



Advisory Circular

Subject: Contents of ATS Site Manual

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Table of contents

1.0	Introduction	3
1.1	Purpose	3
1.2	Applicability	3
1.3	Description of changes.....	3
2.0	References and requirements	3
2.1	Reference documents	3
2.2	Cancelled documents.....	3
2.3	Definitions and abbreviations	3
3.0	Background	5
4.0	Site Manual Content	5
4.1	Operational Location	5
4.2	Table of Contents	6
4.3	Record of Amendments	6
4.4	Copy Holders.....	6
4.5	Amendment Procedure	6
4.6	Organizational Structure	7
4.7	Certification and Approval	7
4.8	Types of Air Traffic Services	8
4.9	Airspace	8
4.10	Manoeuvring Area and Movement Area	8
4.11	Operational Information.....	9
4.12	Air Traffic Services - General	9
4.13	Air Traffic Advisory or Flight Information Services	10
4.14	Emergency Assistance Services.....	10
4.15	Agreements and Memoranda of Understanding	10
4.16	Airport Information.....	10
5.0	Information management	11
6.0	Document history	11
7.0	Contact us	11
	Appendix A – Example Tables of Content	12

Appendix B – Example Record of Amendments 14
Appendix C – Example Lists of Services..... 19
Appendix D – Example List of Agreements and MOUs..... 21

1.0 Introduction

- (1) This Advisory Circular (AC) is provided for information and guidance purposes. It describes an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

1.1 Purpose

- (1) The purpose of this document is to provide guidance on maintaining the content of Air Traffic Services (ATS) Site Manuals.

1.2 Applicability

- (1) This document applies to holders of ATS Operations Certificates issued in accordance with the *Canadian Aviation Regulations* (CARs) Part VIII.

1.3 Description of changes

- (1) Not applicable.

2.0 References and requirements

2.1 Reference documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
 - (a) [Aeronautics Act](#) (R.S.C., 1985, c. A-2)
 - (b) [Civil Air Navigation Services Commercialization Act](#) (S.C. 1996, c. 20)
 - (c) [Interpretation Act](#) (R.S.C., 1985, c.I-21); and
 - (d) Part VIII, Subpart 1 of the CARs — Contents of ATS Site Manual

2.2 Cancelled documents

- (1) This AC supersedes any previous direction, clarifications or interpretations issued with respect to maintaining or updating ATS Site Manuals.
- (2) By default, it is understood that the publication of a new issue of a document automatically renders any earlier issues of the same document null and void.

2.3 Definitions and abbreviations

- (1) The following **definitions** are used in this document:
 - (a) **Aerodrome Traffic:** is all traffic on the movement area of an aerodrome and all aircraft operating at or in the vicinity of the aerodrome (CARs 101.01).
 - (b) **Air Traffic Advisory Services:** the provision by an air traffic control unit or flight service station of aeronautical safety information, including aviation weather information and serviceability reports in respect of aerodromes and radio navigation aids, but does not include the provision of IFR air traffic control messages (CARs 101.01).
 - (c) **Air Traffic Control Services:** services, other than flight information services, provided for the purpose of:

- (i) preventing collisions between:
 - (A) aircraft
 - (B) aircraft and obstructions, and
 - (C) aircraft and vehicles on the manoeuvring area; and
- (ii) expediting and maintaining an orderly flow of air traffic (CANSCA).
- (d) **Air Traffic Control Unit:** means:
 - (i) an area control centre established to provide air traffic control service to IFR aircraft
 - (ii) a terminal control unit established to provide air traffic control service to IFR aircraft while they are being operated within a terminal control area, or
 - (iii) an air traffic control tower established to provide air traffic control service at an aerodrome (CARs 101.01).
- (e) **Air Traffic Services:** includes air traffic control services, advisory services and flight information services (CARs 101.01).
- (f) **ATS Operations Certificate:** means a certificate issued under Part VIII that authorizes its holder to operate an air traffic control unit or a flight service station (CARs 101.01).
- (g) **Emergency Assistance Services:** services provided for the purpose of:
 - (i) assisting aircraft in a state of emergency, including aircraft in the uncertainty, alert and distress phases
 - (ii) assisting aircraft involved in a hijacking, or
 - (iii) alerting rescue coordination agencies of missing or overdue aircraft (CARs 800.01).
- (h) **Flight Information Services:**
 - (i) the dissemination of aviation weather information and aeronautical information for departure, destination and alternate aerodromes along a proposed route of flight
 - (ii) the dissemination of aviation weather information and aeronautical information to aircraft in flight
 - (iii) the acceptance, processing and activation of flight plans and flight itineraries and amendments to and cancellations of flight plans and flight itineraries
 - (iv) the exchange of flight plan information with domestic or foreign governments or agencies or foreign air traffic services units, and
 - (v) the dissemination of information concerning known ground and air traffic (CARs 101.01).
- (i) **Flight Service Station:** means a ground station established to provide air traffic advisory services, flight information services and emergency assistance services for the safe movement of aircraft (CARs 101.01).
- (j) **Operational Location:** the physical location of an operational air traffic control unit or flight service station (CARs 800.01).
- (2) The following **abbreviations** are used in this document:
 - (a) **AC:** Advisory Circular

