

Notes:

Tower Unit Evaluation Checklist

Operation

Evaluator:_____

Unit evaluated_____

(Contains ATCD and ATMD 2006-2)

Unit Evaluation Checklist - Procedures (ATSAMM)	
203 POSITION RESPONSIBILITY	
203.1 Managers shall ensure that unit guidelines are developed which provide direction for controllers or specialists to follow in the event they must vacate an operating position for relief purposes and no other qualified person is available to assume responsibility for the position. These guidelines shall:	☐ N/A ☐ OK ☐ OBS ☐ DEF
A. provide direction for operating personnel to follow; and B. conform with Airspace Structure, Classification and Use Regulations, so that users are not denied access to the airspace by virtue of the controller being temporarily absent.	
203.2 The unit manager shall develop for air traffic controllers and flight service specialists:	☐ N/A ☐ OK ☐ OBS ☐ DEF
A. procedures for: 1. transfer of position responsibility; 2. recording transfer of position responsibility where communication systems permit; and 3. electronic log-on, if the unit is equipped with automated log-on equipment; and B. a transfer of position checklist for each operational position.	
203.3 Managers may give personnel periods of relief by combining operating positions provided:	☐ N/A ☐ OBS ☐ DEF
A. current and anticipated workload permits; and B. the employee can be quickly recalled.	
203.6 Managers shall:	☐ N/A ☐ OK ☐ OBS ☐ DEF
A. provide a description of duties for each operating position within a unit in the Unit Operations Manual or within a sector in the Sector Operations Manual, as appropriate; B. indicate which position has the responsibility for directing the flow of traffic, if appropriate; and C. designate the assignment of controllers or flight service specialists to operating positions.	

204 UNIT DIRECTIVES	
204.1 Managers shall issue direction and information required for the efficient administration and operation of the unit in the form of: A. operations letters, for long term items related to: 1. the provision of air traffic services (e.g. control, coordination, communication, or equipment operating procedures; emergency procedures applicable to each sector or position of operation); or 2. the operation of aircraft (e.g. aircraft operating characteristics). B. operations bulletins, for short term items related to: 1. the same subjects as in A. 1 and A. 2; or 2. the amendment of current operations letters. C. staff memos for items of a non-operational nature (e.g. staff relations, unit housekeeping, administrative practices).	☐ N/A ☐ OK ☐ OBS ☐ DEF
204.2 Managers shall ensure that operations letters, operations bulletins, and staff memos are processed as follows: A. number each group separately and serially, with reference to the calendar year, beginning with number “1” for the first letter, the first bulletin and the first staff memo issued each year. B. each letter, bulletin and memo shall be signed by the manager; C. provide copies of current letters, bulletins, memos, and indexes listing the serial number, effective date, and subject of each, in a suitable binder or in an automated system, as appropriate; D. if an amendment is necessary: 1. for a bulletin or staff memo, cancel the original and issue a new one; and 2. for an operations letter: a. cancel the original and issue a new one; or	

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b. issue an operations bulletin that provides for a page replacement with changes identified by a vertical line beside the change and with the effective date of the change printed on that page. E. cancel letters, bulletins and memos when the directive or information is no longer applicable or has been published in another document. F. retain cancelled letters, bulletins and memos for a period of 7 years.	
205 MANDATORY BRIEFINGS	
205.1 Managers shall: A. determine if a particular item of new information has an operational effect on the service provided by the unit; and B. identify those items having such an effect as Mandatory Briefing items.	☐ N/A ☐ OK ☐ OBS ☐ DEF
205.3 Managers shall ensure that each controller or specialist, prior to assuming a position on or after the effective date of any Mandatory Briefing item, has been verbally briefed on items that directly affect separation minima, rules, procedures used to provide control service or procedures related to airport advisory service.	☐ N/A ☐ OK ☐ OBS ☐ DEF
205.4 Managers shall ensure that each controller or specialist, prior to assuming an operational position on or after the effective date of any other mandatory information, has: A. been verbally briefed; or B. read and signed off as understanding.	☐ N/A ☐ OK ☐ OBS ☐ DEF
208 FIRE PREVENTION AND FACILITY EVACUATION	
208.3 Managers shall develop and have in place procedures and processes which, in the event circumstances force evacuation of an ATS unit or office, ensure that:	☐ N/A ☐ OK ☐ OBS ☐ DEF
A. all aircraft are provided with the minimum service necessary to maintain flight safety; B. effective phase-down procedures and capabilities are in place at all locations; C. personnel can be evacuated safely; D. evacuation plans and procedures are viable and satisfactory; and E. a periodic review of evacuation plans and any necessary updates and changes are performed.	
209 OPENING AND CLOSING OPERATING POSITIONS	
209.1 Managers shall establish guidelines for the timely opening and closing of operating positions. These guidelines shall consider, but are not limited to, the following factors: A. current and anticipated traffic; B. available personnel; C. equipment status; D. necessary lead time for operational staff to return to the operations room; E. necessary lead time for configuration of communications and flight data to an operating position; F. establishment of time periods where standback supervision must be provided; G. actual and anticipated weather; H. necessary coordination with adjacent sectors or units; I. flow control alternatives; and J. other supervisory directives.	☐ N/A ☐ OK ☐ OBS ☐ DEF
210 AIRPORT OPERATIONS ADMINISTRATION	
211 UNIT PROCEDURES	
211.2 Managers shall coordinate the development of unit procedures if helicopter operations are routinely carried out.	☐ N/A ☐ OK ☐ OBS ☐ DEF
211.4 Managers shall develop unit procedures for the transfer of control and the transfer of communication between operating positions.	☐ N/A ☐ OK ☐ OBS ☐ DEF

211.7 Managers shall establish procedures which ensure that delays in opening units due to late arrival of staff are kept to a minimum and that users are informed as soon as possible of interruptions to advertised level of service. If another type of service is being provided, arrangements should be in place to provide for continuation of such service until the usual level of service is restored.	☐ N/A ☐ OK ☐ OBS ☐ DEF
211.15 Managers shall develop local start-up, standby and shutdown procedures for the ASDE, including any operational limitations.	☐ N/A ☐ OK ☐ OBS ☐ DEF

213 DISPLAY OF RUNWAY STATUS	
213.1 Managers shall develop local methods and procedures for displaying the status of any portion of the manoeuvring area released for other than normal use, unless otherwise directed.	☐ N/A ☐ OK ☐ OBS ☐ DEF
213.2 Managers shall clearly display, at appropriate operating positions, the usable length of runway remaining from each intersection from which an intersection takeoff may be made.	☐ N/A ☐ OK ☐ OBS ☐ DEF
213.3 Managers shall develop local procedures to enable the airport controller to determine that the runway is clear whenever operating during restricted visibility or at night.	☐ N/A ☐ OK ☐ OBS ☐ DEF

214 SIMULTANEOUS INTERSECTING RUNWAY OPERATIONS (SIRO)	
214.1 When instructed to implement LAHSO at the site level by the Director, IFR Operations or Director, Airport Operations, managers shall: A. prepare a LAHSO Operations Letter based on the airport operator's approval document issued by Transport Canada; B. provide written concurrence to the airport operator of the ATC LAHSO procedures that will be applied; C. ensure LAHSO training for controllers has been completed prior to the implementation date; and D. retain all LAHSO approval documents on file.	☐ N/A ☐ OK ☐ OBS ☐ DEF
214.2 Managers should include the following in a LAHSO Operations Letter: A. the approved LAHSO runway configuration; B. a diagram depicting the airport runway configuration; C. applicable weather limits; D. coordination and control transfer procedures if required;	☐ N/A ☐ OK ☐ OBS ☐ DEF
215 MANAGEMENT OF TRAFFIC 215.1 Managers shall develop an implementation plan for the management and priority of traffic, for implementation when the unit workload exceeds the ability of the staff to provide a safe, orderly and expeditious control service. Traffic shall be prioritized in the following order: A. IFR itinerant flights; B. VFR itinerant flights; C. IFR training flights; D. simulated approach training flights; and E. circuit training flights.	☐ N/A ☐ OK ☐ OBS ☐ DEF

223 RADAR SERVICE	
223.3 Managers shall provide at each sector that may provide an emergency surveillance approach, the following information for each instrument approach runway that may be used: A. the point where final approach will be commenced and the altitude ASL to be maintained at that point; B. descent rates for various approach speeds from 70 knots to 170 knots in 5 knot increments; and C. recommended altitudes ASL for each mile from the end of runway.	☐ N/A ☐ OK ☐ OBS ☐ DEF

751.6 Monitor the weather conditions and alert the air show authority or the airshow representative of changes that could be significant to the event.	☐ N/A ☐ OBS ☐ DEF
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PART 9 — FLIGHT PROGRESS STRIP MARKING

902 COMPLETION OF IFR STRIPS	
902.1 Ensure that strip marking is neat and legible by complying with the following: A. use a blue or black pen for normal markings and a red pen as otherwise specified; B. draw a single line through any marking that is no longer valid; C. do not erase or write over any marking; and D. rewrite any strip that becomes difficult to read and file the old strip.	☐ N/A ☐ OBS ☐ DEF
902.4 Enter information on IFR flight progress strips in the locations indicated by the corresponding numbers in the following diagram.	☐ N/A ☐ OBS ☐ DEF
902.5 Use warning indicators as follows: A. post a red “W” on appropriate flight progress strip(s) if corrective action will be necessary: 1. due to a higher MEA; 2. to identify any confliction with other aircraft; or 3. to identify any other hazardous or critical situation; B. post the warning indicator in the box that most clearly indicates the reason for the warning. As necessary, enter sufficient details (i.e., aircraft identification, conflict point(s), time(s), etc.) in box 14 to clearly identify the confliction; C. circle the altitude in red on the appropriate flight progress strip(s) if an altitude not appropriate to the direction of flight is assigned; and D. draw a single line through the warning indicator when it is no longer required.	☐ N/A ☐ OBS ☐ DEF

PART 10 — FORMS AND REPORTS

1042 UNIT LOG	
1042.1 GENERAL INSTRUCTIONS: A. TO BE COMPLETED BY: Shift Managers, Supervisors and controllers.	☐ N/A ☐ OBS ☐ DEF
1042.2 Record any non-routine operation such as: A. any item requiring a message to Head Office; B. any item requiring an aircraft occurrence or in-flight incident report to be filed; C. any equipment malfunction that may have a bearing on unit or aircraft operation; D. any emergency situation such as lost aircraft, bird strike, bomb threat, or hijacking; E. any special flight handling such as fuel dumping, minimum fuel declaration, use of radar or VDF for assisting VFR aircraft encountering IFR weather, or airspace activities; and F. any temporary change in unit operations such as ad hoc use of flow control.	☐ N/A ☐ OBS ☐ DEF
1042.3 Record an entry of “Routine Operations” at the end of the day if no entries are required during the day.	☐ N/A ☐ OBS ☐ DEF
1042.4 If practicable, record each entry in time sequence, together with the pertinent time.	☐ N/A ☐ OBS ☐ DEF
1042.5 Initial each entry upon completion of entry.	☐ N/A ☐ OBS ☐ DEF
1042.6 If the space provided for entries is insufficient, securely attach a separate sheet to record the required information.	☐ N/A ☐ OBS ☐ DEF
1042.7 Do not use the unit log to record personal comments or administrative items, such as, leave or overtime assignment.	☐ N/A ☐ OBS ☐ DEF

B. the involved aircraft are separated by no more than the minimum vertical separation; and C. two or more aircraft are holding and one is cleared to leave the holding pattern.	
733 CLEARANCES	
733.1 If a communication agency will be used to relay a clearance or instruction, determine the language used by the pilot and issue the clearance or instruction in that language. 733.1 Note: Only the IFR controller may translate a clearance or instruction received from another unit. In all other cases, clearances or instructions will be issued in the language used by the ATC unit issuing the clearance or instruction.	☐ N/A ☐ OBS ☐ DEF

734 USE OF CHOSEN LANGUAGE OR CHANGE OF LANGUAGE	
734.1 Communicate only in the language initially chosen by the aircraft, unless: A. a specific request is received from the aircraft to change to the other language; or B. it is considered necessary for safety of flight.	☐ N/A ☐ OBS ☐ DEF
734.2 If you inadvertently initiate a call to an aircraft in the language not chosen by the pilot for communication: A. return to the language originally being used as soon as you realize the error; and B. confirm that communications transmitted in the wrong language were received and understood.	☐ N/A ☐ OBS ☐ DEF
734.3 If an aircraft initiates a call in the language not chosen initially for communications: A. advise the pilot of the change in language; and B. request confirmation of the language to be used.	☐ N/A ☐ OBS ☐ DEF
734.4 If required, advise the aircraft that service in the French language is terminated.	☐ N/A ☐ OBS ☐ DEF
735 CALL UP OF AN AIRCRAFT WHOSE LANGUAGE OF COMMUNICATION IS UNKNOWN	
735.1 Use both languages, as required, if initiating radio contact with an aircraft whose choice of language has not been determined.	☐ N/A ☐ OBS ☐ DEF
735.2 If requesting another aircraft or any communication agency to call an aircraft whose choice of language has not been determined, confirm that the aircraft or the communication agency will be capable of initiating a call in both languages, if required, before making the request.	☐ N/A ☐ OBS ☐ DEF
736 COORDINATION	
736.1 If forwarding control information and data on an IFR or CVFR flight, in addition to the procedures in 491 and 492, specify if the aircraft is using the French language.	☐ N/A ☐ OBS ☐ DEF

750 SPECIAL AVIATION EVENTS	
751 CONTROLLERS RESPONSIBILITIES	
751.1 Provide taxi instructions and take off and landing clearances to air show aircraft.	☐ N/A ☐ OBS ☐ DEF
751.2 Unless an emergency exists, do not attempt to “control” or interfere with performing aircraft and vehicles during their air show act.	☐ N/A ☐ OBS ☐ DEF
751.3 Provide control services to non-participating local and itinerant aircraft in accordance with the agreement between the airport authority and the air show organizer during air show hours.	☐ N/A ☐ OBS ☐ DEF
751.4 Do not interrupt an air show performance to accommodate a routine arrival or departure by a non-participating aircraft. Short delays may be required for some aircraft.	☐ N/A ☐ OBS ☐ DEF
751.5 Do not relieve pilots of the requirement to have a functioning transponder in airspace where it is normally required.	☐ N/A ☐ OBS ☐ DEF

223.4 Unit Managers shall ensure that all appropriate markings are indicated on the radar displays for each sector/specialty within the unit.	☐ N/A ☐ OK ☐ OBS ☐ DEF
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230 HANDLING AND REPORTING INCIDENTS	
231.2 ATS unit managers shall establish reporting procedures to ensure that operational staff immediately inform the ACC Shift Manager of the following occurrences: A. aircraft accidents; B. aircraft incidents; C. operating irregularities; or D. any reportable occurrence as outlined in the CADORS manual.	☐ N/A ☐ OK ☐ OBS ☐ DEF

240 UNIT LOGS	
241.1 Managers shall: A. check and initial each completed page of entries; B. ensure that appropriate forms and reports are completed and forwarded; and C. if an entry has recorded a safety related aspect of an incident or potential incident, initiate corrective or remedial action at the local level and follow-up as necessary. If the corrective measures involve other agencies or the item is of national interest or has national implications, forward pertinent documentation to the Manager, ATS Standards and Procedures.	☐ N/A ☐ OK ☐ OBS ☐ DEF

260 UNIT LIBRARIES	
261 REFERENCE MATERIAL	
261.1 Managers shall ensure that all charts and publications required for the operation of the unit are current and available to personnel during operational hours.	☐ N/A ☐ OK ☐ OBS ☐ DEF

262 OPERATIONS MANUALS	
262.1 Managers shall provide information necessary for the operation of a position, sector or unit in suitable binders or in an automated system.	☐ N/A ☐ OK ☐ OBS ☐ DEF
262.2 Managers shall provide separate Sector Operations Manuals for each sector if a unit is sectorized.	☐ N/A ☐ OK ☐ OBS ☐ DEF
262.3 Managers shall: A. ensure that Unit Operations Manuals or Sector Operations Manuals, as appropriate, are readily available at a position when it is in operation; and B. ensure that Unit Operations Manuals, Sector Operations Manuals and operational information displayed in the unit are current, complete, legible and accurate.	☐ N/A ☐ OK ☐ OBS ☐ DEF

