CIVIL AVIATION AUTHORITY OF NEPAL

ATM DEPARTMENT

Aerodrome Flight Information Service Operations Manual (AFISOM)

SIMIKOT CIVIL AVIATION OFFICE

First Edition

Jan, 2018

Amendment Record

Amendments and Corrigenda to this "AFIS Operation Manual, Simikot CAO" are regularly issued by Director General of CAAN, Nepal. The space below is provided to keep a record of such amendments.

RECORD OF AMENDMENTS AND CORRIGENDA

AMENDMENT					CORRIGENDA			
No.	DATE APPLICABLE	DATE ENTERED	ENTERED BY		No.	DATE APPLICABLE	DATE ENTERED	ENTERED BY
Amd. No.1	20th Aug 2018	-	ATM Dept.					
Amd. No.2	20th June 2019	-	ATM Dept.					

FOREWORD

Pursuant to the Rules 82 of CAR 2058, this Aerodrome Flight Information Services Operation Manual (AFISOM) has been developed by ATM Department, CAAN in coordination with Simikot Civil Aviation Office to implement the provision of chapter 1 introduction A(i) of MATS, Nepal second edition, 2014 and Manual of Standard Aerodrome Flight Information Services (MOS-AFIS) Nepal First Edition 2016. This AFISOM incorporates the provisions of MOS-AFIS Nepal, MATS, Nepal, relevant Civil Aviation Requirements, and provision of related ICAO Annexes and Documents.

To bring uniformity in delivery AFIS and to standardized and enhance the quality of the service, this AFISOM prescribes the detail processes and procedures for Aerodrome Flight Information Services under the jurisdiction of Simikot AFIS unit that will ultimately improve the safety, regularity and efficiency of air navigation applicable for Simikot Aerodrome. ATS personnel are required to comply with the provisions of this manual to perform their operational responsibilities.

This manual is approved by Director General of Civil Aviation Authority of Nepal and issued under his authority which comes into effect from ...5TH...Feb...2018.

Director General

Civil Aviation Authority of Nepal

Babar Mahal, Kathmandu

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CHAPTER 1

INTRODUCTION

1.1. BACKGROUND

1.1.1. This "Aerodrome Flight Information Services (AFIS) Operation Manual for Simikot Civil Aviation Office", made under the provision of Manual of Standard Air Traffic services, Nepal (MATS, Nepal 2014) second edition 2014, Chapter 14 and Manual of standards Aerodrome Flight Information Service (MOS AFIS) 2016 first edition, refers to the Procedures and methods to be used in Simikot Civil Aviation Office in providing Aerodrome Flight Information Services and Alerting Services. This document is referred as AFIS Operations Manual, Simikot CAO .

1.1.2. This operation Manual will prescribe procedures and phraseologies for the use by Simikot ATS Officer providing AFIS. ATS Officer are required to be familiar with the provisions of this manual that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations that are not covered by it.

1.1.3. In the circumstance where there is any inconsistency between the provision of MOS AFIS Nepal and the AFIS Operations Manual, Simikot CAO, the MOS AFIS Nepal prevails.

1.2. Related Documents

The provisions in this document will be read in conjunction with:

a) Civil Aviation Requirements (CAR-11) –Air traffic Services

b) Civil Aviation Requirements (CAR-2) –Rules of the Air.

c) Civil Aviation Requirements (CAR-12) – Search and Rescue

d) Civil Aviation Requirements (CAR-15) – Aeronautical Information Services;

e) Manual of Standard Air Traffic Services-(MATS, Nepal-2014)

f) Manual of Standards Aeronautical Flight Information Services, First edition, 2016 (MOS AFIS-2016)

g) AIP Nepal, AICs, AIP Supplement, DGCA Directives and Advisory Circulars.

1.3. Simikot CAO Documentation Change Management

1.3.1. Simikot Civil Aviation Office has the responsibility for the technical contents of this AFISOM which can be amended and issued after the approval from the Director General, CAAN.

1.3.2. The need to change procedures in this AFISOM can arise for any of the following reasons:

a) To ensure safety

b) To ensure standardization.

c) To respond to changes in MATS, Nepal.

d) To respond to changes in MOS AFIS, Nepal.

e) To respond to changes in other safety standards of CAAN.

f) To accommodate proposed initiatives or new technologies.

CHAPTER 2

DEFINITIONS

When the following terms are used in the present document they have the following meanings:

Aerodrome flight information service: Flight information service for aerodrome traffic.

Aerodrome flight information service unit. A unit established to provide flight information service and alerting service for aerodrome traffic at AFIS aerodromes.

Air traffic services: A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, Approach control service, or aerodrome control service).

Ceiling: The height above the ground or water of the base of the lowest layer of cloud below 6,000m (20,000ft) covering more than half of the sky.

Estimated time of arrival (ETA). For VFR flights, the time at which it is estimated that the aircraft should arrive over the aerodrome.

Flight information service: A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

Flight information zone (FIZ): An uncontrolled airspace of defined dimensions extending upwards from the surface of the earth to a specified upper limit within which aerodrome flight information service to is provided.

Local traffic . Any aircraft, vehicle or personnel on or near the manoeuvring area, or traffic operating in the vicinity of the aerodrome, which may constitute a hazard to the aircraft concerned.

NOTAM: A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

SNOWTAM: A special series NOTAM notifying the presence or removal or hazardous conditions due to snow, ice, slush or standing water associated with snow, slush and ice on the movement area, by means of a specific format

Slush. Water-saturated snow which with a heel and-toe slap-down motion against the ground should be displaced with a splatter; specific gravity: 0.5 up to 0.8.

Traffic information: Information issued by an air traffic control unit to alert a pilot to other known or observed air traffic which may be in proximity to the position or intended route of flight and to help the pilot avoid the collision.

CHAPTER 3

ABBREVIATIONS

Unless otherwise stated, abbreviations in this AFIS Operations Manual have the meanings as follows:

AD	Aerodrome
ACC	Area Control Center
AFIS	Aerodrome Flight Information Service
ANSP	Air Navigation Services Provider
ARP	Aerodrome Reference Point
ATM	Air Traffic Management
CAO	Civil Aviation Office
EOBT	Estimated off-block time
ETA	Estimated time of arrival or estimating arrival
FIZ	Flight Information Zone
HJ	Sunrise to sunset
MAP	Aeronautical maps and charts
POB	Person on board
QFE	Atmospheric pressure at aerodrome elevation (or runway threshold)
QNH	Altimeter sub-scale setting to obtain elevation when on the ground
RWY	Runway
RTF	Radio Telephony
SSB	Single Side Band
TWR	Aerodrome control tower
TWY	Taxiway
WDI	Wind Direction Indicator

CHAPTER 4

4.1. ORGANISATION STRUCTURE OF SIMIKOT CIVIL AVIATION OFFICE

4.1.1. Simikot Civil Aviation Office is an entity directly under Air Navigation Service Directorate, Civil Aviation Authority of Nepal (CAAN). It's main goal is to provide flight information useful for the safe and efficient conduct of aerodrome traffic operating within Kathmandu FIR under its jurisdiction (Ref. 6.4).

4.1.2. The Radiotelephony call sign of Simikot AFIS unit will be SIMIKOT INFORMATION.

4.1.3. Organization structure of Simikot Civil Aviation Office is presented in Appendix A.

4.2. SIMIKOTAFIS Unit

4.2.1. A TOWER has been established at Simikot CAO which is designated as a Simikot AFIS unit.

4.2.2. Simikot AFIS unit will provide flight information service and alerting service under its jurisdiction and within the area of responsibility as mentioned in 6.4.

4.2.3. The Simikot AFIS unit is not an air traffic control unit. It is therefore the responsibility of pilot-in-command using the service provided by this unit to maintain proper separation in conformity with the rules of the air and other provisions.

4.2.4. Airport Chief of the Simikot Civil Aviation Office will also play supervisory role that has the sole responsibility for safe, efficient conduct of flight operation in Simikot CAO.

4.2.5. Airport Chief will determine the number of operational staff required for one shifts on the basis of total number of working positions, rest period, duty period and weekly off period. Number of operational staff for Simikot CAO is shown in the organization chart as specified in Appendix A.

4.2.6. Before proceeding with the actual work of ATS it is necessary to know the administrative procedures associated with the provision of ATS. When prior instructions have not been issued, the administrative rules included in this operations manual are applicable.

4.3. THE HOURS OF OPERATION

Simikot AFIS unit provides Aerodrome Flight Information Service in between;

1) Jan, Feb, Nov & Dec. 0100-0645 UTC
2) Mar, Apr, Sept & Oct 0030-0645 UTC
3) May, June, July & Aug 0015-0645 UTC

Note: Any changes or amendments are notified through NOTAM and subsequently through AIP amendment.

4.4. HANDLING OF CLEARANCES, COMPANY AND OTHER MESSAGES.

4.3.1. Messages including instructions or advice received from other ATS units to aircraft e.g. instructions from the Nepalgunj Tower or Kathmandu ACC will be relayed in timely manner.

4.3.2. Any other information contributing to safety will be transmitted immediately.

4.3.3. Company messages requesting that an aircraft be recalled to a specified position of the aerodrome will be accepted for transmission. The transmission of other company messages will be at the discretion of the ATS officer on duty at Simikot AFIS unit.

CHAPTER 5

5. PROCEDURES FOR AERODROME FLIGHT INFORMATION SERVICE (AFIS)

5.1. GENERAL

5.1.1. Aerodrome flight information service will be provided by the Simikot AFIS unit located at Simikot CAO and is called SIMIKOT INFORMATION in radio telephony.

5.1.2. Essential information will be provided at Simikot AFIS and pilots are required to decide themselves the actions to be taken and maintain their own separation.

5.1.3. Nothing will preclude ATS officer to use their best judgment to handle the situation that may demand the deviation from the published applicable rules. However, they may be asked to justify their action(s).

5.1.4. Simikot AFIS unit will use English language in providing AFIS.

5.2. CLASSIFICATION OF AIRSPACES

5.2.1. ATS airspaces of Simikot AFIS unit are classified and designated as G airspace where onlyVFR flights are permitted and receive flight information service.

5.2.2. **Requirements for flights within each class of airspace will be as shown in following table:**

Class	Type of flight	Separation provided	Services Provided	Speed Limitation	Radio Communication requirement ATC
G	VFR	NIL	Flight information service	250 KTS IAS below 10000 ft	Continuous two-way

5.3. READ BACK OF SAFETY RELATED INFORMATION

5.3.1. The flight crew will read back safety-related information or advice issued by ATS officer. The following items will always be read back: Runway condition (clear), altimeter settings & level.

5.3.2. The ATS officer of Simikot AFIS unit will listen to the read back to ascertain that the information or advise has been correctly acknowledged by the flight crew and will take immediate action to correct any discrepancies revealed by the read back.

