

# Letter of Agreement

Between

NATS (En Route) PLC ("**NATS**")

And

Headquarters Air Command (HQ Air)



**NATS**

Effective Date: 31/08/2021  
Review Date: 31/08/2023

**NATS - PRIVATE**

## LETTER OF AGREEMENT

between

(1) NATS (En Route) PLC (“NATS”)

4000 Parkway, Whiteley, Fareham, Hampshire PO15 7FL

Airspace operated by

Scottish Control (Prestwick) (“NATS Unit”)

Prestwick Centre, Fresson Avenue, Prestwick, Ayrshire, KA9 2GX

London Control (Swanwick) (“NATS Unit”)

Swanwick Centre, Sopwith Way, Swanwick, Hampshire, SO31 7AY

and

(2) Headquarters Air Command (HQ Air) (“Airspace User”)

Royal Air Force High Wycombe, Chiltern Hills AONB, Naphill, High Wycombe HP14 4UE

78 Squadron, Swanwick (Military)

Swanwick Centre, Sopwith Way, Swanwick, Hampshire SO31 7AY

Together referred to as “**the Parties**”.

Effective Date: 31/08/2021

### **1 GENERAL**

- 1.1 The purpose of this Letter of Agreement is to define the co-ordination procedures to be applied between NATS and the Airspace User, to permit the Airspace User operating as Operational Air Traffic to fly within the airspace as set out within Section 2 of this Agreement.
- 1.2 This LoA should be used in conjunction with the NATS-HQ Air-HQ Navy-BAE Warton Coordination LoA.

- 1.3 The signatories to this Agreement are accountable for ensuring that the obligations set out by the Procedures in this Agreement are met in full.
- 1.4 This Agreement shall start on the Effective Date and shall be reviewed every 2 years for safety and applicability.
- 1.5 If applicable, where segregated airspace in controlled airspace is required for the purposes of compliance with EU 923/2012 Standardised Rules of the Air, (SERA), the Civil Aviation Authority has authorised NATS to create and operate such airspace in accordance with this Letter of Agreement (See Appendix).

**2 DESCRIPTION OF AIRSPACE**

- 2.1 Maps of the Airspace are contained in Annex A.
- 2.2 The lateral extent of Downholme Moor DZ areas are defined by the following co-ordinates:

Sector	Coordinates
1	542307N 0014849W - 542845N 0022140W - clockwise on 20nm radius arc centred on 542307N 0014849W - 544201N 0015944W - 542307N 0014849W
2	542307N 0014849W - 544201N 0015944W - clockwise on 20nm radius arc centred on 542307N 0014849W - 543840W 0012723W - 542307N 0014849W
3	542307N 0014849W - 543840N 0012723W - clockwise on 20nm radius arc centred on 542307N 0014849W - 542229N 0011437W - 542307N 0014849W
4	542307N 0014849W - 542229N 0011437W - clockwise on 20nm radius arc centred on 542307N 0014849W - 540417N 0013742W - 542307N 0014849W
5	542307N 0014849W - 540417N 0013742W - clockwise on 20nm radius arc centred on 542307N 0014849W - 541153N 0021701W - 542307N 0014849W
6	542307N 0014849W - 541153N 0021701W - clockwise on 20nm radius arc centred on 542307N 0014849W - 542845N 0022141W - 542307N 0014849W

- 2.2.1 The vertical extent of Downholme Moor DZ areas are up to FL200.
- 2.3 A map of the Airspace is contained in Annex A. The lateral extent of High Bleakhope House DZ areas are defined by the following co-ordinates:

Sector	Coordinates
1	552618N 0020519W - 554553N 0022624W - clockwise on 23nm radius arc centred on 552618N 0020519W - 554733N 0015005W - 552618N 0020519W
2	552618N 0020519W - 554733N 0015005W - clockwise on 23nm radius arc centred on 552618N 0020519W - 552701N 0012454W - 552618N 0020519W
3	552618N 0020519W - 552701N 0012454W - clockwise on 23nm radius arc centred on 552618N 0020519W - 550955N 0013719W - 550750N 0014511W - 552618N 0020519W
4	552618N 0020519W - 550750N 0014511W - 550345N 0020020W - 551146N 0023627W - clockwise on 23nm radius arc centred on 552618N 0020519W - 553225N 0024418W - 552618N 0020519W

5	552618N 0020519W - 553225N 0024418W - clockwise on 23nm radius arc centred on 552618N 0020519W - 554553N 0022624W - 552618N 0020519W
---	--

2.3.1 The vertical extent of High Bleakhope House DZ areas are up to FL200.

2.4 A map of the Airspace is contained in Annex A. The lateral extent of Leeming DZ areas are defined by the following co-ordinates:

Sector	Coordinates
1	541734N 0013208W - 544031N 0014840W - clockwise on 25nm radius arc centred on 541734N 0013208W - 543536N 0010239W - 541734N 0013208W
2	541734N 0013208W - 543536N 0010239W - clockwise on 25nm radius arc centred on 541734N 0013208W - 541721N 0004930W - 541734N 0013208W
3	541734N 0013208W - 541721N 0004930W - clockwise on 25nm radius arc centred on 541734N 0013208W - 540106N 0010015W - 541734N 0013208W
4	541734N 0013208W - 540106N 0010015W - clockwise on 25nm radius arc centred on 541734N 0013208W - 535256N 0012556W - 541734N 0013208W
5	541734N 0013208W - 535256N 0012556W - clockwise on 25nm radius arc centred on 541734N 0013208W - 535843N 0015950W - 541734N 0013208W
6	541734N 0013208W - 535843N 0015950W - clockwise on 25nm radius arc centred on 541734N 0013208W - 541720N 0021444W - 541734N 0013208W
7	541734N 0013208W - 541720N 0021444W - clockwise on 25nm radius arc centred on 541734N 0013208W - 544031N 0014840W - 541734N 0013208W

2.4.1 The vertical extent of Leeming DZ areas are up to FL250.

2.5 A map of the Airspace is contained in Annex A. The lateral extent of Leuchars DZ areas are defined by the following co-ordinates:

Sector	Coordinates
1	562222N 0025207W - 564657N 0024511W - clockwise on 25nm radius arc centred on 562222N 0025207W - 563818N 0021730W - 562222N 0025207W
2	562222N 0025207W - 563818N 0021730W - clockwise on 25nm radius arc centred on 562222N 0025207W - 561914N 0020732W - 562222N 0025207W
3	562222N 0025207W - 561914N 0020732W - clockwise on 25nm radius arc centred on 562222N 0025207W - 560502N 0022001W - 562222N 0025207W
4	562222N 0025207W - 560502N 0022001W - clockwise on 25nm radius arc centred on 562222N 0025207W - 555735N 0024805W - 562222N 0025207W
5	562222N 0025207W - 555735N 0024805W - clockwise on 25nm radius arc centred on 562222N 0025207W - 560659N 0032720W - 562222N 0025207W
6	562222N 0025207W - 560659N 0032720W - clockwise on 25nm radius arc centred on 562222N 0025207W - 561343N 0033409W - 562222N 0025207W
7	562222N 0025207W - 561343N 0033409W - clockwise on 25nm radius arc centred on 562222N 0025207W - 563736N 0032744W - 562222N 0025207W

