

ICAO - OPMAN

# HQ ATC Operations Department

# Introduction

This OPMAN (OPeration MANual) presents all the air procedures and rules applicable in the airspace of *Name* (ICAO FIR).

In addition, the airports of *Name* Airport (ICAO) and *Name* Airport (ICAO) are detailed (IFR and VFR procedures). Some country airfields are also presented (not exhaustive).

This document is the responsibility of the HQ ATC department. For any questions/comments, you can contact them via the following e-mail address : [a-srdep@ivao.aero](mailto:a-srdep@ivao.aero)

Link to the national eAIP :

## History of modifications

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Modifications | VID | Validation month |
| ICAO\_XX | AIRAC : Comments | XXXXXX | MM/YYYY |

## Documentary organization

**The OPMAN is divided into 3 mains parts:**

* General rules and procedures (GEN)

This section will address national regulations and requirements, applicable units of measure, and services.

* En-route (ENR)

This section will cover ATS airspace, ATS routes, navigation aids and systems, and navigation hazards (P, R, D zones, ...).

* Aerodromes (AD)

This section will discuss aerodromes and heliports.

**And three annexes :**

* ANNEX 1 : Quick Handle Memo of the FIR

This annex will summaries all important information needed while controlling.

* ANNEX 2 : FRA restrictions inside the FIR and laterals limits

This annex while present every different position in the FIR and the FRA associated, and the laterals limits of airspaces

* ANNEX 3 : List all the LoAs concerning the FIR

This annex will list all the LoAs – if existing – in the FIR.

# GENERAL RULES AND PROCEDURES (GEN)

### Visual flight rules

Except for the case of special VFR; VFR flights will be conducted under the conditions detailed below :

* ceiling above XXXm (X XXXft),
* visibility of more than Xkm.

Unless authorized by ATS, VFR flights will only be conducted below FLXXX.

Except for operational purposes (take-off, landing), no VFR flights will be conducted below 300m (1 000ft) of height from heavily populated areas ; within a radius of 600m.

Except for these areas, the overflight height must be 150m (500ft) above the ground, or ocean.

Unless otherwise authorized, the sending of a flight plan is mandatory. All boxes (1 to 18) must be completed.

### Instrument flight rules

An aircraft in IFR flight in the cruise phase within controlled airspace will use a cruise level. See Appendix 3 of ICAO Annex 2.

Aircraft in IFR flight, entering a control area to land, will be cleared to the specified holding point. They will receive instructions from the approach controller (time, level, next position). These instructions must be respected. Otherwise, the waiting procedure will be executed.

IFR departures from an uncontrolled aerodrome must contact the Area Control Center.

The Transition Altitude of *Name* FIR is XXXX feet. The first usable flight level is FLXXX.

An IFR flight plan must be sent and completed.

### ATS airspace classification

ATS airspaces are classified and designated as detailed in ICAO Annex 11, Chapter 2.6. No specific rules are complementary.

### Rules of the air

It is forbidden to fly over the cities of *Name* at less than X XXXft, except for take-off and landing.

Primary radars are unable to detect the altitude and speed of an aircraft.

The information given by the AURORA software is only a complementary tool to know the exact position of the aircraft. If no radar, ATC manages the flow of traffic thanks to the pilots' position report (procedural control).

If there is no published Minimum (Radar) Vectoring Altitude allowing air traffic management by "radar vectors". No heading can be provided to ensure safe obstacle clearance.

### Units used inside the FIR

|  |  |
| --- | --- |
| For measurement of | Unit used |
| Distance used in navigation, position reporting, etc - generally in excess of 2 NM |  |
| Relatively short distances such as those relating to aerodromes (e.g., runway lengths) |  |
| Altitudes, elevations and heights |  |
| Horizontal speed including wind speed |  |
| Vertical speed |  |
| Wind direction for landing and taking off |  |
| Wind direction except for landing and taking off |  |
| Visibility, incl. runway visual range |  |
| Altimeter setting |  |
| Temperature |  |
| Weight |  |
| Time |  |

# EN-ROUTE (ENR)

## ATS airspaces

### Horizontal sectorizations, CTR, CTA and TMA

Insert picture here

See below the ATC frequencies and the different airspace classes.