5.4. ALTIMETER SETTING PROCEDURES

5.4.1. The vertical position of aircraft will be expressed in terms of altitudes at or below the transition altitude and in terms of flight levels at or above the transition level.

5.4.2. Simikot AFIS unit will supply local QNH (Simikot QNH) to all air traffic operating in Simikot.

Note: If local QNH is not available or faulty at Simikot AFIS unit, Simikot AFIS unit will use Nepalgunj QNH.

5.4.3. Altimeter settings provided to aircraft will be rounded down to the nearest lower whole hectopascal (HPA).

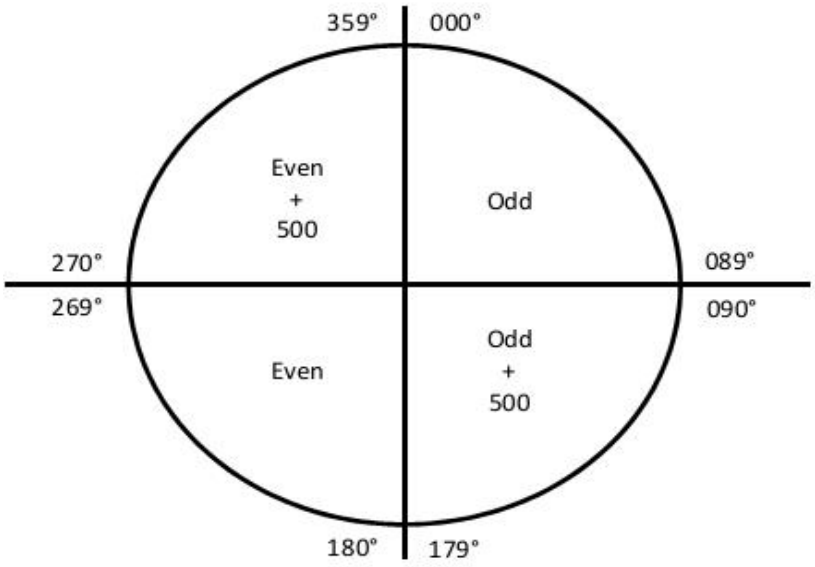
5.5. CRUISING LEVELS

5.5.1. VFR en-route Aircraft will be flown at flight levels or altitudes where appropriate.

5.5.2. It is the responsibility of PIC to select an appropriate level, which will give adequate terrain clearance using given pressure.

5.5.3. For the purposes of en-route vertical separation between IFR and VFR flights in uncontrolled airspace, reference will be made to the following:

a) Quadrantal system of cruising levels at or below 13,500ft



Quadrantal System of Cruising Levels

5.6. POSITION REPORTING

5.6.1. TRANSMISSION OF POSITION REPORTS

5.6.1.1. On inbound to Simikot Aerodrome, position reports will be made by the aircraft when over or as soon as possible after passing the following Points subsequently:

a. Simikot Pass (or, East of simikot pass).
b. Entering Simikot Valley
c. Base RWY 28
d. Final RWY 28
e. Any additional reports over other points as may be requested by the Simikot AFIS unit.

Note: If such reporting is not received in appropriate expected time then ATS officer on duty at Simikot AFIS unit will initiate a call with pilot to obtain their position reports.

5.6.1.2. On outbound from Simikot Aerodrome, position reports will be made by the aircraft when over or as soon as possible after passing the following Points subsequently:

a. On Setting Course

b. Leaving Simikot Pass or valley (or, when tracking outbound via East, then abeam Simikot pass or when via west, then 5 miles west)

c. Any additional reports over other points as may be requested by the Simikot AFIS unit.

5.6.1.3. On routes, position reports will be made by the aircraft as soon as possible after the first half hour of flight. Additional reports at shorter intervals of time may be requested by the Simikot AFIS unit.

5.6.1.4. The ATS Officer responsible for obtaining the position report will also be responsible for checking its details and in particular the pilots estimate for the next position report.

5.6.1.5. Estimates for all subsequent reporting points will be amended, if pilot estimate varies by more than 3 minutes.

5.6.1.6. If the ATS Officer is aware of any facts likely to be useful to the pilot in estimating ground speeds over any route segment e.g. head or tail wind components found by other aircraft, he/she will inform the pilot accordingly. If practicable, this will be done before the pilot makes his/ her estimates for the rout segment concerned.

5.6.1.7. If there is any doubt about the actual level occupied by the reporting aircraft, checked at once with the aircraft itself.

Note: - A pilot is required to report his/her level with all frequency changes. These will be checked if omitted by the pilot.

5.6.2. For aircraft being provided with aerodrome flight information service, the initial call will contain those information as mentioned in article 2.3, chapter 2 of AFIS Manual 2016, Nepal.

5.7. TRAFFIC INFORMATION AND ESSENTIAL LOCAL TRAFFIC INFORMATION TO AIRCRAFT

5.7.1. The items contains in Traffic information are mentioned in article 2.2 chapter 2 of AFIS Manual 2016, Nepal.

5.7.2. Traffic information will be provided by ATS officer, Simikot under the conditions as mentioned in article 2.4.1 of AFIS Manual 2016, Nepal.

5.7.3. Essential local traffic will be considered to consist of any aircraft, vehicle or personnel on or near the manoeuvring area or traffic operating in the vicinity of the Simikot Aerodrome, which may constitute a hazard to the aircraft concerned.

5.7.4. Information on essential local traffic will be issued in a timely manner, either directly or through other ATS unit when, in the judgment of the ATS officer on duty at Simikot Aerodrome, such information is necessary in the interests of safety, or when requested by aircraft.

5.7.5. Essential local traffic will be described so as to be easily identified.

5.7.6. Essential information on aerodrome conditions will include information relating to the those factors as mentioned in article 2.8.2 of AFIS Manual 2016.

5.7.7. Essential information on aerodrome conditions will be given to every aircraft, except when it is known that the aircraft already has received all or part of the information from other sources. The information will be given in sufficient time for the aircraft to make proper use of it, and the hazards will be identified as distinctly as possible.

Note.— "Other sources" include NOTAM, and the display of suitable signals.

5.8. AERODROME WEATHER OBSERVATIONS AND AUTHORIZATION OF FLIGHT INTO SIMIKOTAERODROME.

5.8.1. Simikot AFIS unit will supply with up-to-date information on existing meteorological conditions as necessary for the performance of their functions.

5.8.2. Any change in weather will be communicated to the pilot by the Simikot AFIS unit as soon as possible.

5.8.3. ATS Officer will use his own observations for determining whether the prevailing conditions are above or below the minima prescribed for aircraft operations.

Note: The visibility provided by the Simikot AFIS unit is the visibility observed and determined by the ATS officer on duty.

5.8.4. When observing weather conditions, the ATS Officer on duty will make general observations over the whole of the visual horizon for the purpose of closing or opening the aerodrome or in response to a request by other ATS units.

5.8.5. Final decision on whether analysis, closure and open of aerodrome rests on ATS Officer on duty of Simikot AFIS unit. Pilots will be advised of observed weather conditions necessary for the purpose of landing and take-off and of significant weather, i.e. any weather phenomenon which might affect flight visibility or presence of a hazard to an aircraft.

5.8.6. ATS Officer on duty of Simikot CAO will declare runway closure or aerodrome closure whenever the following cases arises:

a. The ceiling is less than 450 m (1500 ft) or

b. The ground visibility is less than 5000m. for fixed wing and 1500m. for helicopter.

c. Runway condition is not suitable for the aircraft operation due to snow and or slush;
d. Tail wind exceeds 10 KTS.

e. Wind direction trend is variable all around by 180 degrees and exceeds by 10 knots.

f. The base of the cloud is below 11000 ft AMSL,

g. Patches of fog lifted up from Karnali River or patches of cloud or snow fall is visible from AFIS unit on final RWY 28

h. If the weather tendency of decreasing from VFR minima, ATS Officer of Simikot will inform this to all arriving aircraft as soon as possible. E.g. If Significant weather present towards the Eastern sides of Simikot airfield.

5.8.7. During monsoon and post monsoon, especially at the morning, when moving fog starts to develop restricting the visibility ATS officer will declare the airfield to be closed for operation until the fog movements stops and base of the fog /stratus cloud height is sufficient to give ATS officer a reasonable assurance of safer approach with the clearance of the left base and final path of Runway 28 is clear and visible.

5.8.8. Unless the ATS officer at Simikot AFIS unit declares the airport opened, the departure station should not release the aircraft for departure to the Simikot. But, if the departure aircraft wishes to depart with an alternate aerodrome having VMC, then the departure aerodrome can release the aircraft.

Note: Weather observation for departure and landing that are significant to the circumstance, will include such of the items as mentioned in article 7.4.1.3.7 of MATS, Nepal-2014.

5.9. INFORMATION RELATED TO THE OPERATION OF AIRCRAFT -DEPARTING AND ARRIVING TRAFFIC

5.9.1. DEPARTING RAFFIC

5.9.1.1. Prior to start up for takeoff, the flight crew will advise to Simikot AFIS unit, through a VHF voice report of the elements as mentioned in article 2.11.1 of AFIS Manual 2016.

5.9.1.2. Upon receiving such information as mentioned in 5.12.1, the Simikot AFIS unit will advise the available elements of information as mentioned in article 2.11.2 of AFIS Manual 2016 in the order listed.

5.9.1.3. Prior to take-off aircraft will be advised of:

a) any significant changes in the surface wind direction and speed, the air temperature, and the visibility .

b) significant meteorological conditions in the take-off and climb-out area, except when it is known that the information has already been received by the aircraft.

5.9.1.4. Whenever information is provided on aerodrome conditions, this will be done in a clear and concise manner so as to facilitate appreciation by the pilot of the situation described. It will be issued whenever deemed necessary by Simikot ATS officer on duty in the interest of safety, or when requested by an aircraft.

5.9.2. ARRIVING TRAFFIC

5.9.2.1. Arriving aircraft, at first contact, will report those information as mentioned in article 2.13.1 of AFIS Manual 2016 to the Simikot AFIS unit.

E.g. 9N-AET FROM NEPALGUNG, POSITION SIMIKOT PASS 12000 FT DESCENDING TO 11000FT, ETA SIMIKOT 0315.

5.9.2.2. In order to keep the Simikot AFIS unit continuously informed on the traffic situation and enable the AFIS unit to provide correct and current information to other aircraft, it is essential that every arriving aircraft reports its intentions and manoeuvres to the extent applicable, as specified below:

a) Position, level and estimated time of arrival at the Simikot aerodrome
b) Making ,entering and leaving a visual hold;
c) the arrival over, or passing significant positions(e.g. Simikot valley);
d) turning on to base leg or final approach;
e) taxiing to apron or parking area after landing;
f) any other intention, manoeuvre or action that could affect other traffic;
g) Any abnormalities

5.9.2.3. Prior to commences its approach to land, an aircraft will be provided with the those elements of information, as mentioned in article 2.13.2 of AFIS Manual 2016

5.9.2.4. When operational and/or meteorological information is to be reported, by an aircraft en route, the special aircraft observations will be reported as special air-reports as soon as practicable.