- (b) **ACC:** Area Control Centre
- (c) **ANS:** Air Navigation Services
- (d) **ANSP:** Air navigation services provider
- (e) **ATS:** Air Traffic Services
- (f) **CANSCA:** *Civil Air Navigation Services Commercialization Act*
- (g) **CARs:** *Canadian Aviation Regulations*
- (h) **FSS:** Flight Service Station
- (i) **ICAO:** International Civil Aviation Organization
- (j) **MOU:** Memorandum of Understanding
- (k) **RPAS:** Remotely Piloted Aircraft System; and
- (l) **TCCA:** Transport Canada Civil Aviation.

3.0 Background

- (1) ATS site manuals must be developed and maintained in accordance with the CARs. An ATS site manual documents how the holder of an ATS operations certificate complies with the requirements to provide air traffic services at an operational location. The issuance and validity of the ATS operations certificate depends on the approval of the related ATS site manual(s).
- (2) Section 801.07 of the CARs dictates the mandatory content of an ATS site manual, without being prescriptive about how that content should be arranged or presented. There have been numerous contacts between holders of ATS operations certificates and TCCA to clarify the regulatory requirements and agree on best practices for maintaining ATS site manuals.
- (3) This AC seeks to provide guidance about each regulatory requirement detailed in the CARs and to identify best practices. The terms “must” or “shall” are used when describing actions required by the CARs.

4.0 Site Manual Content

- (1) CARs 801.07 dictates the minimum content of an ATS site manual. It is permissible for the holder of an ATS Operations Certificate to develop additional requirements so long as they do not contradict the CARs or the *Aeronautics Act*.

4.1 Operational Location

- (1) Each operational location shall have an ATS site manual (CARs 801.07(1)). The operational location of the ATS site manual must be accurately described (CARs 801.05(2) (a)).
- (2) The operational location is the name and type of the ATS unit, as indicated in the ATS Operations Certificate, and the municipality and province or territory where the ATS unit is located. An acceptable way to describe the operational location is to include it in the title of the ATS site manual.
- (3) The following are examples of titles for ATS site manuals that accurately describe the operational location:
 - (a) ATS Site Manual - Moncton Area Control Centre, Riverview, New Brunswick
 - (b) Vancouver Control Tower, Richmond, British Columbia ATS Site Manual

- (c) ATS Site Manual for the Ottawa/Gatineau Flight Service Station, Gatineau, Québec
- (d) ATS Site Manual, Winnipeg Flight Information Centre, Winnipeg, Manitoba.

4.2 Table of Contents

- (1) Each ATS site manual shall contain a table of contents (CARs 801.07(2) (a)).
- (2) As a best practice, the table of contents should accurately reflect the structure and order of material in the ATS site manual.
- (3) Example tables of content are provided at Appendix A.

4.3 Record of Amendments

- (1) Each ATS site manual shall contain a record of any amendments to the manual (CARs 801.07(1)(b)(i)).
- (2) It is considered a best practice to describe each amendment so that it is possible to determine which part(s) of the ATS site manual were changed and the nature of the change(s). The date each amendment became effective should be included in the record of amendments.
- (3) The record of amendments must be cumulative.
- (4) An example of how to describe amendments and accumulate a record of amendments is provided at Appendix B.

4.4 Copy Holders

- (1) Each ATS site manual shall include a list of the holders of copies of the manual (CARs 801.07(2) (b) (ii)).
- (2) This list must identify which individual(s) maintain complete and accurate copies of the ATS site manual on behalf of the holder of the ATS Operations Certificate. These copies of the ATS site manual are for the purpose of complying with Part VIII of the CARs.
- (3) In addition to the individuals listed in (2) above, it is considered a best practice to include Transport Canada as a copy holder.
- (4) It is permissible for the copies referred to in (2) above to be in either print or electronic format. It is preferable for the Transport Canada copy to be in electronic format.

