

Introduction

- 1 The UK MATS Part 1 (CAP 493) provides policy to ATC units on the availability of specific documentation to ATCOs; either for immediate use at control positions or within the wider operational environment. However, whilst ATS Safety Requirements (CAP 670) provides a “minimum scale of documentation which shall be provided” at FISO units, it does not specify the level of access to the documents which should be afforded to FISOs.

Proposal

- 2 In order to increase the parity of content between the FISO Manual and the MATS Part 1, the CAA proposes to add the text at Annex A to CAP 797 Section 7 Chapter 20. Subject to consultation with the Association and other CAA stakeholders, the CAA would publish this content via SI on 9 June 2016, to become effective on 8 December 2016.

Response from Stakeholders

- 3 The CAA would like to invite the members of the Association of UK FISOs to comment on this proposal and to answer the following specific questions:
 - a. Members of the Association are invited to comment on the placement of the documents within the respective lists represented by paragraphs 20.14 and 20.15 in Annex A? Particularly in regard to the placement of the Radiotelephony Manual (CAP 413).
 - b. Do members of the Association believe that there are additional documents which should be incorporated within the respective lists represented by paragraphs 20.14 and 20.15 in Annex A?
 - b. Do the members of the Association agree with the dates proposed for the SI to be published and to become effective?
- 4 The Association are invited to provide a response via email to [Rob Daniel](#) by 29 April 2016. Nil responses will be interpreted as meaning that the Association accepts the proposal with no amendment. Any queries or requests for additional information relating to this proposal should be addressed to [Rob Daniel](#) as quickly as possible.

Documentation

20.14 The following documents are to be available for immediate reference at operational positions:

- a) Flight Information Service Officer Manual (CAP 797);
- b) UK Flight Information Services (CAP 774);
- c) Manual of Aerodrome Flight Information Service;
- d) Radiotelephony Manual (CAP 413);
- e) Aerodrome Manual*;
- f) Aerodrome Emergency Orders*.

20.15 The following documents are to be available in the operational environment:

- a) UK AIP (CAP 32);
- b) Aeronautical Information Circulars;
- c) NOTAMs pertinent to the unit and its operation;
- d) Licensing of Aerodromes (CAP 168)*;
- e) Birdstrike Risk Management for Aerodromes (CAP 772)*;
- f) Air Navigation: The Order and the Regulations (CAP 393);
- g) Instructions for the provision of the Alerting Service^.

Documents marked * are only required at units providing an Aerodrome FIS.

Documents marked ^ are only required at a FIS unit established at an ACC.

20.16 Documents are to be correctly amended and, unless otherwise approved by the CAA, be in a conventional printed form. Requirements for the keeping of documents in electronic format are detailed in CAP 670 Part B Section 2 ATC02.36.