# Charlotte - Douglas International
## Airport Traffic Control Tower

Standard Operating Procedures

CLT ATCT 7110.65D

Effective: May 1, 2011.

# CHAPTER 1. GENERAL CONTROL

## SECTION 1. EQUIPMENT

### 1-1-1. Callsign Usage and Frequency Delegation:

The following callsigns and frequencies shall be used when working positions at CLT.

| Callsign | Frequency | VOX Channel |
|---|---|---|
| ATIS | 132.100 | KCLT_ATIS |
| Clearance Delivery | 127.150 | CLT-CD |
| **Ground Control East** | **121.900** | **CLT-GE** |
| Ground Control West | 121.800 | CLT-GW |
| **Local Control East** | **118.100** | **CLT-K** |
| Local Control West | 126.400 | CLT-T |

**NOTE: Bold letters indicates the base position.**

# CHAPTER 2. SCRATCHPAD ENTRIES

a. The following scratchpad entries are mandatory. Highlighted RED entries shall not be entered until the aircraft has been cleared for the visual approach. These highlighted entries shall also be used for VFR arrivals. This allows adjacent controllers to know what separation standard must be applied. The dual character and miscellaneous approved scratchpads below are optional.

| Scratch Pad | *DEFINITION* |
|---|---|
| L | Instrument approach, Runway 18L or 36L |
| X | Instrument approach, Runway 5 or 23 |
| C | Instrument approach, Runway 18C or 36C |
| R | Instrument approach runway 18R or 36R |
| VL | Visual approach, Runway 18L or 36L, preceding traffic in sight |
| VX | Visual approach, Runway 5 or 23, preceding traffic in sight |
| VC | Visual Approach, Runway 18C or 36C, preceding traffic in sight |
| VR | Visual approach, Runway 18R or 36R, preceding traffic in sight |
| NL | Visual approach, preceding traffic not in sight, Runway 18L or 36L |
| NX | Visual approach, preceding traffic not in sight, Runway 5 or 23 |
| NC | Visual approach, preceding traffic not in sight, Runway 18C or 36C |
| NR | Visual approach, preceding traffic not in sight, Runway18R or 36R |
| OVH | Overhead approach |

b. Miscellaneous approved abbreviations:

| *ENTRY* | *DEFINITION* |
|---|---|
| NSR | No speed restriction |
| 21K | Aircraft is assigned two hundred and ten knots, (other speed entries such as 23K, 17K, 16K, etc. are also approved). |
| AIS | Airport in sight |
| LOC | Localizer Approach |
| NDB | NDB Approach |
| POA | Point-out approved |
| VSL | An aircraft is maintaining visual separation from traffic on the left parallel |
| VSR | An aircraft is maintaining visual separation from traffic on the right parallel |
| VSC | An aircraft is maintaining visual separation from traffic on the center parallel |
| VSB | An aircraft is maintaining maintaining visual separation from traffic on both adjacent parallels |

c. The following scratch pad entries shall be used for aircraft making practice approaches along with the termination options.

| Scratch Pad | *DEFFINITION* |
|---|---|
| IFS | FULL STOP |
| IMA | MISSED APPROACH (VFR departure) |
| IMP | PUBLISHED MISSED APPROACH* |

# CHAPTER 3. COORDINATION

## SECTION 1. COORDINATION PROCEDURES

### 3-1-1. TRANSFER OF CONTROL

a. After completion of a radar handoff and once communications have been transferred, all aircraft are released for turns, climb or descent (on course, to the traffic pattern, or approach course), as well as speed control, in the transferring controller's airspace.

b. Transfer of control from Local Control East/West to the Departure/Satellite control positions shall be:

1) Turbojets: two miles from the departure end of the runway, for climb and/or turns toward the assigned Departure Transition Area or destination airport.

2) Turboprops/Props: once established on the Tower assigned heading, for climbs and/or turns toward the assigned Departure Transition Area or destination airport.

c. The transferring controller shall advise the receiving controller if two transferred aircraft have each other in sight and are maintaining visual separation. The two exceptions to this requirement are the scratch-pad entries of VSL, VSC, VSR, VSB, VS, VR, VC, VX, and VL that will suffice for coordination between the final radar positions and the local control positions.

d. Transfer of control and separation responsibility from Final Radar East/West to the local control positions shall be:

1) During visual, dependent, and simultaneous ILS operations – final approach fix (HAYOU, GLASI, NLSON, QUWED, OZEJI, JHUNT, KECKS, LECAR).

2) When visual operations are being conducted and aircraft does not overfly final approach fix - 5 mile range mark.

**3-1-2. AIRSPACE JURISDICTION** -Airspace jurisdiction is 500 feet below the depicted base cardinal altitude.

**3-1-3. AUTOMATED POINT-OUT**

The automated point-out capability may be used. Ensure appropriate scratch pad is entered.