4.5 Amendment Procedure

- (1) When there is a change to any of the content, it is considered a best practice to update the manual with minimal delay so that it accurately reflects the air traffic services provided at the operational location.
- (2) Each ATS site manual shall include a description of the procedure for amending the manual (CARs 801.07(2) (b) (iii)).
- (3) It is considered a best practice for the amendment procedure to include a description of whether and how amended material is marked or indicated. This procedure should be the same for all ATS site manuals maintained by the holder of the Certificate, and should include a method for ensuring that only the most recent change(s) are marked or indicated in the copies referred to in 4.4 above.
- (4) It is considered a best practice for the amendment procedure to indicate who approves an amendment to the ATS site manual. This individual should be one of the individuals identified in the description of the organizational structure (see 4.6 below).

- (5) It is considered a best practice to provide a copy of the amended ATS site manual to Transport Canada within 14 calendar days of the date when any of the content changes. This copy should be sent to the Chief, ANS Operations, National Operations using the following email address:
 - (a) TC.ATS-SCA.TC@tc.gc.ca
- (6) It is permissible to describe all or part of the amendment procedure by referring to manuals or other documents rather than detailing the procedures themselves.

4.6 Organizational Structure

- (1) Each ATS site manual shall include a description of the organizational structure of the ATS unit management (CARs 801.07(2) (b) (iv)).
- (2) It is permissible to provide this description as an organizational chart.
- (3) The manager of the ATS unit who is responsible for the services provided by that unit is the “Unit Manager”. It is considered a best practice to identify the title of the Unit Manager, if it is different from “Unit Manager”.
- (4) It is considered a best practice to include the following in the description of the organizational structure:
 - (a) All managers who report to the Unit Manager
 - (b) The manager to whom the Unit Manager reports; and
 - (c) The full management structure below the managers listed in (a) above.
- (5) It is considered a best practice for the description to include the titles of the managers. If more than one individual has the same title, then the description should include how many individuals with that title are part of the organizational structure of the ATS unit.
- (6) If any of the positions described in the organizational structure is temporarily unstaffed, it is not necessary to amend the ATS site manual.
- (7) It is not required to identify the managers by name.

4.7 Certification and Approval

- (1) Each ATS site manual shall include a statement, signed by the holder of the ATS operations certificate, certifying that the manual is complete and accurate (CARs 801.07(2) (b) (v)).
- (2) It is considered a best practice for the statement referred to in (1) above to be signed by the accountable executive appointed in accordance with subsection 106.02(1) of the CARs.
- (3) Each ATS site manual shall include a statement, signed by the Minister, indicating that the Minister has approved the manual (CARs 801.07(2) (b) (vi)).
- (4) In accordance with the *Interpretation Act*, any of the following are authorized to sign the statement, referred to in (3) above, on behalf of the Minister:
 - (a) Director General, Civil Aviation
 - (b) Associate Director General, Civil Aviation
 - (c) Director, National Operations, Civil Aviation
 - (d) Chief, ANS Operations, National Operations; or
 - (e) Technical Team Lead, ATS, ANS Operations, National Operations.

4.8 Types of Air Traffic Services

- (1) Each ATS site manual shall indicate which air traffic services are provided by the ATS unit (CARs 801.07(1)).
- (2) The following types of services are specified in the definition of air traffic services:
 - (a) Air traffic control services
 - (b) Air traffic advisory services; and
 - (c) Flight information services.
- (3) The above list may not adequately specify the particular air traffic services provided by the ATS unit. For example, an ATS unit might provide only some of the services comprising the type of air traffic services. It is considered a best practice for the ATS site manual to list the specific air traffic services provided by the particular ATS unit. If any of the services is not defined in the Aeronautics Act, the CANSCA or the CARs, a definition should be provided in the ATS site manual.
- (4) Examples of how to indicate which air traffic services are provided by an ATS unit are provided in Appendix C.

