

CONTROLLER CHANGEOVER AIDE MEMOIRES

CRAFT - AERODROME



C	Controllers	<ul style="list-style-type: none">• Current Responsibilities• Area Sectors – bandboxed? Splits?• Non-standard handoffs• Top-down owner?
R	Runways	<ul style="list-style-type: none">• Runway(s) in Use• Closed Runways?
A	ATIS	<ul style="list-style-type: none">• ATIS letter• Weather affecting ADC operations
F	Flow	<ul style="list-style-type: none">• TWR – Gap strategy / agreed spacing• Flow restrictions (e.g. MDIs, departure checks)• Pre-notes/releases – Completed? Needed?
T	Traffic	<ul style="list-style-type: none">• Strip/List statuses• Coordinated Traffic

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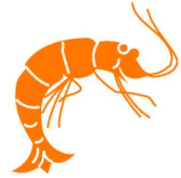
PRAWNS - APPROACH



P	Pressure	<ul style="list-style-type: none">• Pressure Setting(s) (High/Low)• Minimum Stack Level
R	Roles	<ul style="list-style-type: none">• Approach responsibilities – Splits?• Adjacent Area Sectors – bandboxed? Splits?• Top-down responsibilities
A	Airports	<ul style="list-style-type: none">• Runway(s) in Use• Gap strategy (i.e. agreed spacing)
W	Weather	<ul style="list-style-type: none">• Visibility• Avoidance• Winds
N	Non-Standard Info	<ul style="list-style-type: none">• Holding and EATs• Flow restrictions (e.g. MDIs, departure checks)• Amended or cancelled standing coordination• Non-Standard frequencies
S	Strips	<ul style="list-style-type: none">• Transfer of TAGs• Coordinated traffic• Imminent, expected and predicted traffic levels & complexity

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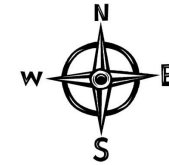
PRAWNS - AREA



P	Pressure	<ul style="list-style-type: none">• Pressure Settings (High/Low)• Minimum Stack Level
R	Roles	<ul style="list-style-type: none">• Area Sectors – bandboxed? Splits?• Top-down responsibilities
A	Airports	<ul style="list-style-type: none">• Runways
W	Weather	<ul style="list-style-type: none">• Turbulence• CB Activity• SIGMETs• Avoidance• Winds
N	Non-Standard Info	<ul style="list-style-type: none">• Holding and EATs• Flow restrictions (e.g. MDIs, departure checks)• Amended or cancelled standing coordination• Military Activity
S	Strips	<ul style="list-style-type: none">• Transfer of TAGs• Coordinated traffic

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WEST - AREA



W	Weather	<ul style="list-style-type: none">• Turbulence• CB Activity• SIGMETs• Winds• Pressure Settings (High/Low) and Minimum Stack Level• Runway(s) in Use
E	Equipment	<ul style="list-style-type: none">• RT/Intercom systems• ATIS
S	Situation	<ul style="list-style-type: none">• Mil Activity• Holding• Minimum Departure Intervals (MDIs)• Staffing/Adjacent ATC
T	Traffic	<ul style="list-style-type: none">• Traffic on frequency• Pending Traffic• Potential Traffic Conflicts