

# CONTROLLER CHANGEOVER AIDE MEMOIRES

## CRAFT - AERODROME



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



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## PRAWNS - APPROACH

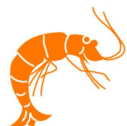


<b>P</b>	<b>Pressure</b>	<ul style="list-style-type: none"> <li>• Pressure Setting(s) (High/Low)</li> <li>• Minimum Stack Level</li> </ul>
<b>R</b>	<b>Roles</b>	<ul style="list-style-type: none"> <li>• Approach responsibilities – Splits?</li> <li>• Adjacent Area Sectors – bandboxed? Splits?</li> <li>•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



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## PRAWNS - AREA

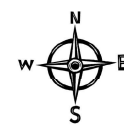


<b>P</b>	<b>Pressure</b>	<ul style="list-style-type: none"> <li>• Pressure Settings (High/Low)</li> <li>• Minimum Stack Level</li> </ul>
<b>R</b>	<b>Roles</b>	<ul style="list-style-type: none"> <li>• Area Sectors – bandboxed? Splits?</li> <li>• Top-down responsibilities</li> </ul>
<b>A</b>	<b>Airports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



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## WEST - AREA



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