8	562222N 0025207W - 563736N 0032744W - clockwise on 25nm radius arc centred on 562222N 0025207W - 564657N 0024511W - 562222N 0025207W
---	--

2.5.1 The vertical extent of Leuchars DZ areas are up to FL250.

2.6 A map of the Airspace is contained in Annex A. The lateral extent of Tillyshogle areas are defined by the following co-ordinates:

Sector	Coordinates
Red	570015N 0025056W - 571834.25N 0022723.31W - 572127.21N 0022343.20W - 571837.62N 0021601.95W - 571946.46N 0020658.11W - 571548.47N 0020525.11W - 570925.48N 0020300.58W - 565659N 0015812W - 565735.96N 0015632.47W - 565818.30N 0015501.60W - 565905.77N 0015339.65W - 565957.83N 0015227.62W - 570053.85N 0015126.35W - 570153.17N 0015036.59W - 570255.10N 0014958.95W - 570358.89N 0014933.88W - 570257.74N 0014948.04W - 570156.60N 0015002.19W - 565044N 0015237W - 564529.59N 0015349W - 564036.38N 0015157.78W - 563935N 0020050W - 563832.96N 0020941.98W - 564326N 0021135W - 564809N 0021455W - 565506.73N 0021951.86W - 565514.13N 0021611.70W - 570627.09N 0022036.97W - 565433N 0023557W
Blue	572100N 0023356W - 573240.63N 0023553.96W - 573613.16N 0021832.25W - 573705.88N 0015736.32W - 573556.19N 0013910.07W - 573331.59N 0013539.66W - 572422.41N 0012815.10W - 570417N 0014929W - 570925.48N 0020300.58W - 571834.25N 0022723.31W

2.6.1 The vertical extent of Tillyshogle areas are up to FL200.

2.7 A map of the Airspace is contained in Annex A. The lateral extent of Robins Lodge areas are defined by the following co-ordinates:

Sector	Coordinates
1	523154.12N 0004423.64E – 525445.39N 0010053.24E - clockwise on 25nm radius arc centred on 523154.12N 0004423.64E – 522519.32N 0012347.78E - 523154.12N 0004423.64E
2	523154.12N 0004423.64E – 522519.32N 0012347.78E - clockwise on 25nm radius arc centred on 523154.12N 0004423.64E – 522633.05N 0000427.53E - 523154.12N 0004423.64E
3	523154.12N 0004423.64E – 522633.05N 0000427.53E - clockwise on 25nm radius arc centred on 523154.12N 0004423.64E – 525445.39N 0010053.24E - 523154.12N 0004423.64E

2.7.1 The vertical extent of Robins Lodge areas are up to FL250

2.8 Any revision to the lateral and vertical extent of the segregated airspace described above, additionally requires approval by the CAA (Safety and Airspace Regulation Group). [Delete if not applicable]

### **3 PROCEDURES**

3.1 The procedures to be applied between NATS and the Airspace User, are detailed in the Annexes to this Letter of Agreement:

Annex A: Procedures

Annex B: Telephone Communications

Annex C: Abbreviations and Definitions

Annex D: Checklist

### **4 OPERATIONAL STATUS**

4.1 All parties shall keep each other advised of any changes to operational facilities or any other matters which may affect the procedures specified in this Letter of Agreement.

### **5 REVISIONS**

5.1 Any revision to the Letter of Agreement, excluding the Appendix and Annexes, requires the mutual written consent of the Letter of Agreement signatories or the successor to their position/roles and requires the LoA to be re-signed.

5.2 Any revision to the Appendix and/or Annexes of the Letter of Agreement requires the mutual written consent of the designated representatives of the signatories but does not require the LoA to be re-signed.

5.3 The addition of any new DZ shall require a minimum of 6 months' notice.

### **6 DEVIATIONS**

6.1 When necessary the appropriate Operational Supervisor(s) and responsible representative of the Airspace User may introduce, by mutual agreement, temporary modifications to the procedures laid down in the Annexes to the Letter of Agreement for a specific time period within the existing term of this Letter of Agreement.

6.2 If applicable, where segregated airspace in controlled airspace is required any temporary change which would have the effect of increasing the lateral and/or vertical extent of the segregated airspace requires prior approval by the CAA (Safety and Airspace Regulation Group).

6.3 Instances may arise where incidental deviations from the procedures specified in the Annexes to this Letter of Agreement may become necessary. Under these circumstances air traffic controllers are expected to exercise their best judgement to ensure the safety and efficiency of air traffic.

### **7 CANCELLATION**

7.1 Cancellation of this Letter of Agreement by one of the signatories (or their successors) is possible at any time in relation to ongoing and significant safety related matters which have not been remedied within a reasonable period following regular consultation between the signatories.

## **8 INTERPRETATION AND SETTLEMENT OF DISPUTES**

- 8.1 Should any doubt or diverging views arise regarding the interpretation of any provision of the present Letter of Agreement or in case of dispute regarding its application, the parties shall endeavour to reach a solution acceptable to them all.
- 8.2 Should no agreement be reached, each of the parties shall refer such dispute to the CAA for determination.

## **9 REQUESTING AN AMENDMENT TO THE LETTER OF AGREEMENT**

- 9.1 Access to the Airspace is granted to the Airspace User by NATS as the designated authority responsible for the airspace detailed in this Agreement, on the terms set out in this Letter of Agreement. It is the responsibility of Airspace User to seek NATS' agreement to any amendment of this Letter of Agreement.
- 9.2 Where the Airspace User wishes to amend the Letter of Agreement with NATS for access to the Airspace then the Airspace User will send a written request to the NATS unit no later than 3 months' notice prior to the proposed amendment date.

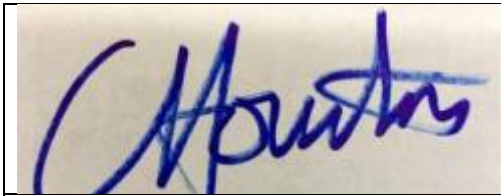
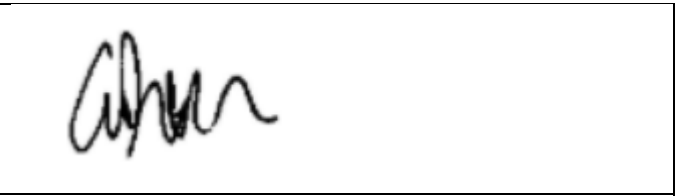
## **10 REVIEWING THE LETTER OF AGREEMENT**

- 10.1 It is the responsibility of all parties to review this Letter of Agreement at least every 2 years.
- 10.2 A review of the Letter of Agreement may be requested by any of the signatories and at any time.
- 10.3 When changes are made to the LoA, the appropriate footer of either the main body, Appendix or Annex affected will be updated. In addition, Annex D shall be updated to reflect the changes.