4.9 Airspace

- (1) Each ATS site manual shall contain a description of the airspace and its classification (CARs 801.07(2) (c) (i)).
- (2) The description should detail the lateral and vertical limits of all airspace within which ATS are provided by the ATS unit. It is considered a best practice to define the lateral limits using named waypoints, nav aids or other geographic points defined in the Designated Airspace Handbook or the Canada Flight Supplement or by using geographic coordinates.
- (3) It is permissible to refer to airspace delineated in the Designated Airspace Handbook instead of providing a detailed description of the airspace. For example:
 - (a) Keppart ACC provides air traffic control service within all controlled airspace within the Keppart FIR as delineated in the Designated Airspace Handbook, with the exceptions and additions detailed below.
 - (b) Niceplace Tower provides air traffic control service within the Niceplace control zone as delineated in the Designated Airspace Handbook.
- (4) If the responsibility for provision of air traffic services, or other services, in certain airspace has been delegated from one ATS unit to another, then the airspace must be described in this part of the ATS site manual. It is permissible to refer to the agreement or MOU where the delegation of responsibility was formalized, instead of providing a detailed description of the vertical and lateral limits of the airspace, so long as the agreement or MOU provides a detailed description of the vertical and lateral limits of the delegated airspace in accordance with (2) above.
- (5) If an air traffic service (or services) is provided in only a part of the airspace, it is considered a best practice to describe the airspace and the service(s) provided there in the ATS site manual (see 4.12 – 4.14).

4.10 Manoeuvring Area and Movement Area

- (1) Where applicable, the ATS site manual shall contain a description of the manoeuvring area and the movement area of the airport (CARs 801.07(2) (c) (ii)).

- (2) Descriptions of the manoeuvring area(s) and the movement area(s) must be provided if the ATS unit concerned provides air traffic services to aerodrome traffic at one or more aerodromes. It is permissible to provide the description(s) as a visual depiction in the ATS site manual itself or to refer to a visual depiction provided in the Canada Flight Supplement, the Canada Air Pilot or a manual or document that can be immediately accessed wherever the copies of the ATS site manual are held (see 4.4). It is permissible for such manuals or documents to be either in print or electronic format.
- (3) If an air traffic service (or services) is provided on only a part of the manoeuvring or movement area, then the areas and the air traffic service(s) provided there should be described in the ATS site manual (see 4.12 – 4.14).

4.11 Operational Information

- (1) Each ATS site manual shall contain a description of a system to ensure that any operational information necessary for operational staff to perform their duties or functions is available on a daily basis (CARs 801.07.02(c) (iii)).
- (2) It is permissible for the description to specify which manuals, agreements, MOUs, aeronautical charts and other documents provide operational information and how this material is made available.
- (3) It is considered a best practice for the description to include any procedures for ensuring operational personnel are aware of new or changed operational information prior to performing operational duties or functions. For this purpose, it is permissible to refer to manuals or other documents rather than detailing the procedures themselves, so long as they can be immediately accessed wherever the copies of the ATS site manual are held (see 4.4). It is permissible for such manuals or documents to be either in print or electronic format.

4.12 Air Traffic Services - General

- (1) As explained in 4.13 and 4.14 below, the procedures for air traffic advisory services, flight information services and emergency services must be described. It is considered a best practice for the ATS site manual to also describe the procedures used to provide any specific services listed in accordance with 4.8. It is permissible to describe procedures by referring to manuals or other documents rather than detailing the procedures themselves.
- (2) The following are examples of how procedures could be described:
 - (a) Air traffic services personnel use the provisions, standards, procedures and guidelines contained in the Canadian Aviation Regulations, the ANSP Management Manual, the ANSP Weather Observation Manual, the ANSP ATS Procedures Manual, the Niceplace Emergency Procedures Manual, applicable agreements and MOUs, management directives and the Niceplace Airport Operations Manual to provide ATS services.
 - (b) Vehicle control service on the Main Apron and taxiways A, B, C and D is provided in accordance with the ANSP Flight Services Manual and the Niceplace Airport Operations Manual.
 - (c) Surface Weather Observations are provided in accordance with the Canadian Aviation Regulations, the ANSP ATS Manual, the ANSP Weather Observation Manual and the Niceplace Unit Operations Manual.

4.13 Air Traffic Advisory or Flight Information Services

- (1) If Air Traffic Advisory or Flight Information Services are provided by the ATS unit, the ATS site manual shall include a description of the procedures for providing those services (CARS 801.07(2) (d)).
- (2) It is permissible to refer to manuals or other documents rather than providing descriptions of the procedures themselves. See 4.12 for examples.

