

SPECIAL INSTRUCTIONS FOR AIRCREW (SPINS)

1. INTRODUCTION

Refer to the security situation in the crisis area. Refer to the mandatory aircrew briefing before each flight to provide the latest update..

2. UNJLC Air Coordination

- Location
- Operating Hours
- Coordinates of Duty Staff
- Non-Duty Hours
- Coordinates of Stand-by Staff
- Fax Numbers
- E-Mail Coordinates

3. UNHAS

- Location
- Operating Hours
- Coordinates of Duty Staff
- Non-Duty Hours
- Coordinates of Stand-by Staff
- Fax Numbers
- E-Mail Coordinates

4. MILITARY STRUCTURE

CFAC
RAMCC

5. OPERATING PROCEDURES

a. Mission Request Procedures

b. Mission Execution

c. Call Signs, Frequencies and R/T Procedures

- *Callsign and HF/VHF frequencies of UNHAS*
- *In principle UN callsigns will be allocated for all flights in support of a UN humanitarian organisation.*
- *All ATC, UNJLC, inter-plane, AWACS (if applicable), enroute and emergency callsigns and frequencies should be specified.*

- Specify procedures for frequency monitoring.
- Specify mandatory calls before arrival e.g. UNHAS Element long-range flight watch (HF), 90 minutes before arrival and short range flight watch (VHF), 20 minutes before arrival. Typical Call:

Mission Number:

Beneficiary organisation:

Load information:

Number of Pax

Type and amount of cargo

Unloading equipment required

Fuel required:

Any other information affecting turn-around time of aircraft:

SELCAL code (if available)

d. Slot Allocation

- Procedures to request slots
- Procedures to allocate slots
 - * Authority responsible for publication of Flowplan.
 - * Timing for publication of flowplan.
 - * Ground Slot (Sample)

A (30)-minute ground slot is allocated to each aircraft intending to land at(Airhead). Relevant ground agencies are pre-notified of the slot allocation to maximize the safety of the flights. Slots are appointed in the Daily Flowplan. Slots overlap with (1 5) minutes between consecutive slots. Slots not allocated are designated as weather slots. Aircraft which arrive overhead (Entry Point) and will not be able to make their slot time, shall return to base. Aircraft which determine they can make their touchdown within the slot time, and then experience unavoidable delays - because of ATC or weather - may continue, subject to obtaining the approval of (Airhead) tower.

An arrival tolerance of ...(0) minutes early and ...10 minutes late is mandatory.

Landing Traffic takes priority over take-off traffic, except if no more parking space is available.

f. Mandatory routing of flights

If necessary, impose mandatory routing and flight level to and from the Airhead and/or DZ. Specify procedures if aircraft are forced (e.g. by weather) to deviate from mandatory routing.

g. Flight Plans

Normally, the flight plans are introduced by the Aircraft Captain (A/C). It may be required to include a slot designation number, Diplomatic Clearance number or PPR number under item 18 of the Flight Plan.

h. Airborne Warning And Control System (AWACS) Procedure (if Applicable)

Specify function of AWACS (*flight monitoring and threat warning*)

i. Aircrew Equipment

Specify whether aircrews have to wear special protection equipment. Are military uniforms (or flying suits) allowed?

j. Air Traffic Control Procedures (Departure, On-Route, Arrival)

If published, refer to appropriate Aviation Publications. If not published or if different from Aviation Publications, attach Annex with necessary details.

k. Ground Support and handling Procedures at Destination

Specify mandatory calls before arrival.

Identify unloading teams, capabilities, location and coordinates

l. Specific Security Conditions at Destination

All crews should be briefed on the security situation at the Airhead(s) or DZ before departure. Security conditions at Airhead(s) and dropping zone should be indicated with a colour code (i.e. Green = safe, Yellow = use caution, Red = no landing/no drop). Any changes in security conditions should be broadcasted on flight monitor frequencies, but also by ATC at destination. It is important that aircrews broadcast any information about threats to the appropriate authorities.

Airport authorities will pass any security-related information not only to the relevant arriving and departing aircraft, but also to UNHAS.

m. Flight Safety, including SAR Instructions

n. Reporting

A/C of UN Chartered flights will be required to file a mission report after each flight. State the authority to which the mission report should be sent or handed over.

o. Pre-flight briefing

All aircrews operating into (destination airfield) must be given a thorough pre-flight briefing prior to departure from All crews must be briefed on the latest threats in the theatre and on the other traffic which they may encounter.