### Vertical sectorizations, CTR, CTA and TMA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  (Languages) | Laterals limits | Verticals limits | Areas and conditions | Callsign and Frequencies |
| *Name*  CTR/CTA/TMA  (Languages) | See Annex 2 | X XXXft/FLXXX | CTR/CTA/TMA  X airspace | *Position Name*  ICAO\_XXX  XXX.YYY MHz |

Insert picture here

### Horizontal sectorizations, FIR and UIR

Below, the sectors adjacent to the FIR of *Name*.

|  |  |  |
| --- | --- | --- |
| Name (Languages) | Callsign | Frequencies |
| *Name* FIR/UIR (Languages) | ICAO\_CTR (*Name* Center) | XXX.YYY MHz |

According to the previous table, here is the representation of the FIR airspace of *Name*.

Insert picture here

### Vertical sectorizations, FIR and UIR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  (Languages) | Laterals limits | Verticals limits | Areas and conditions | Callsign and Frequencies |
| *Name*  FIR/UIR  (Languages) | See Annex 2 | X XXXft/FLXXX | FIR/UIR  X Airspace | *Name* Centre  ICAO\_CTR  XXX.YYY MHz |

Insert picture here

## ATS routes

### Lower ATS routes

This section details the routes in the lower airspace.

|  |  |  |  |
| --- | --- | --- | --- |
| Designation of the route | Level | Route designation (FIX)\* | Observation |
| XXXX | Odd/Even | XXXXX ⇆ XXXXX | Comments |

\* This column informs only the two points at the ends of the route.

### Upper ATS routes

This section details the routes in the upper airspace.

|  |  |  |  |
| --- | --- | --- | --- |
| Designation of the route | Level | Route designation (FIX)\* | Observation |
| XXXX | Odd/Even | XXXXX ⇆ XXXXX | Comments |

\* This column informs only the two points at the ends of the route.

## Radio navigation aids/systems en-route

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of station | ID | Frequency | Coordinates | Remarks |
| *Name*  DVOR/DME - TACAN | XXX | XXX.YYY MHz | 00°00’00”X 000°00’00”X | / |
| *Name*  NDB | XX | XXX kHz | 00°00’00”X 000°00’00”X | / |

## Navigation warnings

### Prohibited areas

|  |  |  |  |
| --- | --- | --- | --- |
| Identification | Lower/Upper limits | | Remarks |
| XX(P) - 00 (PROHIBITED) | Ground | X XXXft AMSL | Comments |

### Restricted areas

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Identification | Lower/Upper limits | | | Remarks | |
| XX(R) - 00 (RESTRICTED) | | Ground | X XXXft AMSL | | Comments |

### Danger areas

|  |  |  |  |
| --- | --- | --- | --- |
| Identification | Lower/Upper limits | | Remarks |
| XX(D) - 00 (DANGER) | Ground | X XXXft AMSL | Comments |

### Specials areas

|  |  |  |  |
| --- | --- | --- | --- |
| Identification | Lower/Upper limits | | Remarks |
| Name | Ground | X XXXft AMSL | Comments |

# AERODROMES (AD)

## Name of the airport – ICAO

### Airport Information

|  |  |
| --- | --- |
| Informations | |
| ICAO Code | ZZZZ |
| IATA Code | XXX |
| Airport name | *Name* Intl. Airport  (*Country*) |
| Time zone conversion | UTC +/- X |
| Coordinates of the reference point and location of the airfield | 00°00’00”X  000°00’00”X |
| Direction and distance from (city) | XXX° / XXkm of *Town* |
| Altitude / temperature reference | XXm (XXX feet) / XX°C |
| Magnetic declination | XX° W/E |
| Permitted traffic types | IFR / VFR |
| Runway | XA / XB |