5.9.2.5. Special air-reports will be made by all aircraft whenever the conditions as mentioned in article 4.12.2.1of MATS, Nepal-2014 are encountered or observed.

5.9.2.6. When receiving special air-reports by voice communications, Simikot AFIS unit will forward them without delay to Nepalgung TWR and concerned flights.

5.10. ABNORMAL AIRCRAFT CONFIGURATION AND CONDITION

5.10.1. Whenever an abnormal configuration or condition of an aircraft, including conditions such as landing gear not extended or only partly extended, or unusual smoke emissions from any part of the aircraft, is observed by or reported to the Simikot AFIS unit, the aircraft concerned will be advised without delay.

5.10.2. When requested by the flight crew of a departing aircraft suspecting damage to the aircraft, the runway used will be inspected by the Controller without delay and the flight crew be advised in the most expeditious manner as to whether any aircraft debris or bird or animal remains have been found or not.

CHAPTER 6

PROCEDURES FOR AERODROME TRAFFIC

SIMIKOT AFIS UNIT	
CALL SIGN	SIMIKOT INFORMATION
FREQUENCY (ADC)	122.5 MHZ
SSB	5805.5 KHZ

6.1. GENERAL

As the view from the flight deck of an aircraft is normally restricted, the Simikot AFIS unit will ensure that information which require the flight crew to employ visual detection, recognition and observation are phrased in a clear, concise and complete manner.

6.2. OBJECTIVES OF SIMIKOTAFIS UNIT

6.2.1. Simikot AFIS unit will issue information to aircraft in its area of responsibility to achieve a safe, orderly and expeditious flow of air traffic on and in the vicinity of an aerodrome with the object of assisting pilots in preventing collision(s) between:

a. aircraft flying within the Simikot jurisdiction, including the aerodrome traffic circuits;
b. aircraft operating on the manoeuvring area;
c. aircraft landing and taking off;
d. aircrafts operating on the manoeuvring area;
e. Aircraft on the manoeuvring area and obstructions on that area.

6.2.2. Simikot AFIS unit will maintain a continuous watch on all flight operations on and in the vicinity of an aerodrome as well as personnel on the manoeuvring area. Traffic will be handled in accordance with the procedures set forth herein and all applicable traffic rules specified by the CAAN.

6.3. FUNCTION OF SIMIKOTAFIS UNIT

6.3.1. Simikot AFIS unit will provided Flight Information Services and Alerting Service to aerodrome traffic.

6.3.2. Simikot AFIS unit will issue information and advice to aircraft operating in the manoeuvring area of an aerodrome and aircraft flying within Simikot valley so as to promote a safe and efficient flow of air traffic.

6.3.3. Movement of pedestrian on the manoeuvring area of an aerodrome will be under the authorization of Simikot AFIS unit. When such authorization is granted, it will be rigidly controlled.

6.3.4. Simikot AFIS unit is responsible for timely reporting to concern agencies/units about any failure or irregularity of operation in any equipment or other device established at an aerodrome for the guidance of aerodrome traffic and flight crews or required for the provision of AFIS.

6.3.5. Simikot AFIS unit will, to the extent possible, be supplied with the same information as that provided to aerodrome control Tower

6.4. JURISDICTION OF SIMIKOTAFIS UNIT

Jurisdiction of Simikot AFIS unit will be within an area of a circle of radius 5NM from the middle of the runway extended upward from ground level to 12500 ft AMSL.

6.5. DESIGNATION OF RUNWAY AND AERODROME TRAFFIC CIRCUITS IN SIMIKOTAERODROME.

6.5.1. GENERAL

6.5.1.1. In Simikot Aerodrome, aircraft will use Runway 28 for landings and runway 10 for takeoffs. In case of go-round, right hand circuit will not be provided.

6.5.1.2. ATS officer will provide information to departing and arriving aircraft that the runway is clear when no aircraft or other obstructions are on the runway or closer to the runway.

6.5.1.3. The following positions of aircraft in the traffic and taxi circuits will be watched closely as they approach these positions so that proper and adequate information may be issued without delay. Where practicable, all information and advisories will be issued without waiting for the aircraft to initiate the call.

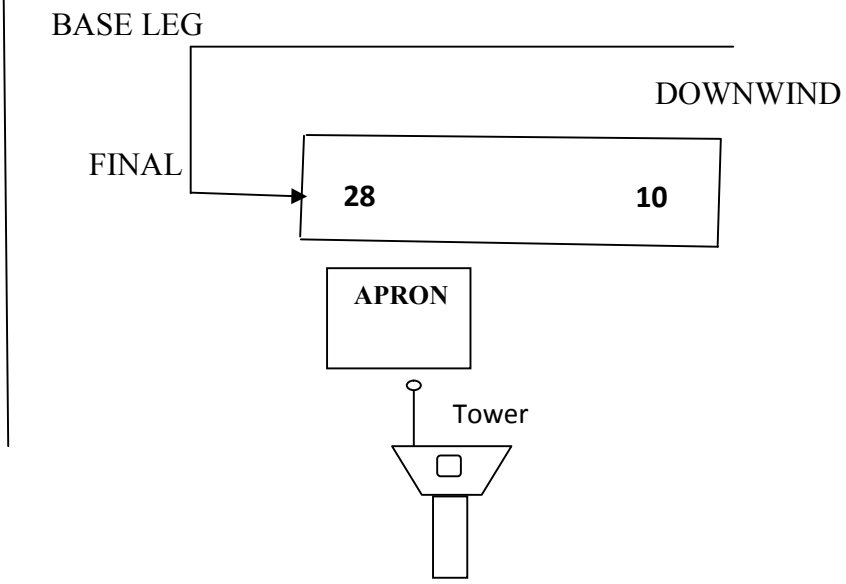


Fig: Designated positions of the Aerodrome Traffic Circuit from Tower viewpoint

6.6. HANDLING OF TRAFFIC IN THE TRAFFIC CIRCUIT

6.6.1. The aerodrome and traffic information will be issued to the traffic entering traffic circuit depending on the circumstances and traffic conditions, an aircraft will join at base or may join at base (for helicopter coming from west: Hillsa, join south of airfield i.e. Downwind) in the traffic circuit.

6.6.2. In cases of emergency it may be necessary, in the interests of safety, for an aircraft to enter a traffic circuit and make a landing without informing or proper authorization. ATS officer will recognize the possibilities of emergency action and render all assistance possible and keep record in log book. If circumstances warrant, aircraft which are in contact with the ATS officer may be requested to give way so as to remove, as soon as possible, the hazard introduced by such operation.

6.7. TRAFFIC ON THE MANOEUVRING AREA

6.7.1. *Taxiing aircraft*: On receiving information that an aircraft is about to taxi, the Simikot AFIS unit will determine where the aircraft concerned is parked. Relevant information on local traffic and aerodrome conditions will be provided to assist the flight crew in selecting taxi routes to avoid collision with other aircraft or objects.

6.7.2. *Taxiing on a runway*: If the Simikot AFIS unit is unable to determine that a vacating or crossing aircraft has cleared the runway, the aircraft will be requested to report when it has vacated the runway. The report will be made when the entire aircraft is beyond the relevant runway-holding position.

6.7.3. *Entry to the manoeuvring area*: The movement of persons on the manoeuvring area will be subject to authorization by the Simikot AFIS unit. The Persons will obtain authorization from the Simikot AFIS unit before entry to the manoeuvring area. Notwithstanding such an authorization, entry to a runway or runway strip or change in the operation authorized will be subject to a further specific authorization by the Simikot AFIS unit.

6.7.4. *Helicopter taxiing operations*: Situations which require small aircraft or helicopters to taxi in close proximity to taxiing helicopters will be avoided and consideration will be given to the effect of turbulence from taxiing helicopters on arriving and departing light aircraft.

6.7.5. ATS Officer at Simikot AFIS unit will control the movement of aircraft on ground by assuring the required separation positively while aircrafts lands and proceed to park, and when proceed to line up for takeoff.

6.7.6. A frequency change will not be issued to single-pilot helicopters hovering or air-taxiing. Whenever possible, the relay of advice or information from the Simikot AFIS unit will be delayed as necessary until the pilot is able to change frequency.

6.7.7. When communications by a system of visual signals is deemed to be adequate, or in the case of radio-communication failure, the ATS officer will visually observe such system as can be seen from the AFIS unit and use information from other sources

such as visual inspections or reports from aircraft to maintain awareness of the operational status of the visual aids.

6.8. HOLDING POSITION AND PROCEDURE

6.8.1. Departing aircraft will hold position at runway holding positions. Pilot-in-commands will exercise great caution while holding at holding position.

6.8.2. Aircraft shall not line up and hold on the runway whenever another aircraft is making a landing, until the landing aircraft has passed the point of intended holding.

6.8.3. If the weather condition of Simikot deteriorates due some reasons and when aircrafts are required to hold, ATS officer will inform the trend to all aircrafts and make them hold visually in following manner;

i. One aircraft inside the valley around approach/circuit area;
ii. One aircraft in between Simikot Valley and Simikot Pass (hockey pass)
iii. Three aircrafts beyond Simikot Pass, towards south, towards east of pass and one towards further south at Horseneck area.

Note: LOA between Nepalgung and Simikot will be done for declaring area of responsibility.

6.8.4. Arrival aircraft holding outside Simikot valley due to weather or other reason, after normal operation, Simikot AFIS unit will provide sequence, considering the position and ETA. All holding aircraft will maintain continuous listening watch and will have continuous coordination with each other and Simikot AFIS unit.

6.8.5. If ETA of aircrafts are same, Simikot AFIS unit may advice landing sequence as per the type and performance of the aircraft or leave this matter to the concern pilots to manage landing sequence with mutual understanding.

6.8.6. When fixed wing aircraft is on final runway 28, a rotor wing aircraft inbound from HILSA should hold over KARNALI River or hold beyond RANIBAN army camp.

6.9. ORDER OF PRIORITY FOR ARRIVING AND DEPARTING AIRCRAFT

6.9.1. An aircraft landing or in the final stages of an approach to land will normally have priority over an aircraft intending to depart from the runway.

6.9.2. Priority for landing will be given as mentioned in article 3.8.2 of AFIS Manual 2016

6.10. HANDLING OF DEPARTING AND ARRIVING TRAFFIC

6.10.1. ATS officer will provide relevant information on local traffic and aerodrome conditions to assist the flight crew to decide when to take-off. Such information will be updated at ATS Officer discretion or when requested by the pilot. Pilots will inform Simikot AFIS unit of their intentions, e.g. 'holding', 'lining up', 'rolling' or 'taking off'. Pilots shall not take off if there are other aircraft on the runway.

