

[illegible]

DATE	TIME	A/C REG	TYPE	REMARKS

1. Columns A&B have spaces for up to four time slots. If more are needed (unlikely) then move onto the next line down.
2. Use column C to record any problems or delays of more than 5 minutes in contacting ATSU's.
3. In the infringements section record aircraft registration and type if possible. Otherwise indicate if civil or military and whether a single, twin, glider or other type. It would be wise to record as much other detail of the incident as possible, and then attach this on a separate sheet if necessary.

PROCEDURES FOR NOTIFICATION OF SKYDIVING OPERATIONS TO AIR TRAFFIC SERVICE UNITS

- 1 Telephone the appropriate ATSU at least 20 minutes prior to the first drop to inform them that your drop zone is active.

Notification is necessary 20 minutes prior to the first drop and not necessarily prior to the first take off. If there is prolonged difficulty in contacting an ATSU on the telephone, then the notification can be made on the appropriate radio frequency.

- 2 Give them the time at which operations will cease if you already know this.
- 3 If your cease time is not known, then confirm that you will notify them when you do know and whether you will do this by telephone or radio.

Please avoid giving blanket times (e.g. dawn till dusk) if the reality is likely to be substantially different.

- 4 Notify the ATSU if you are likely to have a significant break in operations.

It is not intended that you notify ATSUs of short spells between lifts. It is, however, vital once you have notified a break that you remember to notify the ATSU when you restart operations.

- 5 Notify the ATSU whenever you recommence operations.

- 6 Notify the ATSU when you finally cease operations for the day.

If this is done by radio then please record the fact on the monitoring sheet, (side i of this form).

- 7 Record the daily notification times on the monitoring sheet and whether there was any delay of more than five minutes in contacting an ATSU.

Please remember that the purpose of this system is to enable airspace to be used efficiently and safely for the benefit of as many users as possible. It enables Drop Zones to have infringements by other air traffic minimised during skydiving operations, but it is also intended to enable other airspace users to have as much access as possible at times when skydiving is not taking place. A skydiving Drop Zone is not the exclusive domain of its Parachute Training Organisation (PTO). Other users have the right to use the airspace when skydiving is not taking place. Please use the system conscientiously and make sure that you keep records on the monitoring sheet to prove that you do.