### Characteristic of the runway

The runway XA - XB has the following features :

|  |  |  |
| --- | --- | --- |
| Description of the runway | Runway XA | Runway XB |
| Dimensions of runway (m) | Z ZZZ x ZZ | Z ZZZ x ZZ |
| True and Mag Brg | XXX° True / XXX° Mag | XXX° True / XXX° Mag |
| Strength (PCN) and surface of runway | XX/X/X/X/X - covering | XX/X/X/X/X - covering |
| Threshold coordinates | 00°00’00”X  000°00’00”X | 00°00’00”X  000°00’00”X | |
| Threshold elevation | Threshold XXm (XXXft) | Threshold XXm (XXXft) | |
| TORA (m) | X XXX | X XXX | |
| TODA (m) | X XXX | X XXX | |
| ASDA (m) | X XXX | X XXX | |
| LDA (m) | X XXX | X XXX | |

### ATS Communication facilities

|  |  |  |
| --- | --- | --- |
| Designation service | Callsign | Frequency |
| Station | Station *Name*  (ICAO\_XXX) | XXX.YYY MHz |

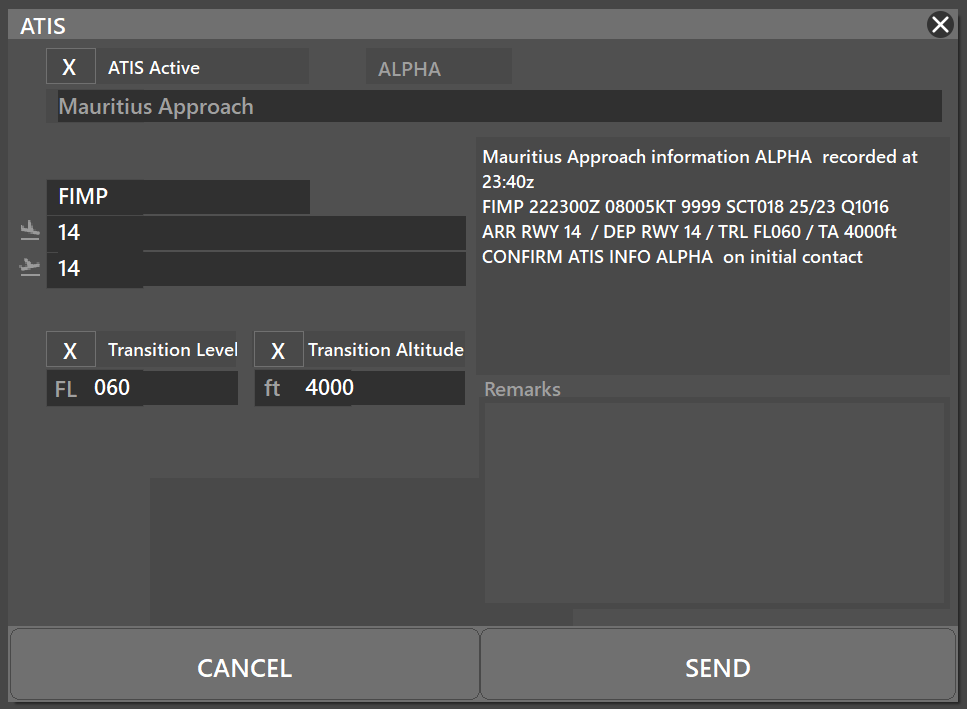
### Radio navigation and landing aids

|  |  |  |  |
| --- | --- | --- | --- |
| Type of aid | ID | Frequency | Informations |
| *Name*  DVOR/DME - TACAN | XXX | XXX.YYY MHz | 00°00’00”X 000°00’00”X |
| *Name*  NDB | XX | XXX kHz | 00°00’00”X 000°00’00”X |
| *Name*  ILS – LLZ - LOC | XXX | XXX.YYY MHz | 00°00’00”X 000°00’00”X |

### Local airport regulation

###### Automatic Terminal Information Service

The ATIS must be completed in English.



The transition altitude in the airpace is X XXX ft

Name of your ATC station

To be determined according to the QNH

At the beginning of the session, please fill out the ATIS correctly. The transition altitude (TA) is X XXXft. The transition level (TL) is to be determined according to the QNH. The first usable level is FLXXX.

The preferential runway is the XX, an ILS procedure is available on runway XX. Any special information can be marked in the "remarks" box.

|  |  |
| --- | --- |
| ATIS station | Frequency |
| *Name* Intl. Airport | XXX.YYY MHz |

### Traffic areas

The tower will assign a gate number to arriving aircraft. General aviation aircraft will be required to use their designated apron area.