6.10.2. When pertinent safety related information is required prior to take-off, the Simikot AFIS unit will not issue 'Runway Clear' information until the information has been transmitted to and acknowledged by the aircraft concerned. The information will be

forwarded to the aircraft with the least possible delay after receipt of a request made or prior to such request if practicable.

6.10.3. Subject to 6.10.2, the runway clear information will be transmitted when the aircraft is ready for take-off and at or approaching the departure runway and the traffic situation permits.

6.10.4. Departures will normally take place in the order in which they are ready for departure. However, an ATS officer may initiate deviations from this to facilitate departures of faster moving aircraft following the same route or to facilitate aircraft which will be afforded priority.

6.10.5. Departing aircraft will not normally commence take-off until the preceding departing aircraft has crossed the end of the departure runway or has started a turn or until all preceding landing aircraft are clear of the runway

6.10.6. The runway clear information will be issued when the aircraft is ready for departure and at or approaching the landing runway. However, it does not ensure traffic separation.

6.10.7. It is the responsibility of flight crews to ensure that the separation will be maintained when the aircraft commences take-off.

6.10.8. Clearances received from other control units to aircraft (e.g. from the Nepalgunj Tower) will be relayed to departing aircraft at the time of issuing aerodrome information.

6.10.9. The ATS officer will ensure that the aircraft has received and understood such clearances by requiring pilots to read back clearance.

6.10.10. In order to keep the Simikot AFIS unit continuously informed on the traffic situation and enable the unit to provide correct and current information to other aircraft, it is essential that every departing aircraft reports its intentions and manoeuvres to the extent applicable, as specified in article 3.10.5.2 of AFIS Manual 2016.

6.11. SPACING BETWEEN LANDING AND DEPARTING AIRCRAFT.

6.11.1. Pilots shall not land if there are other aircraft on the runway. Simikot ATS Officer will provide relevant information on local traffic and aerodrome conditions. Such information will be updated at ATS officer discretion or when requested by the pilot.

6.11.2. A landing aircraft will not normally be informed that the runway is clear until the preceding departing aircraft has crossed the end of the runway-in-use, or has started a turn, or until all preceding landing aircraft have vacated the runway-in-use.

6.11.3. Departing aircraft will not normally be line up and takeoff whenever inbound aircraft reported base RWY 28.

6.11.4. Landing aircraft will not normally cross the runway threshold on its final approach until all preceding landing aircraft are clear of the runway.

Note: It is the responsibility of flight crews to ensure required spacing.

6.11.5. An aircraft may be advised runway clear when the aircraft enters or about to enter the traffic circuit. However, it does not ensure traffic spacing.

6.11.6. Whenever considered advantageous or necessary two or more aircraft may establish direct pilot to pilot radio communication to inform each other about their intentions and coordinate their operations to prevent collision. Such radio communication will be informed to Simikot AFIS unit if such information is related to safe conduct of flight.

6.12. RUNWAY INCURSION OR OBSTRUCTED RUNWAY

6.12.1. In the event the ATS officer becomes aware of a runway incursion or the imminent occurrence thereof, or the existence of any obstruction on or in close proximity to the runway likely to impair the safety of an aircraft taking off or landing, appropriate action will be taken to inform the aircraft of the runway incursion or obstruction and its location in relation to the runway.

6.12.2. Pilots and ATS officer will report any occurrence involving an obstruction on the runway or a runway incursion. The report may be recorded on the ICAO Model Runway Incursion Initial Report Form.

(Ref: Appendix F of Manual on the Prevention of Runway Incursions: Doc 9870).

6.13. INFORMATION ON AERODROME CONDITIONS AND THE OPERATIONAL STATUS OF ASSOCIATED FACILITIES

6.13.1. The equipment and operational status of associated facilities in the Simikot AFIS unit will, to the extent possible, be similar to the equipment required for the tower.

6.13.2. Simikot AFIS unit will immediately informed in accordance with local instructions any failure or irregularity of operation in any equipment or other device established at an aerodrome for the guidance of aerodrome traffic and flight crews or required for the provision of AFIS**.** The maintenance of communication equipment, Navigation aid is performed by in coordination with Communication and Navigation Aid Department.

6.13.3. Simikot AFIS unit will be kept currently informed of the conditions of the manoeuvring area, including the existence of temporary hazards, and the operational status of any associated facilities at the aerodrome with which they are concerned.

6.14. STRIP MARKING PROCEDURE

6.14.1. Simikot AFIS unit will use paper strip for individual flight.

6.14.2. The progress strip for all outbound departure flights will be maintained in yellow color and arrival flights in blue color.

6.14.3. Strip marking will be accomplished in accordance with procedures as mentioned in Chapter 7 of AFIS Manual 2016.

6.14.4. ATS Officer can use the approved abbreviations and symbols as mentioned in the Appendix A of AFIS Manual 2016 to expedite writing in the flight progress strip.

6.15. COMMUNICATION TECHNIQUE & PHRASEOLOGY

6.15.1. *Communication Technique***:** The communications procedures will be in accordance with Volume II of Annex 10 Aeronautical Telecommunications, ATS Officer and pilots shall be thoroughly familiar with the radiotelephony procedures contained therein.

6.15.2. *Supplementary Phrases*: Owing infinite nature of situation that may arise, the example phrases given in this chapter may not be sufficient. ATS officer working at Simikot Aerodrome, therefore, are expected to use additional phrases which will be clear, concise and complete.

6.15.3. *Phraseologies*: ATS officer working at Simikot Aerodrome can use the existing phraseologies prescribed in Chapter 12 of MATS Nepal & in article 8.2, 8.3 & 8.4 of AFIS Manual 2016 to pass the necessary information to aircraft.

6.15.4. ATS officer working at Simikot aerodrome are encouraged to refer and gain advantage from Chapter 12 of MATS Nepal and ICAO Manual of Radiotelephony (Doc 9432), which will certainly enrich their air-ground communication skills.

6.15.5. The readability of signal strength will be referred to as a number taken from the list as mentioned in article 8.1.4.5 of AFIS Manual 2016 as appropriate

6.16. COORDINATION IN RESPECT OF THE PROVISION OF AFIS AND ALERTING SERVICES

6.16.1. In order to ensure continued flight information service to a aircraft in specified areas or along specified routes, co-ordination between Nepalgunj Tower and other adjacent AFIS units to Simikot will be effected in accordance with an agreement between the AFIS units concerned.

6.16.2. This information will be forwarded to the concerned tower in which the aircraft will operate prior to the aircraft entering such unit.

6.16.3. A LOA will be done by Simikot AFIS unit with Airline Operators which will be affected immediately after getting approval from the DGCA.

6.16.4. When the Simikot AFIS unit has received an ETA/DEP for an arriving aircraft, it will provide the ATC unit with information about known traffic which the arriving aircraft will be aware of before transfer of communication to the Simikot AFIS unit. The information will be provided in such a time as being relevant and will be revised as necessary. The Simikot AFIS unit will relay the information to the arriving aircraft.

6.16.5. In the event of a state of emergency arising to an aircraft while it is in contact with the Simikot TWR, Simikot TWR will notify immediately to the Nepalgunj Tower or Kathmandu ACC.

6.16.6. Aircraft which fail to report after having been transferred to the Simikot TWR, or, having once reported, cease radio contact and in either case fail to land five minutes after the expected landing time, will be reported to Nepalgung TWR .

6.16.7. Procedures concerning the alerting of the rescue service will specify the type of information to be provided to the rescue services, including type of aircraft and type of emergency and, when available, number of persons on board, and any dangerous goods carried on the aircraft.

6.16.8. The Simikot AFIS unit will, as necessary, use all available communication facilities to endeavour to establish and maintain communication with an aircraft in a state of emergency, and to request news of the aircraft.

6.16.9. When it has been established by Simikot AFIS unit that an aircraft is in a state of emergency, other aircraft known to be in the vicinity of the aircraft involved will be informed of the nature of the emergency as soon as practicable.

6.16.10. When Simikot AFIS unit decides that an aircraft is in the uncertainty or the alert phase, it will, when practicable, advise the operator prior to notifying the RCC.

6.16.11. If an aircraft is in the distress phase, Nepalgunj Tower or the RCC or Kathmandu ACC has to be notified immediately.

6.16.12. All information notified to the RCC will, whenever practicable, also be communicated, without delay, to the operator.

6.16.13. When Simikot AFIS unit knows or believes that an aircraft is being subjected to unlawful interference, no reference will be made in ATS air-ground communications to the nature of the emergency unless it has first been referred to in communications from the aircraft involved and it is certain that such reference will not aggravate the situation.

6.16.14. Whenever the list as mentioned in article 5.3.1 of AFIS Manual 2016 are occurred, Simikot AFIS unit is responsible to provide alerting Service as per the provision mentioned in article 9.2 of MATS Nepal 2014 as appropriate.

CHAPTER 7

AIRCRAFT EMERGENCY, COMMUNICATIONS FAILURE AND ATS CONTINGENCIES

7.1. AIRCRAFT EMERGIENCIES

7.1.1. GENERAL

The various circumstances surrounding each emergency situation preclude the establishment of exact detailed procedures to be followed. The procedures outlined in this section are intended as a general guide to ATS officer, Simikot, they will use their own judgment when handling a particular emergency.

7.2. SIMIKOT ATS OFFICER'S RESPONSIBILITY

7.2.1. ATS Officer will always be alert to the possibility of an aircraft emergency. Speed may be necessary in certain circumstances but calm co-ordinated actions are essential in all situations.

7.2.2. ATS Officer will offer as much assistance as possible to any aircraft that is considered to be in an emergency situation. Assistance to the aircraft can include the provision of information on the availability of aerodromes and their associated weather information and details of terrain clearance. An emergency may require alerting action to be taken immediately or it may develop to that point later.

7.2.3. The Airport Chief will be informed as soon as practicable and complete co-ordination will be maintained between other ATS units.

7.2.4. When an emergency is declared by an aircraft, the Simikot AFIS unit will take appropriate and relevant action as mentioned in article 6.1.1.2 of AFIS Manual 2016

7.2.5. Changes of radio frequency will be avoided if possible and will normally be made only when or if an improved service can be provided to the aircraft concerned. When appropriate, other aircraft operating in the vicinity of the aircraft in emergency will be advised of the circumstances.

Note.— Requests to the flight crew for the information will be made only if the information is not available from the operator or from other sources and will be limited to essential information.

7.3. DISTRESS AND URGENCY MESSAGES:

7.3.1. Pilots have been advised that, in the event of an emergency situation, the ATS Officer can provide the necessary priority and handling if the controller is made aware of the emergency by the crew's formal declaration on the RTF. Pilots have also been advised that

the extent to which the Simikot AFIS unit will be able to offer assistance will depend on the amount of information provided

7.3.2. When a pilot has given certain items of information normally associated with an emergency message but has not prefixed the transmission with 'MAYDAY' (for distress messages) or 'PAN'(for urgency messages), the ATS officer on duty will ask the pilot if he wishes to declare an emergency. If the pilot declines to do so, the ATS officer may, if he thinks it appropriate, carry out the necessary actions as if the pilot had declared an emergency. If Simikot ATS officer considers that other ATS units may be able to give more assistance and, in the circumstances, it is reasonable to do so, the pilot will be asked to change frequency.

