Aerodrome Advisory Service
Standard Operating Procedures

Purpose: To provide information and direction regarding the simulation of services at Flight Service Stations (FSS) and Remote Communications Outlets (RCO) within the CZVR FIR.

Position Description: Flight Service Stations provide Aerodrome Advisory Services (AAS) and RCOs provide Remote Aerodrome Advisory Services (RAAS). Both are staffed by Flight Service Specialists. Flight Service Specialists provide advisory services at uncontrolled airports such as Nanaimo (CYCD) and Tofino (CYAZ).

Services are provided on the Mandatory Frequency (MF) for their respective aerodrome which can be found on the aerodrome chart from Navigraph or FltPlan. Specialists staffing an RCO are located elsewhere (not on the field) and cannot see aircraft on the ground.

Services are procedurally focussed, although radar is often available.

Controller Certification: A CZVR controller with a valid and current S1 rating or higher may staff an FSS or RCO position when qualified. Qualification requires supplemental training from a qualified instructor or mentor, and sign-off from a qualified instructor. Qualifications are indicated on the roster.

Relay of IFR Clearances: Flight Service Specialists relay IFR clearances from the overlaying ATC unit. However, on Vatsim we only simulate this transaction between FSS and ATC. As a result when operating as an FSS you do not need to request clearance from the overlaying controller. When providing an IFR clearance check the surrounding area for potential traffic conflict that would result in loss of separation for the overlying IFR controller.

       If there is a potential conflict, coordinate with the IFR controller via text on

teamspeak for the IFR release. Be patient, aircraft in the air have priority over aircraft on the ground.

Phraseology:
> "ATC Clears <callsign>, via <SID or Departure instructions>, Maintain <Filed Alt> in controlled airspace, Squawk <Assigned code>."

After readback is correct, phraseology is:
> "<Callsign>, Readback correct, <Airport Advisory information>, released for departure, say location on the field."

Taxi: Taxi instructions are not provided, only traffic advisories if needed. The pilot should report their movement intentions on the field. The Flight Service Specialist will provide information regarding other aircraft movements on the field to the pilot. Some pilots may be confused by this and you may need to advise them their taxi route is at their discretion.

Take off and landing: Flight Services Specialists do not provide landing or take off clearance. They only provide advisories of relevant traffic. Aircraft are expected to announce their position and intention to maneuver (taxi, land, or take off) on frequency. The Flight Service Specialist will confirm transmission received ("roger") and provide any additional appropriate advisories.

Arrivals into the CZ: Provide advisory information and confirm aircraft intentions. In some situations, radar identification of aircraft may be appropriate. In this case, you can ask an aircraft to squawk ident. This is dependent on radar coverage, aircraft altitude, necessity, and controller preference. This may be needed if you have two arriving unidentified aircraft near each other.

Scope set-up:

*Aerodromes **with** a specific Euroscope ASR file:*
> Ensure you have the latest sector files downloaded. Log in using the callsign CXXX_F_TWR (ie: CYAZ_F_TWR). This will automatically prime the correct frequencies, display updated METARs, and provide access to relevant flight strips. Once you have done this continue to set up your ES and Audio for Vatsim as normal.

*Aerodromes **without** a specific Euroscope ASR file:*

  Due to limitations with ES flight strips, setting adjustments may be necessary to see flight strips. VRC works well for access to flight strips.

  You will need to have the CZVR_CTR or CYVR_APP view loaded. Prime the MF in the audio settings. Depending on the position you may need to manually add this to your client if not in the current sector file. You will then need to use the command ".vis <Airport Code>". For example, ".vis CYCG" would be for Tofino.

==***IMPORTANT: YOU MUST LOG INTO VATSIM WITH THE CALLSIGN ENDING IN F_TWR. NEVER USE _FSS OR _RCO. (IE: CYCG_F_TWR)***==

Subject	Authorized	Date
IFR Clearance		
Update Scope Set up	Brad Crockett	02 Jan 2021
Minor edits	Brad Crockett	
Initial	Brad Crockett	27 Dec 2020