262.4 Managers shall include in Unit Operations Manuals or Sector Operations Manuals, as applicable, the following information: 262.4 Note: It is not necessary to duplicate information already available in aeronautical publications such as the CFS, CAP, DAH, etc. A. area of responsibility (short definition and chart of control area, sector or control zone boundaries); B. airways, routes and corridors (preferential routes, SIDs, routinely used off airway tracks, SVFR, helicopter or military climb corridors)(ATC units only); C. holding area (holding fixes, airspace to be protected); D. arrival, approach and departure charts for all airports within the area of responsibility (including DND or RIP charts if they differ from CAP) except for those charts readily available or on display at the appropriate operating position; E. communication facilities (frequencies: primary, secondary, backup, and peripherals with location; interphones; alternative and emergency communication facilities); F. radar (normal and other available presentations; special SSR code assignment procedures amplifying ATC MANOPS); G. Agreements and Arrangements; H. list of operational equipment or systems whose monitoring is assigned to an operating position such as specific frequencies, interphone, navigation aids and digital data communications systems; I. limits of a unit MF radio coverage within an MF area if the area for which the unit provides AAS or RAAS is not entirely covered; and J. unit procedures.	☐ N/A ☐ OK ☐ OBS ☐ DEF
262.5 Unit Operations Manuals or Sector Operations Manuals may be replaced by an automated system. In this case, managers shall: A. ensure that an alternate current source of printed information is readily available; B. develop procedures: 1. to make staff aware of changes; and 2. for timely updating of automated system information. C. ensure that a master file with amendment records is maintained for litigation and investigation purposes.	☐ N/A ☐ OK ☐ OBS ☐ DEF

PART 3 — PROCEDURES

300 AGREEMENTS AND ARRANGEMENTS	
301.3 Unit managers shall ensure copies of current Agreements and Arrangements are available and accessible to all unit personnel concerned.	☐ N/A ☐ OK ☐ OBS ☐ DEF
301.4 Managers shall ensure necessary mandatory briefings are provided when Agreements and Arrangements are executed, corrected, amended or cancelled.	☐ N/A ☐ OK ☐ OBS ☐ DEF
304.3 Managers shall ensure Agreements and Arrangements are amended: A. as necessary to ensure conformance with current operational requirements, directives and policy; and B. in accordance with the current direction for that type of Agreement or Arrangement.	☐ N/A ☐ OK ☐ OBS ☐ DEF
304.4 Amendments to Agreements and Arrangements shall indicate: A. each change from the previous version of the document by an asterisk or vertical line in the left margin next to the paragraph(s) concerned or by the use of colour; and B. the amendment date on each page containing changes.	☐ N/A ☐ OK ☐ OBS ☐ DEF
304.6 Managers shall ensure Agreements and Arrangements that are no longer applicable are cancelled and inform the parties on the distribution list to the extent practicable.	☐ N/A ☐ OK ☐ OBS ☐ DEF

4. Estimated time of arrival. 5. Number of persons on board. 6. Amount of fuel remaining. 7. Any instructions or requests from the aircraft. C. Coordinate a designated area with: 1. the aircraft; and 2. a. the ECC; or b. if no ECC exists, the Airport Operator or his representative. D. Direct the aircraft to the designated area and close this area to other traffic. E. Notify the Unit Manager, and provide updated information as considered necessary. F. Forward the necessary information to the appropriate ACC if you are advised by other than an ATC IFR unit.	
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660 EMERGENCY COORDINATION CENTRES	
661 ECC — TRANSFER TO DESIGNATED FREQUENCY	
661.1 In order to ensure that aircraft will receive movement instructions only from ATS, use the following communications transfer procedures at locations where an ECC has a designated frequency: A. For aircraft on the manoeuvring area, transfer the aircraft to the ECC if it has: 1. shut down engines; and 2. opened a door. B. For aircraft on the apron, you may transfer an aircraft to the ECC if the aircraft: 1. has shut down engines; or 2. is stationary.	☐ N/A ☐ OBS ☐ DEF

PART 7 — SPECIAL PROCEDURES

700 SPECIAL FLIGHT HANDLING	
702 DANGEROUS CARGO	
702.1 If requested by the pilot of an aircraft carrying DC that is involved in an in-flight emergency, acquire the following information and forward it to the destination aerodrome authorities through normal ATS communications or by telephone: A. Type of material aboard and quantity. B. Location in the aircraft. C. Other pertinent information.	☐ N/A ☐ OBS ☐ DEF

730 SUPPLEMENTARY PROCEDURES FOR CONTROL IN A BILINGUAL ENVIRONMENT	
731 LANGUAGE IDENTIFICATION ON FLIGHT DATA STRIPS	
731.1 Units shall establish, based on their operations, which official language is less likely to be used and shall consider it the local minority language.	☐ N/A ☐ OBS ☐ DEF
731.2 Identify flights that have chosen to use the local minority language, by marking the aircraft identification with a highlighting marker or a crayon or by electronic means if using radar only.	☐ N/A ☐ OBS ☐ DEF
731.3 If an aircraft changes language, ensure that there will be no confusion as to the language being used by: A. marking the appropriate strip; or B. replacing the original strip.	☐ N/A ☐ OBS ☐ DEF
732 TRAFFIC INFORMATION	
732.1 Exchange traffic information between all radar identified IFR and CVFR aircraft using different languages for communications if: A. their radar targets appear likely to merge;	☐ N/A ☐ OBS ☐ DEF

641.5 If a situation exists that may require the provision of an emergency VDF cloud-breaking service, obtain the following information, as applicable: A. aircraft identification and type; B. nature of the emergency; C. pilot's report of weather conditions; D. aircraft's heading and altitude; E. pilot's intentions; F. fuel remaining; G. pilot's capability for IFR flight; and H. airspeed.	☐ N/A ☐ OBS ☐ DEF
641.6 Take the following precautions when providing assistance to VFR aircraft encountering instrument meteorological conditions: A. avoid frequency changes, except if necessary to provide a clear communications channel; B. avoid turns, if any are required, make them shallow; C. avoid prolonged climbs or descents; D. avoid requesting a climb or descent at the same time as a turn; E. issue turns while the aircraft is clear of cloud, to the extent possible, so it will be in a position to fly a straight course while descending in instrument meteorological conditions; and F. avoid transmissions to obtain bearing checks while the aircraft is in cloud. However, a long descent through cloud will require the occasional bearing check, particularly in a known cross-wind.	☐ N/A ☐ OBS ☐ DEF
641.7 For all types of VDF cloud-breaking, at the time of commencing homing, advise the pilot of the following: A. to maintain VFR if able; B. to take advantage of any opportunity to safely descend into VMC; and C. that descent into cloud is at the discretion of the pilot.	☐ N/A ☐ OBS ☐ DEF

650 BOMB THREAT AND HIJACKING	
651 HIJACK SIGNAL RESPONSES	
651.1 Confirm receipt of an aircraft's hijack signal by: A. 1. asking the aircraft if its use of code 7500 is intentional; or 2. repeating the word "TRIP" in your reply to the aircraft; and B. acknowledging its radio message.	☐ N/A ☐ OBS ☐ DEF
651.2 If you observe code 7500 immediately following a request for a code change, confirm that 7500 has been intentionally selected.	☐ N/A ☐ OBS ☐ DEF
651.3 If, after using code 7500, an aircraft changes to code 7700 or transmits a message including the phrase "TRANSPONDER SEVEN SEVEN ZERO ZERO", acknowledge receipt of the signal.	☐ N/A ☐ OBS ☐ DEF
651.4 If, after using code 7500, an aircraft changes to code 7700 and is not in radio contact with the ground, consider the aircraft to have an inflight emergency in addition to being hijacked. Inform concerned agencies that the aircraft displayed the hijack code followed by the emergency code.	☐ N/A ☐ OBS ☐ DEF
651.5 In the event of a known hijack condition, do not originate SELCAL signals unless the aircraft indicates, either directly or through company ground personnel, that such signals are appropriate.	☐ N/A ☐ OBS ☐ DEF
653 COORDINATION — TOWERS	
653.1 In addition to the procedures contained in 360, take the following actions immediately it is known that an aircraft bomb threat or hijacking exists: A. Notify the local aircraft rescue and fire fighting (ARFF) section. B. Provide the emergency coordination centre (ECC) or, if no ECC exists, the Airport Operator or his representative, with the following information, if available: 1. Nature of emergency. 2. Identification and type of aircraft. 3. Point of departure.	☐ N/A ☐ OBS ☐ DEF

311 RELEASE OF IFR DEPARTURES BY AIRPORT CONTROLLERS	
311.3 If the responsibility for releasing IFR departures is delegated to airport controllers, General Managers, shall ensure that: A. the required knowledge and proficiency standards are developed in accordance with procedures outlined in the ATC training program; B. the theoretical and practical training necessary to achieve these standards for airport controllers is completed; C. a letter of authority, is issued attesting to the fact that a controller is competent and has completed training to release successive IFR departures for that particular location; and 311.3 C. Note: Once this program is in place and the required training is an integral part of the qualification process, an individual letter of authority need not be issued. D. unit directives, agreements and arrangements are issued and amended as necessary.	☐ N/A ☐ OK ☐ OBS ☐ DEF

312 SUCCESSIVE IFR DEPARTURES — VISUAL SEPARATION BY AIRPORT CONTROLLERS	
312.3 The procedure shall be specified in a unit directive or arrangement developed by the IFR unit and the control tower concerned, and approved by the Manager, ATS Standards and Procedures. The directive or arrangement shall refer to ATC MANOPS 335 and shall specify: A. the coordination required between the departure and airport controllers in order to implement or suspend the use of the procedure; B. that radar is to be available to the departure controller and radar identification established within one mile of the end of the runway used for take off; C. the runways for which the procedure is approved; D. that airport controllers are authorized to release successive IFR departures in accordance with the procedure; E. the departure tracks or headings which the airport controller is authorized to assign in order to achieve the required minimum of 30 degrees between aircraft; and F. any additional site-specific considerations deemed necessary for the safe and effective application of the visual departure procedure.	☐ N/A ☐ OK ☐ OBS ☐ DEF

PART 4 — EQUIPMENT

420 UNIT EQUIPMENT	
421.1 Managers shall ensure that direction is issued to personnel that prohibits tampering or interfering with the normal operating status of equipment.	☐ N/A ☐ OK ☐ OBS ☐ DEF
421.2 Managers shall ensure that direction is issued which includes the following procedures directed to unit personnel detecting an equipment malfunction: A. immediately report the malfunction to the appropriate TOCC; and B. do not use the equipment if it is apparent that the malfunction could create a hazardous situation.	☐ N/A ☐ OK ☐ OBS ☐ DEF
421.3 Managers shall ensure that procedures exist that direct unit personnel to coordinate release of equipment for routine maintenance with appropriate maintenance personnel. The procedures shall include direction to take into account, the requirements of current and anticipated traffic during the period of interruption and the requirement that every effort should be made to release equipment for routine maintenance if requested.	☐ N/A ☐ OK ☐ OBS ☐ DEF
422 RECORDERS	
422.1 Managers shall ensure that the recorder monitor panel is located in the ATS operational unit if: A. no Maintenance facility is located at the same site; or B. the Maintenance facility is not staffed during the operational hours of the ATS unit.	☐ N/A ☐ OK ☐ OBS ☐ DEF
423 CLOCKS	
423.1 Managers shall establish procedures to ensure that: A. unit clocks are indicating the correct time; and B. time-of-day clocks in automated systems are indicating the correct time if: (N) 1. the time is included in recordings or printouts of system data or status; or 2. the time is displayed at operating positions.	☐ N/A ☐ OK ☐ OBS ☐ DEF
425 AUTOMATIC TERMINAL INFORMATION SERVICE	
425.1 Managers shall assign to a specific position of operation responsibility for the provision of Automatic Terminal Information Service (ATIS).	☐ N/A ☐ OK ☐ OBS ☐ DEF
425.2 Managers shall establish procedures for the distribution of messages to the appropriate IFR control positions	☐ N/A ☐ OK ☐ OBS ☐ DEF
432 LIGHT GUNS	
432.1 Managers shall ensure that the tower is equipped with serviceable light guns as follows: A. at locations where NORDO aircraft are permitted to operate — 2 light guns; or B. at locations where two-way radio is mandatory — 1 light gun.	☐ N/A ☐ OK ☐ OBS ☐ DEF
432.2 Managers shall ensure that an adequate supply of replacement bulbs is available.	☐ N/A ☐ OK ☐ OBS ☐ DEF
433 BINOCULARS	
433.1 Managers shall ensure that the unit is equipped with serviceable binoculars: A. Tower — one set for each ground and airport control positions plus one spare set. B. FSS/FIC — one set at those facilities providing local airport advisory and vehicle control services plus a spare set.	☐ N/A ☐ OK ☐ OBS ☐ DEF

triangular distress pattern; and C. inform these units when this special attention is no longer required.	
623 DISSEMINATION OF INFORMATION	
623.2 An airport or terminal controller shall immediately report to the appropriate ACC, and any other agency concerned, all information regarding: A. an aircraft accident; B. an aircraft in distress; or C. a lost or overdue aircraft.	☐ N/A ☐ OBS ☐ DEF
625 ELT AND AUTOMATIC PILOT EJECTION (BAILOUT) SIGNALS	
625.1 If an ELT signal is heard or reported that does not conform to the duration and time for testing, or whose source cannot be identified, take the following actions: A. Coordinate with adjacent ATS units. B. Request aircraft in the area to listen on the distress frequencies and to report on the signal. C. Notify the appropriate RCC. D. Forward all reported information as it is received.	☐ N/A ☐ OBS ☐ DEF
625.2 If recording an aircraft's report of an ELT signal, obtain the following information: A. Position, altitude and time when the signal was first received. B. ELT signal strength when first received and when last received. C. Position, altitude and time when the signal was last received.	☐ N/A ☐ OBS ☐ DEF
625.3 When an automatic pilot ejection (bailout) signal is heard: A. record the time the signal was first and last heard and the aircraft position if available on radar; and B. notify the RCC or ACC, as appropriate.	☐ N/A ☐ OBS ☐ DEF
626 NOTIFICATION OF THE OPERATOR	
626.1 If practicable, inform the operator before notifying the RCC of an aircraft that has entered: A. the uncertainty phase; or B. the alert phase.	☐ N/A ☐ OBS ☐ DEF
626.2 If practicable, give the operator all the information that is given to the RCC.	☐ N/A ☐ OBS ☐ DEF
640 ASSISTANCE TO VFR AIRCRAFT ENCOUNTERING INSTRUMENT METEOROLOGICAL CONDITIONS	
641 GENERAL	
641.1 If a VFR aircraft reports that it has encountered, or is about to encounter, instrument meteorological conditions, ask if: A. the pilot has an instrument rating; and B. the aircraft is equipped for IFR flight.	☐ N/A ☐ OBS ☐ DEF
641.2 If the pilot is qualified and the aircraft is equipped for IFR flight: A. request an IFR flight plan; and B. issue an IFR clearance.	☐ N/A ☐ OBS ☐ DEF
641.3 If the pilot is not qualified, the aircraft is not equipped for IFR flight, or the pilot refuses to file an IFR flight plan: A. provide information concerning an alternate route and, if necessary, provide radar or VDF navigation assistance to enable the aircraft to continue in VMC; or B. provide radar navigation, DF steers, or radar or VDF assistance for an emergency descent through cloud if: 1. the action described in A. is not practicable and an alternate course of action is not available; and 2. a. the aircraft declares an emergency; or b. your assessment of the situation indicates such action is warranted and the pilot concurs.	☐ N/A ☐ OBS ☐ DEF
641.4 Use radar in preference to VDF if providing assistance to a VFR aircraft encountering instrument meteorological conditions.	☐ N/A ☐ OBS ☐ DEF

PART 6 — EMERGENCIES

601 GUIDELINES		
601.2 During an emergency: A. provide as much assistance as possible to the aircraft in distress; B. enlist the aid of all available facilities and services; and C. coordinate fully and completely with all concerned agencies.		
602 RADAR		
602.2 Take action to separate all other aircraft from a non-identified aircraft that is replying on code 7500 or 7700.	☐ N/A	☐ OBS ☐ DEF