7.4. ACTION ON RECEIVING URGENCY CALLS

7.4.1. The Simikot ATS Officer will take the following action at an aerodrome on receiving an urgency call:

a) If the pilot elects to land at Simikot aerodrome, rearrange traffic as necessary to enable him to make an uninterrupted landing;
b) Alert local safety services (Airport Security Police, Nepal Army, Armed Police Force etc), and initiate local emergency action as necessary and appropriate;
c) Inform the Kathmandu ACC, Nepalgunj TWR and Chief of Simikot CAO giving full details;
d) If any doubt exists that the aircraft can reach Simikot aerodrome, request Nepalgunj Tower or Kathmandu ACC to alert RCC stating that the Alert phase exists;
e) Inform the airline operator or representatives if possible.

7.4.2. An urgency message will contain as many of the following elements as for as possible:

- Name of the station addressed
- Identification of the aircraft
- Nature of urgency
- Intention of PIC
- Position, level and heading of the aircraft in urgency, and
- Any other useful information.

7.4.3. Urgency call will be made on the frequency in use at the time.

7.4.4. Urgency message will be addressed to the station in those areas of responsibility the urgency aircraft is operating.

7.5. ACTION ON RECEIVING DISTRESS CALLS

7.5.1. Simikot AFIS unit will take the following action at an aerodrome on receiving a Distress Call;

i. Plot aircraft's position on map;

ii. Assist pilot in every way possible to make a safe landing;

iii. Advise pilot of nearest aerodrome if aircraft position is known.

iv. Inform the Kathmandu ACC/Nepalgunj TWR giving full details (Kathmandu ACC will alert RCC) and give all possible assistance in warning airfields adjacent to the aircraft track in the area in which the aircraft may crash-land.

v. Inform Chief of Simikot CAO and local safety services (airport security Police, Nepal Army, Armed Police Force, Chief District Officer etc);

vi. Inform airline operator or representative if possible.

7.5.2. If the Simikot AFIS unit considers that another unit may be able to give more assistance then he/she can them self and in the circumstances it is reasonable to ask the pilot to change frequency, he/she will either:

a) consult Nepalgunj Tower or the Kathmandu ACC and transfer the aircraft according to their instructions; or

b) alert the nearest suitable unit and transfer the aircraft to a common frequency, giving assistance to that unit as required.

7.5.3. Before transferring aircraft, Simikot AFIS unit will obtain sufficient information from the pilot to be convinced that the aircraft will receive more assistance from another unit. If a change of frequency is desirable the pilot will be instructed to revert immediately if there is no reply on the new frequency. ATS officer will then listen out on the original frequency until the aircraft is known to be in two-way communication with the other unit.

7.6. UNLAWFUL INTERFERENCE AND AIRCRAFT BOMB THREAT

7.6.1. ATS officer will be prepared to recognize any indication of the occurrence of unlawful interference with an aircraft.

7.6.2. Whenever unlawful interference with an aircraft is known or suspected or a bomb threat warning has been received, Simikot AFIS units will promptly provide assistance as far as practicable and inform Nepalgung TWR/Kathmandu ACC.

7.6.3. If the threat information received indicating that a bomb or other explosive device has been placed on board a known aircraft, the Simikot AFIS unit will apply additional procedures as mentioned in 6.1.2.3 of AFIS Manual-2016 as appropriate.

7.6.4. The Simikot AFIS unit in communication with the aircraft will ascertain the intentions of the flight crew and report those intentions to other ATS units which may be concerned with the flight.

7.6.5. The aircraft will be handled in the most expeditious manner while ensuring, to the extent possible, the safety of other aircraft, and that personnel and ground installations are not put at risk.

7.6.6. An aircraft on the ground will be advised to remain as far away from other aircraft and installations as possible and, if appropriate, to vacate the runway. The aircraft will be suggested to taxi to a designated area in accordance with local instructions. The flight crew will disembark passengers and crew immediately, other aircraft and personnel will be kept at a safe distance from the threatened aircraft.

7.6.7. Simikot AFIS unit will not provide any suggestions concerning action to be taken by the flight crew in relation to an explosive device.

7.6.8. An aircraft known or believed to be the subject of unlawful interference or which for other reasons needs isolation from normal aerodrome activities will be suggested to proceed to a position within the area or areas selected by prior agreement with the Simikot CAO.

Note.- See CAR 14, Volume I, Chapter 3.

7.7. OTHER IN-FLIGHT CONTINGENCIES

The various circumstances surrounding each contingency situation preclude the establishment of exact detailed procedures to be followed. The procedures outlined below are intended as a general guide to ATS officer.

7.7.1. STRAYED AND UNIDENTIFIED AIRCRAFT

7.7.1.1. As soon as Simikot AFIS unit becomes aware of a strayed aircraft, it will take all necessary steps as outlined in article 15.4.1.1.1 and 15.4.1.1.2 of MATS, Nepa-2014 to assist the aircraft and to safeguard its flight as appropriate.

7.7.1.2. As soon as Simikot AFIS unit becomes aware of an unidentified aircraft in its area, it will endeavour to establish the identity of the aircraft whenever this is necessary for the provision of air traffic services or required by the appropriate military authorities in accordance with locally agreed procedures. To this end, Simikot AFIS unit will take all necessary steps as are appropriate in the circumstances as outlined in 15.4.1.2 of MATS, Nepal-2014 as appropriate.

7.7.1.3. Simikot AFIS unit will, as necessary, inform the Nepalgung TWR or Kathmandu ACC as soon as the unidentified aircraft's identity has been established.

7.7.1.4. Simikot AFIS unit will consider that a strayed or unidentified aircraft may be the subject of unlawful interference, the Nepalgung TWR or Kathmandu ACC will immediately be informed.

7.8. ATS CONTINGENCIES

7.8.1. **RADIO-COMMUNICATIONS CONTINGENCIES**

7.8.1.1. ATS contingencies related to communications, i.e. circumstances preventing an ATS Officer from communicating with aircraft in the area of responsibility, may be caused by either a failure of ground radio equipment, a failure of airborne equipment, or by the

frequency being inadvertently blocked by an aircraft transmitter. The duration such events may be for prolonged periods and appropriate action to ensure that the safety of aircraft is not affected will therefore be taken immediately.

7.8.1.2. When unable to maintain two-way communication with an aircraft operating in the jurisdiction of Simikot AFIS unit will;

i. Inform the Nepalgunj Tower or Kathmandu ACC and airport Chief immediately.
ii. Transmit blind the pertinent information on the available frequencies.
iii. Other aircraft in the vicinity are to be informed about the RCF aircraft, and requested to establish two way communications with the aircraft.
iv. Inform all ATS units concerned along the route of the flight and are requested to attempt to establish communication with the aircraft.
v. Inform all alternate aerodromes about possible diversion of the RCF aircraft.
vi. Inform all previously notified regarding termination of RCF situation, if communication re-established or aircraft has landed.
vii. Resumed normal operation, if the aircraft unable to land within 30 minutes of ETA , after desire of and prior consultation with airline operators or their designated representative and PIC of other aircraft.

7.8.1.3. As soon as it is known that two-way communication has failed, appropriate information describing the action taken by the Simikot AFIS unit will be transmitted blind for the attention of the aircraft concerned. Phraseology:

SIMIKOT INFORMATION	9NAET DO YOU READ ME
9NAET	(NO RESPONSE)
ATC	9NAET IF YOU READ ME (any suitable information considering that aircraft receiver operating normal.)

7.8.1.4. If the aircraft fails to indicate that it is able to receive and acknowledge transmissions in VMC, it is assumed that the aircraft will follow as outlined in15.2.3(a) of MATS, Nepal-2014.

7.8.1.5. Pertinent information will be given to other aircraft in the vicinity of the presumed position of the aircraft experiencing the failure.

7.8.1.6. As soon as it is known that an aircraft which is operating in its area of responsibility is experiencing an apparent radio-communication failure, Simikot AFIS unit will forward information concerning the radio-communication failure to the air traffic services unit concerned.

7.8.1.7. In order to reduce the impact of complete ground radio equipment failure **(VHF/HF problem)** on the safety of air traffic, Simikot AFIS unit will follow the procedure as

mentioned in article 6.3.1.2.1 of AFIS, Nepal-2016 as appropriate. Additionally, Simikot AFIS unit will;

- Stop departures to/from Simikot, except rescue flight and other mercy flights.
- Whenever feasible use portable VHF to provide information for landing and take-off and surface movement; or

7.8.2. **BLOCKED FREQUENCY**

7.8.2.1. In the event that the Simikot VHF is inadvertently blocked by an aircraft transmitter, the additional steps as outlined in article 6.3.1.3 of AFIS Manual, Nepal-2016 will be taken.

7.8.3. **UNAUTHORIZED USE OF SIMIKOT VHF**

7.8.3.1. Instances of false and deceptive transmissions on Simikot VHF which may impair the safety of aircraft can occasionally occur. In the event of such occurrences, the Simikot AFIS unit will take all necessary steps as outlined in article 6.3.1.4 of AFIS Manual, Nepal-2016.

7.8.4. **UNAUTHORIZED ENTRY OF AIRCRAFT INTO NEPALESE AIRSPACE**

7.8.4.1. As soon as Simikot AFIS unit learns that an aircraft has entered Nepalese airspace without getting permission from CAAN, it will advise aircraft to land at Tribhuvan International Airport (TIA). If the aircraft does not followwith the ATC advice to land at TIA then the Simikot AFIS unit will follow the action as mentioned in article 15.4.2.1. of MATS, Nepal2014 as appropriate.

7.8.5. The procedure in relation to an aircraft intentionally or unintentionally entering into the airspace of Nepal will be prescribed by the Director General of CAAN.

7.8.6. The pilot in command of a civil aircraft, when instructed to land in a specified aerodrome, will comply with the ATS instructions.

7.9. PROVISION OF DISABLE AIRCRAFT REMOVABLE (DAR) IN SIMIKOT CIVIL AVIATION OFFICE

7.9.1. The registered owner or aircraft operator will always retain complete responsibility for the removal of the disabled aircraft. The Simikot CAO may or may not possess the knowledge or experience required to safely recover the aircraft. All airline operators at Simikot Aerodrome are expected to have aircraft recovery plans.

7.9.2. In any event, if the registered owner or operator cannot recover the aircraft or cannot proceed in timely manner, the Simikot CAO will take over the authority and act on behalf of the aircraft owner or operator. To perform this task, Simikot CAO will appoint coordinator to coordinate the aircraft recovery operation and ensure that the disabled aircraft is removed in a timely and efficient manner.