4.14 Emergency Assistance Services

- (1) Each ATS site manual shall include a description of the procedures for providing emergency assistance services (CARS 801.07(2) (e)).
- (2) It is permissible to refer to manuals or other documents rather than providing descriptions of the procedures themselves. See 4.12 for examples.

4.15 Agreements and Memoranda of Understanding

- (1) Each ATS site manual shall include a copy of any agreements or MOUs relating to the operation of the ATS unit (CARs 801.07(2) (f)).
- (2) All agreements and MOUs relating to the air traffic services provided by the ATS unit must be included (see 4.8).
- (3) It is permissible to provide a list of the agreements and MOUs instead of incorporating them into the ATS site manual itself, so long as they can be immediately accessed wherever the copies of the ATS site manual are held (see 4.4). It is considered a best practice for such a list to include the name of the agreement or MOU, the effective date and where the agreement or MOU can be accessed. It is permissible for the agreements or MOUs to be either in print or electronic format.
- (4) An example listing of agreements and MOUs is provided at Appendix D.

4.16 Airport Information

- (1) If the ATS unit is located at an airport, the ATS site manual shall contain the following information (CARs 801.07(2) (g)):
 - (a) Emergency response measures
 - (b) Airport safety measures
 - (c) Access to the movement area and vehicle control procedures
 - (d) Apron management plans and apron safety plans; and
 - (e) Information services in respect of runway surface friction characteristics.
- (2) It is permissible to refer to agreements, MOUs, manuals or other documents for the information listed in (1) above, rather than detailing the material in the ATS site manual itself, so long as they can be immediately accessed wherever the copies of the ATS site manual are held (see 4.4). It is permissible for such agreements, MOUs, manuals or other documents to be either in print or electronic format.
- (3) If the ATS unit is not located at an airport, but provides air traffic services to aerodrome traffic at that airport, it is considered a best practice to provide the information listed in (1) for that airport in the ATS site manual.

5.0 Information management

(1) Not applicable.

6.0 Document history

(1) Not applicable.

7.0 Contact us

For more information, please contact:

Chief, Flight Standards (AARTA)

E-mail: TC.FlightStandards-Normsvol.TC@tc.gc.ca

We invite suggestions for amendment to this document. Submit your comments to:

Civil Aviation Communications Centre

Telephone: 1-800-305-2059

E-mail: services@tc.gc.ca

Original signed by

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Director, Standards branch

Civil Aviation

Appendix A – Example Tables of Content (section 4.2)

(1) The following example could be used for an area control centre or a flight information centre:

- 1.0 General
 - 1.1 Certification and Approval
 - 1.2 List of Copy Holders
 - 1.3 Organizational Structure
 - 1.4 Acronyms and Definitions
- 2.0 Amendments
 - 2.1 Amendment Procedure
 - 2.2 Record of Amendments
- 3.0 Services
 - 3.1 Types of ATS Provided
 - 3.2 Procedures for providing ATS
 - 3.2.1 Air Traffic Advisory Services
 - 3.2.2 Flight Information Services
 - 3.2.3 Emergency Assistance Services
 - 3.2.4 Other Services
 - 3.3 Operational Information
- 4.0 Airspace
 - 4.1 General
 - 4.2 Airspace Delegated to Other ATS Units
 - 4.3 Airspace Delegated From Other ATS Units
- 5.0 Agreements and MOUs

(2) The following example could be used for an ATS unit that provides services at one or more aerodromes.

- 1.0 General
 - 1.1 Certification and Approval
 - 1.2 List of Copy Holders
 - 1.3 Organizational Structure
 - 1.4 Acronyms and Definitions
- 2.0 Amendments
 - 2.1 Amendment Procedure

- 2.2 Record of Amendments
- 3.0 Services
 - 3.1 Types of ATS Provided
 - 3.2 Procedures for providing ATS
 - 3.2.1 Air Traffic Advisory Services
 - 3.2.2 Flight Information Services
 - 3.2.3 Emergency Assistance Services
 - 3.2.4 Other Services
 - 3.3 Operational Information
- 4.0 Airspace
 - 4.1 General
 - 4.2 Airspace Delegated to Other ATS Units
 - 4.3 Airspace Delegated From Other ATS Units
- 5.0 Manoeuvring and Movement Areas
 - 5.1 Manoeuvring Areas
 - 5.2 Movement Areas
- 6.0 Airport Information
 - 6.1 Emergency Response Measures
 - 6.2 Airport Safety Measures
 - 6.3 Movement Area Access
 - 6.4 Vehicle Control Procedures
 - 6.5 Apron Management Plan
 - 6.6 Apron Safety Plan
 - 6.7 Runway Surface Friction Characteristics Information
- 7.0 Agreements and MOUs

