HAVANA FIR

Standard Operating Procedures (SOP)

TOWER (TWR)

Version 2.1

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This document contains essential information regarding our operations and policies. Therefore, it is required reading for all Havana FIR controllers.

Section - Tower Procedures

1. Generalities

1.1. In order to staff a Tower position, a S2 rating or higher is required, as well as the corresponding certification issued by the FIR staff.

1.2. The Tower Controller (TOWER) will use the callsign and frequency as published on the Havana FIR website, section "ATC Positions".

1.3. Tower is not a radar position and will not track any aircraft.

1.4. TOWER will provide the following ATC services:

  (a) Tower services at the airport represented by the controller's callsign.
  (b) Ground Control and Clearance Delivery services at the airport represented by the controller's callsign when these are not being provided by a Ground controller.

2. Responsibilities

Tower is responsible for aircraft ground movement on all active runways.

Tower is responsible for the initial separation between departing aircraft, keeping in mind aircraft performance capabilities and course to its initial departure fix.

3. Duties

3.1. TOWER shall provide, in the absence of a Ground controller at the airport represented by the controller's callsign, Ground Control and Clearance Delivery services in accordance with the Ground Procedures.

3.2. TOWER shall provide Tower services at the airport represented by the controller's callsign.

3.3. TOWER shall apply all Separation Minimums and Wake Turbulence Separation in accordance with real world procedures in as much as it is possible given the limitations of the virtual environment.

3.4. TOWER has the final authority to declare runways in use and the direction of traffic flow at the airport represented by the Tower Controller's callsign.

3.5. TOWER shall coordinate arrival/departure runways with the controller providing Approach/Departure Control service (when present).

3.6. TOWER will coordinate with the Ground Controller (when present) with regard to the use of runways for departure and the direction of traffic flow.

3.7. TOWER will transfer communications as follows:

  (a) To the Ground Controller (when present) after an aircraft is clear of the active runway.
  (b) To the controller providing Approach/Departure Control services once the aircraft is airborne. To avoid disturbing pilots during a critical phase of flight, TOWER will instruct pilots, along with the takeoff clearance, to contact Departure Control on the selected frequency after departure. (i.e.: Cubana 170 after departure contact Havana Terminal on 120.3, wind calm, cleared for takeoff runway 06)
  (c) In the absence of any further ATC, to UNICOM (122.8) as soon as practical after the aircraft becomes airborne.
  (d) For VFR flights, to UNICOM (122.8) when 5 NM from the airport.

4. Specific Provisions

4.1. TOWER should ensure that assigned transponder codes have been set before departing. If at the time of issuing the takeoff clearance the aircraft is still squawking standby, a polite reminder to squawk normal is advisable.

4.2. TOWER should avoid issuing instructions to landing aircrafts until below 60 knots.

4.3. VFR departures will be instructed to monitor UNICOM (122.8) when 5 NM from the airport, unless a request is made for Flight Following, in which case they will be instructed to contact the controller providing Departure services (when present).

4.4. VFR arrivals will be instructed to report AVIN the landing runway threshold if applicable.

4.5. Aircraft requesting touch and go should be instructed to maintain closed traffic pattern for the active runway. They will fly proper crosswind, downwind and base legs on their own, unless TOWER gives other instructions.