**3-1-4. AUTOMATIC REALESES.**

The Tower may utilize automatic releases if a flight strip is pushed to the appropriate radar controller at the time the takeoff clearance is issued.

**SECTION 2. RUNWAY INFORMATION**

**3-2-1. RUNWAY UTILIZATION**

a. LC shall determine the departure/landing direction. Departure/landing direction shall determine “active runways.”

b. Standard runway configuration:

1) North Operation: three runways – arrive 36L, arrive and depart 36C and 36R.

2) South Operation: three runways – arrive 18R, arrive and depart 18C and 18L.

**3-2-2. RUNWAY CHANGES**

a. LC has the primary responsibility for determining when a runway change is required.

b. Once a determination has been made to change runways, FR will advise LC the first aircraft to land the “old” runway and the first to land the “new runway.

c. LC shall determine the  last departure for the “old” runway and the first for the “new” runway.

# CHAPTER 4. CLEARANCE DELIVERY

## SECTION 1. POSITION DUTIES AND RESPONSIBILITIES

**4-1-1. CLEARANCE DELIVERY RESPONSIBILITIES**

a. Enter flight plans and amendments as appropriate.

b. Update the ATIS code, when appropriate. (considered first priority Duty).

c. Inform the CC of the new ATIS code.

d. Issue IFR departure clearances.

e. Assign all IFR departures an initial altitude and an “expect final altitude”.

f. Assign IFR departures advising “NO SID” the following specific information plus the appropriate clearance items:

1) Turboprop & Prop: tower assigned heading, and an initial altitude of 4,000’.

2) Turbojet: noise abatement heading, and initial altitude of 8,000’, a speed restriction not to exceed 280 knots until advised.

g. Enter a flight plan VFR aircraft if needed. Below is the required information the flight plan must contain.

1) Departure airport
2) Destination airport (for no destination, leave it blank)
3) Aircraft type
4) Requested altitude, ending in a 5 if not below 3,000 feet.

**4-1-3. ATIS FORMAT**

"CLT Airport information (Code), (Time), (Wind) (Visibility) (Obscuration) (Sky Conditions) (Temperature) (Dew point) (Altimeter) (Pertinent Remarks) Expect Runway(s)_____ for departure. Simultaneous departures in use, Runway (Runways). Simultaneous approaches in use, (Type approach), (Runways). Notice to Airmen (if applicable)_____. Read back all hold short instructions. Upon receipt of ATC clearance, acknowledge by stating call sign and assigned transponder code, unless you have a question. Advise Controller on initial contact you have information (Code)."

# CHAPTER 5. GROUND CONTROL

## SECTION 1. POSITION DUTIES AND RESPONSIBILITIES

**5-1-1. RESPONSIBILITIES**

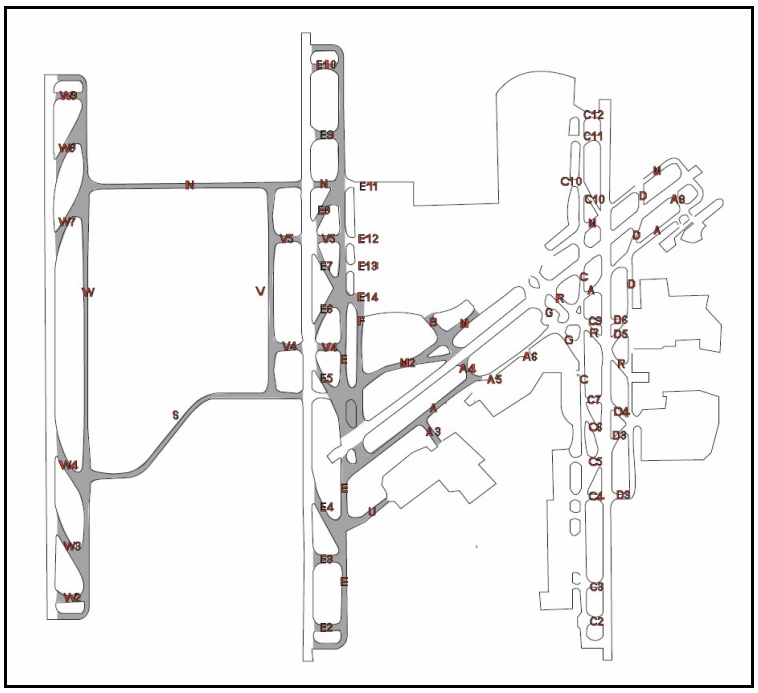
a. Provide air traffic services to aircraft within Ground Control area of jurisdiction as depicted below

b. APREQ with the DR Controller Runway 23/5 departures prior to taxiing. DR shall then coordinate with the effected tracon positions.

c. Ensure that aircraft taxiing for departure have the current ATIS code.

d. Ground control shall obtain approval from LC prior to taxiing a departure to a location other the approach end of the runway for departure. This request shall include the call sign of the aircraft and the specific intersection requested.