High Level Parachuting Within Controlled Airspace  
SIGNATURE PAGE

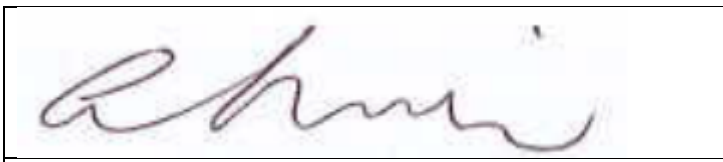
SIGNED

SIGNED

	
<b>Name:</b> Colin Houston <b>Position/Role:</b> Prestwick <b>Unit:</b> Scottish Control (Prestwick) NATS (En Route) PLC <b>DATE:</b> 07/09/21	<b>Name:</b> Gary Dixon <b>Position/Role:</b> GM Swanwick Operations <b>Unit:</b> London Control (Swanwick) NATS (En Route) PLC <b>DATE:</b> 22/09/21

SIGNED

SIGNED

	
<b>Name:</b> Wg Cdr C Miller <b>Position/Role:</b> Officer Commanding <b>Organisation:</b> 78 Squadron, Swanwick (Military) <b>DATE:</b> 16 AUG 21	



## APPENDIX

### EXPLANATORY NOTE FOR SEGREGATED AIRSPACE ARRANGEMENTS

**Effective: 31/08/2021**

App.1 This Letter of Agreement allows the aircraft operated by the Airspace User specified in paragraph 1 of the Letter of Agreement, which in accordance with SERA.6001 and Appendix 4 would be prohibited or restricted to fly in the airspace specified in paragraph 2 of the Letter of Agreement, to instead fly in accordance with the rules as specified in the Annexes to this Letter of Agreement during periods of segregated operations.

App.2 For flight in Class A and Class C airspace, the Visual Meteorological Conditions to be complied with are those at SERA.5001 VMC visibility and distance from cloud minima Table S5-1:

1. At and above 10,000ft AMSL:
  - a. Flight visibility: 8 km
  - b. Distance from cloud: 1,500m horizontally, 1,000ft vertically
2. Below 10,000ft AMSL and above 3,000ft AMSL, or above 1,000ft above terrain, whichever is the higher:
  - a. Flight visibility: 5 km
  - b. Distance from cloud: 1,500m horizontally, 1,000ft vertically

App.3 For flight in Class D airspace below 10,000ft AMSL and above 3,000ft AMSL, or above 1,000ft above terrain, whichever is the higher, the Visual Meteorological Conditions to be complied with are those at SERA.5001 VMC visibility and distance from cloud minima Table S5-1:

- a. Flight visibility: 5 km
- b. Distance from cloud: 1,500m horizontally, 1,000ft vertically

App.4 For flight in Class D airspace at and below 3,000ft AMSL (900m), or 1,000ft (300m) above terrain, whichever is the higher, the Visual Meteorological Conditions to be complied with are those at SERA.5001 VMC visibility and distance from cloud minima Table S5-1:

- a. Flight visibility: 5 km
- b. Distance from cloud: 1,500m horizontally, 1,000ft vertically

Alternatively, in Class D airspace, for aircraft other than helicopters, flying at 140 kts IAS or less

- a. Flight visibility: 5 km
- b. Clear of cloud and with the surface in sight

Alternatively, in Class D airspace, for helicopters, flying at 140 kt IAS or less

- a. Flight visibility: 1500m
- b. Clear of cloud and with the surface in sight

App.5 'SERA' means 'Standardised European Rules of the Air Regulation' Commission Implementing Regulation (EU) No 923/2012 of 26th September 2012 laying down the common rules of the air

and operational provisions regarding services and procedures in air navigation as amended by (EU) 2015/340 and (EU) 2016/1185.

App.6 The requirements of Commission Regulation (EC) 2150/2005 with respect to the segregation of the activity defined in this Letter of Agreement are deemed to be satisfied as follows:

Article 4 Strategic airspace management (level 1):

- 1a. CAP740
- 1b-e. LoA review process
- 1f. CAP740, LoA, AIP
- 1g. LoA
- 1h-k. not applicable
- 1l. Competent Authority
- 1m. LoA process
- 1n. LoA/ACN processes, ANSP/airspace user

Article 5 Pre-tactical airspace management (level 2):

- a. AMC (as necessary), AAA AR (through ACN process), LoA/MoU activation process

Article 6 Tactical airspace management (level 3):

- 1-3. LoA/ACN process
- 4. Not applicable

Article 7 Safety Assessment:

APSA. Supporting procedures applicable to the Letter of Agreement published in MATS Part 2

