

GREECE

AERONAUTICAL INFORMATION CIRCULAR

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SERIES A**

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GREECE

A6/18
15 MAR 18

USE OF STS/ INDICATORS IN FPLs FOR ATFM EXEMPTION PURPOSES

1. INTRODUCTION

1.1. Flight plan originators may qualify for exemptions from ATFM restrictions and use the STS/ indicators in FPLs, for this purpose.

1.2. However, inappropriate use of STS/ indicators can result in significant delays and cost to other users. In order to avoid this, Hellenic Civil Aviation Authority has established the necessary approval processes for individual flight requests.

The following principles will apply:

- (a)** The insertion of an STS/... indicator in field 18 of a Flight Plan identifies that a flight may require special handling. This indicator is for use by all parties which may have to handle the flight;
- (b)** The current list of STS/ indicators recognized for ATFM purposes comprises STS/HEAD; STS/SAR; STS/MEDEVAC; STS/FFR; STS/STATE; STS/HUM; STS/HOSP;
- (c)** From the above list of STS/ indicators, only STS/HEAD; STS/SAR; STS/MEDEVAC, STS/FFR and STS/ATFMX qualify for automatic exemption from ATFM measures;
- (d)** In addition, to indicators STS/STATE, STS/HUM, STS/HOSP, the indicator STS/ATFMX may be used only for ATFM purposes, if that particular flight has received specific approval from the HCAA Division responsible for processing such requests;

Further information on the use of STS/ indicators for ATFM purposes may be found in the ATFM Users and IFPS Users Manuals published by the Network Manager – NM (Eurocontrol) and are available in the Eurocontrol web site (www.eurocontrol.int)

2. RULES OF APPLICATION FOR THE USE OF STS/ATFMX APPROVED

2.1. The following rules shall be applicable to all flights seeking to gain exemption from ATFM measures within the area of responsibility of the NM. They are intended to ensure that flights, which by the nature of their mission, cannot under any circumstances, be delayed due to ATFM, are exempted from ATFM measures as far as practicable. They are based on the ICAO guidelines and existing material in the Network Operations Handbook.

- 2.2.** It should be noted by all users that any flight which obtains exemption and which may have otherwise been delayed, may have that delay passed on to other flights. It is essential, therefore, that use of the exemption facility shall be properly controlled and monitored so that genuine priorities can continue to operate without ATFM delay. To this end, these Rules of Application are implemented and apply to all flights operating within the NM area of responsibility.
- 2.3.** A flight obtains the use of STS/ATFMX indicator by following the necessary approval procedure for processing that requests and is duly authorized by HCAA/Airports Division, for each flight only. Each segment of a flight shall require a specific approval to use STS/ATFMX.
- 2.4.** Operators are to ensure that requests for exemption are submitted only for flights that satisfy the criteria detailed below.

3. CRITERIA TO BE SATISFIED WHEN APPLYING FOR THE USE OF STS/ATFMX

3.1 STS/HOSP or STS/HUM

- 3.1.1** Such flights require specific medical authorization for STS/HOSP, or United Nations High Commissioner for Refugees–UNHCR authorization for STS/HUM, to support the request. Network Manager criteria allow ATFM exemptions for flights where the safety of human life is involved, i.e. if the flight does not operate without delay a human life or lives may be lost.
- 3.1.2** The NM has advised that, as a general rule, the National Advisory Committee for Aeronautics (NACA) scale should be used to determine the need for exemption from ATFM measures. Flights that are categorized as NACA IV (possibly life threatening), NACA V (acute critical condition) or NACA VI (resuscitation) will always qualify for approval to use STS/ATFMX.
- 3.1.3** The term 'safety of human life' is not always easy to define and there are other urgent medical flights that may also require operating without delay. Such flights include the carriage of patients with the threat of loss of limbs, transfer of human organs and the transportation of medical teams.
- 3.1.4** Ultimately it is the responsibility of National Emergency Aid Centre or the doctors/medical teams treating the patient to determine the severity of the condition and submit bona fide applications for exemption from ATFM measures. The requisite medical evidence will be expected to accompany the application.
- 3.1.5** Humanitarian aid missions can be originated either from national or international entities. Flight operators of such missions, use the STS/HUM indicator. In case of urgent missions, they are expected to submit an application for approval to use STS/ATFMX in accordance with the procedures specified in paragraph 4 of this Circular.

3.2 STS/STATE

- 3.2.1** The NM guidelines recommend that ATFM exemption may only be approved for flights if the person or persons on board a flight on State business are of such importance that the flight cannot accept any delay. Additionally, approval may be given if the mission of the flight is being carried out by, or on behalf of, the State and is of such importance that any delay will jeopardize the success of the mission.

