

????? ???? - Update of procedures

1. Method

1.1 Each controller at the LLLL fir shall follow updated information and follow the priority of documentation

1.2 Proyirity of documentation

1.2.1 NOTAMS as published by Vatis Operation department or by its certified replacement (ETC control room shift manager)

1.2.2 Ammendments published at briefing section

1.2.3 SOP as published in this wiki or by Vatil ops department

1.2.4 Traning material approved by VATIL 3 or by certified mentor

1.3 When an ammendment to the SOP is occurring the following thing shall happen

1.3.1 VATIL 7 Shall realesse small berifing (read and sign) about the relevant sections and documentation

1.3.2 While updating the SOP for a duration of one month the update shall be marked in yellow and linked to a relevant berofing with updates about implementations.

1.4 When NOTAM is active for prolong time it shall be published in the berifing area also as NOTAM

2. Roles and reponsibilities

2.1 Vatil 7 - OPS Director

2.1.1 Vatil 7 shall maintain the SOP Updated and release berifing about upcoming changes

2.1.2 VATIL 7 Or ops department member shall publish relevant NOTAMS in the the ATS distribution

2.2 Vatil 3 - Training Director

2.2.1 Vatil 3 shall confirm the learning material is updated or the student have the ability to confirm that their knowledge is updated

2.3 Standard controller

2.3.1 Each controller shall check before an AIRAC update or whsn recived indication of any change for changes in the briefing section of the SOP and for implementation in the SOP

2.3.2 While preforming shift change the reliving controller shall confirm with three relifed controller about active Ammendments.

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