# ANNEX A

## PROCEDURES

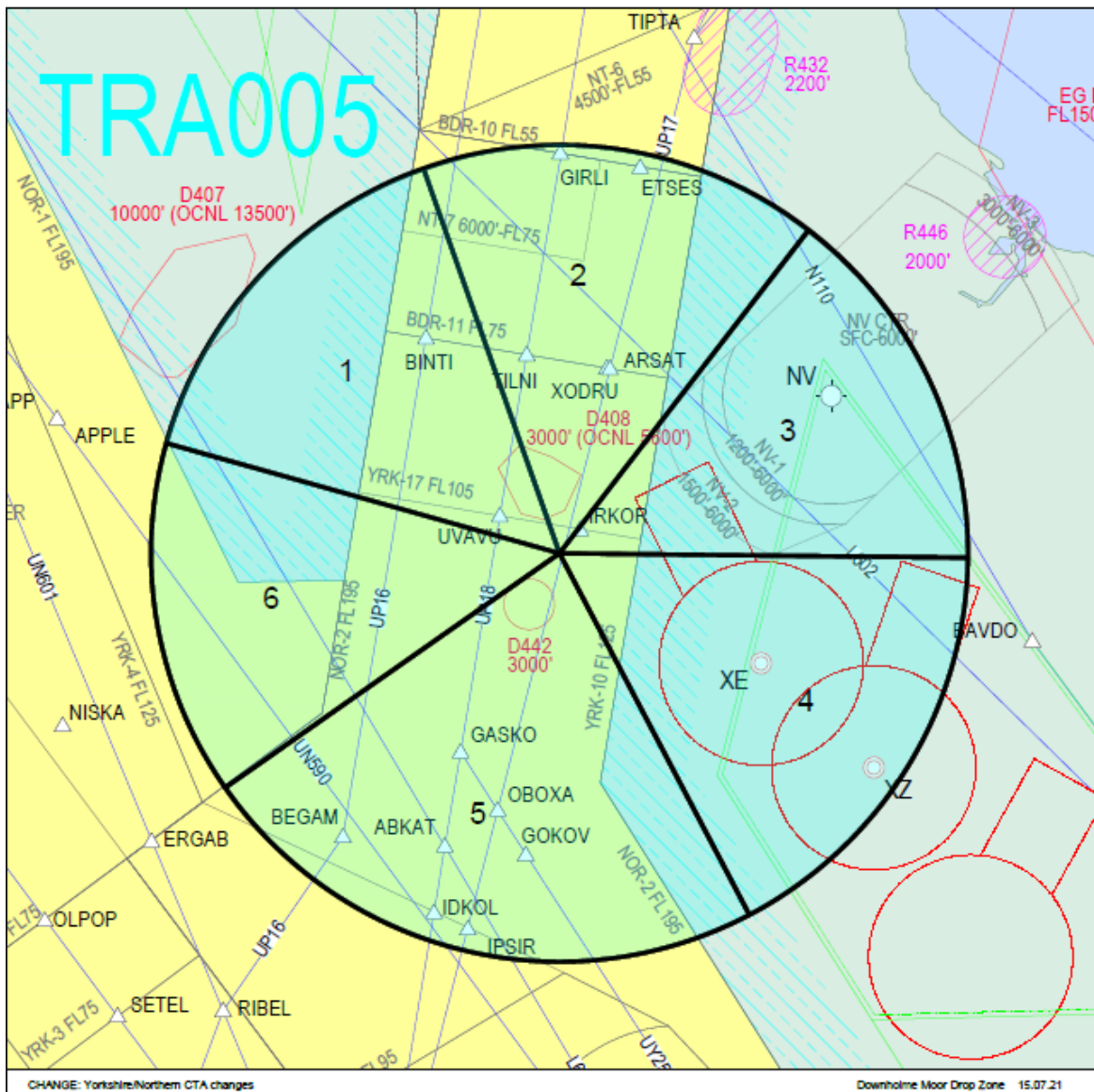
**Effective: 01/12/2022**

### **A.1 Description of Airspace**

- A.1.1 Exercise CHAMELEON is an inspection of the operation capability of UK Land Forces, and an element of the exercise is to conduct paratropping serials onto airfields and urban areas. The activity includes HAHO parachuting activity, which will be conducted within UK airspace to DZs located both overland and over the sea. Some DZs require clearance through CAS, which has the potential to impact upon civil operations.
- A.1.2 This Annex details the notification and coordination procedures for each specific DZ identified for paratropping activity through CAS during Exercise CHAMELEON. Due to the flexible nature of the exercise, further DZs may be added in Scottish and London AORs at the mutual agreement of all affected parties. These DZs may be on airfields or urban areas, as the exercise scenario dictates.
- A.1.3 With the exception of Tillyshogle Farm DZ, the airspace dimensions are based upon a radius circle (dimensions for each specific DZ are detailed in the Appendices to Annex A). The centre of the circle will always be positioned on the DZ. The circle will be split into a number of segments (dependant on the airspace restrictions surrounding the relevant DZ), numbered in a clockwise direction.
- A.1.4 The restrictions specified for each DZ within the Appendices are only applicable to the portions of CAS that lie within each segment. HAHO parachuting activity can therefore take place within segments declared not available for use as long as the activity remains outside CAS.
- A.1.5 Tillyshogle Farm DZ is based upon 2 independent segments.
- A.1.6 The exact airspace requirement will be dictated by weather, airspace restrictions and the exercise scenario. The airspace radius, altitude and segments required will be agreed in advance of the parachuting serial.

## A.2 Map of the Airspace

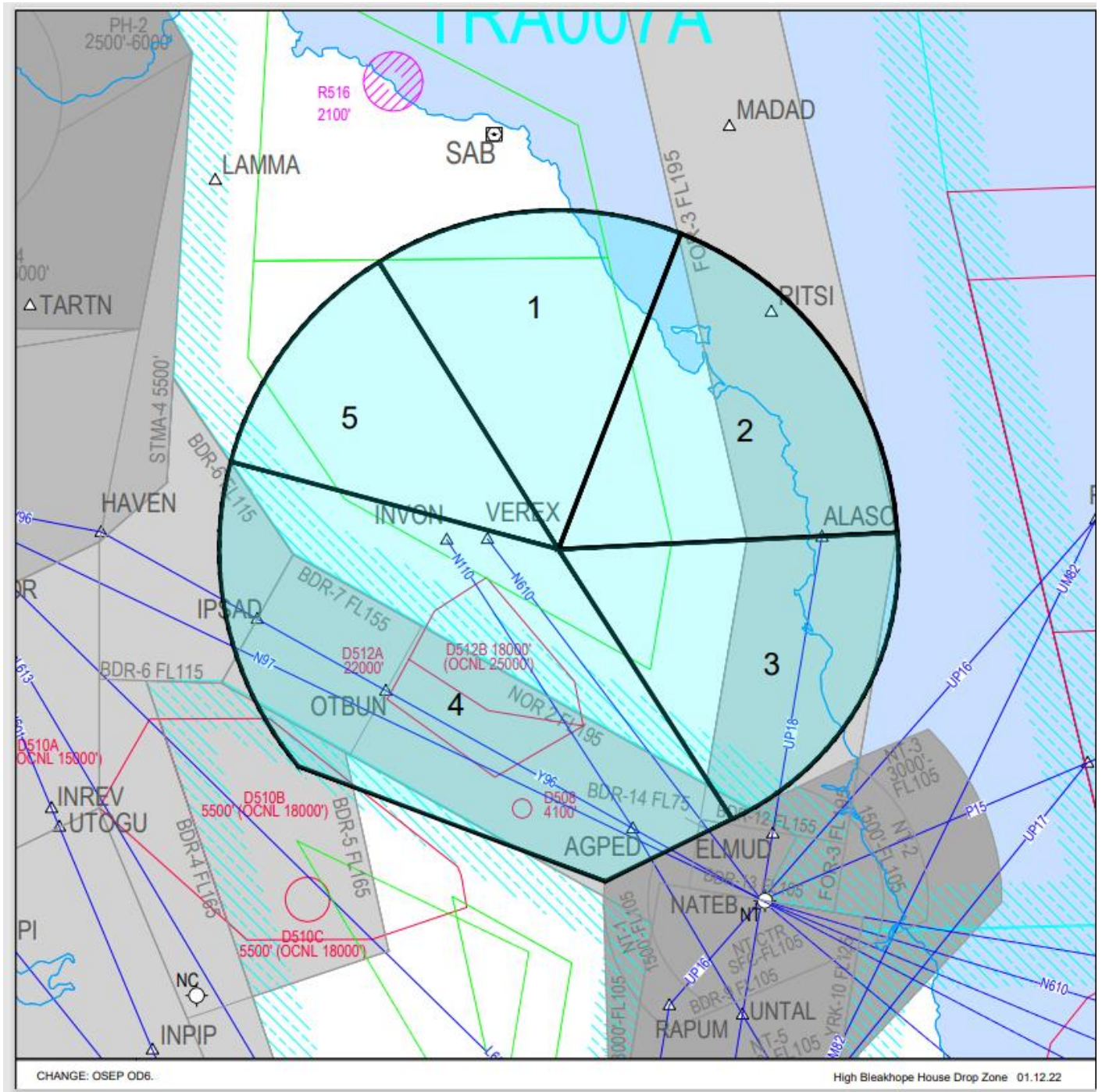
### A.2.1 Downholme Moor DZ



Downholme Moor DZ (542307N 0014849W) maximum 20nm radius, up to FL200.

