Dear pilots and controllers,
due to increasing traffic at our single runway airport it is important to keep the following procedures in mind to ensure a safe and efficient operation.

Radiotelephony Procedures

**Goal:** avoid double transmission and increase radio discipline

- General: Apply the standard phraseology in accordance with the current radio communication procedures.
- **Listen for two or three seconds before transmitting after frequency change** to avoid a double transmission.
- When **unsure whether you were called**: wait and do not verify.
- If **unsure whether you understood an instruction or read back correctly**: confirm it!
- Taxi clearance and read back must contain the **clearance limit**, e.g. “HOLDING POINT” or “HOLD SHORT OF”.
- Use **“IMMEDIATELY”** only in urgent cases.
  As a controller, use this expression only if really necessary.
  As a pilot, execute the instruction appropriately or refuse it clearly.
- If **unable to comply** with an instruction, clearance or request, report as soon as possible.

**Pushback**

**Goal:** avoid pushbacks without clearance

- **Pushback and taxi clearances** are generally given on **GROUND FREQUENCY** (118.600 MHz).
- Always inform the walkout assistant about the pushback direction given by ATC.

see next page ->
**Vacating the runway**

**Goal:** increase capacity and avoid unnecessary go-arounds

- Aircraft Code Letter C prepare landing as to vacate the runway via the following turn-offs: 
  - RWY 07: TWY E or D
  - RWY 25: TWY F
  For traffic planning, please inform the Tower Controller *as soon as practicable* if unable to comply.
- All other aircraft use first practicable turn-off to vacate the runway without delay.
- Keep your aircraft moving until the entire aircraft has passed the appropriate holding point.

**Adherence to A-CDM procedure**

**Goal:** optimized use of local and European network capacity

- Ramp agents are instructed to keep the TOBT up to date in coordination with the cockpit crew.
- All CTOTs are based on TOBT and EXOT (estimated taxi-out time). Regulated flights are expected to be ready at the runway *at CTOT*.
- **Always have your TOBT in mind** as all capacity planning is based on it. *Update TOBT as early as possible* if your estimated “aircraft ready” deviates by *more than 5 minutes* from the published TOBT.
- Start-up shall only be requested when ground handling has been completed and the aircraft is fully ready.
- Start-up approval shall only be issued when the respective flight reported fully ready.