

Air Traffic Services Standards and Procedures (Instructions).

SA-CAR 172.03.12(h) and SA-CATS 172.03.12(4)

Preface

1 Purpose

- 1.1 The CATS-ATS contains standards and procedures which are intended to form the basis of Air Traffic Management Service Delivery (ATMSD) within the Republic of South Africa and supersedes the existing Air Traffic Control Instruction Manual (ATCI). The document is published for the instruction and guidance of civil air traffic controllers and is augmented by the unit/ sector specific Station Standing Instruction Manual. This document further serves as information for all users and service providers within the ATM system.

2 Amendments

Amendments will be published as the need arises and may be downloaded as replacement pages. Bold italics are used to indicate new or revised text.

3 Interpretation of Words

To avoid any misunderstanding within this document, certain words are to be interpreted as having specific meanings when they are the operative words in a standard or procedure.

'shall', 'is to', 'are to' and 'must'	Means that the instruction is mandatory.
'will'	Only used for informative or descriptive writing, e.g. 'pilots will file ' is not an instruction to the controller.
'may'	The instruction is permissive, optional or alternative, e.g. 'a controller may seek assistance ' but would not if he did not need it.
'should'	Means that it is strongly advisable that an instruction is carried out; it is recommended or discretionary. It is applied where the more positive 'shall' is unreasonable but nevertheless a controller would have to have a substantiated reason for not observing the recommended practice.
'miles'	Always refers to nautical miles.

4 Collective Words

To prevent excessive repetition in instructions, certain collective words have been adopted.

'Senior controller' The controller who at a particular time has full operational responsibility for an air traffic service unit. He could be the ACC supervisor, at one extreme, or simply an aerodrome controller on duty on his own.

***Note:** This however may not necessarily mean the ATC with the most years experience or the highest qualified rating ATC.*

Station Standing Instruction Manual The instructions to ATM SD personnel associated with a specific ATSU, produced locally and approved by operational management and referred to in conjunction with CATS-ATS.

'the CAA' Means the South African Civil Aviation Authority.

'authorised by the CAA' An authorisation in writing from the Commissioner Civil Aviation which augments the instructions and/or specifies exemptions.

5 Format

5.1 Page Numbering

Index, Contents and Sections 1 to 11 are numbered at the foot with the individual Section and page number.

5.2 Headings

5.2.1 Main subject headings are numbered. Where subjects have been expanded or qualified, bold headings have been inserted to break up the text. All the text under the main subject headings, including the material under the bold headings, belongs to that main subject heading.

5.2.2 When the development becomes rather lengthy or a new subject is evolving a separate main subject heading is provided.

5.3 Gender

In the interests of simplicity, any reference to the masculine gender or vice versa can be taken to mean either male or female.

6 References

The following source documentation was used in the compiling of this manual:

- ICAO Document 4444 - Procedures for Air Navigation Services Air Traffic Management.
- ICAO Document 8126 - Aeronautical Information Services Manual.
- ICAO Document 9328 - Manual of Runway Visual Range Observing and Reporting Practices.
- ICAO Document 9426 - Air Traffic Services Planning Manual.
- ICAO Document 9432 - Manual of Radiotelephony.

- ICAO Document 9476 - Manual of Surface Movement Guidance and Control Systems.
- ICAO Annex 11 - Air Traffic Services.
- ICAO Annex 15 - Aeronautical Information Services.
- ICAO Circular 211-AN/128 - Aerodrome Flight Information Service (AFIS) 1988
- CAP 493 (UK CAA) - Manual of Air Traffic Services Part 1.
- NAV Canada - Air Traffic Control Manual of Operations. 2002.
- Eurocontrol - Various Safety Reminder Messages.