610 COMMUNICATION FAILURE		
611 GENERAL		
612 COMMUNICATION FAILURE UNDER RADAR CONTROL		
612.1 If you are unable to maintain two-way radio communication with a radar-controlled aircraft, transmit, on appropriate frequencies, a request that the aircraft acknowledge transmissions by: A. squawking ident; B. changing SSR code; C. squawking “standby” for a specified period of time and then squawking an appropriate code; or D. executing a specified turn.	☐ N/A	☐ OBS ☐ DEF
612.2 If communication is re-established in this manner, request the aircraft to acknowledge clearances or instructions or to answer questions by using the transponder or executing turns.	☐ N/A	☐ OBS ☐ DEF
612.3 Separate other aircraft from a radar-controlled aircraft that has a communication failure based on: A. its course of action as observed on radar; and B. the assumption that it will maintain altitudes in accordance with the Canadian Aviation Regulations and the procedures described in the Canada Air Pilot and the Canada Flight Supplement.	☐ N/A	☐ OBS ☐ DEF

620 ALERTING SERVICE		
621 PROVISION OF SERVICE		
621.1 The objective of the Alerting Service is: A. to notify appropriate organizations of aircraft that need: 1. search and rescue services (SAR); 2. aircraft rescue and fire fighting (ARFF); or 3. medical attention, ambulance or other safety assistance; and B. to assist such organizations as required.	☐ N/A	☐ OBS ☐ DEF
621.2 Provide alerting service to: A. aircraft provided with control service; B. aircraft enduring unlawful interference; C. 1. other aircraft if a flight plan or flight itinerary has been filed for the flight; or 2. any other aircraft made known to ATC when information has been received that the flight is overdue; and D. marine vessels in distress.	☐ N/A	☐ OBS ☐ DEF
621.4 Provide as much assistance as possible to organizations providing emergency or search and rescue services.	☐ N/A	☐ OBS ☐ DEF
621.5 Comply with any national, regional, or local directive that covers the employment of emergency services.	☐ N/A	☐ OBS ☐ DEF
621.6 If you have reason to believe that an aircraft is lost, overdue, or experiencing a communication failure: A. inform appropriate radar units of the circumstances; B. request these units to watch for an SSR special-condition code or a	☐ N/A	☐ OBS ☐ DEF

434 VEEDER ROOT COUNTER		
434.1 Managers shall ensure the tower is equipped with a serviceable Veeder Root Counter.	☐ N/A	☐ OK ☐ OBS ☐ DEF

435 ELT DETECTORS		
435.1 Managers at units equipped with portable handheld ELT detectors shall develop a procedure for their use as an additional means of determining the source of an ELT signal.	☐ N/A	☐ OK ☐ OBS ☐ DEF

Unit Evaluation Checklist - Operations (ATC MANOPS)	
101 APPLICATION	
101.2 Comply with directives set forth in unit operations letters, Agreements and Arrangements.	☐ N/A ☐ OBS ☐ DEF
103 PHRASEOLOGY	
103.1 Use the phraseology contained in this manual whenever possible. If a situation arises for which phraseology is not provided: A. use words and phrases from Appendix 1; and B. if words and phrases from Appendix 1 are not found to be suitable, use language that is clear and concise.	☐ N/A ☐ OBS ☐ DEF
103.2 Insert the aircraft identification at the beginning of every transmission and, as required, the unit identification as the second item of each transmission.	☐ N/A ☐ OBS ☐ DEF
104 CANADIAN AVIATION REGULATIONS	
104.1 Do not approve a deviation from any part of the Canadian Aviation Regulations by a civil or military aircraft unless authorized by: A. Canadian Aviation Regulations; or B. any other specific written delegation of authority issued by or on behalf of the Minister of Transport.	☐ N/A ☐ OBS ☐ DEF
112 PREPARATION FOR AND COMPLETION OF DUTY	
112.2 Before assuming any operating position in an ATC unit, devote as much time as is necessary to completely familiarize yourself for your assigned duties, and perform the following activities A. Sign the attendance register. B. Read and initial operational data as appropriate C. Read and initial the unit log if required by a unit directive. D. Study current weather data and consult with the weather briefer if required. E. Ensure that all pertinent equipment is operating normally and, if necessary, report any malfunctions to the appropriate authority F. Become familiar with the work being performed at the position concerned.	☐ N/A ☐ OBS ☐ DEF
112.3 On completion of a tour of duty, perform the following activities: A. Brief relieving personnel. B. Complete and initial unit log. C. Finalize reports on any aircraft occurrence or inflight incident and complete any personal notes to unit files on observations or data not included in reports. D. Check personnel schedule for the next tour of duty. E. Sign attendance register.	☐ N/A ☐ OBS ☐ DEF
112.4 Turn off personal cell phones and pagers brought to the workplace when they are carried in an operations area.	☐ N/A ☐ OBS ☐ DEF
113 POSITION RESPONSIBILITY	
113.1 Do not leave an assigned operating position unless: A. 1. you are relieved by a person qualified to accept responsibility for that position; and 2. you follow unit directives for the transfer of position responsibility; or B. you follow unit guidelines for temporarily vacating an operating position if you are the only qualified person in the unit.	☐ N/A ☐ OBS ☐ DEF

B. a maximum of 60 miles is displayed on the radar display or 120 miles left to right when using RSiT or NARDS; C. both aircraft are assigned tracks that diverge immediately after takeoff as follows: 1. if the speed of the following aircraft will exceed that of the leading aircraft; a. turn the leading aircraft 30 degrees or more; and b. if you turn the following aircraft to the same side of the runway centreline, ensure that the angle between their tracks equals 30 degrees or more, and do not turn the following aircraft further than the leading aircraft, and; c. do not authorize the following aircraft to depart until the leading aircraft has commenced the turn; 2. if the speed of the following aircraft will not exceed that of the leading aircraft, turn either aircraft or turn both aircraft immediately after takeoff such that the angle between their tracks equals 15 degrees or more; D. successive departing aircraft are assigned track divergence until another form of separation has been achieved; E. if parallel runways that are less than 2,500 feet apart are used, neither aircraft is cleared nor permitted to turn towards the departure path of the other, unless another form of separation has been achieved; and F. wake turbulence minima are applied when required.	
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2. if the arriving aircraft is approaching the farther runway, the required distance between runway centrelines must be 100 feet more than 2,500 feet for each 500 feet that the thresholds are staggered. C. in addition to A. and B. the following conditions are also met: 1. the aircraft are informed that simultaneous operations are in effect; 2. the aircraft are landing in the same direction being used for takeoff and are making either straight-in or visual approaches which are being monitored on radar. 3. the departing aircraft are assigned headings that diverge immediately after takeoff by 30 degrees or more from the missed approach of the arriving aircraft. 4. radar identification of the departing aircraft will be established within one mile of the runway. 5. a maximum of 60 miles is displayed on the radar display or 120 miles left to right when using RSiT or NARDS. 6. neither a departing aircraft nor a missed approach aircraft is cleared nor permitted to turn toward the flight path of the other, unless another form of separation has been achieved.	
553 DEPARTURE VERSUS DEPARTURE	
553.1 You may authorize a departing aircraft to take off, at any time, from a runway that is parallel to a runway being used by another departing aircraft provided: A. the runways are 2,500 feet or more apart (centreline to centreline); B. both aircraft will follow assigned tracks that diverge by 15 degrees or more immediately after takeoff; C. radar identification of both aircraft will be established within 1 mile of the runway used for takeoff; D. a maximum of 60 miles is displayed on the radar display or 120 miles left to right when using RSiT or NARDS; and E. neither aircraft is cleared nor permitted to turn towards the departure path of the other, unless another form of separation has been achieved.	☐ N/A ☐ OBS ☐ DEF
553.2 You may authorize simultaneous takeoffs for aircraft departing from non-intersecting runways provided: A. the runway centrelines diverge by 15 degrees or more; B. radar identification of both aircraft will be established within 1 mile of the runway used for takeoff; C. a maximum of 60 miles is displayed on the radar display or 120 miles left to right when using RSiT or NARDS; D. when required, a wake turbulence minimum is applied; and E. neither aircraft is cleared nor permitted to turn towards the other, unless another form of separation has been achieved.	☐ N/A ☐ OBS ☐ DEF
553.3 You may authorize a succeeding aircraft to take off from an intersecting runway provided: A. the runway centrelines diverge by 15 degrees or more; B. the previous aircraft has passed the point of the runway intersection; C. when required a wake turbulence minimum is applied to the succeeding aircraft; D. radar identification of both aircraft will be established within 1 mile of the runway used for takeoff; E. a maximum of 60 miles is displayed on the radar display or 120 miles left to right when using RSiT or NARDS; and F. neither aircraft is cleared nor permitted to turn towards the departure path of the other, unless another form of separation has been achieved.	☐ N/A ☐ OBS ☐ DEF
554 SUCCESSIVE DEPARTURES	
554.1 Separate successive aircraft departing from the same, or parallel runways that are separated by less than 2,500 feet, by 1 mile provided: A. radar identification of both aircraft will be established within 1 mile of the end of the runway used for takeoff;	☐ N/A ☐ OBS ☐ DEF

113.2 Relieving controllers shall: A. if the position is equipped with an automated log-on system, log-on in accordance with unit directives for the use of the equipment; B. 1. observe operational situations and equipment; 2. listen to communications; 3. observe current and pending aircraft and vehicular traffic; 4. verify the position relief checklist; and 5. correlate information. C. inform the controller being relieved that the position has been reviewed, and request a verbal briefing; D. after the verbal briefing state, or otherwise indicate clearly to the controller being relieved that position responsibility has been transferred; E. perform the duties outlined in 113.2 A.-D. if you are accepting responsibility for a combined sector that is being split; and F. exchange pertinent data when positions are combined.	☐ N/A ☐ OBS ☐ DEF
113.3 The controller being relieved shall: A. provide a verbal briefing to the relieving controller when requested; B. remain for monitoring purposes jointly with the relieving controller. During this time, the relieved controller is to reinforce the position relief briefing and assist the relieving controller in becoming familiarized with the position; and C. when combining a position, perform the post-relief overlap procedures at the position where the operation was combined.	
113.5 Supervisors may give personnel periods of relief by combining operating positions provided: A. current and anticipated workload permits; and B. the employee can be quickly recalled.	☐ N/A ☐ OBS ☐ DEF

117 FLIGHT SAFETY HAZARDS	
117.1 Inform aircraft of conditions, observed by you or relayed to you by other responsible agencies, individuals or pilots, which may affect flight safety.	☐ N/A ☐ OBS ☐ DEF

120 OPERATIONS	
121 PERSONNEL	
121.1 Use operating initials, except if a signature is required, for: A. operating forms; B. interphone contacts; and C. all other record purposes.	☐ N/A ☐ OBS ☐ DEF

123 HANDLING AND REPORTING INCIDENTS	
123.1 Immediately report to the ACC Shift Manager or the Unit Manager, as applicable, any incident that may require investigation.	☐ N/A ☐ OBS ☐ DEF

125 OPERATING IRREGULARITY	
125.1 Report to your immediate supervisor any irregular occurrence which indicates that an operating irregularity may have taken place.	☐ N/A ☐ OBS ☐ DEF

127 ACAS/TCAS AND GPWS/TAWS			
127.1 Inform your immediate supervisor if you become aware that an aircraft has deviated from an ATC clearance or instruction as a result of an ACAS/TCAS resolution advisory or GPWS/TAWS warning manoeuvre.	☐ N/A	☐ OBS	☐ DEF
127.2 Provide relevant traffic information and collision avoidance advice as appropriate to an aircraft under your jurisdiction if you are advised by the aircraft that it is responding to an ACAS/TCAS resolution advisory or GPWS/TAWS warning. Do not issue control instructions that would contradict an aircraft's resolution advisory or warning.	☐ N/A	☐ OBS	☐ DEF
128 WAKE TURBULENCE			
128.5 Issue a cautionary as required to: A. any category aircraft or hot air balloon operating behind a known heavy aircraft; or B. a light aircraft or hot air balloon operating behind a known medium aircraft.	☐ N/A	☐ OBS	☐ DEF
128.6 Issue a cautionary concerning a departing aircraft to an arriving aircraft if: A. the aircraft use crossing runways where the projected flight paths will cross; and B. you are not providing radar service to the aircraft.	☐ N/A	☐ OBS	☐ DEF
128.7 Issue a cautionary to an arriving aircraft if the preceding arriving aircraft is a heavier weight category if: A. the aircraft use: 1. the same runway; 2. parallel runways less than 2,500 feet apart; or 3. crossing runways where the projected flight paths will cross; and B. you are not providing radar service to the aircraft.	☐ N/A	☐ OBS	☐ DEF
128.8 Issue a cautionary to a light aircraft that takes off into the wake of a medium aircraft.	☐ N/A	☐ OBS	☐ DEF
128.9 Issue a cautionary to a departing aircraft concerning a preceding departing heavy aircraft if the projected flight paths will cross and: A. the following aircraft uses: 1. a crossing runway; or 2. a parallel runway less than 2,500 feet away; and B. the required 2 minutes separation will be reduced before the flight paths cross.	☐ N/A	☐ OBS	☐ DEF
128.10 Issue a cautionary to a taxiing aircraft, or to a vehicle, manoeuvring behind a heavy aircraft.	☐ N/A	☐ OBS	☐ DEF
128.11 Issue a cautionary to any aircraft if: A. you are in communication with the aircraft; and B. 1. you observe on radar that an aircraft will have less than the appropriate radar separation minimum from a preceding aircraft; 2. you are aware that an aircraft in the departure phase of a low approach will follow a preceding aircraft by less than 2 minutes; or 3. you have reason to believe there is a potential hazard due to wake turbulence.	☐ N/A	☐ OBS	☐ DEF
130 OPERATIONS			
131 SERVICE PRIORITY			
131.1 Give priority to the provision of control service over other services.	☐ N/A	☐ OBS	☐ DEF

A. in units or multiples of 10 knots, based on IAS, or; B. by the assignment of specific Mach number to be maintained provided the aircraft is a turbojet operating in high level airspace.	☐ N/A	☐ OBS	☐ DEF
544.3 Instruct an aircraft to do one of the following: A. State its speed/Mach number. B. Maintain its present speed/Mach number or a speed/Mach-number equivalent to or less than that of a preceding or succeeding aircraft. C. Increase or decrease its speed to a specified speed/Mach number. D. Increase or decrease its speed by a specified amount or to an assigned Machnumber. E. Avoid exceeding a specified speed.	☐ N/A	☐ OBS	☐ DEF
545 POSITION INFORMATION			
545.1 Inform an aircraft of its position when: A. identification is established by an identifying turn; B. vectoring is terminated, unless you know the pilot has the information; C. the aircraft requests the information; or D. you deem it necessary.	☐ N/A	☐ OBS	☐ DEF
550 RADAR DEPARTURES			
552 DEPARTURE VERSUS ARRIVAL			
552.1 You may permit a departing aircraft to take off in a direction which differs by 45 degrees or more from the reciprocal of the track of an arriving aircraft provided: A. The arriving aircraft is on final approach. B. The arriving aircraft is radar identified. C. 1. The departing aircraft is airborne when the arriving aircraft is not less than 2 miles from the threshold of the landing runway; 2. The departing aircraft has commenced its take-off roll when the arriving aircraft is not less than 2 miles from the threshold of the landing runway provided: a. separation will increase to a minimum of 3 miles (5 miles if more than 60 mile range is displayed on the radar display, or 120 miles left to right when using RSiT or NARDS) within 1 minute after takeoff; b. the tower is equipped with a display upon which radar track data, including aircraft ground speed, is being displayed. c. radar procedures are established for the release of successive IFR departures; and d. airport controllers are trained and certified to apply the procedure; or 3. if crossing runways are used, the departing aircraft has crossed the centreline of the runway on which the landing will be made when the arriving aircraft is not less than: a. 2 miles from the threshold of the landing runway; or b. 2 miles from the intersection of the departure and arrival runways. D. Lateral separation from the specified missed approach course is assured immediately after takeoff if the possibility of a missed approach exists. E. The arriving aircraft will not carry out a circling procedure.	☐ N/A	☐ OBS	☐ DEF
552.2 You may authorize a departing aircraft to take off at any time, from a runway that is parallel to a runway being used by an arriving aircraft, provided: A. the runway thresholds are even, and the runway centrelines are 2,500 feet or more apart (centreline to centreline); or B. The runway thresholds are staggered and: 1. if the arriving aircraft is approaching the nearer runway, the required distance between runway centrelines may be 100 feet less than 2,500 feet for each 500 feet that the thresholds are staggered.	☐ N/A	☐ OBS	☐ DEF