3.2.2 If the flight fulfils the requirements, as stated above, an application may be made for approval to use STS/ATFMX in accordance with the procedures specified in paragraph 4 of this Circular.

3.3 FLIGHT PRIORITY

3.3.1 It should be noted that the use of STS/ATFMX does not in itself afford the flight any additional flight priority status for special handling by ATS. It is the other STS/ indicators that indicate the need for special handling by ATS.

3.3.2 An STS/STATE flight may be afforded appropriate ATS handling priority because of the importance of the mission, or the person(s) on board.

3.3.3 The combined use of STS/HOSP and STS/ATFMX will indicate to ATS that the flight is required to operate without delay and so justify exemption from ATFM measures. Such flights may be afforded additional priority that the traffic situation allows.

3.3.4 Non-urgent flights will continue to use STS/HOSP, indicating that special handling is required. Additional information may be included in Field 18 of the FPL using RMK/ or the pilot may advise ATS exactly what special handling is required.

3.3.5 If any STS/HOSP flight experiences a medical emergency in flight the appropriate radiotelephony message(s) should be used to communicate the urgency of the situation to ATS.

4. PROCEDURE FOR REQUESTING APPROVAL OR AUTHORIZATION FOR THE USE OF STS/ATFMX

4.1. INTRODUCTION

4.1.1.1 HCAA has established two processes for the approval of certain qualifying flights to use STS/ATFMX. These processes apply only to flights departing from aerodromes in Greece. Flights operating into Greece and wishing to use STS/ATFMX must obtain approval from the national authority of the point of departure for the inbound leg. A separate approval must be obtained for any subsequent departure from Greece. HCAA cannot grant authorization for any portion of a flight inbounds to Greece and wishing to be exempt from ATFM measures.

4.1.1.2 **The Process of Approval for ATFM Exemption Requests** applies to Aircraft Operators that make irregular flights and are able to provide prior notice for approval.

4.1.1.3 **The Process for Granting ATFM Exemption Permissions** applies to Aircraft Operators that are regularly engaged in Air Ambulance flights and, by the urgent nature of the flight, may not have sufficient time to undertake the Process of Approval for ATFM Exemption Requests.

4.1.1.4 In cases of emergency or urgent mission reasons of the above ATFM exemptions para.1.2 (d) for STS/STATE, STS/HUM, STS/HOSP indicators, Aircraft Operators that do not hold an ATFM Exemption Procedure, can notify their request by the most fast means available to HCAA/D3 Division. In this case, **the documentation** of this urgent request shall be submitted after flight operations.

4.1.1.5 The approval for ATFM Exemption requests is granted only for ATFM purposes. Special handling requests for ATS and Aerodrome facilities should be communicated by appropriate means and procedures. For all cases the Flight Operators shall provide contact details along with their approval requests.

4.2 PROCESS OF APPROVAL FOR ATFM EXEMPTION REQUESTS FOR THE USE OF STS/ATFMX

- 4.2.1** Aircraft operators requesting an approval to insert the indicator STS/ATFMX in field 18 of a FPL for an individual flight departing from an aerodrome within Greece, shall obtain prior permission from HCAA/Airports Division. The application should be submitted at least two (2) hours in advance of the flight.
- 4.2.2** Aircraft operators of STATE, HOSP and HUM flights, requesting an approval for the use of STS/ATFMX, field 18 of a FPL for an individual flight departing from an aerodrome within Greece, shall obtain prior permission from HCAA/Airports Division.
- 4.2.3** Applications, along with the appropriate supporting documentation, are to be filled in the pro-forma at Appendix A to this Circular and must be submitted to HCAA/Airports Division via E-mail and/or Fax as follows:

1.- HCAA Airports Division (D3/B), during working days & hours

From 08:00 - 15:30 local times

E-mail: d3b@hcaa.gr

Fax: +30 210 8946478/ +30 210 8947101

el: +30 210 8916125/ +30 210 8916342

2.- HCAA Duty Officer:

i) During working days

From 15:30 - 24:00 local times

Fax: +30 210 8947101

Tel: +30 210 8916000

E-mail: ofe@hcaa.gr

ii) Saturdays, Sundays & State Holidays

From 08:00-24:00 local times

Fax: +30 210 8947101

Tel: +30 210 8916000

3.- AIA State Aviation Authority Division (HCAA)

From 00:01 - 08:00 local times

Fax: +30 210 3532536/ +30 210 3532914

Tel. +30 210 3534147/ +30 210 3534148

E-mail: hcaa7@athensairport.gr

(Local Time is UTC + 2h during winter time and UTC + 3h during summer time)