7.9.3. All expenses incurred for the removal of disable aircraft will be borne by concerned aircraft operator, and Simikot CAO or any other agency involved on during the removal will have no

liability for any damaged caused. Concerned aircraft operator will bear all responsibilities of any damaged caused.

7.9.4. Simikot AFIS unit will;

- Notify the Airport Chief with detail.
- Inform all arrival aircraft and airline operators.
- Close all arrivals and departures until the further instructed by Airport Chief.
- Determine estimated time of arrival (ETA) of all aircraft requiring use of the closed runway.
- Determine latest time for affected aircraft to divert.
- Inform to aircraft operator
- Take necessary action to issue NOTAM if necessary with the approval from Airport Chief.

7.9.5. The Aircraft Owner, defined as the holder of the certificate of registration, is responsible for the aircraft removal and disposal of fuel and other hazardous materials that have been spilt as a result of the incident/accident.

7.9.6. Prior approval for aircraft removal may be required from either Flight Safety Standard Department (FSSD), CAAN and/or from the Airport Chief for accidents of a more serious nature that require on-scene investigations.

7.9.7. For minor incidents, the Airport Chief is responsible for controlling and coordinating the response for removal of a disabled aircraft. This may require liaison with the airline or aircraft operator and the Aviation Safety Department of CAAN and/or Airport Security Police (if involved) to obtain a clearance to remove the aircraft.

CHAPTER 8

DOCUMENT AND RECORD KEEPING SYSTEM

8.1. DOCUMENTS

8.1.1. A document control system will cover the authorization, standardization, publication, distribution and amendment of all documentation issued by the CAAN, or required by the CAAN for the provision of air traffic services.

8.1.2. These processes must ensure all those factors as outlined in article 9.3.1.2 and 9.3.1.3. of AFIS Manual, Nepal-2016.

8.2. RECORDS

8.2.1. A system for records covers identification, collection, indexing, storage, security, maintenance, access and disposal of records necessary for the provision of air traffic services.

8.2.2. Records systems must provide an accurate chronicle of ATS activities for the purpose of reconstruction of events for air safety investigation, and for system safety analysis.

8.3. RECORD TO BE KEPT

8.3.1. The direct pilot-controller two-way radiotelephony used for the provision of air traffic services must be recorded automatically and retained at least 30 days.

8.3.2. Automatic recordings must have a means of establishing accurately the time, in hours/minutes/seconds, at which any recorded event occurred

8.3.3. The following items will be kept for a minimum of 90 days

a) ATS messages,

b) flight progress strips or documents of a similar nature used for the recording of flight data;

c) log books;

8.3.4. Where requisitioned, by an appropriate authority, for the purposes of investigation, records must be isolated and kept in a secure place until their release by that authority.

8.4. MAINTAINING OPERAITONAL LOG BOOKS

8.4.1. All significant occurrences and actions relating to operations, facilities, and equipment at Simikot AFIS units will be recorded on the Log book.

8.4.2. Simikot AFIS unit will maintain a working record or Log Book entry procedure as outlined in article 9.3.4 of AFIS Manual-2016 .

8.4.3. Forms such as fault reports or Air safety Incident Reports as mentioned in Appendix C of AFIS Manual-2016, must also be completed but duplication of information will be avoided.

8.4.4. The minimum information to be recorded is as per the article 9.3.4.4 mentioned in AFIS Manual, Nepal-2016 in the table.

8.5. VOICE AND DATA RECORDING

8.5.1. Details of opening and closing watch or the identification of staff assuming responsibility for a position will be recorded in the log book entry. The procedures used must be sufficient to readily establish, for the purposes of investigation, the status of the position (active/inactive) and the person responsible for any active position, at any given time.

8.5.2. When an automatic voice recording facility fails, a manual record of communications must be maintained, to the possible extent.

CHAPTER 9

ADMINSTRATIVE INSTRUCTIONS

9.1. INTRODUCTION

Before proceeding with the actual work of ATS, it is necessary to know the administrative procedures associated with the provision of ATS. When prior instructions have not been issued, the administrative rules included in this manual are applicable.

9.2. DUTIES AND RESPONSIBILITIES

9.2.1. ATS OFFICER

ATS Officer on duty will perform their tasks to handle Traffic and weather information to aircraft in its area of responsibility and performs coordination tasks in accordance with the AFISOM, letters of agreement and advises in particular;

i) Ensure the safe, orderly and expeditious flow of air traffic on and in the vicinity of an aerodrome

ii) Maintain a continuous watch by visual observation and subject to conditions prescribed by Simikot CAO, on all flight operations on and in the vicinity of an aerodrome.

iii) Exercise judgment in the provision of landing and take-off information to aircraft.

iv) Close or open the ATS Operation of Simikot AFIS unit.

(Refer Appendix B : Checklist for Opening and Closing of the ATS watch, Simikot)

v) Determine the use of weather observations to permit aircraft operations as applicable.

vi) Maintain coordination with other concern ATS units (Kathmandu SSB, Nepalgunj Tower and Other Domestic Aerodromes) for exchange of operational data.

vii) Coordinate the activities of the Simikot AFIS unit with technical maintenance authorities, emergency services and department officers.

viii) Handle HF, telephone, portable VHF sets; coordinate with local units (Admin, Terminal and Airlines), check and assist the making strip, maintain movement log book.

9.2.2. AIRPORT CHIEF/ SENIOR ATS OFFICER

The following duties and responsibilities are specified for airport Chief/Senior ATS Officer, Simikot CAO.

i. To ensure ATS are provided in accordance with the AFISOM.

ii. To inspect all equipment and facilities within AFIS unit and to ensure normal operation.
iii. To assign all ATS Officer in a proper position and to monitor proper work load.
iv. To ensure operating methods and procedures are maintained in standard way by keeping flight progress strips up to date and postings are complete & correct.
v. All log books are kept up to date.
vi. The consoles are kept neat and uncluttered.
vii. To ensure professional manner is maintained by the staff and to inform Airport Chief of Simikot CAO in case of any staff's absence.
viii. To maintain good coordination with other units for normal operation and to report Airport Chief of Simikot CAO in case of difficulty.
ix. Action to be taken to initiate any necessary NOTAMS.
x. Sufficient staff is manned in ATS position as per the published roster. It is the duty of the senior duty ATS officer to notify the Airport Chief of Simikot CAO of any absences and to request extra or replacement staff in the event of sickness, emergency situations etc;
xi. Initiate action for search and rescue in accordance with prescribed procedure if required;
xii. Co-ordinate and cooperate with the concerned units as and when required for the efficient and smooth operation;
xiii. Responsible for resolving any conflicts of opinion relating to aircraft safety or expedition of aircraft movement.

9.2.3. SIMIKOT AFIS UNIT DISCIPLINE

9.2.3.1. VISITORS

No unauthorized person will be allowed access to the Simikot AFIS unit. Allowing such visitors to the AFIS unit is the explicit authority of the Airport Chief /Senior ATS Officer and before bringing in authorized visitors a check will be made with the Airport Chief or the ATS officer on duty so as to ensure the traffic situation permits such a visit or not. At no time will visitors be allowed to interfere with the smooth running of the watch and cell phone will be kept in manner mode.

9.2.3.2. CLEANLINESS

i. The ATS Officer on duty at Simikot AFIS unit will ensure that the AFIS unit is kept in a clean and tidy condition all the times.

ii. All equipment will be in serviceable condition and stoped away when not in use.

9.2.3.3. SUPERVISION

The Airport Chief or the Senior ATS officer, depending on the Simikot AFIS unit will be responsible for the supervision of all staffs and maintaining of a good condition.

9.3. DUTY ROSTER

9.3.1. A watch keeping roster will be prepared by the senior ATS officer or Airport Chief of Simikot CAO, not later than the 20th day of each month and will show the hours of watch-keeping and hours of duty required of individuals ATS officer throughout the following month.

9.3.2. ATS Officers swill adhere to the time and periods of watch-keeping duties details in this roster and will arrive at their duty place in time to carry out the procedures detailed under 'procedures for taking over and handing over watch.'

9.3.3. No alterations are to be made to the watch rosters without reference to, and approval by the Airport Chief of Simikot CAO.

9.3.4. Local notices to staff will be displayed on a board placed preferable in the AFIS unit hung specifically for this purpose.

9.3.5. ATS Officers are encouraged to put forward suggestions for improving the general operating efficiency of the services, such suggestions will be put forward through the normal channels for onward transmission to CAAN as necessary.

9.4. PROCEDURE FOR TAKING OVER AND HANDING OVER WATCH

9.4.1. TAKE OVER WATCH

9.4.1.1. Prior to taking over watch ATS officer will:

a) Ensure that they are fully conversant with the latest promulgated orders, instructions, notices and circulars with particular reference where appropriate to the serviceability of the aerodrome and its facilities.

b) Obtain full information and briefing regarding the weather position and tendencies for the period of their watch whenever necessary as justified by the general weather condition.

c) Familiarize themselves with the serviceability of all equipment under their charge and likely to be used during the period of their watch.

d) Ensure that they are acquainted with any special movements or manoeuvres likely to occur during their watch.

9.4.1.2. At least two ATS officers will be employed at one time on Simikot AFIS unit.

9.4.1.3. The ATC watch log will be signed by the Senior ATS officer on duty or Airport Chief. Other ATS officer will record taking over their specific duties as required.

9.4.2. HAND OVER WATCH

9.4.2.1. ATS officer handing over watch will ensure that they provide their successors with the complete possible information regarding the current situation including any items of specific interest or urgency which have influenced the development of the situation and which may have a bearing on the progress of the ensuring watch.

9.4.3. ATS WATCH LOG

9.4.3.1. Simikot aerodrome surface inspection log, facility status of navigational aids including aerodrome conditions log will be maintained and entries will be made after the inspection has been carried out. Arrangement to issue NOTAM will be made to ensure that information on un-serviceability recorded is forwarded as soon as possible to the Airport Chief and or ANS, Directorate. CAAN HO.

9.5. PROCEDURES FOR MAINTAINING ATS WATCH LOG, SIMIKOT

9.5.1. The ATS watch log will be maintained at all times. Entries will be made in ink and no erasures will be made.

i. In no circumstances will pages be removed from the log book.
ii. Entries will be made in chronological order and as far as possible concurrently with the incident being recorded.
iii. When during emergencies or rush periods it is impossible to make detailed entries at the time of the occurrence, rough notes will be kept with exact times and a detailed entry made as soon as possible. The rough notes will be attached to the log book for future reference, will it appear at all likely that they may be required.
iv. Entries will be in sufficient detail to enable anyone investigating an incident to have a complete understanding of all actions taken during the watch period.
v. Items to be logged will include changes in the serviceability of radio aids, other essential aerodrome information, and reports of incorrect procedures by aircraft, technical failures in aircraft, visits of VIPs, clock synchronization checks and any unusual occurrence.