Sector	Affected Civil Sectors	Restrictions
1	PC East	The use of this sector must be stipulated in the exercise ACN
2	PC East	Not available for use due to impact on Newcastle and Durham Tees Valley airport operations
3	PC East	The use of this sector must be stipulated in the exercise ACN
4	PC East	Can be accommodated if PC East vector traffic to the West
5	PC East / PC North / PC S29	Not available for use due to impact on numerous airport operations
6	PC East / PC Talla	Can be accommodated if PC East vector traffic to the East

A.2.2 High Bleakhope House DZ

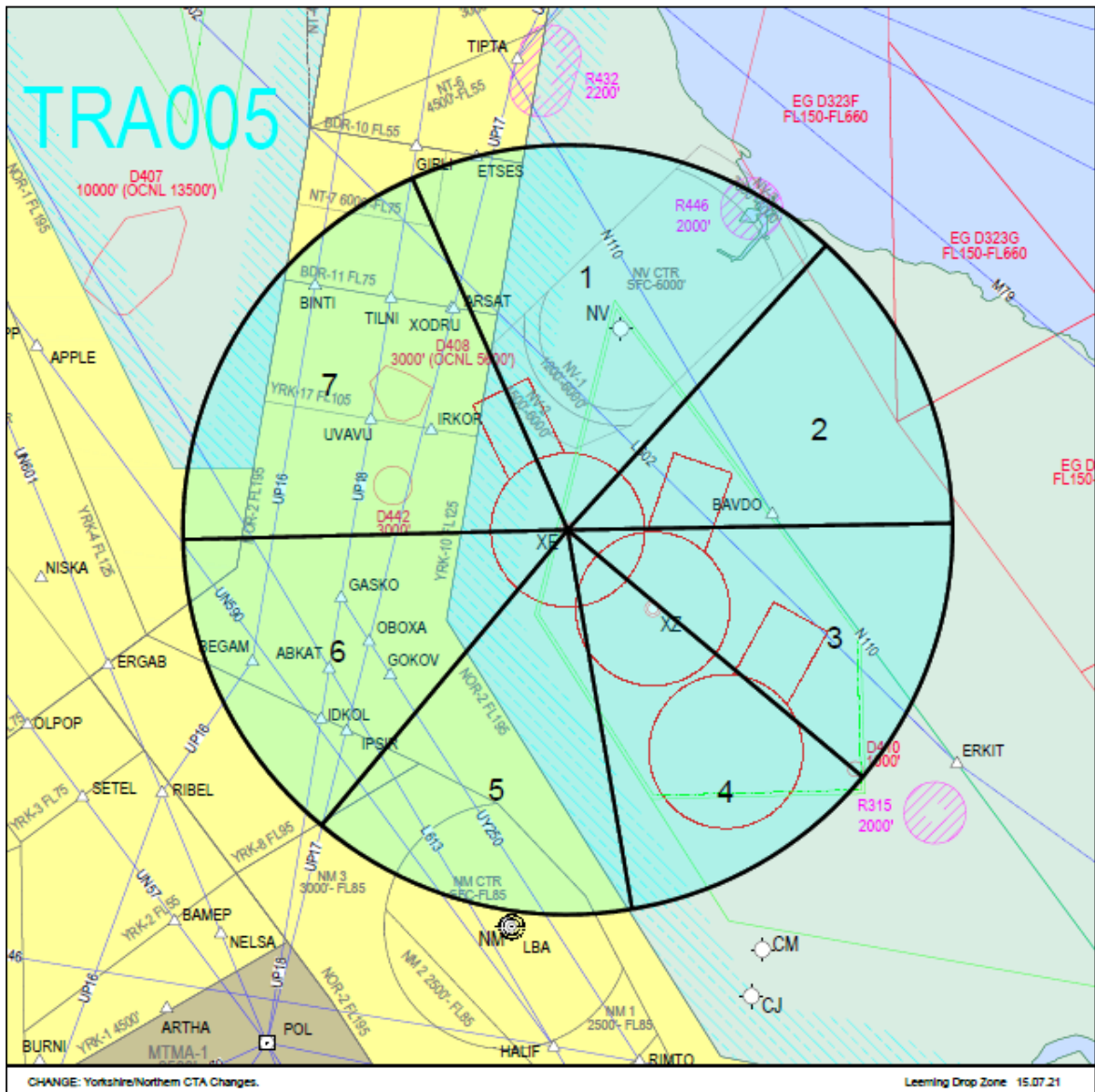


High Bleakhope House DZ (552618N 0020519W) maximum 23nm radius, up to FL200.

Sector	Affected Civil Sectors	Restrictions
1	PC Tay	No impact
2	PC Tay	No impact if P18 inactive. P18 can be clawed back by 78 Sqn, Swanwick (Mil) if required
3	PC Talla / PC Tay	No impact if P18 inactive. P18 can be clawed back by 78 Sqn, Swanwick (Mil) if required. Slight incursion in to Northern CTA 2 which will require PC to vector clear
4	PC Talla / PC Tay	Blocks Y96. The use of this sector must be stipulated in the exercise ACN
5	PC Tay	No impact