Appendix B – Example Record of Amendments (section 4.3)

- (1) The following examples show the additions to the record of amendments for the fictional Kepcart ACC ATS Site Manual, covering various situations.
- (2) An agreement with Kepcart Air Services is formalized, effective November 1, 2019. This is a new agreement.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services

- (3) A new agreement with Sumspot ACC is formalized, updating the existing one, effective November 7, 2019.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures

- (4) The agreement with Flyhigh Skydivers is cancelled, effective November 14, 2019.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures
2019-11-14	Agreement with Flyhigh Skydivers cancelled

- (5) Appendix A of the arrangement with Somewhere ACC is amended, effective November 21, 2019.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures
2019-11-14	Agreement with Flyhigh Skydivers cancelled
2019-11-21	Appendix A of the arrangement with Somewhere ACC amended to update the depiction of sector boundaries in Somewhere and Kepcart ACCs

- (6) Appendix B of the agreement with Cartkep ACC is amended, effective November 28, 2019. Among other changes, the coordinates of the airspace delegated to Kepcart ACC were revised. In this fictional ATS site manual, the airspace within which Kepcart ACC provides ATS is described in section 4.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures

2019-11-14	Agreement with Flyhigh Skydivers cancelled
2019-11-21	Appendix A of the arrangement with Somewhere ACC amended to update the depiction of sector boundaries in Somewhere and Kepcart ACCs
2019-11-28	Appendix B of the agreement with Cartkep ACC amended to revise hand-off points and procedures and to increase the amount of airspace delegated to Kepcart ACC
	4.3 amended to reflect new boundaries of airspace delegated to Kepcart ACC from Cartkep ACC

- (7) The agreement with Flynow Air Services expires without being renewed. The expiry date of the agreement is December 14, 2019.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures
2019-11-14	Agreement with Flyhigh Skydivers cancelled
2019-11-21	Appendix A of the arrangement with Somewhere ACC amended to update the depiction of sector boundaries in Somewhere and Kepcart ACCs
2019-11-28	Appendix B of the agreement with Cartkep ACC amended to revise hand-off points and procedures and to increase the amount of airspace delegated to Kepcart ACC
	4.3 amended to reflect new boundaries of airspace delegated to Kepcart ACC from Cartkep ACC
2019-12-14	Agreement with Flynow Air Services expired

- (8) Flynow Air Services formalizes an agreement effective January 8, 2020. The new agreement is the same as the one that expired; however, since the previous Agreement expired, this is considered a new agreement.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures
2019-11-14	Agreement with Flyhigh Skydivers cancelled
2019-11-21	Appendix A of the arrangement with Somewhere ACC amended to update the depiction of sector boundaries in Somewhere and Kepcart ACCs
2019-11-28	Appendix B of the agreement with Cartkep ACC amended to revise hand-off points and procedures and to increase the amount of airspace delegated to Kepcart ACC
	4.3 amended to reflect new boundaries of airspace delegated to Kepcart ACC from Cartkep ACC
2019-12-14	Agreement with Flynow Air Services expired
2020-01-08	New agreement with Flynow Air Services

- (9) Appendix B and D of the arrangement with Niceplace Tower are updated, effective February 24, 2020.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures
2019-11-14	Agreement with Flyhigh Skydivers cancelled
2019-11-21	Appendix A of the arrangement with Somewhere ACC amended to update the depiction of sector boundaries in Somewhere and Kepcart ACCs
2019-11-28	Appendix B of the agreement with Cartkep ACC amended to revise hand-off points and procedures and to increase the amount of airspace delegated to Kepcart ACC
	4.3 amended to reflect new boundaries of airspace delegated to Kepcart ACC from Cartkep ACC
2019-12-14	Agreement with Flynow Air Services expired
2020-01-08	New agreement with Flynow Air Services
2020-02-24	Appendix B of the arrangement with Niceplace Tower amended to incorporate procedures for automatic control transfer from Kepcart ACC to Niceplace Tower and Appendix D updated to depict the agreed control transfer points