NARDS display; c. altitude readouts are displayed for both aircraft; and d. the position of the centre of the radar display is such that the maximum range this service can be provided, does not exceed 60 miles from the RSE. E. Target resolution provided; 1. at least one of the aircraft is VFR; 2. a maximum range of: a. 40 miles is displayed on the radar display; or b. 80 miles from left to right is displayed when utilizing a RSiT or NARDS display; 3. altitude readouts are displayed for both aircraft; 4. RPS size is selected at 2 or greater; 5. the position of the centre of the radar display is such that the maximum range this service can be provided, does not exceed 60 miles from the RSE.		
533 WAKE TURBULENCE MINIMA		
533.2 Separate an aircraft operating directly behind, or directly behind and less than 1,000 feet below a preceding aircraft, or following an aircraft conducting an instrument approach, by one of the following minima: A. Heavy behind a heavy — 4 miles. B. Medium behind a heavy — 5 miles. C. Light behind a heavy — 6 miles. D. Light behind a medium — 4 miles.	☐ N/A ☐ OBS ☐ DEF	

540 VECTORING		
541 GENERAL		
541.2 Vector an aircraft if: A. necessary for separation purposes except on ranges greater than 600 miles left to right; B. required by noise abatement procedures; C. you or the aircraft will gain an operational advantage; or D. the aircraft requests it.	☐ N/A ☐ OBS ☐ DEF	
541.3 If you initiate vectoring, inform the aircraft of: A. the purpose of vectors; and/or B. the point to which the aircraft is being vectored.	☐ N/A ☐ OBS ☐ DEF	
542 APPLICATION OF VECTORS		
542.1 You may vector an aircraft into Class G airspace provided you: A. inform the aircraft; and B. obtain the aircraft's approval.	☐ N/A ☐ OBS ☐ DEF	
542.2 You may vector a VFR aircraft provided: A. the aircraft is in, or is about to enter, airspace where radar service to VFR aircraft is provided; B. the aircraft requests it; C. you suggest it and the aircraft accepts it; or D. you consider it necessary for flight safety.	☐ N/A ☐ OBS ☐ DEF	
543 METHODS OF VECTORING		
543.1 Vector aircraft by using one of the following methods: A. Specify the heading to be flown. B. Specify the direction of the turn and the heading to be flown after completion of the turn. C. Specify the direction of the turn and the number of degrees to turn.	☐ N/A ☐ OBS ☐ DEF	
544 SPEED ADJUSTMENT		
544.1 Instruct a radar controlled aircraft to adjust its speed, provided this action is necessary to achieve or maintain required spacing or to minimize vectoring.	☐ N/A ☐ OBS ☐ DEF	
544.2 Express a speed adjustment:	☐ N/A ☐ OBS ☐ DEF	

133 CLEARANCES, INSTRUCTIONS AND READBACKS		
133.4 Obtain an accurate readback if issuing or relaying an: A. IFR clearance or IFR instruction; B. amendment to an IFR clearance or IFR instruction; or C. instruction to an aircraft or vehicle to HOLD or HOLD SHORT of a runway or taxiway.	☐ N/A ☐ OBS ☐ DEF	
133.5 You may omit requesting a readback for an initial IFR clearance issued by a ground or clearance delivery controller provided: A. no changes have been made to the originally filed flight plan; B. the clearance is issued by referring to a machine printed strip or a video display of the flight plan; C. the clearance includes a published standard instrument departure; D. no alternate instructions are included in the clearance; and E. there is no apparent misunderstanding of the clearance contents.	☐ N/A ☐ OBS ☐ DEF	
133.6 Read back verbatim any IFR clearance or IFR instruction or amendments to IFR clearances or IFR instructions if: A. received from a Canadian controller; or B. requested by other agencies.	☐ N/A ☐ OBS ☐ DEF	

150 RUNWAY VISUAL RANGE (RVR)		
151 PROVISION OF SERVICE		
151.1 Provide the RVR followed by the prevailing visibility to aircraft intending to use a runway equipped with a visibility sensor if: A. the RVR is less than 6,000 feet; or B. the aircraft requests it.	☐ N/A ☐ OBS ☐ DEF	
151.2 Provide this information to: A. departing aircraft when taxi authorization is issued; B. arriving aircraft when landing information is issued; and C. aircraft on final approach.	☐ N/A ☐ OBS ☐ DEF	
152 PROCEDURES		
152.1 Report RVR in feet.	☐ N/A ☐ OBS ☐ DEF	
152.2 Indicate plus and minus values when the RVR reading is more than 6,000 feet or less than 300 feet.	☐ N/A ☐ OBS ☐ DEF	
152.3 Issue the current RVR reading and the range of variation if the readout is fluctuating above and below the published takeoff or approach minimum, and include the ground visibility.	☐ N/A ☐ OBS ☐ DEF	
152.4 Inform the aircraft if the RVR reading is based on runway light setting 4 or 5.	☐ N/A ☐ OBS ☐ DEF	
152.5 Issue all values, beginning with the touchdown location, if the RVR for a runway is measured at more than one location. Identify the touchdown location as alfa, the mid-runway location as bravo and the roll-out/end zone location as charlie.	☐ N/A ☐ OBS ☐ DEF	

160 FLIGHT INFORMATION SERVICE		
161.6 Be alert for and warn pilots with whom you are able to communicate, whenever they appear to, unwittingly have entered or, be about to enter active Class F airspace.	☐ N/A ☐ OBS ☐ DEF	
161.10 You should check each position report and flight plan received to determine that the altitude is appropriate to the direction of flight and inform the aircraft if a discrepancy is found.	☐ N/A ☐ OBS ☐ DEF	
161.11 Issue flight information to aircraft engaged in parachute activity and non-participating aircraft, as necessary, to enhance the safety of the jump operation.	☐ N/A ☐ OBS ☐ DEF	
162 SEVERE WEATHER INFORMATION		
162.6 If issuing information on a radar-observed weather area, include the following items:	☐ N/A ☐ OBS ☐ DEF	

A. Size or extent of the area. B. Position of the area in relation to the aircraft or a fix. C. Relative speed and direction of movement if any. D. Other known information, such as: 1. altitudes likely to be affected; 2. intensity of precipitation; or 3. a possible alternate route.	
164 BIRD ACTIVITY INFORMATION	
164.1 Provide all aircraft that will operate in the area concerned with information concerning bird activity, including: A. size or species of birds if known; B. location; C. direction of flight; and D. altitude if known.	☐ N/A ☐ OBS ☐ DEF
RADAR TRAFFIC INFORMATION	
165.2 Provide traffic information to VFR aircraft in Class C and D airspace and, workload permitting, to VFR aircraft in Class E airspace.	☐ N/A ☐ OBS ☐ DEF
165.3 Except as specified in 165.4, provide traffic information to radar-identified IFR or CVFR aircraft if the targets appear likely to merge with another radar-observed target	☐ N/A ☐ OBS ☐ DEF
165.4 You need not apply the procedures in 165.3 if the aircraft: A. are known to be separated by more than the appropriate vertical separation minimum; or B. are established in a holding pattern.	☐ N/A ☐ OBS ☐ DEF
165.5 If issuing radar-observed traffic information to an aircraft that is radar identified, include the following items: A. position of the traffic in terms of the 12-hour clock in relation to the aircraft and distance; B. direction in which the traffic is proceeding; C. the aircraft type if known, or the relative speed; and D. the altitude if known.	☐ N/A ☐ OBS ☐ DEF
165.6 If issuing radar-observed traffic information to an aircraft that is not radar-identified, include the following items: A. position of the traffic in relation to a fix; B. direction in which the traffic is proceeding; C. the aircraft type if known, or the relative speed; and D. the altitude, if known.	☐ N/A ☐ OBS ☐ DEF
165.7 You may use altitude readouts to provide altitude information, by stating: A. the altitude readout value; B. the word “unverified” following the altitude, if you have not validated the readout. C. the word “climbing” or “descending”, if applicable.	☐ N/A ☐ OBS ☐ DEF
165.10 Inform a radar identified aircraft when the traffic is no longer of concern if: A. the aircraft states that it does not see the traffic that was issued; and B. you are not providing radar separation.	☐ N/A ☐ OBS ☐ DEF
166 NON-RADAR TRAFFIC INFORMATION	
166.2 Provide traffic information to VFR aircraft in Class C and D airspace and, workload permitting, to VFR aircraft in Class E airspace.	☐ N/A ☐ OBS ☐ DEF
166.3 Include the following items in non-radar traffic information: A. Position of aircraft. B. Direction of flight. C. Type of aircraft. D. Altitude. E. ETA for the reporting point nearest the point at which the aircraft will pass, overtake, or approach, if appropriate.	☐ N/A ☐ OBS ☐ DEF

identifying turn of at least 30 degrees, provided: 1. except in the case of a lost aircraft, a position report received directly from the aircraft indicates that the aircraft is within radar coverage of the area being displayed; 2. only one aircraft is observed to have carried out the specified turn; and 3. the track is observed to be consistent with the heading or track of the aircraft both before and after completion of the turn. E. The appropriate change in the RPS is observed after the aircraft is instructed to operate the Ident feature of its transponder. F. The appropriate change in the RPS is observed after the aircraft is instructed to change from one code to another. G. The RPS disappears or changes to a PSR symbol after the aircraft is instructed to change its transponder to “standby” and the RPS reappears or changes back to an SSR symbol after the aircraft is requested to return the transponder to normal operation. H. The position of the RPS on the tower display is consistent with the position of the aircraft observed visually by the airport controller. I. Identification was transferred by a hand-off.	
511.5 Inform the aircraft when radar identification is established or lost.	☐ N/A ☐ OBS ☐ DEF
513 HAND-OFF — RECEIVING CONTROLLER	
513.6 If receiving a non-automated hand-off, inform the transferring controller whether or not you have identified the aircraft. (P) 513.6 Phraseology: IDENTIFIED/NOT IDENTIFIED.	☐ N/A ☐ OBS ☐ DEF

520 SECONDARY SURVEILLANCE RADAR (SSR)	
521 TRANSPONDER OPERATION	
521.1 Instruct transponder equipped aircraft to reply to SSR interrogation by assigning the appropriate code in accordance with 523. Specify the code stating its four separate digits.	☐ N/A ☐ OBS ☐ DEF
521.4 Inform an aircraft if its transponder appears to be unserviceable or malfunctioning.	☐ N/A ☐ OBS ☐ DEF
522 OPERATION WITHOUT A TRANSPONDER IN TRANSPONDER DESIGNATED AIRSPACE	
522.1 You may authorize an aircraft without a serviceable transponder to operate in transponder airspace, provided a written request is filed with an ATC unit or other flight plan office.	☐ N/A ☐ OBS ☐ DEF

530 SEPARATION	
532 MINIMA	
532.1 Separate aircraft by using one of the following minima: D. 1 mile provided: 1. you operate in a mosaiced environment; and a. at least one of the aircraft is VFR; b. a maximum range of: i. 40 miles is displayed on the radar display; or ii. 80 miles from left to right is displayed when utilizing a RSiT or NARDS display; c. altitude readouts are displayed for both aircraft; and d. the position of the centre of the radar display is such that the maximum range this service can be provided, does not exceed 120 miles from the preferred or supplementary radar. 2. you operate in a non mosaiced environment; and a. at least one of the aircraft is VFR; b. a maximum range of: i. 40 miles is displayed on the radar display; or ii. 80 miles from left to right is displayed when utilizing a RSiT or	☐ N/A ☐ OBS ☐ DEF

A. on initial contact; or B. as soon as practicable, if the readout is not displayed, or cannot be validated on initial contact.	
503.2 If a readout is invalid, ensure that the aircraft has the correct altimeter setting and request another altitude verification.	☐ N/A ☐ OBS ☐ DEF
503.3 If the aircraft's altimeter setting is correct and the altitude readout remains invalid: A. Instruct the aircraft to reset its transponder; and B. If, after resetting, the readout remains invalid, instruct the aircraft to turn off its Mode C, and give the reason.	☐ N/A ☐ OBS ☐ DEF
503.4 If the aircraft's Mode C cannot be turned off without turning off the transponder, do not use the altitude readout as an indication of the aircraft's present altitude.	☐ N/A ☐ OBS ☐ DEF
503.6 Inform the receiving controller and the controller relieving you if any of the following conditions exist: A. Altitude readout not validated. B. Automatic altitude reporting turned off. C. Altitude readout invalid.	☐ N/A ☐ OBS ☐ DEF
503.8 You may use validated altitude readouts to determine aircraft altitudes as follows: A. Consider an aircraft to be maintaining an altitude, when its altitude readout value is within 200 feet of the assigned altitude. B. Consider an aircraft to have reached an altitude, when its altitude readout value has been within 200 feet of the assigned altitude for 4 consecutive readout updates. C. Consider an aircraft to have vacated an altitude, when its altitude readout value has changed by 300 feet or more, in the appropriate direction, from the value that prevailed while the aircraft was in level flight. D. Consider an aircraft to have passed an altitude, when its altitude readout value has changed by 300 feet or more in the appropriate direction.	☐ N/A ☐ OBS ☐ DEF
504 ALTITUDE FILTERS	
504.1 Select altitude filter limits that include as a minimum: A. the altitudes normally under the jurisdiction of your sector; B. the first usable altitude in any vertically adjoining airspace under the jurisdiction of another controller, plus 200 feet beyond that altitude; and C. 2,000 feet plus 200 feet if the boundary between vertically adjoined sectors is in RVSM airspace.	☐ N/A ☐ OBS ☐ DEF

510 IDENTIFICATION	
511 RADAR IDENTIFICATION	
511.1 You may consider an aircraft identified, provided one of the following conditions is met: A. The aircraft is observed on radar to be in a position, within one mile of the end of the runway used for takeoff, that is consistent with the time of takeoff and the route of flight or assigned heading of a departing aircraft. B. The aircraft is observed on radar to be over a fix, which is indicated on the radar display, that is consistent with a position report received directly from the aircraft, provided the track is observed to be consistent with the route of flight or reported heading of the aircraft. C. The aircraft is observed on radar to be in a position, relative to OMNI and DME NAVAIDS which are indicated on the radar display, that is consistent with a position report received directly from the aircraft in the form of a DME fix, provided that the track is observed to be consistent with the route of flight or reported heading of the aircraft D. The aircraft is observed on radar to have carried out a specified	☐ N/A ☐ OBS ☐ DEF

169 RUNWAY SURFACE CONDITION AND CANADIAN RUNWAY FRICTION INDEX (CRFI)		
169.2 Issue RSC reports in the following sequence: A. location; B. RUNWAY SURFACE CONDITION; C. RUNWAY (number); D. condition; E. date (if it differs from current date); and F. time (of the report).	☐ N/A	☐ OBS ☐ DEF
169.3 Issue CRFI reports in the following sequence: A. location; B. friction Index; C. RUNWAY (number); D. temperature; E. runway average (additional information if one part of the runway has a significantly lower Friction Index reading); F. date (if it differs from the current date); and G. time (of the report).	☐ N/A	☐ OBS ☐ DEF

190 UNIT EQUIPMENT		
191.1 Test all equipment used to provide ATC services at the beginning of each shift.	☐ N/A	☐ OBS ☐ DEF
191.4 Coordinate release of equipment for routine maintenance with appropriate maintenance personnel, taking into account the requirements of current and anticipated traffic during the period of interruption. You should make every effort to release equipment for routine maintenance if requested.	☐ N/A	☐ OBS ☐ DEF

PART 2 — COMMUNICATIONS

201 APPLICATION		
201.3 Identify the station called at all times.	☐ N/A	☐ OBS ☐ DEF
201.4 Identify the station calling and use the words “THIS IS” unless there is no likelihood of misunderstanding as to the source of the transmission.	☐ N/A	☐ OBS ☐ DEF
201.5 Ensure, as the originator of a message, that the “readback” is correct if it is necessary for the recipient to repeat a message verbatim.	☐ N/A	☐ OBS ☐ DEF
201.6 Identify and correct any errors in the “readback” or restate the clearance or instruction in full if there is any possibility of misunderstanding.	☐ N/A	☐ OBS ☐ DEF

203 AUTHORIZED COMMUNICATIONS		
203.1 Limit messages to those required for the provision of Air Traffic Services.	☐ N/A	☐ OBS ☐ DEF

210 RADIO AND INTERPHONE PROCEDURES		
211 GENERAL 211.1 In all radio or telephone communications, employ: A. proper phraseologies; B. phonetics as necessary; and C. correct procedures for the transmission of numbers.	☐ N/A	☐ OBS ☐ DEF
212 PHONETICS AND NUMBERS	☐ N/A	☐ OBS ☐ DEF
213 WORDS AND PHRASES	☐ N/A	☐ OBS ☐ DEF
214 UNITS OF MEASUREMENT	☐ N/A	☐ OBS ☐ DEF
215 UNIT IDENTIFICATION	☐ N/A	☐ OBS ☐ DEF
216 AIRCRAFT IDENTIFICATION	☐ N/A	☐ OBS ☐ DEF