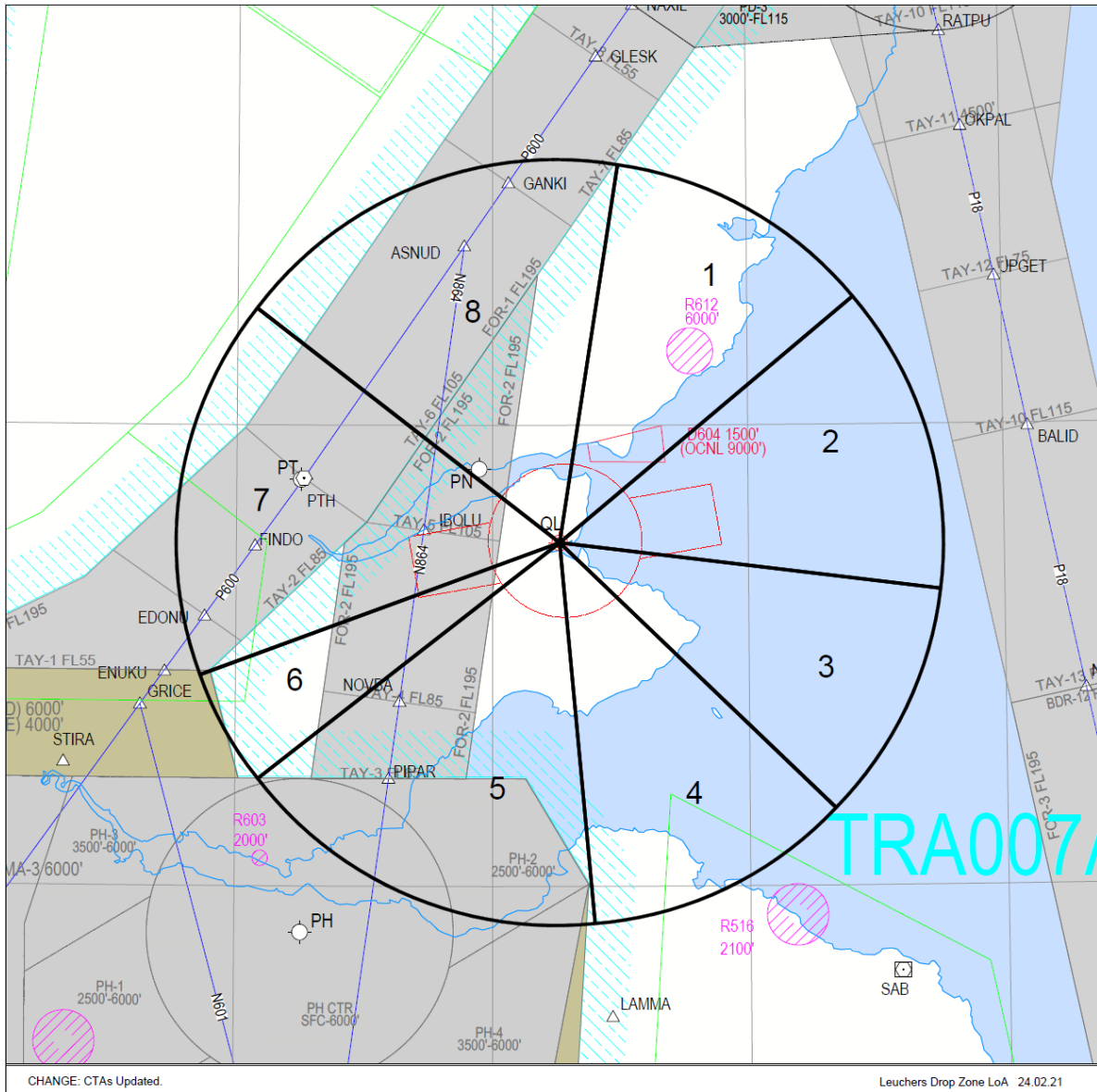
A.2.3 Leeming DZ



Leeming DZ (541734N 0013208W) maximum 25nm radius, up to FL250.

Sector	Affected Civil Sectors	Restrictions
1	PC East	The use of this sector must be stipulated in the exercise ACN
2	Nil	No impact
3	Nil	No impact
4	Nil	No impact
5	PC East / PC North / S29	The use of this sector must be stipulated in the exercise ACN
6	PC East / PC North / S29	Not available for use due to impact on numerous airport operations
7	PC East / PC North / S29	Not available for use due to impact on numerous airport operations

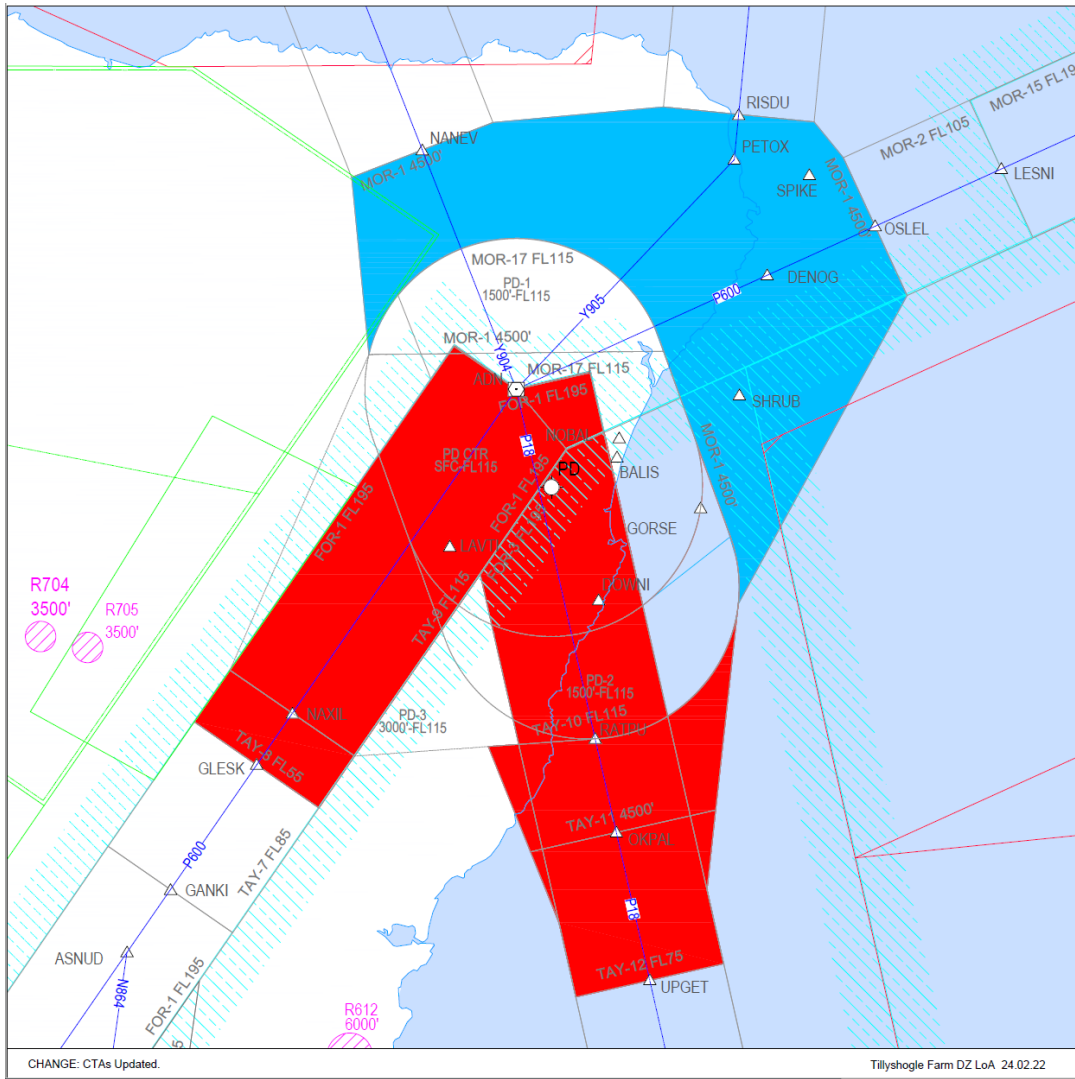
A.2.4 Leuchars DZ



Leuchars DZ (562222N 0025207W) maximum 25nm radius, up to FL250.