- (10) Kepcart ACC agrees to provide an “air notification” service by agreement with certain operators in a portion of their area of responsibility. In this fictional ATS site manual, definitions are listed in section 1.4, the services provided by Kepcart ACC are listed in section 3.1, related procedures are in 3.2 and the airspace within which Kepcart ACC provides ATS is described in section 4.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures
2019-11-14	Agreement with Flyhigh Skydivers cancelled
2019-11-21	Appendix A of the arrangement with Somewhere ACC amended to update the depiction of sector boundaries in Somewhere and Kepcart ACCs
2019-11-28	Appendix B of the agreement with Cartkep ACC amended to revise hand-off points and procedures and to increase the amount of airspace delegated to Kepcart ACC
	4.3 amended to reflect new boundaries of airspace delegated to Kepcart ACC from Cartkep ACC
2019-12-14	Agreement with Flynow Air Services expired
2020-01-08	New agreement with Flynow Air Services
2020-02-24	Appendix B of the arrangement with Niceplace Tower amended to incorporate procedures for automatic control transfer from Kepcart ACC to Niceplace Tower and Appendix D updated to depict the agreed control transfer points

2020-03-01	3.1 Updated to include provision of new “Air Notification” service; 3.2.4 (f) added to indicate that the procedures are in the Unit Operations Manual; definition of “air notification service” added to 1.4; 4.1 (c) added to describe where air notification services are provided
	New Appendix E added to the Agreement with Kepcart Air Services to include air notification service
	Appendix C of the Agreement with ABC Airlines updated to include air notification service
	Agreement with Flynow Air Services amended to include air notification service

- (11) The arrangement with Goodplace ACC is updated, including the removal of Appendix C which delegated airspace to Kepcart ACC. The updated arrangement is effective on April 8, 2020. In this fictional ATS site manual, the airspace within which Kepcart ACC provides ATS is described in section 4.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures
2019-11-14	Agreement with Flyhigh Skydivers cancelled
2019-11-21	Appendix A of the arrangement with Somewhere ACC amended to update the depiction of sector boundaries in Somewhere and Kepcart ACCs
2019-11-28	Appendix B of the agreement with Cartkep ACC amended to revise hand-off points and procedures and to increase the amount of airspace delegated to Kepcart ACC
	4.3 amended to reflect new boundaries of airspace delegated to Kepcart ACC from Cartkep ACC
2019-12-14	Agreement with Flynow Air Services expired
2020-01-08	New agreement with Flynow Air Services
2020-02-24	Appendix B of the arrangement with Niceplace Tower amended to incorporate procedures for automatic control transfer from Kepcart ACC to Niceplace Tower and Appendix D updated to depict the agreed control transfer points
2020-03-01	3.1 Updated to include provision of new “Air Notification” service; 3.2.4 (f) added to indicate that the procedures are in the Unit Operations Manual; definition of “air notification service” added to 1.4; and 4.1 (c) added to describe where air notification services are provided
	New Appendix E added to the Agreement with Kepcart Air Services to include air notification service
	Appendix C of the Agreement with ABC Airlines updated to include air notification service
	Agreement with Flynow Air Services amended to include air notification service
2020-04-08	Arrangement with Goodplace ACC amended to remove delegation of airspace from Goodplace to Kepcart ACC; Appendix C, which formalized the delegation and depicted this airspace, is deleted

	4.3 amended to remove airspace formerly delegated to Kepcart ACC from Goodplace ACC
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(12) There is a change to the management structure at Kepcart ACC. In this fictional ATS site manual, the organizational structure is described in section 1.3.

Effective Date	Amendment
2019-11-01	New agreement with Kepcart Air Services
2019-11-07	Agreement with Sumspot ACC amended to incorporate “voiceless” hand-off procedures
2019-11-14	Agreement with Flyhigh Skydivers cancelled
2019-11-21	Appendix A of the arrangement with Somewhere ACC amended to update the depiction of sector boundaries in Somewhere and Kepcart ACCs
2019-11-28	Appendix B of the agreement with Cartkep ACC amended to revise hand-off points and procedures and to increase the amount of airspace delegated to Kepcart ACC
	4.3 amended to reflect new boundaries of airspace delegated to Kepcart ACC from Cartkep ACC
2019-12-14	Agreement with Flynow Air Services expired
2020-01-08	New agreement with Flynow Air Services
2020-02-24	Appendix B of the arrangement with Niceplace Tower amended to incorporate procedures for automatic control transfer from Kepcart ACC to Niceplace Tower and Appendix D updated to depict the agreed control transfer points
2020-03-01	3.1 Updated to include provision of new “Air Notification” service; 3.2.4 (f) added to indicate that the procedures are in the Unit Operations Manual; definition of “air notification service” added to 1.4; and 4.1 (c) added to describe where air notification services are provided
	New Appendix E added to the Agreement with Kepcart Air Services to include air notification service
	Appendix C of the Agreement with ABC Airlines updated to include air notification service
	Agreement with Flynow Air Services amended to include air notification service
2020-04-08	Arrangement with Goodplace ACC amended to remove delegation of airspace from Goodplace to Kepcart ACC; Appendix C, which formalized the delegation and depicted this airspace, is deleted
	4.3 amended to remove airspace formerly delegated to Kepcart ACC from Goodplace ACC
2020-07-12	1.3 updated to reflect number of shift managers being increased from 6 to 7 and to reflect the creation of a Manager, Human Factors, who reports to the MACCO