217 MESSAGE FORMAT	☐ N/A	☐ OBS	☐ DEF
218 NAVAID IDENTIFICATION	☐ N/A	☐ OBS	☐ DEF
219 AIRWAY AND AIR ROUTEIDENTIFICATION	☐ N/A	☐ OBS	☐ DEF

232 CALLING, ANSWERING, AND COMPLETING CONTACTS			
232.1 Identify each office served by NAV CANADA interphone facilities by the name of the location, spoken in full, followed by the name of the facility or operating position as appropriate.	☐ N/A	☐ OBS	☐ DEF
232.2 Use operating initials to identify yourself on the interphone systems.	☐ N/A	☐ OBS	☐ DEF
232.6 Transmit the text of the message, pause slightly, and then terminate the interphone conversation in the following manner: A. Persons originating a call shall state their operating initials to indicate completion of the message . B. Call recipients shall state their operating initials to indicate that the message has been received and understood.	☐ N/A	☐ OBS	☐ DEF

PART 3 — AIRPORT AND VFR CONTROL

300 GENERAL			
301 PROVISION OF SERVICE			
301.2 Provide VFR control service to: A. airport traffic operating on the manoeuvring area; B. VFR aircraft operating within the control zone or Tower Radar Area; and C. IFR aircraft for which the tower has responsibility for control.	☐ N/A	☐ OBS	☐ DEF
301.3 Issue take-off or landing clearance to a fixed wing aircraft provided the operation takes place on: A. a runway; or B. another area that is approved and designated for that purpose.	☐ N/A	☐ OBS	☐ DEF
301.4 Provide information concerning known traffic and obstructions to fixed-wing aircraft landing on or taking off from a surface other than a runway or another area that is approved for that purpose.	☐ N/A	☐ OBS	☐ DEF

302 RUNWAY SELECTION			
302.1 Assign the operationally suitable runway most nearly aligned into the wind if the wind speed is 5 knots or more.	☐ N/A	☐ OBS	☐ DEF
302.2 You may assign the “calm wind runway” provided: A. the wind speed is less than 5 knots; and B. you clearly indicate the wind direction and speed to the aircraft.	☐ N/A	☐ OBS	☐ DEF
302.3 You may suggest, or approve a request for, another runway provided: A. you or the aircraft will gain an operational advantage; and B. you clearly indicate the wind direction and speed to the aircraft.	☐ N/A	☐ OBS	☐ DEF
302.4 At airports where runway configurations are appropriate, you may segregate light VFR aircraft from heavy VFR or IFR aircraft by using different runways, provided: A. the surface wind components permit the use of more than one runway; and B. the pilot accepts the suggested runway.	☐ N/A	☐ OBS	☐ DEF

410 CLEARANCES			
412 FORMAT			
412.1 Issue clearance items, as appropriate, in the following order: A. Prefix. B. Aircraft identification. C. Clearance limit. D. SID. E. Route. F. Altitude. G. Mach-number. H. Departure, en route, approach, or holding instructions. I. Special instructions or information. J. Traffic information.	☐ N/A	☐ OBS	☐ DEF
415 AMENDMENTS			
415.2 If it is necessary to amend a previously issued clearance, use one of the following: A. If amending the route: 1. state the amendment to the route and, if applicable, state that the rest of the route is unchanged; or 2. issue the entire route. B. If amending the altitude: 1. restate all applicable altitude restrictions; or 2. state that applicable altitude restrictions are still in effect. C. If amending both route and altitude, ensure that the conditions listed in both 415.2 A. and B. are met.	☐ N/A	☐ OBS	☐ DEF

PART 5 — RADAR PROCEDURES

500 GENERAL			
501 PROVISION OF SERVICE			
501.2 You may provide radar control service provided: A. the aircraft is radar identified; B. the aircraft is in controlled airspace, except as provided in 542.1; C. you are satisfied that the displayed radar information is adequate; and D. you are in direct communication with the aircraft, unless: 1. the aircraft has been cleared for an approach; and 2. you have transferred communication of the arriving aircraft to the tower.	☐ N/A	☐ OBS	☐ DEF
501.4 Inform the aircraft when radar service is terminated.	☐ N/A	☐ OBS	☐ DEF
501.6 Inform an aircraft immediately if radar service is terminated, due to equipment failure.	☐ N/A	☐ OBS	☐ DEF
501.7 If service is degraded due to failure of a system component, inform the aircraft.	☐ N/A	☐ OBS	☐ DEF
502 DISPLAY PRESENTATION			
502.1 Display and monitor: A. uncorrelated targets; B. CJSs; C. coast list in a full format showing all pertinent information to permit prompt detection of newly decorrelated aircraft; D. altitude readouts; E. current weather data and history, as necessary, for the provision of severe weather information; F. VMI; and G. appropriate geographic map.	☐ N/A	☐ OBS	☐ DEF
503 ALTITUDE READOUTS			
503.1 Validate altitude readouts by comparing the readout value with the altitude reported by the aircraft:	☐ N/A	☐ OBS	☐ DEF

391.15 Do not apply speed adjustment instructions to IFR or CVFR aircraft except if: A. you have assumed responsibility for control; or B. coordination has been effected with the IFR unit.	☐ N/A ☐ OBS ☐ DEF
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392 SEPARATION		
392.1 Separate CVFR aircraft in Class B airspace above 12,500 feet ASL by standard IFR separation.	☐ N/A ☐ OBS ☐ DEF	
392.2 Separate CVFR aircraft in Class B airspace 12,500 feet ASL and below in accordance with ATC MANOPS 392, 393, 532.1 D. or 532.1 E. as applicable.	☐ N/A ☐ OBS ☐ DEF	
392.3 Aircraft that report sighting their traffic are considered visually separated. Further clearances or instructions may be issued to the aircraft in relation to the traffic.	☐ N/A ☐ OBS ☐ DEF	
392.4 Aircraft are considered visually separated when the tower controller visually sights the aircraft and no conflict exists.	☐ N/A ☐ OBS ☐ DEF	
392.5 Aircraft that have reported over separate, clearly defined geographical points and their intended routes of flight will not conflict thereafter, are considered separated.	☐ N/A ☐ OBS ☐ DEF	

393 MINIMA		
393.1 In the provision of separation or conflict resolution, separate aircraft vertically by a minimum of 500 feet unless additional separation is required for wake turbulence.	☐ N/A ☐ OBS ☐ DEF	
393.2 When providing separation or conflict resolution using a tower radar display, apply target resolution separation, by ensuring radar targets do not touch, provided: A. at least one of the aircraft is VFR; B. a minimum RPS size 2 is selected; C. a maximum of 20 miles is displayed on the radar display; D. mode C altitude information is displayed for both aircraft; or E. if mode C is not displayed on both aircraft, the aircraft are 3,000 feet Above Airport Elevation or below; and F. when using DSE, the position of the centre of the radar display is such that the maximum range the service can be provided to does not exceed 20 miles from the RSE.	☐ N/A ☐ OBS ☐ DEF	
393.3 If a unit does not meet all the requirements of 393.2, use a minima described in 532.1 when providing separation or conflict resolution using a tower radar display.	☐ N/A ☐ OBS ☐ DEF	
393.4 In the application of 532.1, a maximum of 20 miles is to be displayed on the radar display.	☐ N/A ☐ OBS ☐ DEF	

394 CONFLICT RESOLUTION		
394.1 Conflict resolution only applies in a radar environment.	☐ N/A ☐ OBS ☐ DEF	
394.2 In Class C airspace, provide conflict resolution between IFR and VFR aircraft and upon pilot request between VFR aircraft.	☐ N/A ☐ OBS ☐ DEF	
394.3 If equipment and workload permit, in Class D airspace, provide conflict resolution between IFR and VFR aircraft and upon request between VFR aircraft.	☐ N/A ☐ OBS ☐ DEF	
394.4 When providing conflict resolution, if unable to apply visual separation, apply a minimum contained in ATC MANOPS 393 or 532.1.	☐ N/A ☐ OBS ☐ DEF	

302.5 Consistent with safety of operations, when selecting preferential runways in accordance with an established Preferential Runway Program, consider the runway, visibility, and wind conditions as follows: A. runway conditions: 1. for the purposes of selecting a runway in accordance with a Preferential Runway Selection Program, the runway may be considered as DRY or WET provided the Runway Surface Condition (RSC) report indicates that the runway is 75% or more BARE and DRY or BARE and WET, as applicable. 2. select the runway(s) most closely aligned into wind or the calm wind runway when the runway surface condition report indicates that surface contaminants cover more than 25% of: a. the full preferential runway surface; or b. the cleared portion, if greater than 100 feet wide. B. maximum crosswind component 25 kts, including gusts, for departures and arrivals provided: 1. the runway is dry; and 2. the visibility is equal to or greater than 1 statute mile or RVR equal to or greater than 5,000 ft. C. maximum crosswind component 15 kts including gusts for departures and arrivals provided: 1. the runway is wet; or 2. the runway is dry and the ground visibility is less than 1 statute mile or RVR is less than 5,000 ft.	☐ N/A ☐ OBS ☐ DEF
302.6 Avoid operations on runways where a tailwind is present. On a dry runway only, for departures and arrivals, a 5 kt maximum tailwind or tailwind component, including gusts, is acceptable during the period required to move traffic to the more in-to-wind runway.	☐ N/A ☐ OBS ☐ DEF

303 TAXI INFORMATION		
303.1 Issue taxi authorizations and instructions in plain, concise language to aircraft taxiing on the manoeuvring area.	☐ N/A ☐ OBS ☐ DEF	
303.2 Do not use the word “cleared” in conjunction with authorizations or instructions for aircraft to taxi or for equipment, vehicle or personnel operations.	☐ N/A ☐ OBS ☐ DEF	
303.3 Do not use conditional clearances or instructions for the movement of airport traffic.	☐ N/A ☐ OBS ☐ DEF	
303.4 Include the specific route if alternate taxi paths are available.	☐ N/A ☐ OBS ☐ DEF	
303.5 Instruct an aircraft or vehicle to either “cross” or “hold short” of any runway it will cross while on the manoeuvring area.	☐ N/A ☐ OBS ☐ DEF	
303.6 If workload permits, provide information concerning known traffic and obstructions to aircraft taxiing outside of the manoeuvring area.	☐ N/A ☐ OBS ☐ DEF	
303.7 If you consider it necessary, inform a taxiing aircraft that a portion of the manoeuvring area is not visible from the tower.	☐ N/A ☐ OBS ☐ DEF	

304 VHF DIRECTION FINDING SYSTEM (VDF)		
304.1 Do not use DF bearing information to separate aircraft.	☐ N/A ☐ OBS ☐ DEF	

304.2 You may use DF bearing information to assist in visually locating an aircraft by correlating the DF bearing with the reported position of the aircraft.	☐ N/A	☐ OBS	☐ DEF
304.3 Request an aircraft to confirm its position if, in your judgment, the DF bearing and the reported position do not reasonably agree.	☐ N/A	☐ OBS	☐ DEF
304.4 If an aircraft's position remains doubtful following a request for confirmation, inform the aircraft and use whatever other means are available to establish its position.	☐ N/A	☐ OBS	☐ DEF

305 AIRPORT EQUIPMENT			
305.1 Keep fully informed of the operating status of airport equipment used by aircraft or ATC.	☐ N/A	☐ OBS	☐ DEF
305.2 Display the operating status, if other than normal, so that it will immediately attract the attention of all concerned personnel.	☐ N/A	☐ OBS	☐ DEF
305.3 Report promptly any equipment unserviceability or malfunction to: A. the appropriate manager; B. the section/agency responsible for maintenance; or C. both A. and B.	☐ N/A	☐ OBS	☐ DEF

306 TOWER CAB LIGHTING			
306.1 Keep lighting in the Control Tower cab to a minimum at all times.	☐ N/A	☐ OBS	☐ DEF

307 AIRPORT SURFACE DETECTION EQUIPMENT			
307.1 Augment visual observation of traffic operating on the manoeuvring area by referring to ASDE: A. at night; B. when visibility, for any reason, is less than the most distant point of the manoeuvring area; or C. at any other time when, in your opinion, an operational advantage will be gained.	☐ N/A	☐ OBS	☐ DEF
307.2 You may use ASDE derived information to: A. determine that a runway or taxiway is clear of aircraft, vehicles or obstructions prior to a landing or a takeoff; B. confirm the location of aircraft and vehicles on the displayed airport manoeuvring area; C. provide directional instruction to pilots and vehicle operators on the displayed manoeuvring area when requested by them, or when deemed necessary by the controller; D. confirm compliance with control instructions to aircraft or vehicles operating on the displayed manoeuvring area; and E. provide directional instruction to crash, fire and rescue vehicles manoeuvring on any displayed area, as necessary.	☐ N/A	☐ OBS	☐ DEF
307.3 You may use ASDE provided you are satisfied that the presentation and performance are adequate for the function being performed.	☐ N/A	☐ OBS	☐ DEF
307.4 Identify a target observed on the ASDE display by correlating its position with one or more of the following: A. Pilot or vehicle operator position report. B. Controller's visual observation. C. An identified target return observed from another radar source.	☐ N/A	☐ OBS	☐ DEF
307.5 Do not provide directional guidance in the form of headings if using ASDE.	☐ N/A	☐ OBS	☐ DEF

308 VISUAL SCANNING — MANOEUVRING AREA			
308.1 Airport and Ground controllers shall visually scan the manoeuvring area thoroughly before issuing clearances or instructions to airport traffic, and, to the extent possible, at other frequent intervals.	☐ N/A	☐ OBS	☐ DEF
308.2 Ensure that the runway to be used by a departing or arriving aircraft is free, or will be free, of all known obstacles including vehicles, equipment and	☐ N/A	☐ OBS	☐ DEF

A. the lighter and heavier aircraft are both ready for takeoff at the same time; and B. no undue delay will be created for the heavier category aircraft.	
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384 AIRCRAFT INITIATED WAIVER	
384.1 Issue take–off clearance to an aircraft that has waived wake turbulence separation, except, if it is a light or medium aircraft departing: A. behind a heavy aircraft and takeoff is started from an intersection or a point significantly further along the runway, in the direction of takeoff; B. behind a heavy aircraft that is taking off or making a low or missed approach in the opposite direction on the same runway; or C. behind a heavy aircraft that is making a low or missed approach in the same direction on the same runway.	☐ N/A ☐ OBS ☐ DEF
384.2 Issue wake turbulence cautionary information prior to clearing the aircraft for takeoff.	☐ N/A ☐ OBS ☐ DEF

390 RADAR SERVICE	
391 APPLICATION	
391.1 Provide radar service to aircraft in accordance with a Tower Radar Plan in effect for the unit.	☐ N/A ☐ OBS ☐ DEF
391.2 Apply the applicable rules and procedures contained in ATC MANOPS Part 5 as supplemented by this Section and the Tower Radar Plan for the unit when providing radar service to aircraft operating in areas designated by the Tower Radar Plan.	☐ N/A ☐ OBS ☐ DEF
391.3 Use caution when issuing headings or assigning altitudes to VFR aircraft.	☐ N/A ☐ OBS ☐ DEF
391.4 Identify VFR aircraft, in accordance with ATC MANOPS 511, prior to providing radar service.	☐ N/A ☐ OBS ☐ DEF
391.5 Inform aircraft if radar service: A. cannot be provided; or B. is terminated.	☐ N/A ☐ OBS ☐ DEF
391.6 Issue position information and traffic information, as necessary, to assist aircraft in establishing visual separation from other aircraft.	☐ N/A ☐ OBS ☐ DEF
391.7 You may vector an aircraft within the control zone or a Tower Radar Area to establish visual separation or approach sequence provided a special service, including the provision of vectoring, is established in accordance with a Tower Radar Plan, if: A. the aircraft requests it; B. you suggest it and the aircraft accepts it; or C. you consider it necessary for flight safety.	☐ N/A ☐ OBS ☐ DEF
391.8 You may vector an IFR aircraft within the control zone or a Tower Radar Area provided: A. responsibility for control has been transferred to the tower; and B. one of the conditions specified in 391.7 is met.	☐ N/A ☐ OBS ☐ DEF
391.9 You may assign an altitude to a VFR aircraft if you consider it necessary.	☐ N/A ☐ OBS ☐ DEF
391.10 Do not use a turn to identify an IFR aircraft unless responsibility for control has been transferred to the tower.	☐ N/A ☐ OBS ☐ DEF
391.11 Do not vector or assign an altitude to a SVFR aircraft.	☐ N/A ☐ OBS ☐ DEF
391.12 Promptly cancel restrictions issued to VFR aircraft if: A. they are no longer required; or B. visual separation has been achieved.	☐ N/A ☐ OBS ☐ DEF
391.13 You may issue speed adjustment instructions as an aid to establish visual separation provided you do not assign an IAS.	☐ N/A ☐ OBS ☐ DEF
391.14 Express a speed adjustment in units or multiples of 10 knots, based on IAS.	☐ N/A ☐ OBS ☐ DEF

