

CONTROLLER CHANGEOVER AIDE MEMOIRES

CRAFT - AERODROME



C

Controllers

- Current Responsibilities
 - Area Sectors – bandboxed? Splits?
 - Non-standard handoffs
 - Top-down owner?
-

R

Runways

- Runway(s) in Use
 - Closed Runways?
-

A

ATIS

- ATIS letter
 - Weather affecting ADC operations
-

F

Flow

- TWR – Gap strategy / agreed spacing
 - Flow restrictions (e.g. MDIs, departure checks)
 - Pre-notes/releases – Completed? Needed?
-

T

Traffic

- Strip/List statuses
- Coordinated Traffic

CONTROLLER CHANGEOVER AIDE MEMOIRES

PRAWNS - APPROACH



P

Pressure

- Pressure Setting(s) (High/Low)
 - Minimum Stack Level
-

R

Roles

- Approach responsibilities – Splits?
 - Adjacent Area Sectors – bandboxed? Splits?
 - Top-down responsibilities
-

A

Airports

- Runway(s) in Use
 - Gap strategy (i.e. agreed spacing)
-

W

Weather

- Visibility
 - Avoidance
 - Winds
-

N

Non-Standard Info

- Holding and EATs
 - Flow restrictions (e.g. MDIs, departure checks)
 - Amended or cancelled standing coordination
 - Non-Standard frequencies
-

S

Strips

- Transfer of TAGs
- Coordinated traffic
- Imminent, expected and predicted traffic levels & complexity

CONTROLLER CHANGEOVER AIDE MEMOIRES

PRAWNS - AREA



P

Pressure

- Pressure Settings (High/Low)
 - Minimum Stack Level
-

R

Roles

- Area Sectors – banded? Splits?
 - Top-down responsibilities
-

A

Airports

- Runways
-

W

Weather

- Turbulence
 - CB Activity
 - SIGMETs
 - Avoidance
 - Winds
-

N

Non-Standard Info

- Holding and EATs
 - Flow restrictions (e.g. MDIs, departure checks)
 - Amended or cancelled standing coordination
 - Military Activity
-

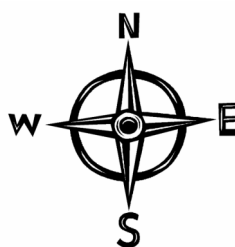
S

Strips

- Transfer of TAGs
- Coordinated traffic

CONTROLLER CHANGEOVER AIDE MEMOIRES

WEST - AREA



W

Weather

- Turbulence
- CB Activity
- SIGMETs
- Winds
- Pressure Settings (High/Low) and Minimum Stack Level
- Runway(s) in Use

E

Equipment

- RT/Intercom systems
- ATIS

S

Situation

- Mil Activity
- Holding
- Minimum Departure Intervals (MDIs)
- Staffing/Adjacent ATC

T

Traffic

- Traffic on frequency
- Pending Traffic
- Potential Traffic Conflicts