Safety, Efficiency and **Regularity** are the three basic pillars that uphold civil aviation operations the world over. The strength of these pillars lies in full implementation of rules and regulations enacted by civil aviation regulating organizations such as International Civil Aviation Organization ICAO, and the International Air Transport Association IATA. These pillars, safety, efficiency, and regularity of flight operations in any given airspace can be easily attained by the cooperation of contracting states, airports administrations, airlines, crew, sensitive personnel to actualize those rules and regulations in their works.

This *Standard Work Procedure* of the Roberts ATS Reporting Unit standardizes the day-to-day duty operations of personnel of Unit, with the prime aim to minimize deviation from International Standards and Recommendation Practices to the lowest term.

Roberts ATS Unit
Roberts ATS Reporting unit is part of the National AIS section of the Liberia Civil Aviation Authority (LCAA). The unit functions as an Air Traffic Services Reporting Office that provides briefing services for flights operating into Roberts International Airport (GLRB)

A. PRE-DUTY AWARENESS

1. Shift Arrangement
Roberts ATS Reporting unit runs 24hrs with three shifts. Each shift covers a working period of eight hours (8hrs).The shifts are arranged alphabetically from A-C.

<div align="center">

Duration

Shift A: 07:30---1430z

Shift B: 14:30---2230z

Shift C: 22:30---0730z

</div>

2. Manning of Shift
Each shift tabulated above is manned by two (2) duty officers.

3. Duty Release (Take/ Hand over watch)
Releasing one off duty is a sensitive issue that requires high level of cares. A single error that emanates from improper takeover watch could severely endanger safety. Before any duty officer is released off duty by incoming Aero/Duty officer, the releasing officer (s) must ensure he/she is briefed properly about all of previous duty activities. Such activities should include but not limited to the following:

a) Active NOTAM, and all other navigational warnings
b) Total number of aircraft on ground and those expected, including ETA, ETD, a/c type, purpose and current status,
c) Status of all equipment check,

4. Acuity of Duty Personnel

One's sensitivity to adhere to safety measures is a plus to requisite job knowledge. This can only be achieved with mine set. In view of this, it is impermissible that AIS personnel charged with duty responsible be stimulated, or intoxicated by:

a) Any alcoholic beverages eight hours (8hrs) before resumption of, and while on active duty,
b) Any stimulant substances including drugs, before or while on duty.

B. ACTIVE DUTY ACTIVITES

5. Flight Planning

Flight planning is integral to ATC initial clearances, as well as to track keeping of aircraft flying in any given control airspaces; for SAR, and tracing purposes. Any aircraft destined to conduct cross-international boundary flight shall:

a) File in flight plan for every leg of the flight,
Except,
b) Regular flight which maintains stability of characters contained in fields of the ICAO Flight Plan and for which a repetitive Flight plan is being filed and approved.

c) Flight plan must be thoroughly checked and satisfied before it is accepted by the duty officer.

6. Pre-Flight Briefing

Pre-flight briefing provides flight crew with initial safety information which may play significant role in the conduct of a flight at a particular period. As such, it is important that aircraft that in the Roberts control airspace are briefed before commencing their flights. The following information and more shall be included every briefing:

a) Current NOTAM as well as all navigational warnings concerning the flight and area affected,
b) Weather information etc.
c) Answer to anything doubts that rise question in the mine of flight crew

7. Coordination of Integrated Aeronautical Information Publications (IAIPS)

Other than flight briefing purposes, Roberts AIS serves as a direct representative of LCAA at the Roberts International Airport (GLRB). The Duty officer shall coordinate all IAIP elements intended for mass distribution in the below fashion:
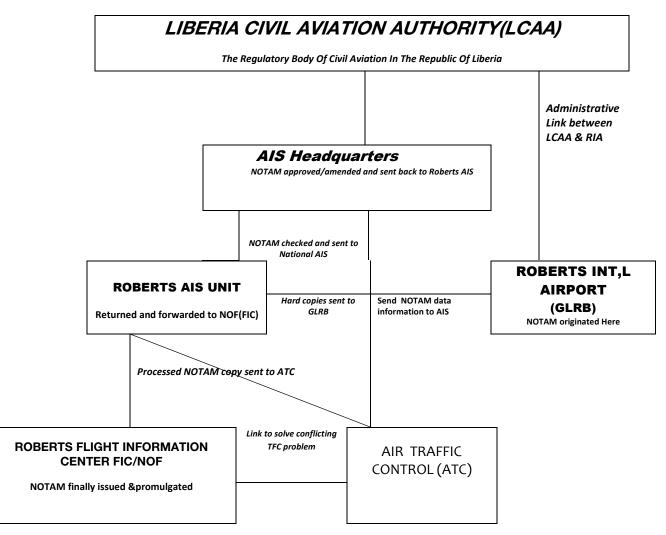
The Management of Roberts International Airport (GLRB), through its designated technician, shall submit print copy of NOTAM request(s) to the AIS Unit of all potential findings that qualify the issuance of NOTAM, AIC, AIP SUP, and AIP AMD etc within its control area.

a) Such request shall be forwarded by the AIS unit supervisor to the AIS headquarters (LCAA) for approval before final submission to RFIR International NOTAM Office (NOF) for promulgation.

b) Any doubt arising from information provided must be counter-checked by the duty officer (s) under the supervision of shift supervisor to ascertain high level of accuracy aimed at alleviating inconveniences for end users of affected facility.

c) Any potential irregularity or deviation from normal operations, (ie disabled Aircraft on RUNWAY or temporary closure of Airport due to VIP movement) that affects flight safety, and of which the issuance of quick notification is highly necessitated, and is being communicated to Roberts ATS unit, the Duty officer shall immediately coordinate same with authorities concerned. Name and identity of the source of such information must be annotated with signature in the daily incident log.

See figure 1 DIAGRAM

Figure 1

Diagram of Coordination

LIBERIA CIVIL AVIATION AUTHORITY(LCAA)
The Regulatory Body Of Civil Aviation In The Republic Of Liberia

Administrative Link between LCAA & RIA

AIS Headquarters
NOTAM approved/amended and sent back to Roberts AIS

NOTAM checked and sent to National AIS

ROBERTS AIS UNIT
Returned and forwarded to NOF(FIC)

Hard copies sent to GLRB

Send NOTAM data information to AIS

ROBERTS INT,L AIRPORT (GLRB)
NOTAM originated Here

Processed NOTAM copy sent to ATC

ROBERTS FLIGHT INFORMATION CENTER FIC/NOF
NOTAM finally issued &promulgated

Link to solve conflicting TFC problem

AIR TRAFFIC CONTROL (ATC)

9. Record keeping

Keep all records orderly for quick access to concern users in time of urgent need.
Log all flight information properly and up to date.

10. Usage of Faulty Equipment

In an event where malfunction is noticed of any of the working equipment, the following procedure shall be employed automatically:

a) Log the abnormality and all other unusual activities   in the incident log considering when and how they happen without delay,

b) Proceed to the use of local procedure in the interest of flight safety. Example use telephone/HF radio to pass all fight plan information to Roberts Tower and Roberts Flight Information center FIC to minimize delay, if it is the AFTN malfunctioning.

11. Security measure

a) Never leave office door unlock when going distant always.
b) Report all fires, foreign objects, and intrusion of persons into the office to the security,
c) Do not solicit tips from flight crew.
d) Always display your identity over you garment.