378.1 Adjust airport lights with variable intensity settings in accordance with the following tables: A. High-intensity or medium-intensity approach lights such as SSALR, ALSF2 or MALSR and high-intensity runway edge, runway centreline and touchdown zone lighting systems:	☐ N/A ☐ OBS ☐ DEF
378.2 Do not operate high-intensity runway lights at a setting lower than that used for the high intensity approach lights.	☐ N/A ☐ OBS ☐ DEF
378.3 Do not leave the intensity switch for the runway edge lights at setting 4 or 5 while the lights are off if RVR is being provided.	☐ N/A ☐ OBS ☐ DEF

380 WAKE TURBULENCE 381 APPLICATION	
381.1 Except as stipulated in 384, apply the appropriate wake turbulence separation minimum to: A. any category aircraft that takes off into the wake of a known heavy aircraft; and when specified B. a light aircraft that takes off into the wake of a known medium aircraft.	☐ N/A ☐ OBS ☐ DEF
381.2 You may use a radar minimum in lieu of 2 minutes wake turbulence spacing between departures provided:. A. you are certified to use radar between departures; and B. you ensure that the appropriate radar minimum exists at the point when the following aircraft becomes airborne.	☐ N/A ☐ OBS ☐ DEF

382 MINIMA	
382.1 Apply 2 minutes separation to any category aircraft that takes off into the wake of a known heavy aircraft on: A. the same runway; or B. a parallel runway less than 2,500 feet away.	☐ N/A ☐ OBS ☐ DEF
382.2 Apply 3 minutes separation to any category aircraft that takes off into the wake of a known heavy aircraft or a light aircraft that takes off into the wake of a medium aircraft if: A. the following aircraft starts its take-off roll from an intersection or a point significantly further along the runway, in the direction of takeoff, than the preceding aircraft; or B. you have reason to believe that rotation may occur beyond the rotation point of the preceding aircraft.	☐ N/A ☐ OBS ☐ DEF
382.3 If the projected flight paths will cross, apply 2 minutes to any category aircraft that takes off behind a heavy aircraft that has taken off or is doing a low or missed approach on: A. a crossing runway; or B. a parallel runway 2,500 feet or more away.	☐ N/A ☐ OBS ☐ DEF
382.4 If aircraft utilize the same runway or a parallel runway less than 2,500 feet away, apply 3 minutes separation to any category aircraft that takes off after a heavy or heavier category aircraft has over flown the runway in the same or opposite direction.	☐ N/A ☐ OBS ☐ DEF

383 WAKE TURBULENCE AVOIDANCE	
383.1 Do not approve a “break” by an Aurora/Orion aircraft when light or other medium aircraft are in the circuit, nor when light or other medium aircraft will fly through the area concerned within less than 2 minutes of “the break”.	☐ N/A ☐ OBS ☐ DEF
383.2 If a helicopter is hovering or is airborne while taxiing, you should keep it well clear of light aircraft.	☐ N/A ☐ OBS ☐ DEF
383.3 Provide information concerning wake avoidance if you consider it necessary.	☐ N/A ☐ OBS ☐ DEF
383.4 You should clear a lighter category aircraft for takeoff first in order to avoid wake turbulence if:	☐ N/A ☐ OBS ☐ DEF

personnel before the departing aircraft commences its take-off roll or a landing aircraft crosses the runway threshold.	
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310 SPECIAL OPERATIONS 311 SPECIAL VFR	
311.1 Authorize SVFR within the control zone provided: A. the aircraft has requested SVFR; B. you determine that the weather is at or above the minima for SVFR; C. you obtain approval from the appropriate IFR Unit; D. you make an adequate arrangement for recall; E. you keep SVFR aircraft clear of the flight paths of IFR aircraft; and F. you authorize only the number of aircraft that you can control safely and efficiently.	☐ N/A ☐ OBS ☐ DEF
311.2 With the exception of helicopters, do not authorize SVFR aircraft to depart or transit the zone at night.	☐ N/A ☐ OBS ☐ DEF
311.3 You may authorize more than one SVFR aircraft in a circuit provided the aircraft will remain in sight of the tower at all times.	☐ N/A ☐ OBS ☐ DEF
311.4 At airports where specific local procedures have been approved for special VFR helicopter operations, you may authorize flights in accordance with the Agreement.	☐ N/A ☐ OBS ☐ DEF

312 VFR TRAFFIC MANAGEMENT	
312.1 If traffic density warrants, you may instruct aircraft to hold on the ground or in the air in order to keep the number of VFR aircraft at a level that you can control safely and efficiently.	☐ N/A ☐ OBS ☐ DEF
312.2 Do not restrict or suspend VFR operations in the control zone or in the Tower Radar Area.	☐ N/A ☐ OBS ☐ DEF

313 FORMATION FLIGHTS	
313.1 You may authorize a VFR formation flight within the control zone provided airport traffic permits.	☐ N/A ☐ OBS ☐ DEF
313.2 Treat a formation flight as one aircraft for the purpose of separation. Issue clearances and instructions to the formation leader.	☐ N/A ☐ OBS ☐ DEF

314 BELOW MINIMA OPERATIONS	
314.1 If a VFR or SVFR aircraft requests a clearance, when weather conditions are below the applicable minima, take the following actions: A. inform the aircraft that weather conditions are below minima, state the reported ceiling and visibility; B. inform the aircraft that only IFR or SVFR operations will be approved and request the pilot's intentions; C. issue clearance if: 1. traffic and airport conditions permit; and 2. the aircraft still wishes to land, take off or operate within the airspace; and D. complete an aviation occurrence report if the operation takes place below SVFR conditions.	☐ N/A ☐ OBS ☐ DEF
314.2 If an IFR aircraft requests a take-off clearance, and the ground visibility is less than the applicable minimum, take the following actions: A. issue the RVR and the ground visibility; B. issue clearance if traffic and airport conditions permit; and C. complete an aviation occurrence report, based on CAP visibility minima, after the aircraft has taken off.	☐ N/A ☐ OBS ☐ DEF
314.3 When an IFR aircraft is inbound to the outer marker or final approach fix and the RVR indicates less than 1,200 feet for the runway to be used, take the following actions: A. issue the current RVR and ground visibility;	☐ N/A ☐ OBS ☐ DEF

B. request the pilot's intention; C. issue clearance if traffic and airport conditions permit; and D. complete an aviation occurrence report after the aircraft has landed.	
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315 DENIAL OF CLEARANCE

315.1 You may base denial of a clearance upon instructions from an appropriate authority regarding conditions not involving air traffic. Appropriate authorities may include public employees acting within the scope of their authority, such as: A. a peace officer; B. a Transport Canada Security Inspector; C. an officer of Canada Customs and Revenue; D. an officer of the Canadian Armed Forces; E. any person authorized by the State; or F. an officer of the court.	☐ N/A ☐ OBS ☐ DEF
315.2 If notification of a court order to seize or detain an aircraft has been received by telephone: A. ascertain the identity of the caller and confirm that the caller is an officer of the court; B. ascertain whether the order has actually been issued; C. request a copy of the court order by facsimile; and D. contact the ACC Shift Manager for advice.	☐ N/A ☐ OBS ☐ DEF
315.3 Do not authorize airport traffic to use an airport or any part of an airport that is closed by the Airport Operator.	☐ N/A ☐ OBS ☐ DEF
315.4 If you refuse a request for a clearance for reasons other than traffic, take the following actions: A. advise the aircraft of the reason for the denial of clearance. B. If the aircraft persists in its intention to land or take off: 1. quote any pertinent NOTAM or directive regarding airport conditions; 2. when traffic permits, inform the aircraft that landing/take-off clearance cannot be issued and that the landing/takeoff will be solely the pilot's responsibility; and C. complete an Aviation Occurrence Report.	☐ N/A ☐ OBS ☐ DEF
315.5 Except as permitted in 315.6, do not clear an aircraft to land or take off if there is an obstruction, person, or vehicle: A. on the landing area; or B. adjacent to the landing area so as to endanger the safety of the aircraft.	☐ N/A ☐ OBS ☐ DEF
315.6 You may permit a radio-equipped flight inspection technician and a theodolite to be positioned off the edge of an active runway, provided voice advisories are issued to departing and arriving aircraft.	☐ N/A ☐ OBS ☐ DEF

316 RONLY AND NORDO

316.1 You may request a RONLY aircraft to acknowledge a transmission in one of the following ways: A. to aircraft on the ground: 1. by moving the ailerons; or 2. by moving the rudder; B. to aircraft in the air, by rocking the wings; or C. at night, to aircraft on the ground or in the air, by a single flash of landing lights.	☐ N/A ☐ OBS ☐ DEF
316.2 Do not request an aircraft to acknowledge a transmission by turning the navigation lights on and off.	☐ N/A ☐ OBS ☐ DEF
316.3 Use air traffic control light signals from the following table to control aircraft and the movement of vehicles, equipment and personnel on the manoeuvring area when radio communications cannot be employed.	☐ N/A ☐ OBS ☐ DEF
316.4 Do not project a light gun signal through mylar shades.	☐ N/A ☐ OBS ☐ DEF

371 GENERAL		
371.1 Operate airport lights: A. as indicated in this section; B. as requested by an aircraft; or C. as required to facilitate or safeguard airport traffic.	☐ N/A ☐ OBS ☐ DEF	
371.2 Do not operate any airport light longer than required.	☐ N/A ☐ OBS ☐ DEF	

372 AIRPORT BEACON

372.1 Operate the airport beacon at night only, during the unit hours of operation, or at other times as specified by the Unit Manager.	☐ N/A ☐ OBS ☐ DEF
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373 APPROACH AND RUNWAY IDENTIFICATION LIGHTS

373.1 Operate the approach lights at night or in daytime IMC for an arriving aircraft: A. at least 5 minutes before the ETA of the aircraft; and B. until the aircraft has landed.	☐ N/A ☐ OBS ☐ DEF
373.2 Operate the runway identification lights for an arriving aircraft if: A. the visibility is 5 miles or less; or B. the ceiling is 1,000 feet or less.	☐ N/A ☐ OBS ☐ DEF

374 RUNWAY LIGHTS

374.1 Operate runway edge, runway centreline, and touchdown zone lights at night for an arriving aircraft: A. at least 5 minutes before the ETA of the aircraft; and B. until the aircraft has taxied clear of the runway.	☐ N/A ☐ OBS ☐ DEF
374.2 Operate runway edge and runway centreline lights at night for a departing aircraft: A. before the aircraft enters the runway; and B. until at least 3 minutes after the aircraft has departed.	☐ N/A ☐ OBS ☐ DEF
374.3 Use the following table to determine the correct operation of in-runway lights during conditions of blowing or drifting snow, unless otherwise requested by the aircraft .	☐ N/A ☐ OBS ☐ DEF

375 VASIS OR PAPI

375.1 Operate the VASIS or PAPI if the runway it serves is in use.	☐ N/A ☐ OBS ☐ DEF
375.2 Unless specifically requested by an aircraft, do not operate VASIS or PAPI if: A. the aircraft is conducting a precision approach; and B. weather conditions are less than: 1. ceiling 500 feet, or 2. visibility 1 mile.	☐ N/A ☐ OBS ☐ DEF

376 TAXIWAY LIGHTS

376.1 Operate taxiway lights so that a continuous indication of the route is presented.	☐ N/A ☐ OBS ☐ DEF
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377 OTHER LIGHTS

377.1 Operate the apron flood lights and lead-in lights as detailed in Unit Directives.	☐ N/A ☐ OBS ☐ DEF
377.2 Operate the obstruction lights continuously: A. at night; and B. during the day when the visibility is 3 miles or less.	☐ N/A ☐ OBS ☐ DEF
377.3 Operate the wind direction indicator light in conjunction with the runway lights.	☐ N/A ☐ OBS ☐ DEF

378 INTENSITY SETTINGS

on which sanding, ploughing, sweeping, calibration, inspection, maintenance or any similar operation has been approved that will affect its availability to landing and departing traffic.			
362 CONTROL TRANSFER			
362.1 Transfer responsibility for control of an aircraft between the ground controller and the airport controller in accordance with locally developed procedures.	☐ N/A	☐ OBS	☐ DEF
362.2 The responsibility for control of a departing IFR or CVFR aircraft is automatically transferred from the tower to the appropriate IFR unit, as soon as the aircraft is airborne unless otherwise coordinated.	☐ N/A	☐ OBS	☐ DEF
362.3 The responsibility for control of an arriving IFR or CVFR aircraft is automatically transferred from the IFR unit to the tower, as soon as the aircraft has landed unless otherwise coordinated.	☐ N/A	☐ OBS	☐ DEF
362.4 Request control of an arriving IFR or CVFR aircraft in the following form: A. REQUEST CONTROL OF (aircraft identification). B. NOW/AT (specific point).	☐ N/A	☐ OBS	☐ DEF
362.5 You may assume responsibility for control of an arriving IFR or CVFR aircraft that has been cleared for an approach provided: A. VFR conditions exist at the airport; B. you have sighted the aircraft and are satisfied that it will remain in sight and not have to return to IFR conditions; C. the aircraft intends to land and not continue on an IFR clearance; and D. the aircraft is at a position within the control zone/or the Tower Radar Area agreed upon by: 1. you and the IFR controller when you requested control; or 2. both units as specified in an Arrangement.	☐ N/A	☐ OBS	☐ DEF
362.6 Forward a control transfer time in the following form: A. (Aircraft identification). B. MY CONTROL. C. NOW/AT (specific time).	☐ N/A	☐ OBS	☐ DEF
363 COMMUNICATION TRANSFER			
363.1 When a change of frequency is required, instruct the aircraft to contact or monitor A. a specified unit/function/agency; B. on a specified frequency; and C. 1. now; 2. at a specified time; 3. at a specified location on the airport; or 4. over a specified fix.	☐ N/A	☐ OBS	☐ DEF
363.2 Normally, do not release a VFR aircraft from the tower frequency while operating in the control zone.	☐ N/A	☐ OBS	☐ DEF
363.3 You may release a VFR aircraft from tower frequency without specifying another frequency provided the aircraft is leaving the control zone.	☐ N/A	☐ OBS	☐ DEF
363.4 Change an IFR or CVFR aircraft to the frequency of the IFR unit or to the frequency specified in the IFR or CVFR clearance if: A. direct communication can be established on the IFR frequency; and B. the aircraft is at a point agreed upon by both units.	☐ N/A	☐ OBS	☐ DEF
363.5 You may release an IFR or CVFR aircraft from tower frequency without specifying another frequency provided: A. the aircraft is leaving the control zone and direct communications cannot be established on an IFR frequency; or B. a SID was assigned that contains communications transfer instructions.	☐ N/A	☐ OBS	☐ DEF
370 AIRPORT LIGHTING			

