

OPERATIONS MANUAL FOR APPROVED AGENCIES (AA)

1 GENERAL

The ASM Operations Manual defines the procedures for notifying operations in permanent/temporary danger (D) and restricted (R) areas and for activating/changing/canceling airspace reservations.

This operations manual compiles and specifies the cooperation procedures between the Airspace Management Cell (AMC) and the operator.

This operations manual will be complied with temporary airspace reservations for which the operator has not been granted AA status if stated so in the decision of the Finnish Transport and Communications Agency (Traficom).

2 NOTIFICATIONS OF OPERATIONS

AMC must be notified of planned activities in danger (D) and restricted (R) areas by 12:00 (LMT) at the latest on the day preceding the day of activity, unless otherwise agreed between AMC and the operator. **Pre-notification should be done for a maximum of two weeks, unless otherwise agreed with AMC. Operating hours should be reported as accurately as possible, to the hour. If a break of more than two hours is planned for the operation, this must be taken into account in the operating hours. Continuous operating hours (H24) should only be used if the operation does not have breaks of more than two hours or if planning breaks in advance is exceptionally difficult.**

In the case of D-areas, the person in charge must be reachable at the phone number provided throughout the operating hours stated in the activation NOTAM. Same rule applies also to R-areas if a phone number is published in the activation NOTAM.

The notification is made using the pre-notification form attached to this document and sent to AMC by email. After sending the email, the person submitting the notification must make a confirmation call to **pre-tactical** AMC to confirm the notification has been received (AMC's contact details can be found in paragraph 7).

AMC checks the information in the pre-notification form and based on the notification prepares a NOTAM Proposal, based on which the International NOTAM Office publishes a NOTAM related to the activation of the area.

The activity of the D/R area in accordance with the notification is published on the ais.fi website in a NOTAM bulletin (<https://www.ais.fi/ais/bulletins/>). **The activity is also shown in Fintraffic Sky (<https://sky.fintraffic.fi/>)**

In addition, on the day of operation, the use of the airspace reservation and the activation, changes and termination of operations must be notified to AMC in accordance with paragraphs 3-6.

3 CHANGES TO THE NOTIFIED ACTIVITY

Changes to the activity must be reported to AMC.

- Notifications that increase the activity (e.g. raising the upper limit, adding sub-parts of the area, extending or bringing forward the activity time) require a new pre-notification.
- Changes that decrease the activity (e.g. lowering the upper limit, cancelling sub-parts of the area, shortening the activity time) do not require a new pre-notification. Notification of the change can be made to AMC by email or telephone.
- Changes to the contact information / backup numbers of the person responsible for the activity can also be reported in connection with the call to start the activity or while the activity is already underway.
- **AMC will update the activation NOTAM if needed.**

4 STARTING OF ACTIVITIES

A request for starting activities/operations shall be submitted to the tactical AMC by telephone no earlier than 15 minutes prior to the start of the activities.

The dialogue with AMC must include following information:

1. Name and number of the area (e.g. EFD123 TAMPERE)
2. Reservation number of the area when known (e.g. 456/25)
 - AMC will give the reservation number to the person in charge when he/she makes the first starting call to AMC. **After receiving reservation number, it shall be used in all telephone coordination.**
 - Each pre-notified activation period will be given a separate reservation number.
3. Upper limit and reference level
 - Options are:
 - metres from surface, eg. 150 M SFC
 - feet above mean sea level, eg, 900 FT AMSL
 - flight levels, eg. FL60
 - Operator shall always use the same altitude unit and reference level that has been used in the pre-notification form.
4. Lower limit and reference level will be informed unless it is surface (SFC)
 - Options are:
 - metres from surface, eg. 150 M SFC
 - feet above mean sea level, eg, 900 FT AMSL
 - flight levels, eg. FL60
5. Additionally, when calling for the first time for the pre-notification in question, AMC will verify the phone number of the person responsible of the operation, as well as any secondary numbers and radio frequencies.

Tactical AMC activates the reservation to the Air Traffic Control systems. Operations in the area may only be started after tactical AMC gives the permission to start operations.

Example of dialogue:

- **Operator:** Request to start operations, reservation number 834/25 KELLUUJOENSUU D945A1, C1, T upper limit 1400 feet, G6 1800 feet above mean sea level.
- **AMC:** Reservation number 834/25 KELLUU-JOENSUU D945A1, C1, T upper limit 1400 feet, G6 1800 feet above mean sea level, permission to start operations.
- **Operator** Permission to start operations.

5 CHANGES DURING ACTIVITY

Changes from the operator that reduce the activated airspace reservation may be accepted during activity. Any changes in the contact details of the person responsible for the operation must be reported to AMC without delay.

AMC will update the activation NOTAM if needed.

AMC has the right to suspend operations in the airspace reservation if flight safety is compromised.

6 TERMINATION OF ACTIVITIES

The airspace reservation is automatically released according to the activation times. If the requirement for airspace reservation ends earlier, the operator shall call **tactical** AMC and inform of the termination or pause of activities. **In case of a pause the estimated time of resumption of operations shall be reported.** If activity has been reported to be paused, **tactical** AMC must be called again for a permission when the operation is to be resumed.

The airspace user is responsible for informing the operators that have used the reservation of the change in the airspace status. AMC is responsible for informing other affected operators of the change in the airspace status.

The dialogue with **tactical** AMC must include following information:

1. Name and number of the area (e.g. EFD123 TAMPERE)
2. Reservation number of the area (e.g. 456/25)
3. The status of termination meaning whether the operations are paused or terminated. When reporting of the status use the following phrases:
 - ON A BREAK = operations are paused but will continue within a few hours
 - TERMINATED FOR THE DAY = operations are terminated for the day but will continue the following day or days according to the activation period reported in pre-notification
 - FULLY TERMINATED = operations are fully terminated for the activation period reported in pre-notification

7 AMC CONTACT INFORMATION

Email

- pre-notification: toimintailmoitus@ops-ansfinland.fi
- other matters: amc@fintraffic.fi

Phone number

- Tactical AMC 029 150 2048 (on the day of operations)
- Pre-tactical AMC 029 150 2050 (before the day of operations)
- Backup 050 4000 220 (only if other numbers does not work)

ATTACHMENT

AMC pre-notification form