Note: The accident investigation committee or authority has full authority to impound any ATS log book if they consider that its contents throw any light on a particular accident. When such action is taken the log book will be withdrawn as soon as possible after the request is made and handed over the committee or authority. In this circumstance a replacement log book will be opened.

9.6. PROCEDURE FOR MOVEMENT AREA INSPECTION

9.6.1. Every morning, before declaring aerodrome status, Movement Area will be inspected thoroughly as below:

- An inspection team will comprise personnel as directed by Chief of Simikot CAO. They may be from ATS Officer, Airport security police or other available concern unit jointly and will call Simikot AFIS unit to get permission to enter Runway.

9.7. PROCEDURE FOR INCIDENT REPORTING AND AIRMISS REPORTING

9.7.1. INCIDENT REPORTING

An air traffic incident report will be submitted, normally to the Simikot AFIS unit for incidents specifically related to the provision of air traffic services involving such occurrences as aircraft proximity (AIRPROX), or other serious difficulty resulting in a hazard to aircraft, caused by, among others, faulty procedures, non-compliance with procedures, or failure of ground facilities. The report will be recorded on the air traffic incident report form.

(Refer to Appendix B and C of AFIS Manual, Nepal-2016)

9.7.2. AIRMISS REPORTING

9.7.2.1. An "AIRMISS" report may be filed by a pilot when he considers that his aircraft has been endangered by the proximity of another aircraft during flight, to such an extent that an actual or potential risk of collision existed.

(Refer to Appendix B of AFIS Manual, Nepal-2016)

9.7.3. The majority of AIRMISS Reports will be made by radio or by telephone shortly after the pilot has landed, which be confirmed in due time.

9.7.4. Any information on incident, event or occurrence relating to the air navigation services that affects or may affect the safety of air navigation will be reported by the Simikot AFIS unit to Airport Chief of Simikot CAO which in turn would be reported to Civil Aviation Safety Regulation Directorate without delay through Air Navigation Service Directorate of Civil Aviation Authority of Nepal without delay. Such reports may be made available through telephone, cell phone, email in initial report however the report will be submitted through the prescribed format

(Refer : Appendix *B, C and D of AFIS Manual, Nepal-2016)* .

9.7.5. If the initial report is made by radio or telephone, the pilot will confirm by submitting in written within 7 days of the incident to Simikot CAO which will be forwarded to CAAN Head Office.

Note: The purpose of following such incidents with immediate proper reporting is to facilitate investigation with the objective of preventing another incidents of similar nature.

9.8. PROCEDURE OF BIRD STRIKE/ ANIMAL STRIKE

9.8.1. Bird strike to aircraft, as a potential source of danger, is seen in its most serious form. ATS Officer on duty at Simikot AFIS unit will take the best known methods to eliminate or reduce bird strike hazards.

9.8.2. It is difficult to drive away all the birds at all times. Nevertheless, every reasonable effort will be taken to reduce the bird hazard.

9.8.3. During bird activity and movement of animals, inform to airport security police or and office service staff (Karyalaya Sahayogi) through telephone or by blowing the siren. Provide location of bird activity/animal movement.

9.8.4. Sometimes additional personnel may require for the driving bird/animal. In such case concerned airline personnel/airport police are requested to support the office staffs.

9.8.5. It is the responsibility of PIC to land in an aerodrome where bird activity/animal movement has been informed to PIC.

Note: Bird Strike/Wild Animal Strike reporting form as prescribed in Appendix *D of AFIS Manual, Nepal-2016*

9.9. RELATIONS WITH PRESS AND GENERAL PUBLIC

9.9.1. Simikot AFIS unit will avoid discussions on matters to ATS policy and the operational issues with persons other than officials of the ATS services.

9.9.2. Reports on accidents, breaches of regulations, reprimands to pilots, or other personnel etc. will be treated as confidential matters and will not be discussed in public or passed to the media.

9.9.3. Any request for information by representatives of the press will be referred to Airport Chief of Simikot CAO.

9.9.4. Simikot AFIS unit will not normally conduct direct correspondence with operating companies or individuals, except when and where authority to do so has been expressly given by Airport Chief of Simikot CAO. Complaints received regarding specific incidents will be submitted to Simikot CAO after acknowledgement has been made to the originator.

9.9.5. The movement of VVIPs and other special Flights and their position reports will be treated as confidential. On request from the public such information will not be given out except to the appropriate bodies.

CHAPTER 10

MISCELLANEOUS

10.1. PROMULGATION OF INFORMATION

10.1.1. Information regarding the availability of Simikot AFIS unit and related procedures swill be included in the relevant parts of the aeronautical information publication (AIP) in the same manner as in the case of aerodromes provided with air traffic control service.

10.2. AERODROME INFORMATION

1	AERODROME (AD) LOCATION INDICATOR	VNST
2	NAME OF AERODROME	SIMIKOT CIVIL AVIATION OFFICE/DOMESTIC
3	ATS UNITS CALL SIGN	SIMIKOTAFIS UNIT
4	ATS UNITS RADIOTELEPHONY CALLSIGN	SIMIKOT INFORMATION
5	ARP COORDINATES AND SITE AT AD	295816 N * 0814908 E
6	FAC/SVC	AFIS
7	ELEVATION	9751 ft (2971 m)
8	RUNWAY DIMENSION	2132 × 65 ft (650 × 20 m)
9	RUNWAY DESIGNATION	10/28
10	FREQUENCY	VHF 122.5 MHZ HF 5805.5 KHZ
11	TYPES OF TRAFFIC PERMITTED	VFR
12	ATS AIRSPACE	G Airspace
13	AD CATEGORY FOR FIRE FIGHTING	CATEGORY NOT DECLEARD

14	RESCUE EQUIPMENT	FIRE EXTINGUISHER IS AVILABLE
15	SEASONAL AVAILABILITY	AERODROME IS AVAILABLE THROUGHOUT THE YEAR.
16	HELICOPTER LANDING AREA	NOT SPECIFIED
17	CARGO-HANDLING	FACILITIES AVAILABLE WITH LOCAL AIRLINES OPERATOR
18	APRON SURFACE AND STRENGTH	SURFACE- ASPHALT CONCRETE
19	RWY AND TWY MARKINGS	RWY: 10/28, THR, TDZ, Centre line, RWY Edge, Apron marked and RWY, THR, RWY edge have Color. TWY: Centre line, holding at all TWYmarked and edge with color.
20	OPERATING HRS	<u>AERODROME ADMINISTRATIVE HOURS:</u> SUN-THU 10:00-17:00 LT (SUMMER) 10:00-1600 LT(WINTER) FRI 10:00-1500 LT
		<u>AERODROME OPERATION HOURS:</u> JAN, FEB, NOV, DEC0100-1215 UTC MAR., APR., SEPT, OCT.0030-1245 UTC MAY, JUNE, JULY, AUG 0015-1300 UTC
21	AD ADMINISTRATION, ADDRESS TELEPHONE, TELEFAX, TELEX AFS	CIVIL AVIATION AUTHORITY OF NEPAL SIMIKOT CIVIL AVIATION OFFICE, HUMLA 0977-087-680137 (TOWER) FAX - 0977-087-680137 A/P MANAGER – VNSTYDYX TOWER- VNSTZTZX

22	LANGUAGE(S) USED	ENGLISH
23	MET BRIEFING	NIL
24	FUELLING	NIL
25	DE-ICING FACILITIES	NIL
26	SECURITY	DURING FLIGHT TIME ONLY
27	MEDICAL FACILITIES FOR PAX	FIRST AID/DURING OPRATION HOUR
28	CAPABILITY FOR REMOVAL OF DISABLED	NIL
29	REMARKS	ANY CHANGE WILL BE NOTIFIED BY NOTAM

Note: Maps and charts of the Simikot aerodrome will be as per the Standards mentioned in CAR-4.

10.3. PROVISIONS FOR AERODROME OPERATION

10.3.1. The Air Traffic Service to be provided in Nepal will be as per the standards specified in the Civil Aviation Requirements/circulars issued by the Authority.

10.3.2. The responsibility of ensuring the service as per the standard pursuant to 11.3.1. will be that of the airport Chief of Simikot CAO.

10.3.3. The Airport Chief of Simikot CAO will have the responsibility to install, operate and maintain the communication and navigation equipment to support smooth operation of ATS. However, in case of unavailability of resource the airport Chief will have the only option to coordinate with Air Navigation Service Directorate, CAAN and its concerned Departments.

10.3.4. In the case of minor incidents involving installations or personnel on the aerodrome, or aircraft in contact with Simikot AFIS unit, the ATS Officers & Airport Chief of Simikot CAO will deal with the matter locally.

10.3.5. Those incidents which cannot be dealt with locally will be reported to CAAN.

10.3.6. Helicopter operations are authorized in designated areas (Helipad) in Simikot Aerodrome.

10.3.7. Simikot AFIS unit does not maintain the landing areas or provide security in those designated area (helipad) which are not located in the Simikot aerodrome. Operators

are therefore, required to obtain necessary information before conducting flight on those locations.

10.3.8. Simikot AFIS unit will have ;

- power supply,
- HF
- VHF
- Hotline/Telephone
- A means of recording air/ground, air and ground and ground communication.
- Binocular
- Anemometer
- siren
- Display board

10.4. VVIP MOVEMENT HANDLING PROCEDURE

10.4.1. In case of VVIP movement handling, Simikot AFIS unit will follow the provision as mentioned in chapter 9 of MATS Nepal 2014

10.5. RESPONSIBILITY IN REGARD TO MILITARY TRAFFIC

It is recognized that some military aeronautical operations necessitate non-compliance with certain air traffic procedures. In order to ensure the safety of flight operations the appropriate military authorities will be asked, whenever practicable, to notify the Simikot AFIS unit prior to undertaking such manoeuvres.

10.6. INFORMATION ON UNMANNED FREE BALLOONS

10.6.1. Simikot AFIS unite will be kept informed of details of flights of unmanned free balloons in accordance with the provisions contained in CAR 2 (Appendix 3).

10.6.2. The operation of Drones within the jurisdiction of Simikot AFIS unit will be in accordance with the Flight Operations Directives No. 7 (May 2015) issued by the CAAN.

10.6.3. Depending upon the situation, any designated official of CAAN may grant permission for such type of flight verbally. The report of such permission will be submitted to the Civil Aviation Safety Directorate in CAAN as soon as possible.

10.7. NOTIFICATION OF SUSPECTED COMMUNICABLE DISEASES, OR OTHER PUBLIC HEALTH RISK, ON BOARD AN AIRCRAFT

10.7.1. The flight crew of an en-route aircraft will, upon identifying a suspected case(s) of communicable disease, or other public health risk, on board the aircraft, promptly notify the Simikot AFIS unit with which the pilot is communicating, the information listed in article 16.5 of MATS Nepal-2014

10.7.2. The Simikot AFIS unit, upon receipt of information from a pilot regarding suspected case(s) of communicable disease, or other public health risk, on board the aircraft, will forward a message as soon as possible to the ATS unit serving the destination/departure aerodrome in coordination with Airport Chief of Simikot CAO.