317 HANG GLIDERS AND ULTRA-LIGHT AEROPLANES			
317.1 Unless prohibited in a unit directive, you may authorize hang glider or ultra-light aeroplane operations in the control zone.	☐ N/A	☐ OBS	☐ DEF
317.2 For the purpose of wake turbulence separation and cautionaries: A. Consider all ultra-light aircraft as “light” category aircraft for the purpose of wake turbulence separation. B. Inform ultra-light aircraft of the type of aircraft they will be following on departure or in the vicinity of the airport. C. Consider all motorized aircraft as “heavy” aircraft in relation to hang gliders.	☐ N/A	☐ OBS	☐ DEF
317.3 You may clear a hang glider or an ultra-light aeroplane to land on or take off from an area of the airport other than a runway provided the area: A. is designated as an ultra-light landing and take-off area; B. is part of the controlled manoeuvring area; and C. is described in an Agreement between the tower and the Airport Operator.	☐ N/A	☐ OBS	☐ DEF
320 ESSENTIAL FLIGHT INFORMATION			
321 GENERAL			
321.1 Issue information on field conditions and the status of airport equipment or services, either directly or through the IFR unit, in sufficient time for it to be useful to the aircraft.	☐ N/A	☐ OBS	☐ DEF
321.2 Promptly provide aircraft with safety alerts when required.	☐ N/A	☐ OBS	☐ DEF
322 AIRPORT CONDITIONS			
322.1 Inform concerned aircraft of the following conditions of which you have been made aware: A. Construction or maintenance work on or near the manoeuvring area. B. Rough parts of the manoeuvring area. C. Flooded or slippery parts of the manoeuvring area and braking action (including CRFI) reports. D. Obstructions on or near the manoeuvring area. E. Failure or irregular operation of any part of the airport lighting system. F. Other pertinent conditions.	☐ N/A	☐ OBS	☐ DEF
322.2 Indicate the type of aircraft and the time of the report if relaying a braking action report obtained from another aircraft.	☐ N/A	☐ OBS	☐ DEF
322.3 Inform the Airport Operator if you believe that this individual is unaware of airport conditions that may affect the safety of airport traffic.	☐ N/A	☐ OBS	☐ DEF
323 ARRESTER GEAR			
323.1 Inform all aircraft, landing or taking off, of the position and status of arrester gear that is in place across either end of the runway being used.	☐ N/A	☐ OBS	☐ DEF
323.2 Issue a cautionary to all aircraft taxiing over an arrester cable.	☐ N/A	☐ OBS	☐ DEF
323.3 If requested, inform an aircraft of: A. the distance of an in-place cable from the threshold; or B. the distance between in-place cables, if applicable.	☐ N/A	☐ OBS	☐ DEF
330 DEPARTURES			
331 GENERAL			
331.1 Reply to requests for radio checks and issue taxi instructions as necessary.	☐ N/A	☐ OBS	☐ DEF
331.2 Obtain and relay IFR clearances to departing aircraft by voice or by electronic platforms intended for this use.	☐ N/A	☐ OBS	☐ DEF

332 PRE-TAXI			
332.1 Reply to a request for a radio check in the following form: A. (Aircraft identification). B. (Unit identification if required). C. READ YOU (Readability number). D. (Time and altimeter if appropriate).	☐ N/A	☐ OBS	☐ DEF
332.2 You should limit or suspend routine radio maintenance checks during periods of heavy traffic.	☐ N/A	☐ OBS	☐ DEF

333 IFR CLEARANCE			
333.1 You should obtain and relay the IFR clearance before the aircraft begins to taxi if practicable.	☐ N/A	☐ OBS	☐ DEF
333.2 Relay an IFR clearance by voice in the following form: A. (Aircraft identification). B. (Unit identification, if required). C. IFR CLEARANCE (wait for the aircraft to indicate that it is ready to copy). D. ATC CLEARS (clearance verbatim, as received from the IFR unit).	☐ N/A	☐ OBS	☐ DEF
333.3 Check the details of the voice readback to ensure that the aircraft has received the correct clearance and issue the time if a CC, EAC, EFC or other time was issued as part of the clearance.	☐ N/A	☐ OBS	☐ DEF
333.4 Compare the pilot-provided Flight Plan Unique Identifier (FPUI) with the FPUI on the tower's EXCDS display for accuracy.	☐ N/A	☐ OBS	☐ DEF

334 TAXI AUTHORIZATION			
334.1 Do not authorize an aircraft to “push-back” or “power-back” from a loading position on the apron. Inform a pilot who requests approval for “push-back” or “power-back” that such action is at the pilot's discretion and inform the pilot of pertinent traffic.	☐ N/A	☐ OBS	☐ DEF
334.2 Instruct an aircraft to either “cross” or “hold short” of any runway it will cross while taxiing.	☐ N/A	☐ OBS	☐ DEF
334.3 Issue a taxi authorization in the following form: A. (Aircraft identification). B. (Unit identification if required). C. RUNWAY (number). D. WIND (direction and speed). E. ALTIMETER (setting). F. TAXI VIA (route) or CONTINUE TAXI, VIA (route), (if applicable), CROSS RUNWAY (number) or HOLD SHORT OF (runway number or taxiway) or HOLD (position or direction relative to a position, runway, taxiway, other). G. (Other information such as traffic, airport conditions or RVR). H. CONTACT TOWER (frequency) NOW/AT (location/time)/HOLDING SHORT or MONITOR TOWER (frequency) NOW/AT (location/time).	☐ N/A	☐ OBS	☐ DEF
334.4 You may authorize a departure from an intersection provided: A. the aircraft requests it; or B. you suggest it and the aircraft accepts it.	☐ N/A	☐ OBS	☐ DEF
334.5 Inform the aircraft of the usable length of runway remaining before suggesting a departure from an intersection.	☐ N/A	☐ OBS	☐ DEF
334.6 Precede a refusal or delay to a request, with the word “NEGATIVE” followed by further instructions and if necessary, the reason.	☐ N/A	☐ OBS	☐ DEF
334.7 You need not include the altimeter in a taxi authorization if the information was issued in a pre-flight radio check.	☐ N/A	☐ OBS	☐ DEF
334.8 You need not include the runway and wind in a taxi authorization if the information is included in the current ATIS broadcast and the aircraft acknowledges receipt of that broadcast.	☐ N/A	☐ OBS	☐ DEF

354.5 Do not use words and terms “go ahead”, “clear” or “cleared” in radiotelephony communications for ground vehicle operations.	☐ N/A	☐ OBS	☐ DEF
354.6 Respond to a radio call from a vehicle operator in the following form: A. (Vehicle identification). B. Unit function. C. STATE YOUR REQUEST or WHAT ARE YOUR INTENTIONS.	☐ N/A	☐ OBS	☐ DEF
354.7 Instruct a vehicle to either “cross” or “hold short” of any runway it will cross while on the manoeuvring area.	☐ N/A	☐ OBS	☐ DEF
354.8 Issue vehicle movement instructions as follows: A. (Vehicle identification). B. PROCEED VIA (route), (if applicable), CROSS RUNWAY (number) or PROCEED ONTO RUNWAY (number) TO (destination other than a runway), HOLD SHORT OF (runway, taxiway, other). C. (if required) LEAVE, EXIT, GET OFF RUNWAY (number) AT (location). D. (When required) REPORT/ADVISE OFF.	☐ N/A	☐ OBS	☐ DEF
354.9 Do not issue instructions that permit unrestricted movement of vehicles on the manoeuvring area.	☐ N/A	☐ OBS	☐ DEF
354.10 When required, for snow removal operations, issue combined instruction to operate on a runway and a specific intersection.	☐ N/A	☐ OBS	☐ DEF
354.11 Precede a refusal or delay to a request, with the word “NEGATIVE” followed by further instructions and if necessary, the reason.	☐ N/A	☐ OBS	☐ DEF
354.12 Use the direction contained in 316.3 to control aircraft and the movement of vehicles, equipment and personnel on the manoeuvring area when radio communications cannot be employed.	☐ N/A	☐ OBS	☐ DEF
354.13 If all other forms of communication fail, you may flash the runway lights on and off as a signal to vehicles and pedestrians to vacate the active runway.	☐ N/A	☐ OBS	☐ DEF

360 COORDINATION			
361 REPORTS			
361.1 Except as provided in 361.2, keep IFR units promptly advised of pertinent information concerning IFR or CVFR aircraft, including the following items: A. arrival or control transfer times; B. cancellation or closure of IFR flight plan time; C. departure times; D. position reports; E. missed approach times; and F. available information relating to overdue or unreported aircraft.	☐ N/A	☐ OBS	☐ DEF
361.2 You may omit passing arrival or control transfer times if: A. the exemption is stated in an Agreement or an Arrangement; and B. a PSR is located on or in close proximity to the airport in use.	☐ N/A	☐ OBS	☐ DEF
361.3 Advise the Airport Operator or agency providing ARFF, of any in-flight emergency involving an arriving aircraft carrying DC.	☐ N/A	☐ OBS	☐ DEF
361.4 Report the departure and arrival times of VFR aircraft, for which a flight plan or a flight itinerary has been filed, to the appropriate ACC or FSS.	☐ N/A	☐ OBS	☐ DEF
361.5 Coordinate with the appropriate IFR unit to determine the action to be taken if a VFR aircraft states that it has encountered, or is about to encounter, IMC.	☐ N/A	☐ OBS	☐ DEF
361.6 Coordinate fully with all operating positions concerned if: A. an active runway is changed; B. there is to be a landing or takeoff on a runway other than the active; or C. a greater approach interval is required to assist in expediting the movement of airport traffic.	☐ N/A	☐ OBS	☐ DEF
361.7 Do not authorize ground traffic to operate on a runway being used for landing and takeoff unless you have coordinated with the airport controller.	☐ N/A	☐ OBS	☐ DEF
361.8 Take action to display, at operating positions, the status of any runway	☐ N/A	☐ OBS	☐ DEF

E. the runway that requires a “holdshort” restriction is dry.	
352.9 Hold a taxiing aircraft, until traffic using the runway has passed the point at which the aircraft is holding: A. at a taxi holding position, if one has been established; B. at least 200 feet from the edge of the runway, unless other holding positions are established by markings or signs; or C. at a sufficient distance from the edge of the runway to ensure that no hazard is created to arriving or departing aircraft, if it is not practicable to comply with A. or B.	☐ N/A ☐ OBS ☐ DEF

353 HELICOPTERS	
353.1 Issue take-off or landing clearance to a helicopter provided the operation takes place on the manoeuvring area.	☐ N/A ☐ OBS ☐ DEF
353.2 If a helicopter intends to take off or land outside the manoeuvring area: A. provide instructions and traffic information, as necessary, for control purposes; and B. inform the aircraft that landing or takeoff will be at the pilot's discretion.	☐ N/A ☐ OBS ☐ DEF
353.3 Include the specific route in a clearance to or from the landing area to ensure safe conformance with, or avoidance of other airport traffic, as necessary.	☐ N/A ☐ OBS ☐ DEF
353.4 Clear helicopters to air taxi unless: A. the aircraft has specifically requested clearance to hover taxi or taxi on the surface; or B. the unit manager has directed that helicopters are to taxi only via the hover mode in specified situations.	☐ N/A ☐ OBS ☐ DEF
353.5 Do not issue an air taxi or hover taxi clearance that will knowingly require a helicopter to pass over persons, vehicles, or aircraft.	☐ N/A ☐ OBS ☐ DEF
353.6 Include explicit route details in an air taxi or hover taxi clearance, if necessary, due to traffic or known ground hazards.	☐ N/A ☐ OBS ☐ DEF
353.7 At those locations where air taxi or hover taxi routes have been designated, clear helicopters along these routes in accordance with direction issued for their use.	☐ N/A ☐ OBS ☐ DEF
353.8 Apply appropriate wake turbulence procedures to helicopters during air taxi or hover taxi as though they were departing aircraft.	☐ N/A ☐ OBS ☐ DEF
353.9 Avoid requiring frequency changes by helicopters known to be single-piloted while air taxiing, hovering or flying at low level.	☐ N/A ☐ OBS ☐ DEF

354 PEDESTRIANS AND VEHICLES	
354.1 Keep ground traffic, such as pedestrians, vehicles, or construction equipment, away from taxiing aircraft.	☐ N/A ☐ OBS ☐ DEF
354.2 Hold ground traffic: A. at least 200 feet from the edge of an active runway, unless other holding positions are established by markings or signs; or B. at a sufficient distance from the edge of the runway to ensure that no hazard is created to arriving or departing aircraft, if it is not practicable to comply with A.	☐ N/A ☐ OBS ☐ DEF
354.3 Inform concerned aircraft of the circumstances if: A. ground traffic is located less than 200 feet from the edge of the runway in use, unless other holding positions are established by markings or signs closer than 200 feet; and B. it is not practicable to close the runway.	☐ N/A ☐ OBS ☐ DEF
354.4 Take extra care at night and during periods of restricted visibility to ensure that: A. the runway is clear for use when required; and B. information concerning the location of ground traffic is maintained by restricting vehicle movements to a particular runway, taxiway or other specific area on the airport.	☐ N/A ☐ OBS ☐ DEF

335 SUCCESSIVE IFR DEPARTURES — VISUAL SEPARATION		
335.1 You may release a successive departing IFR aircraft from the same runway provided the following conditions are met: A. your visual observation confirms that the preceding IFR aircraft has departed and has turned to clear the departure path of the succeeding aircraft, or has reached a point on its departure path where it will no longer conflict with the departure path of the succeeding aircraft; B. initial departure tracks diverge by 30 degrees or more; C. applicable wake turbulence minima are complied with, unless waived by the succeeding aircraft; D. traffic information is passed to the succeeding aircraft; and E. the procedure to be followed shall be in accordance with a unit directive or arrangement approved by the Manager, ATS Standards and Procedures, NAV CANADA.	☐ N/A ☐ OBS ☐ DEF	
335.2 You may use visual separation to release successive departing IFR aircraft from a runway different from that used by a preceding IFR departing aircraft provided the following conditions are met: A. if either aircraft will turn toward, or will cross through the departure path of the other, initial tracks diverge by 30 degrees or more; B. your visual observation confirms that the preceding aircraft has reached a point where it will no longer conflict with the departure path of the succeeding aircraft; C. if required: 1. applicable wake turbulence minima are complied with, unless waived by the succeeding aircraft; 2. traffic information is passed to the succeeding aircraft; and D. the procedure is conducted in accordance with a unit directive and an arrangement with the applicable IFR unit.	☐ N/A ☐ OBS ☐ DEF	

336 TAKE-OFF PROCEDURES		
336.1 Inform an aircraft of the reason for the delay if it is taxied to position and instructed to “WAIT”.	☐ N/A ☐ OBS ☐ DEF	
336.2 Specify the name of the taxiway or intersection with the instruction to taxi or backtrack to position.	☐ N/A ☐ OBS ☐ DEF	
336.3 Unless takeoff clearance can be issued within three minutes of the time the aircraft arrives at the point from which the takeoff run will begin, do not instruct a departing aircraft to taxi to position on an arrival runway: A. at night; B. during IFR meteorological conditions; or C. if it will not be visible from the tower.	☐ N/A ☐ OBS ☐ DEF	
336.4 Except as specified in 336.16, inform an aircraft that is holding short of the runway of the reason for a delay if: A. it appears that a take-off clearance may be delayed for more than 3 minutes; and B. the reason is not apparent.	☐ N/A ☐ OBS ☐ DEF	
336.5 You may taxi more than one aircraft to position for takeoff on the same runway, intersecting runways or non-intersecting runways whose flight paths cross, provided: A. the aircraft are sequenced in accordance with 336.6; B. all aircraft are visible to the airport controller; C. traffic information is given to the second and subsequent aircraft in the departure sequence; and D. you specify the name of the runway intersection or taxiway if “position” is not at the threshold.	☐ N/A ☐ OBS ☐ DEF	
336.6 If a departing aircraft is not number one, issue a departure sequence number in the following form: A. Aircraft Identification. B. Number (sequence).	☐ N/A ☐ OBS ☐ DEF	

C. Type and position of preceding departure.	
336.7 If requesting an IFR release specify the runway from which the aircraft will depart.	☐ N/A ☐ OBS ☐ DEF
336.8 Include the name of the intersecting runway or taxiway from which an aircraft will depart in the take-off clearance.	☐ N/A ☐ OBS ☐ DEF
336.9 Issue alternate instructions with a clearance for an immediate takeoff unless you have previously determined that the aircraft can comply.	☐ N/A ☐ OBS ☐ DEF
336.10 Consider known aircraft operating characteristics and the effect that precipitation and surface conditions may have on the aircraft's ability to comply with an immediate take-off clearance.	☐ N/A ☐ OBS ☐ DEF
336.11 If the wind speed is 15 knots or greater issue the direction and speed in the take-off clearance.	☐ N/A ☐ OBS ☐ DEF
336.12 Issue a take-off clearance in the following form: A. (Aircraft identification). B. (Unit identification, if required). C. (Special information, such as a hazard or obstruction). D. (Control instruction, such as a turn or heading after takeoff). E. (Wind information, if required). F. CLEARED FOR TAKE-OFF RUNWAY (number) - if from the threshold or - FROM (name of taxiway or runway intersection), CLEARED FOR TAKE-OFF RUNWAY (number).	☐ N/A ☐ OBS ☐ DEF
336.13 You may clear the aircraft for the option provided: A. the aircraft requests it; and B. traffic permits.	☐ N/A ☐ OBS ☐ DEF
336.14 Confirm the departing aircraft's intentions before issuing a landing clearance to an arriving aircraft using the same runway if no response is received from the departing aircraft.	☐ N/A ☐ OBS ☐ DEF
336.15 Combine take-off clearance with instructions to change from tower frequency if: A. direct communication with the next control sector/unit is needed immediately after takeoff; and B. the aircraft is a UHF-equipped, military fighter that you know is operated by only one pilot.	☐ N/A ☐ OBS ☐ DEF
336.16 Inform a departing aircraft of the reason for a delay and the type and position of the preceding departing aircraft if: A. the requested take-off clearance is being denied solely because of wake turbulence separation requirements; and B. a pilot-requested waiver can be granted.	☐ N/A ☐ OBS ☐ DEF
336.17 If a requested clearance has been withheld or delayed, issue a clearance as soon as conditions permit without waiting for a further request from the aircraft.	☐ N/A ☐ OBS ☐ DEF
336.18 Give the "time off" if the aircraft requests it.	☐ N/A ☐ OBS ☐ DEF

