relevant service providers, when the aircraft is delayed beyond the control of the pilot in command or the operator.
      - Λ 2.2.3 Also refer to RSA AIP Gen 3.3 page 7.
  - 2.3 Special events.
    - 2.3.1 The procedure as described in paragraph 2.1.1 must be adhered to.
  - Λ2.4 Payment for services rendered outside of published hours of operation should be discussed with the relevant service provider.

**COMMISSIONER FOR CIVIL AVIATION**