Insert picture here

Apron X is intended for regular commercial aviation, and Apron X for general and private aviation. Cargo area is available with gate X to X.

### Aircraft gate management

Located in front of the terminal (Apron X), the commercial aviation parking lot has XX parking spaces for the different categories (see below).

|  |  |  |
| --- | --- | --- |
| Stand | Airlines | Aircraft types |
| X | Name | ICAO |

### Squawk code

For better traffic management in the *Name* airspace, here are the squawk codes to assign to traffic according to their destination.

|  |  |
| --- | --- |
| Flight | Code |
| IFR/VFR - Domestic/International | 0000 - 0000 |

### Characteristics of the taxiways

Please find bellow the different taxiway :

|  |  |  |
| --- | --- | --- |
| Taxiways description | Traffic taxiways | |
| Taxiway width (m) | Geographical coordinates of the appropriate axial points of the taxiways |
| X | XX | 00°00’00”X  000°00’00”X |

### CTR description

*Name* airport has a class X CTR, starting from the surface, and going up to X XXXft AMSL. One P area is located inside the CTR, and the aerodrome traffic circuit is (not) published (parameters).

Insert picture here

### VFR entries, exits, transits in CTR

CTR entries, exits and transit are normally made after coordination with the approach controller. VFR transits will pass vertically from the airport at least 500ft above the presume/published aerodrome traffic patterns altitude (X XXXft AGL).

Insert picture here

### TMA area description

The control sector of *Name* represents one TMA. The responsible ATC station is the *Name* approach.

Insert picture here

### Prohibited zone (TMA area)

|  |  |  |  |
| --- | --- | --- | --- |
| Identification | Lower/Upper limits | | Remarks |
| XX(P) - 00 (PROHIBITED) | Ground | X XXXft AMSL | Comments |

### Restricted areas (TMA area)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Identification | Lower/Upper limits | | | Remarks | |
| XX(R) - 00 (RESTRICTED) | | Ground | X XXXft AMSL | | Comments |

### Danger areas (TMA area)

|  |  |  |  |
| --- | --- | --- | --- |
| Identification | Lower/Upper limits | | Remarks |
| XX(D) - 00 (DANGER) | Ground | X XXXft AMSL | Comments |

### Specials areas (TMA area)

|  |  |  |  |
| --- | --- | --- | --- |
| Identification | Lower/Upper limits | | Remarks |
| Name | Ground | X XXXft AMSL | Comments |

### Standard instrument departure (SID)

|  |  |  |  |
| --- | --- | --- | --- |
| Runway | RNAV or Conventional SID | | Altitude init or FLinit |
| RWY XA | IDENT | RNAV/CONV | X XXXft AMSL/FLXXX |
| RWY XB | IDENT | RNAV/CONV | X XXXft AMSL/FLXXX |

### Standard instrument terminal arrival (STAR)

|  |  |  |  |
| --- | --- | --- | --- |
| Runway | RNAV or Conventional STAR | | Remarks |
| RWY XA | IDENT | RNAV/CONV | XXXkt maximum on XXXXX (IAF)  X XXXft at XXXXX or above |
| RWY XB | IDENT | RNAV/CONV | XXXkt maximum on XXXXX (IAF)  X XXXft at XXXXX or above |

### Initial Approach (INA)

|  |  |  |  |
| --- | --- | --- | --- |
| Runway | RNAV or Conventional INA | | Remarks |
| RWY XA | IDENT | RNAV/CONV | XXXkt maximum on XXXXX (IAF)  X XXXft at XXXXX or above |
| RWY XB | IDENT | RNAV/CONV | XXXkt maximum on XXXXX (IAF)  X XXXft at XXXXX or above |

### Final Approach (FNA)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Runway | Approach | IAF | FAF | Beacon |
| RWY XA | ILS/VOR/NDB | IDENT | IDENT  X XXXft | ZZZ  XXX.Y MHz |
| RWY XB | ILS/VOR/NDB | IDENT | IDENT  X XXXft | ZZZ  XXX.Y MHz |

\*\*\* END OF DOCUMENT \*\*\*