Sector	Affected Civil Sectors	Restrictions
1	Nil	No impact
2	Nil	No impact
3	Nil	No impact
4	Nil	No impact
5	PC Talla / PC Tay / PC Galloway	The use of this sector must be stipulated in the exercise ACN
6	Nil	No impact, air system to remain outside CAS
7	PC Tay	The use of this sector must be stipulated in the exercise ACN
8	PC Tay	The use of this sector must be stipulated in the exercise ACN

A.2.5 Tillyshogle Farm DZ

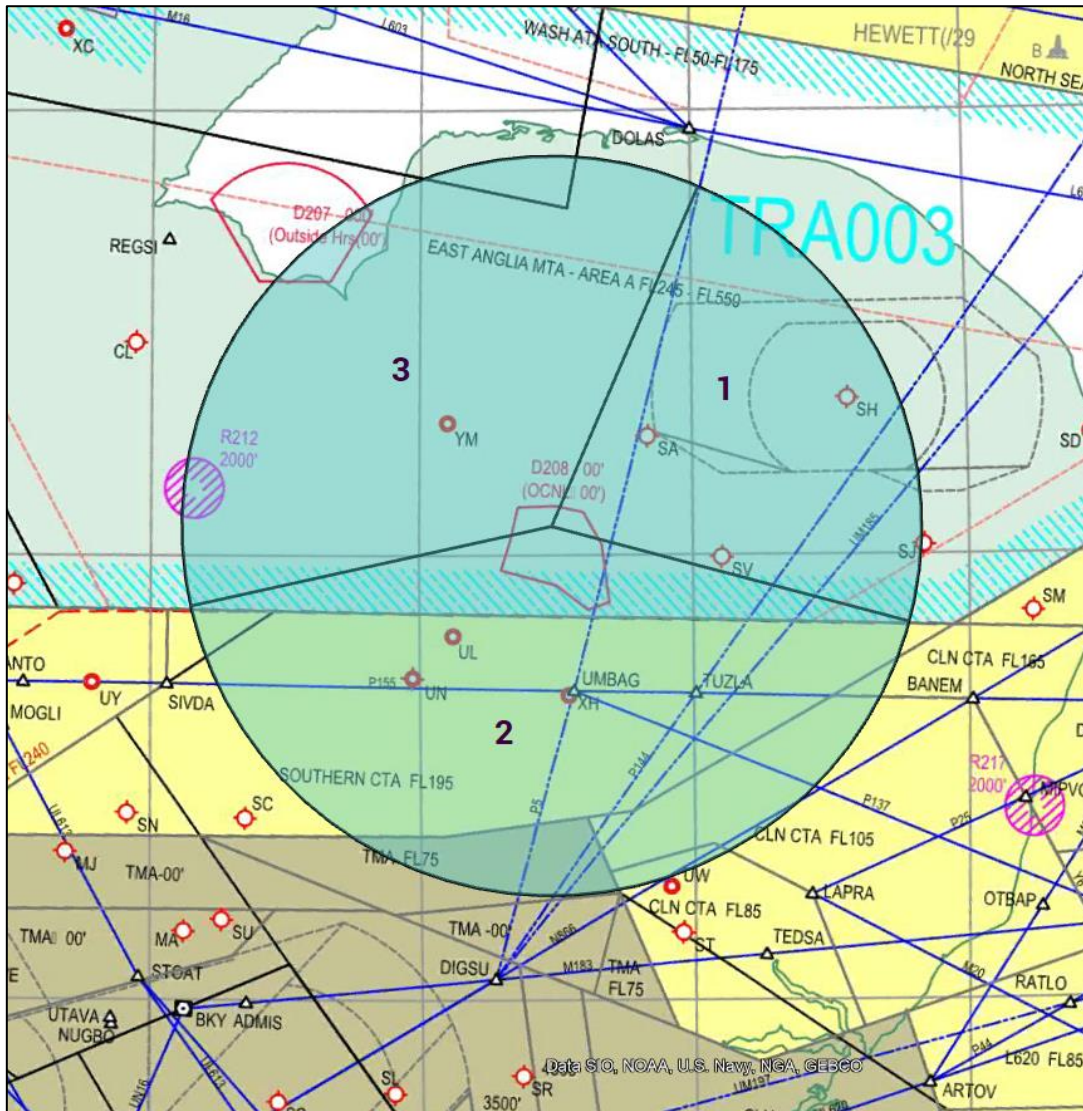


Tillyshogle Farm DZ (570717N 0022418W) maximum up to FL200.

Sector	Affected Civil Sectors	Restrictions
Red	PC Moray LO / PC Tay	The use of this sector must be stipulated in the exercise ACN
Blue	PC Moray LO / PC Tay	The use of this sector must be stipulated in the exercise ACN



A.2.6 Robins Lodge DZ



Robins Lodge DZ (523154.12N 0004423.64E) maximum up to FL250.

Sector	Affected Civil Sectors	Restrictions
1	AC NOR	Dependent on the status of P5, P144 & UM185.
2	TC East, AC NOR, AC CLN	Not available for use due to impact on operations
3	AC NOR	No impact