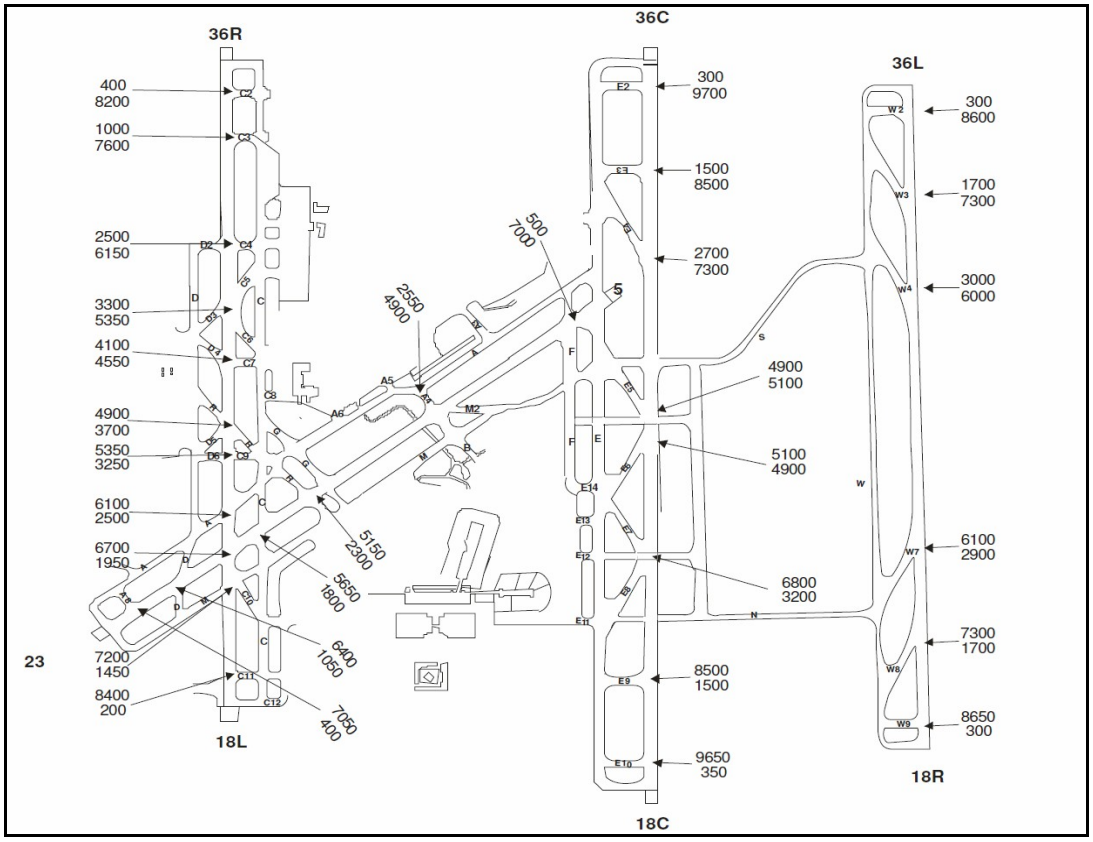
e. Ground control shall obtain approval from LC prior to taxiing a departure to a runway not associated with it's DTA/direction of flight. This request shall include callsign, DTA/SID, departure runway. Example "Request Cactus 123, MERIL, Runway 18C".



**GROUND AREA OF JURISDICTION**

**NOTE: GRAY IS GND "WEST", WHITE IS GND "EAST".**

## 5-1-2. INTERSECTION DEPARTURE DISTANCES



# CHAPTER 6. LOCAL CONTROL

## SECTION 1. POSITION DUTIES AND RESPONSIBILITIES

### 6-1-1. RESPONSIBILITIES

a. Local Control East shall be responsible for Runway 18L, Runway 36R, Runway 5, and Runway 23.

b. Local Control West shall be responsible for Runway 18R/C and Runway 36L/C.

c. All turbojet aircraft departures that have been cleared via an RNAV SID shall be instructed by local control as follows: "(ACID) RNAV to (first waypoint name), (runway name), cleared for takeoff".

Example: "Cactus 123, RNAV to GIRGY, Runway 18C, cleared for takeoff"

d. Determine if acquisition of a departure track has occurred. If the aircraft does not acquire a track within three (3) NM of the departure end of the runway, advise the appropriate departure/satellite controller. Example "Departure, Local East, No track Delta 234"

e. Be responsible for separation (visual/radar/wake turbulence) of arriving aircraft at the appropriate Transfer of Control Point (TCP).

f. When converging approaches are being conducted to runways 23 and 18C, the Local Control West controller shall be responsible for ensuring visual separation is applied prior to the loss of radar separation.