10.7.3. When a report of a suspected case(s) of communicable disease, or other public health risk, on board an aircraft is landing in Simikot aerodrome, the Simikot AFIS unit will notify the Airport Chief and then after, to Air Navigation Service Directorate, CAAN and TIACAO and the aircraft operator or its designated representative.

Note .— The information to be provided to the departure aerodrome will prevent the potential spread of communicable disease, or other public health risk, through other aircraft departing from the same aerodrome.

10.8. ACCESS TO THE AERODROME MANOEUVERING AREA

i. The Airport Chief of Simikot CAO has overall responsibility for ensuring that procedures are established and resources are provided for aviation security and for the control of airside access to the aerodrome and is responsible for developing, implementing and updating an airport Security Program.

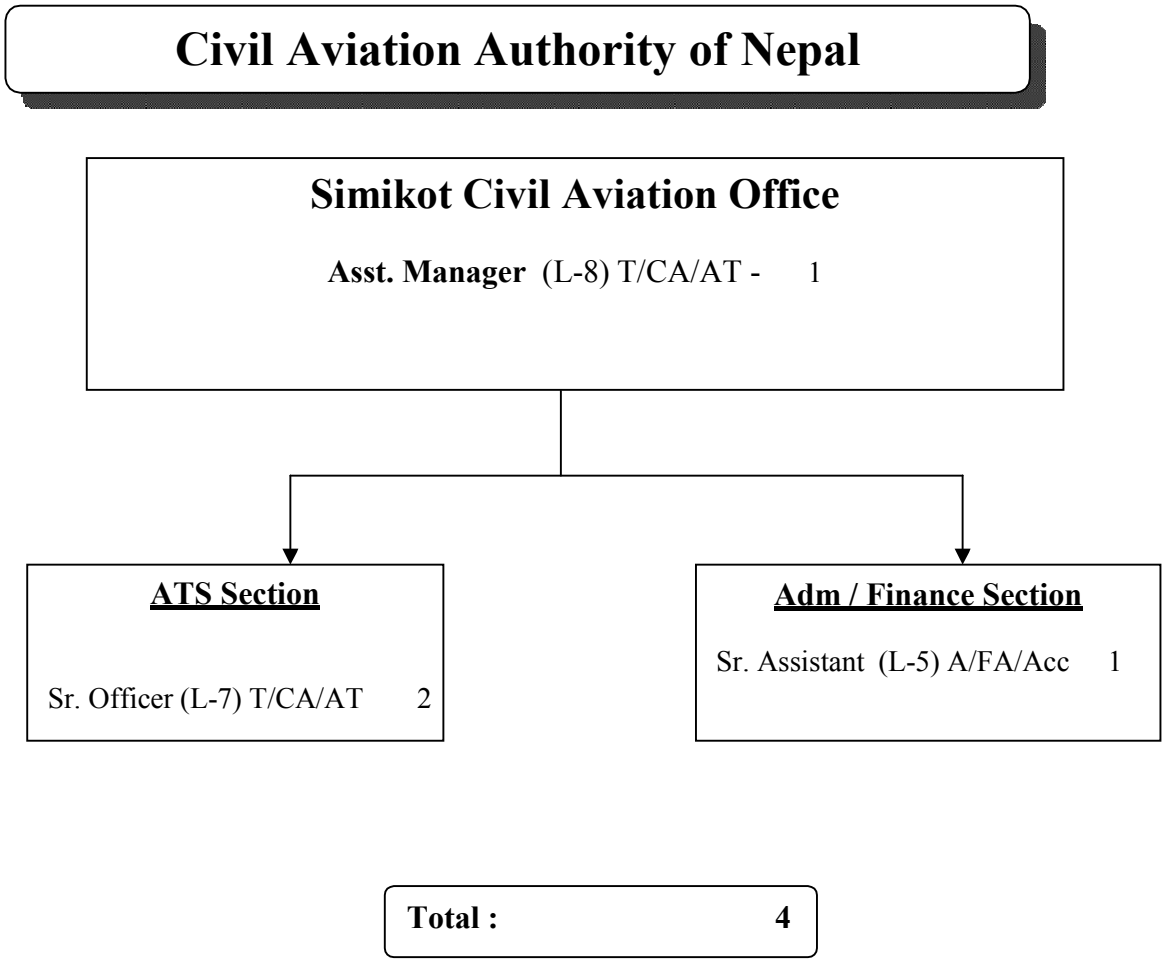
ii. Airport security personnel has the responsibility to check restricted area passand other valid document and make search of person so that no unauthorized person can enter the airside area of the aerodrome.

iii. No person or vehicle will may enter in manoeuvring area of Simikot AFIS unit without getting permission from ATS Officer on duty or the airport Chief of Simikot CAO. Any person entering the manoeuvring area will also hold, or be escorted by a person who holds, a valid aerodrome pass having access.

APPENDICES… 42

APPENDIX- A

ORGANIZATION STRUCTURE



Total : 4

APPENDIX B

CHECKLIST FOR OPENING AND CLOSING OF ATS WATCH, SIMIKOT AFIS UNIT

A. A checklist for opening of ATS Watch, Simikot AFIS unit

1. Duty on;
2. Switch on VHF on 122.5 MHZ and 121.5 MHZ;
3. Switch on SSB on 5805.5 KHZ;
4. Radio check with and check crash alarm;
5. Check MET display system;
6. Check operational status and power of standby portable VHF;
7. Check flight program or flight strips, if any, filed on the previous day;
8. Check notice board for current information;
9. Check Hot line/Telephone;
10. Get report on Movement area condition and airfield status;
11. Check the digital clock from available sources;
12. Declare airport status;
13. Log any FAULT and report it to TIACAO/ANSD/Airport Chief; Take necessary action to issue NOTAM.

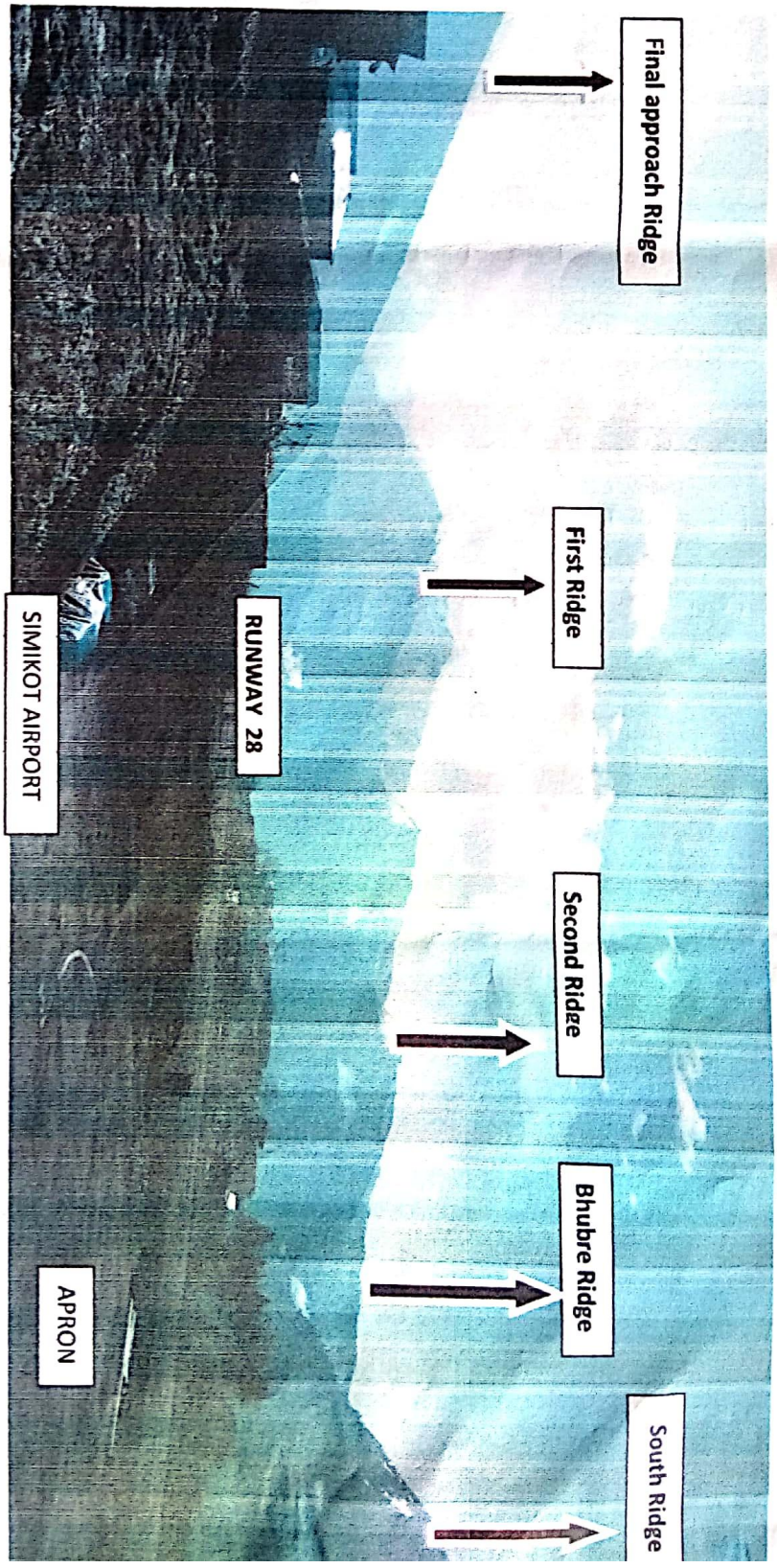
B. A checklist for closing of ATS Watch, Simikot AFIS unit.

1. Log landing time of last flight in HF log book and mention closing time ;
2. Inform Nepalgung/Kathmandu about night stop aircraft making at Simikot, if any;
3. Switch off all lights;
4. Inform concern unit about operation closer time;
5. Switch off VHF and HF;

6. Disconnect power plug of all computer and other devices like telephone set, Walkie-Talkie set, water filter, Air Conditions from the source to save from thunderstorm.
7. Make entry of all arrival and departure information into Movement log book.
8. Make entry into VHF log book (TWR log book) and duty watch on logbook.
9. Place each document, logbook, binocular and charts on proper position
10. Keep Airlines program, flight strips and operation related documents in allocated place.
11. Enter movement record in the movement log book.

APPENDIX C

VISIBILITY REFERENCE CHART



Reference points	Distance	Remarks
Final approach ridge	1500 M	
First ridge	2000 M	
Second ridge	3500 M	
Bhubre ridge (last visible ridge on fair wx)	5000 M	Ridge shall be visible more than half OR presence of more than half blue sky above the ridge for fixed wing aircraft
South ridge (For hilsa track)	1500 M	For rotor wing aircraft