### **A.3 Procedures**

- A.3.1 As the paratropping activity is reactive to the development of the exercise scenario and also dependant on climatic conditions, the exact time and location of the paratropping activity is impossible to predict at the planning stage.
- A.3.2 The initial Exercise Planning Conferences, which should take place at least 6 months prior to the exercise, should detail the potential DZ usage and the approximate date period of the paratropping element of the exercise.
- A.3.3 This LoA pertains only to the en-route airspace, there is no requirement for 78 Sqn, Swanwick (Mil) or NATS/NERL to negotiate with any other agencies or airports; this will be wholly the remit of the CAA at the ACN planning stage and the air system Captain at the tactical stage.
- A.3.4 The CAA, in consultation with the exercise sponsors and 78 Sqn, shall compile and distribute an ACN detailing accurate information regarding the forecast DZ usage. A final version shall be published no later than 28 days prior to the exercise commencing. The ACN shall detail the outcome of any planning conducted by the CAA, exercise Sponsors and airports. The ACN shall also clearly state the delineation of responsibilities when planning for HAHO events, which may affect CTRs or Class D airspace.
- A.3.5 The DZSO or the air system Captain shall notify the relevant 78 Sqn Supervisor/ATCO IC of planned paratropping serials in CAS no later than 24 hours prior to the drop.
- A.3.6 The 78 Sqn Supervisor/ATCO IC shall obtain the following information:
- Target DZ.
  - P Hour.
  - Release position and airspace segments to be activated.
  - Maximum release altitude.
  - ETA of paratroopers on the ground at the DZ.
  - Telephone number of the DZSO.
  - The ingress and egress plan of the air system.
- A.3.7 This information should be logged on the left hand page of the relevant 78 Sqn Watch Log and shall be briefed to the relevant Operational Supervisor.
- A.3.8 Only one air system shall be permitted to conduct HAHO paratropping in each DZ within CAS at any time to reduce the likelihood of any confusion in the accounting of paratroopers.
- A.3.9 One hour prior to the sortie, the air system Captain shall telephone the relevant 78 Sqn Supervisor/ATCO IC to confirm the details of the planned paratropping serials in CAS and any specific handling requirements. If there are any amendments, the 78 Sqn Supervisor/ATCO IC shall brief the relevant Operational Supervisor.
- A.3.10 When the air system is prenoted the relevant 78 Sqn Supervisor/ATCO IC shall inform the relevant Operational Supervisor that the paratropping serial is imminent.
- A.3.11 15 minutes prior to P Hour, the relevant 78 Sqn Supervisor/ATCO IC shall point out the air system, request NDS and activation of segregated airspace to the relevant Operational Supervisor. The 78 Sqn Supervisor/ATCO IC shall also liaise with relevant airspace controlling authorities to confirm that any other airspace, agreed by the CAA at the planning stage or the air system Captain at the tactical stage, is sterile.

- A.3.12 At least one minute prior to P Hour, the air system Captain shall request permission to commence paradropping, so that the airspace can be confirmed as sterile. The paradropping activity is not to take place until the relevant permissions have been granted and the airspace segregated.
- A.3.13 The relevant 78 Sqn Supervisor/ATCO IC will give the final approval for the paradropping activity to take place.
- A.3.14 If any party identifies that the activity cannot be conducted safely, or if sufficient time has not been allowed for coordination to be agreed, they shall inform the relevant 78 Sqn Supervisor/ATCO IC, who shall refuse the air system Captain permission to deploy paratroopers through CAS.
- A.3.15 If the activity can be accommodated after a short delay, the air system Captain shall be informed and intentions requested. The 78 Sqn Supervisor/ATCO IC shall coordinate amendments with all relevant parties.
- A.3.16 The relevant 78 Sqn Supervisor/ATCO IC shall make the exercise sponsor aware immediately if a DZ within or partially within CAS cannot be coordinated for use. This should also be logged in the 78 Sqn Watch Log and Refusals Log, with the reason for refusal.
- A.3.17 On notification of paratrooper release, the air system Captain shall be instructed to report when all paratroopers are safely on the ground at the DZ. This information should be passed to the air system Captain by the DZSO. If any doubt exists, then the 78 Sqn Supervisor/ATCO IC shall contact the DZSO to gain a verbal confirmation.
- A.3.18 On confirmation that all paratroopers are on the ground and the air system has vacated the DZ airspace, the relevant 78 Sqn Supervisor/ATCO IC shall hand the airspace back to the relevant airspace control authorities.
- A.3.19 The relevant airspace control authority shall not issue an ATC clearance for any air system to enter the coordinated airspace volume until the 78 Sqn Supervisor/ATCO IC or controller has confirmed that all paratroopers have landed.
- A.3.20 This activity should be considered a Special Task on the 78 Sqn Area Radar Priorities list. When paradropping outside normal 78 Sqn operating hours (i.e. during quiet hours), derogated service provision to GAT should normally be suspended within the relevant sector AOR whilst paradropping is taking place. The paradropping air system controller should not provide an ATS to any other air system whilst the paradropping is taking place, unless it is operationally beneficial for the controller to be providing an ATS to other air systems to enhance flight safety.

## ANNEX B

### TELEPHONE COMMUNICATIONS

Effective: 31/08/2021

ORGANISATION	TELEPHONE NUMBER/S
London Control (Swanwick) LAC Watch Supervisor	01489 612420
London Control (Swanwick) LTC Watch Supervisor	02380 401110
Scottish Control (Prestwick) Watch Supervisor	01294 655 300
Scottish Control (Prestwick) DTS	01294 655 301
78 Sqn, Swanwick (Mil) North Supervisor	01489 612943
78 Sqn, Swanwick (Mil) West Supervisor	01489 612417
78 Sqn, Swanwick (Mil) East Supervisor	01489 612408
Exercise Sponsors - MAB2 Para SO3	01432 357311 ext. 2463/5533
Exercise Sponsors - MAB2 Para Assistant	07825 352330
CAA - AROps	020 7453 6599

## ANNEX C

### ACRONYMS AND DEFINITIONS

**Effective: 31/08/2021**

ACRONYM	DEFINITION
AAA-AR	Airspace, Air Traffic Management & Aerodromes, Airspace Regulation
ACN	Airspace Coordination Notice
AoR	Area of Responsibility
ATC	Air Traffic Control
ATCO	Air Traffic Controller
ATS	Air Traffic Service
CAS	Controlled Airspace
DTS	Duty Technical Support
DZ	Drop Zone
DZSO	Drop Zone Safety Officer
Ex	Exercise
GAT	General Air Traffic All flights conducted in accordance with the rules and procedures of ICAO and/or the national civil aviation regulations and legislation. <i>Note. GAT can include military flights for which ICAO rules and procedures satisfy entirely their operational requirements.</i>
HAHO	High Altitude, High Opening
IFR	IFR means the symbol used to designate the instrument flight rules
LoA	Letter of Agreement
NDS	Non Deviating Status
OAT	Operational Air Traffic All flights which do not comply with the provisions stated for GAT and for which rules and procedures have been specified by appropriate authorities. <i>Note. OAT can include civil flights such as test-flights, which require some deviation from ICAO</i>
P Hour	Parachuting Hour
PC	Prestwick Centre
SERA	Single European Rules of the Air
VMC	Visual Meteorological Conditions

**ANNEX D**  
**CHECKLIST**

**Effective: 24/02/2022**

<b>SECTION</b>	<b>EFFECTIVE DATE</b>	<b>REVIEW DUE BY</b>
Front Part	31/08/2021	31/08/2023
Appendix	31/08/2021	31/08/2023
Annex A	01/12/2022	31/08/2023
Annex B	31/08/2021	31/08/2023
Annex C	31/08/2021	31/08/2023
Annex D	24/02/2022	31/08/2023

Two parallel teal lines enter from the left edge of the page, sloping downwards. They curve to the right, then loop back to the left, and finally curve back to the right, ending at the bottom edge of the page.

***NATS***