337 CANCELLATION OF TAKE-OFF CLEARANCE	
337.1 If circumstances require, cancel a previously issued take-off clearance and, when appropriate, inform the aircraft of the reason.	☐ N/A ☐ OBS ☐ DEF

338 VFR DEPARTURE OF AN IFR AIRCRAFT	
338.1 Obtain approval from the appropriate IFR unit if an IFR aircraft specifically requests: A. permission to depart and maintain VFR until an IFR clearance is received; or B. an IFR clearance to fly in accordance with VFR until a specified time, altitude, or location.	☐ N/A ☐ OBS ☐ DEF
338.2 Inform the appropriate IFR unit if an IFR aircraft closes its IFR flight plan.	☐ N/A ☐ OBS ☐ DEF

3. passed the intersection; or 4. crossed over the departure runway.	
352.6 You may authorize simultaneous landings or a landing and a takeoff simultaneously on intersecting runways provided: A. use of this procedure is approved in unit directives that specify: 1. which runways may be used; 2. the stopping distances available; and 3. the aircraft stopping distance groups that can be accommodated; B. the weather conditions are not less than a ceiling of 1,000 feet and visibility of 3 miles; C. an arriving aircraft is restricted from entering the runway to be used by the other aircraft and, except if it is a helicopter, is advised of the stopping distance available; D. you obtain an accurate readback when issuing a HOLD SHORT clearance to a landing aircraft; E. that, except for helicopters, the stopping distance group of the aircraft restricted to hold short is known and is in accordance with unit directives; F. the runway to be used by the restricted aircraft is bare; G. there is no standing water, slush, snow or ice (including frost), on the runways; H. for aircraft landing on any runway with a "hold short" restriction (LAHSO): 1. there is no tailwind other than a calm wind; or 2. there is no crosswind component exceeding 25 kts (including gusts). I. traffic information is issued to both aircraft; J. the conditions specified in D. and I. are met at the time, or before, landing clearance is issued and in sufficient time for the pilots to take other action if desired; and K. if the restricted aircraft is a helicopter, the point of landing is separated, as measured perpendicularly, by at least 700 feet from the centreline of the other runway.	☐ N/A ☐ OBS ☐ DEF
352.7 You may authorize simultaneous landings or a landing and a takeoff simultaneously on intersecting WET runways provided: A. use of this procedure is approved in unit direction including the stopping distances for wet runways; B. the weather conditions are not less than a ceiling of 1,000 feet and visibility of 3 miles; C. you do not conduct simultaneous operations if the braking action is reported less than good; D. there is no standing water, slush, snow or ice (including frost), on the runways; E. for aircraft landing on any runway with a "hold short" restriction (LAHSO): 1. there is no tailwind other than a calm wind; or 2. there is no crosswind component exceeding 15 kts (including gusts). F. you do not instruct Group 6 aircraft to HOLD SHORT of an intersecting runway: and G. traffic information is issued to both aircraft.	☐ N/A ☐ OBS ☐ DEF
352.8 You may authorize simultaneous landings or a landing and a takeoff simultaneously on intersecting runways in tailwind conditions that are greater than four knots provided: A. you suggest it and the aircraft accepts it; or. B. the aircraft requests a landing on a runway in which a "hold short" restriction will be issued; and C. the restricted aircraft's stop group category is compatible with the reduced runway length available to the pilot; and D. the tailwind speed does not exceed ten knots; and	☐ N/A ☐ OBS ☐ DEF

352 ARRIVALS AND DEPARTURES		
352.1 Use the following rationale when applying paragraphs in this section: A. Consider an aircraft doing a touch-and-go as an arriving aircraft until it lands and thereafter as a departing aircraft. B. Consider an aircraft doing a stop-and-go as an arriving aircraft until it stops and thereafter as a departing aircraft. C. Consider an aircraft doing a low approach as an arriving aircraft until it crosses the runway threshold or discontinues the approach and thereafter as a departing aircraft.	☐ N/A ☐ OBS ☐ DEF	
352.2 Separate an arriving aircraft from a preceding aircraft using the same runway by ensuring that the arriving aircraft does not cross the landing threshold until one of the following conditions exists: A. the preceding aircraft has landed and taxied off the runway; B. the preceding aircraft has landed or is over the landing runway; and 1. is at a distance from the threshold sufficient to allow the arriving aircraft to complete its landing roll without jeopardizing safety; and 2. the arriving aircraft is advised of the preceding aircraft's position and intentions; C. the preceding aircraft is airborne; and 1. is at a sufficient distance from the threshold that the arriving aircraft will not overtake it during the landing roll or conflict with it in the event of a missed approach; or 2. has turned to avoid any conflict with the arriving aircraft in the event of a missed approach.	☐ N/A ☐ OBS ☐ DEF	
352.3 Separate a departing aircraft from a preceding aircraft using the same runway by ensuring that it does not begin take-off roll until one of the following conditions exists: A. the preceding aircraft has landed and taxied off the runway, or there is every assurance that it will vacate the runway by the time the departure starts the take-off roll; B. the preceding aircraft has departed; and 1. has turned to clear the departure path; or 2. has reached a point on the departure path where it will not conflict with the succeeding aircraft.	☐ N/A ☐ OBS ☐ DEF	
352.4 Separate an arriving aircraft from another aircraft using an intersecting runway, or nonintersecting runway if flight paths intersect, by ensuring that the arriving aircraft does not cross the landing threshold or flight path of the other aircraft until one of the following conditions exists: A. a preceding departing aircraft has: 1. passed the intersection or flight path; or 2. turned to avoid any conflict; B. a preceding arriving aircraft has: 1. taxied off the landing runway; 2. completed the landing roll and will hold short of the intersection or flight path; or 3. passed the intersection or flight path.	☐ N/A ☐ OBS ☐ DEF	
352.5 Separate a departing aircraft from an aircraft using an intersecting runway, or nonintersecting runway if flight paths intersect, by ensuring that the departing aircraft does not begin its take-off roll until one of the following conditions exists: A. a preceding departing aircraft has: 1. passed the intersection; 2. crossed the departure runway; or 3. turned to avoid any conflict; B. a preceding arriving aircraft has 1. taxied off the landing runway; 2. completed the landing roll and will hold short of the intersection;	☐ N/A ☐ OBS ☐ DEF	

340 ARRIVALS		
341 LANDING INFORMATION		
341.1 Issue landing information to arriving aircraft: A. on initial contact; or B. as soon as practicable.	☐ N/A ☐ OBS ☐ DEF	

342 INITIAL CLEARANCE		
342.1 Issue an initial clearance in the following form: A. (Aircraft identification); B. (Unit identification if required); C. RUNWAY (number); D. WIND (direction and speed); E. ALTIMETER (setting); F. CLEARED TO THE CIRCUIT (other specific point); G. radar identification (if required); H. (request for position reports as required); and I. (other information, such as traffic, simultaneous crossing runway operations or airport conditions).	☐ N/A ☐ OBS ☐ DEF	
342.2 You may clear an aircraft directly to base leg or final approach provided traffic permits.	☐ N/A ☐ OBS ☐ DEF	
342.3 You may clear a VFR aircraft to hold at a geographic location, a published VFR Check-Point or VFR Call-Up Point in the control zone, to await a position in the landing sequence.	☐ N/A ☐ OBS ☐ DEF	
342.4 Include the following information in a VFR holding clearance: A. location of holding, expressed in one of four cardinal points and direction of turns; B. specified holding time; and C. traffic information.	☐ N/A ☐ OBS ☐ DEF	
342.5 You may approve a full or partial circuit opposite to the designated circuit provided traffic permits.	☐ N/A ☐ OBS ☐ DEF	
342.6 Give consideration to noise abatement requirements and other pertinent regulations before you authorize a deviation from the designated traffic circuit.	☐ N/A ☐ OBS ☐ DEF	
342.7 Know the distance and direction of each prominent landmark that may be used as a visual reporting point within a 25 mile radius of the airport.	☐ N/A ☐ OBS ☐ DEF	
342.8 Assist aircraft in determining the location of a visual reporting point if necessary.	☐ N/A ☐ OBS ☐ DEF	
342.9 In all communications between ATC and pilots, refer to VFR waypoints by their full name and not by their unique five-letter identifiers.	☐ N/A ☐ OBS ☐ DEF	

343 APPROACH CLEARANCE		
343.1 Issue a further clearance, to an aircraft that reports at the limit of its initial clearance, in the following form: A. (Aircraft identification). B. NUMBER (sequence). C. (Approach instructions, such as position, type, and, if significant, the color of the aircraft to follow, if not number one on approach).	☐ N/A ☐ OBS ☐ DEF	
343.2 Do not clear an aircraft for a simulated approach. You may, however, approve a simulated approach provided: A. traffic permits; and B. you instruct the aircraft to maintain VFR at all times.	☐ N/A ☐ OBS ☐ DEF	

344 LANDING CLEARANCE		
344.1 You should issue landing clearance: A. 1. when you are satisfied that the aircraft is on approach to the correct runway; or 2. before the aircraft turns final if it is doing an overhead break; and	☐ N/A ☐ OBS ☐ DEF	

B. you determine that the prescribed runway separation will exist.	
344.2 Issue a landing clearance without waiting for a request from the aircraft.	☐ N/A ☐ OBS ☐ DEF
344.3 Issue a landing clearance in the following form: A. (Aircraft identification). B. (Unit identification if required). C. (Special information, such as hazard or obstruction). D. (Control instruction, such as a runway exit instruction). E. (Wind information, if required). F. CLEARED (operation) RUNWAY (number).	☐ N/A ☐ OBS ☐ DEF
344.4 You may authorize ground traffic to cross the landing runway after a landing clearance has been issued provided: A. the conditions in 308.2 are met; B. an operational advantage will be gained; C. you consider: 1. the type and performance of ground and airborne traffic; 2. the runway condition; 3. other factors that may have an impact on the operation; and D. the landing aircraft is advised of the location and the type of the crossing traffic if the activity will take place in such a manner to warrant the aircraft's attention.	☐ N/A ☐ OBS ☐ DEF
344.5 Subject to the prohibition in 344.6, you may clear an aircraft for a low approach to a runway whose surface is occupied provided: A. specific instructions and/or restrictions are issued when required; and B. relevant traffic information is exchanged.	☐ N/A ☐ OBS ☐ DEF
344.6 Do not clear an IFR aircraft for a low approach if the ground vehicles, on or near the runway, are within interference range of the functioning ILS transmitter being used by the aircraft.	☐ N/A ☐ OBS ☐ DEF
344.7 You may clear an aircraft for the option provided: A. the aircraft requests it; and B. traffic permits.	☐ N/A ☐ OBS ☐ DEF
344.8 If an aircraft is doing a radar approach: A. issue the appropriate clearances, control instructions, and other pertinent information through the precision controller; and B. provide landing clearance or alternate instructions before the aircraft reaches 2 miles from the end of the runway.	☐ N/A ☐ OBS ☐ DEF
344.9 If an aircraft is doing an emergency surveillance approach, issue a landing clearance to the IFR controller before: A. the aircraft is 2 miles from the end of the runway; or B. when requested by the IFR controller.	☐ N/A ☐ OBS ☐ DEF
344.10 Advise the aircraft to continue approach but to be prepared for a possible pull-up if it appears that the runway may not be clear.	☐ N/A ☐ OBS ☐ DEF
344.11 Instruct the aircraft to pull-up if necessary.	☐ N/A ☐ OBS ☐ DEF
344.12 If the wind speed is 15 knots or greater, issue the direction and speed when the aircraft is approximately 2 miles from the end of the runway.	☐ N/A ☐ OBS ☐ DEF
344.13 Broadcast the wind direction and speed periodically for the benefit of all aircraft on final approach if traffic prevents you from giving this information to individual aircraft.	☐ N/A ☐ OBS ☐ DEF

345 TAXI AUTHORIZATION		
345.1 Issue instructions for an aircraft to exit the runway in the following form: A. (Aircraft identification). B. (Unit identification if required). C. (Instructions for exiting the runway). D. CONTACT GROUND (frequency) NOW/ WHEN OFF/AT (location).	☐ N/A ☐ OBS ☐ DEF	

345.2 Normally, do not change an aircraft to ground control until it is off the runway in use.	☐ N/A ☐ OBS ☐ DEF
345.3 Issue taxi authorization, to an aircraft that has exited the runway in use, in the following form: A. (Aircraft identification). B. (Unit identification if required). C. TAXI or CONTINUE TAXI , VIA (route), TO (destination or other location), CROSS RUNWAY (number) or HOLD (position or direction relative to a position, runway, taxiway, other). D. (Special instructions or information such as traffic or airport conditions).	☐ N/A ☐ OBS ☐ DEF
345.4 Give the “time on” if the aircraft requests it.	☐ N/A ☐ OBS ☐ DEF

346 CATEGORY II/III ILS APPROACHES		
346.1 Advise the IFR unit if an essential element of the Category II/III system fails.	☐ N/A ☐ OBS ☐ DEF	
346.2 Switch to diesel generated power in sufficient time to allow the Category II/III system to be serviceable if: A. the approach runway is a Category II/III ILS runway; B. you have received an estimate on an inbound flight; and C. the following conditions exist or are anticipated: 1. ceiling of less than 200 feet; or 2. RVR reading of less than 2,600 feet.	☐ N/A ☐ OBS ☐ DEF	
346.3 Operate airport lighting in accordance with section 370, except that, during weather conditions which may cause the lights to ice over, the centreline and touchdown zone lights may be left off until the aircraft is by the outer marker or final approach fix on final.	☐ N/A ☐ OBS ☐ DEF	
346.4 Hold aircraft or vehicles at least 250 feet from a functioning ILS transmitter while a Category II/ III ILS approach is being conducted.	☐ N/A ☐ OBS ☐ DEF	
346.5 After an arriving aircraft has passed the FAF during a Category II/III ILS approach, do not authorize aircraft or vehicles to proceed: A. onto the runway to which the aircraft is conducting the CAT II/III approach; or B. within designated areas where their presence will or may affect ILS signals.	☐ N/A ☐ OBS ☐ DEF	

350 AIRPORT TRAFFIC		
351 APPLICATION		
351.1 Issue clearances and instructions, as necessary, to maintain a safe, orderly, and expeditious flow of airport traffic.	☐ N/A ☐ OBS ☐ DEF	
351.2 You may assign an altitude to a VFR aircraft to provide separation from: A. a specific airspace; B. a specific IFR or VFR traffic flow; or C. other aircraft.	☐ N/A ☐ OBS ☐ DEF	
351.3 Keep aircraft informed of pertinent airport traffic.	☐ N/A ☐ OBS ☐ DEF	
351.4 Altitude restrictions should be applied in the form of “NOT ABOVE” or “NOT BELOW” feet.	☐ N/A ☐ OBS ☐ DEF	
351.5 Do not apply altitude restrictions that contravene the terrain clearance requirement.	☐ N/A ☐ OBS ☐ DEF	
351.6 You should consider surrounding terrain before you assign or suggest an altitude to a VFR aircraft.	☐ N/A ☐ OBS ☐ DEF	
351.7 Ensure that separation is provided from other airport traffic by issuing necessary clearances and instructions whenever an IFR aircraft on a visual approach must execute a go-around.	☐ N/A ☐ OBS ☐ DEF	
351.8 You may issue speed adjustment instructions as an aid to establish visual separation provided you do not assign an IAS.	☐ N/A ☐ OBS ☐ DEF	