### 6-1-2. NOISE ABATEMENT TRACKS

The Charlotte Airport has designated specific tracks to be flown by departing turbojets at all times, for noise. Aircraft shall fly headings that ensure the following tracks until two (2) miles from the departure end of the runway:

Departure Runway Track:

| Departure Runway | Track |
|---|---|
| 18L/C 23/5 | Fly Runway Heading |
| 18R | Turn Right Heading 200° |
| 36R | Turn Right Heading 025° |
| 36C | Turn Left Heading 330° |
| 36L | Turn Left Heading 315° |

**6-1-3. COORDINATION**

a. Local Control West shall APREQ all departures from runways 36L/18R with Local Control East and the appropriate departure radar position. Included in this APREQ shall be coordination pertaining to the route/heading of the departing aircraft. “Apreq, MERIL, Runway 36L”

b. Local Control East shall advise (and coordinator a release with) Local Control West of all westbound prop departures. Local Control West shall advise (and coordinator a release with) Local Control East of all eastbound prop departures.

c. After complying with noise abatement, assign a heading of 025º to MERIL and LILLS RNAV departures using runway 36C. These departures shall be coordinated with Local Control East and Departure Radar. “Apreq, Jetlink 893, ZAVER, Runway 18L”

d. After complying with noise abatement, assign a heading of 330º to ZAVER and DEBIE RNAV departures using runway 36R. These departures shall be coordinated with LCW and Departure Radar.

e. ANDYS and BUCKL RNAV departures using runways 18C and 18R shall be coordinated with Local Control East and Departure Radar.

f. All turbojet aircraft (not previously addressed in paragraphs c., d., and e. above) departing runways 18L/36R, 18C/36C, and 18R/36L that have been cleared via an RNAV SID that are assigned a heading/vector by local control shall be coordinated with the departure control position. “Citrus 445 RNAV on a heading”

g. Assign the following headings to departing non-RNAV aircraft:

1) Turbojets: noise abatement headings. Local Control West is responsible for providing visual separation.

2) Turbojets: departing a runway not consistent with the Departure Transition Area, after coordination with the appropriate local control position and after complying with noise abatement restrictions, assign the following:

a) Runway 36C – heading 025º

b) Runway 36R – heading 330º (NALEY/JOTTA departures shall be assigned 360º to intercept after coordination with Departure)

c) Runway 5 – heading 330º

d) Runway 18L – heading 200º

e) Runway 18C – heading 165º (ANDYS/TAYLR/BUCKL departures shall be assigned a 200º heading after coordination with Departure)

f) Runway 23 – individual coordination.

3) Turboprops/Props:

a) Eastbound- Heading 100º

b) Westbound- Heading 270º (310º when the Runway is in use – apreq with Departure)

h. Aircraft departing the active runway are automatically released with the appropriate departure/satellite controller with the following exceptions, which require individual coordination:

1) Runway 36L/18R departures

2) Opposite direction departures

3) Runway 23/5 departures

**6-1-4. SEPARATION REQUIREMENTS FOR SIMULTANEOUS TURBOJET DEPARTURES ON RUNWAY 18L AND 18C**

a. All turbojet departures shall be advised of simultaneous departures. This requirement may be met by a statement on the ATIS ”Simultaneous departures in use, runway 18L and runway 18C.” In the event the pilot does not have the current ATIS, Local Controls East and West shall be responsible for ensuring the pilot is advised.

b. The appropriate Local Control shall ensure that turbojet departures turn to a heading of 200 degrees or the equivalent RNAV course in accordance with the appropriate SID.

c. Local Control East/West shall ensure that separation is not less than runway centerline, with no overlapping or touching of primary radar targets.

d. Local Control West shall retain departing turbojet aircraft on his/her frequency until the turn to begin course divergence has begun.

e. If visual separation cannot be applied, Local Control East shall retain turbojet departures on his/her frequency until two miles from the departure end of the runway.

f. Local Control positions shall be responsible for separation of a missed approach and a simultaneous departure.

g. Alternate headings may be issued to ensure that aircraft track the runway centreline and course

divergent tracks. When such headings are in use, advise the other LC and DR/SAT controller.

## SECTION 2. POSITION PROCEDURES

### 6-2-1. LINE UP AND WAIT (LUAW)

a. LUAW operations may be conducted on all runways at Charlotte/Douglas International Airport.

## SECTION 3. AREA OF JURISDICTION

**LOCAL CONTROL AIRSPACE (7NM from CLT VOR SFC-2,000')**