4.3 PROCESS OF GRANTING PERMISSIONS TO USE STS/ATFMX

- 4.3.1** It is generally recognized that there are specific requirements for Air Ambulance Flights. For this reason, HCAA has established the current process, by which an Aircraft Operator can determine whether their own flights meet the requirements for ATFM exemption. Subject to compliance with a set of formal conditions, HCAA may grant to an Aircraft Operator based in Greece, an Approval to apply STS/ATFMX to specific flights meeting the conditions of the Approval. In exceptional circumstances such an approval may be granted to non-Greece based operators and categories other than Air Ambulance flights for departures from Greek aerodromes only.

- 4.3.2** Aircraft Operators wishing to apply to HCAA in order to obtain Permissions to use STS/ATFMX should contact HCAA/Airports Division (D3) by E-mail and/or Fax. Granted Permissions will be notified from HCAA/D3 to HCAA/D4.

1.- HCAA Airports Division (D3/B), during working days & hours

From 08:00 - 15:30 local times

E-mail: d3b@hcaa.gr

Fax: +30 210 8946478/ +30 210 8947101

el: +30 210 8916125/ +30 210 8916342

2.- HCAA Duty Officer:

i) During working days

From 15:30 - 24:00 local times

Fax: +30 210 8947101

Tel: +30 210 8916000

E-mail: ofe@hcaa.gr

ii) Saturdays, Sundays & State Holidays

From 08:00-24:00 local times

Fax: +30 210 8947101

Tel: +30 210 8916000

3.- AIA State Aviation Authority Division (HCAA)

From 00:01 - 08:00 local times

Fax: +30 210 3532536/ +30 210 3532914

Tel. +30 210 3534147/ +30 210 3534148

E-mail: hcaa7@athensairport.gr

(Local Time is UTC + 2h during winter time and UTC + 3h during summer time)

4.4 COMPLIANCE MONITORING

4.4.1 The NM provides the HCAA with a list of all flights departing from Greece Using STS/ATFMX on a monthly basis. The HCAA undertakes to verify that all such flights operated with an appropriate approval for ATFM exemption.

4.4.2 With regard to those Aircraft Operators that have been granted a permission to use STS/ATFMX, the HCAA Airports Division (D3) will, from time to time, conduct an audit of randomly selected flights and will require proof that the flights met the requirements of the NM and the conditions of the HCAA Approval. The results of the aforementioned audit will be notified to the HCAA/D4 Division.

4.4.3 Additionally, the Aircraft Operator is required to retain **for a minimum, period of 18 months**, all appropriate documentation to support the use of STS/ATFMX and supply competent authorities on demand.

5. GENERAL RULE:

Any flight meeting the criteria established to warrant exemption status as prescribed above, may, provided that the necessary approval procedure has been followed and the flight duly authorized, shall use STS/ATFMX for that flight and that flight only. Each flight shall require specific approval or permission to apply the approval on certain conditions, in order to use STS/ATFMX.

6. This circular enters into force on the day of its publication on the AIP/GREECE.

Annex A

Application for Approval of STS/ATFMX

This form only applies to flights that intend to use the STS/ indicator **STS/HOSP**, **STS/HUM** or **STS/STATE**. Applications for ATFM exemption must be transmitted to the approval authority, when practicable, not less than 2 hours and not more than 48 hours before the date of flight. Supporting documentation must accompany the application or be made available on request.

Flight Date:		Aircraft Type:	
R/T Callsign:		Aircraft Registration	
From:		ETD (UTC):	
To:		ETA (UTC) :	
STS indicator to be used (*delete as appropriate) HOSP * HUM * STATE *			

Application for STS/ATFMX:

Reason: (provide brief details)
Supporting Documentation provided: (provide brief details and attach copy(ies) as appropriate)

I hereby acknowledge and confirm that this application for exemption from ATFM measures conforms to the requirements of the NM procedure STS/ATFMX, as detailed in the Network Operations Handbook.

Signed:	Name:
Aircraft Operator:	Date:
Fax No:	Telephone No:

Response from Approving Authority:

The application meets the requirements for exemption from ATFM measures and approval is given for the use of STS/ATFMX, in Field 18 of the ICAO Flight Plan form. *

The application **does not meet** the requirements for granting STS/ATFMX. * (* delete as appropriate)

Reason for refusal:	
Signed:	Name:
HCAA/D3 Airports Division * (* delete as appropriate)	HCAA/D3 Airports Division * (* delete as appropriate)

NOTE: AIC A3/15/25 JUN15 is hereby cancelled.