

CHAPTER 1

DOCUMENT IDENTIFICATION AND CONTROL

1.1 Title of the document :

This document is identified as Manual of Air Traffic Services – Part 1 (MATS Part1)

1.2 Purpose of this chapter :

This chapter details the procedures for writing, approving, controlling and amending documentation in MATS – Part 1

1.3 Purpose of the document :

1.3.1 The purpose of this document is to establish procedures, provide information and instructions which are essential for the provision of safe and efficient air traffic services at airports where air traffic services are provided by Airports Authority of India. It is published for use and guidance of its ATS personnel.

1.3.2 The ATS in-charge of an ATC center will ensure that the provision of air traffic services under his jurisdiction are provided in compliance with the processes, procedures and instructions contained in this manual.

1.4 Responsibility for documentation and publication:

1.4.1 This Manual of Air Traffic Services Part 1 has been prepared by Executive Director (Air Traffic Management), endorsed by Member (Operations) and finally approved by the Chairman, AAI. The ED (ATM) is responsible to publish and maintain this Manual on behalf of the Chairman.

1.4.2 The Executive Director (Air Traffic Management), AAI will ensure that the provisions of air traffic services as detailed in this manual are in conformance with the regulatory provisions on air traffic services contained in the Annexes to the Convention on International Civil Aviation, & various ICAO Documents relevant to the provision of Air Traffic Services and also to

the National Regulations as applicable in India.

1.5 Authority / responsibility for changes

1.5.1 The Executive Director (Air Traffic Management), AAI is responsible for *incorporating* amendments to the Manual of Air Traffic Services Part 1, when necessary, after endorsement by Member (Operations) and approval of the Chairman.

1.5.2 Holders of hard-copies of MATS - Part 1 are responsible for ensuring that the Manual is kept up to date. This includes inserting new chapters or chapter amendments in a timely manner and complying with any instructions on amendment advice.

1.5.3 The user of MATS Part 1 will be responsible for verifying the currency of documentation in the Manual.

1.6 Review

1.6.1 The General Manager (Standards & Procedures) will conduct a six monthly audit / review of this Manual to ensure accuracy and updating of all its contents and reference data. The results of such audit and action taken thereupon will be documented and presented through Executive Director (ATM) to Member (Operations) for his endorsement and to the Chairman for his approval.

1.6.2 Incorporating Changes .

The General Manager (S&P) on behalf of the Executive Director (ATM) will ensure that the

- * changes being incorporated are duly approved by the competent authority,
- * relevant pages in the Manual are revised
- * amendments are posted on AAI's web site

* amendment-advice is issued in time to all concerned in respect of new chapters or chapter amendments required to be inserted in the Manual.

* master-copy of the Manual is updated

* obsolete / superseded documentation from the master-copy of the Manual are marked as such.

1.7 Interpretation of Words:

1.7.1 To avoid any misunderstanding within the Manual of Air Traffic Services Part - 1, certain words are to be interpreted as having specific meanings when they are the operative words in an instruction.

<i>Words</i>	<i>Meanings</i>
'shall', 'is to', 'are to' and 'must'	The instruction is mandatory
'will'	It is only used for informative or descriptive writing, e.g. 'pilots will file ' is not an instruction to the controller
'may'	It means that the instruction is permissive, optional or alternative, e.g. 'a controller may seek assistance ' but would not if he did not need it.
'should'	It means that it is strongly advisable that an instruction is carried out; it is recommended or discretionary. It is applied where the more positive 'shall' is unreasonable but nevertheless a controller would have to have a good reason for not doing so.
'miles'	It always refers to nautical miles

1.7.2 In the interests of simplicity, any reference to the masculine gender can be taken to mean either male or female.

1.8 Effective Date:

1.8.1 Effective date of an instruction is indicated at the foot of the page.

1.8.2 New edition will be indicated by the same date at the foot of the page.

1.9 Change History:

1.9.1 This is first edition of the Manual of Air Traffic Services Part – 1. Changes are indicated on 'Record of Amendments and Corrigenda' page.

1.10 Format

Amendment-documentation being inserted in the manual must contain headers and footers that are consistent with those residing in this document.

1.11 Controlling the Manual

Directorate of Air Traffic Management will control this Manual electronically through AAI web site www.airportsindia.org.in and www.aai.aero

1.12 Distribution of the Manual

Directorate of Air Traffic Management may produce hard copies and control the distribution of these copies, as they deem appropriate.

1.13 Master Copy

An electronic and a hard Master Copy of each chapter contained in the Manual will be held and maintained by the ATM Directorate..

1.14 Checking Currency of the Manual

A current copy of the Manual will be published on Airports Authority of India web site : www.airportsindia.org.in and www.aai.aero

1.15 Enquiries

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