Appendix C – Example Lists of Air Traffic Services (section 4.8)

- (1) Air traffic services provided by the Keqcart Flight Information Centre:

Air Traffic Control Services	<input type="checkbox"/>
Air Traffic Advisory Services	<input checked="" type="checkbox"/>
Flight Information Services	<input checked="" type="checkbox"/>

- (2) Niceplace Tower provides the following air traffic services: airport air traffic control services, air traffic advisory services, surface weather observation services and tower ATS surveillance services.

- (3) The following specific air traffic services are commonly provided by different types of ATS units. Services not defined in the Aeronautics Act, CARs or CANSCA are marked with an asterisk (*). If such services are listed, it is considered a best practice to define them in the ATS site manual.

(a) Area Control Centres:

- (i) Enroute air traffic control services (defined in CANSCA);
- (ii) Terminal air traffic control services (*);
- (iii) Oceanic air traffic control services (*);
- (iv) Aircraft movement information service (*);
- (v) Flight plan processing (*);
- (vi) Altitude reservation (*);
- (vii) Flight information services (defined in CARs);
- (viii) Alerting service (*); and
- (ix) Operation and monitoring of private communications equipment and NAVAIDs (*).

(b) Air Traffic Control Towers:

- (i) Airport air traffic control services (defined in CANSCA);
- (ii) Tower ATS surveillance service (*);
- (iii) Flight information services (defined in CARs);
- (iv) Limited aviation weather observation service (*);
- (v) Alerting service (*); and
- (vi) Operation and monitoring of private communications equipment and NAVAIDs (*).

(c) Flight Service Stations:

- (i) Flight information services (defined in CARs);
- (ii) Navigation services (*);
- (iii) Aerodrome advisory service (*);

- (iv) Remote aerodrome advisory service (*);
 - (v) Vehicle advisory service (*);
 - (vi) Remote vehicle advisory service (*);
 - (vii) Vehicle control service (*);
 - (viii) Remote vehicle control service (*);
 - (ix) Surface weather observation service (*);
 - (x) Flight information service en-route (*);
 - (xi) Pilot briefing service (*);
 - (xii) Pre-flight services (*);
 - (xiii) ICAO network communications (*); and
 - (xiv) Operation and monitoring of private communications equipment and NAVAIDs (*).
- (d) Flight Information Centres (*):
- (i) All services listed for Flight Service Stations;
 - (ii) Flight plan processing (*); and
 - (iii) RPAS coordination service (*).

Appendix D – Example List of Agreements and MOUs (section 4.15)

- (1) This example shows a possible way to list agreements and MOUs.
- (2) In some cases, it may be possible to amend appendices separately from the agreement or MOU as a whole. In such cases, the effective dates for the amended appendices should be listed in addition to the effective date for the agreement or MOU. The example shows how this could be indicated.

Title	Effective Date	Location
Kepcart ACC and Niceplace Tower	2017-10-03 Appendix B: 2020-02-24 Appendix D: 2020-02-24	Binder 2
Kepcart ACC and Somewhere ACC	2018-03-20 Appendix A: 2019-11-21	Binder 3
Kepcart ACC and Kepcart Air Services	2019-11-01 Appendix B: 2019-11-28	Binder 1
Kepcart ACC and Sunspot ACC	2019-11-07	Binder 3
Kepcart ACC and Flynow Air Services	2020-01-08	Binder 1
Kepcart ACC and Kepcart FSS	2020-03-01	Binder 2
Kepcart ACC and Goodplace ACC	2020-04-08	Binder 3