

October 23, 2016

Victoria Ground/Tower Standard Operating Procedures

1. **Purpose** This order defines duties and responsibilities, depicts areas of airspace, runways, and taxiways allocated to each position and provides supplemental direction as necessary for each position of operation within the Victoria Air Traffic Control Tower (ATCT).
2. **Airspace** Victoria International Airport is a class C airport. The 7nm control zone (C) extends to 2500ft ASL. At times CYYJ is the fourth busiest airport in Canada in terms of aircraft movements, between commercial operations, general aviation, and a large flight training community. The Victoria Airport is approx. 30 miles south of Vancouver International. In real life it might require no less than 9 frequency changes to fly between these two airports. If a pilot can fly between these airports without causing ATC grief, they can fly anywhere in Canada successfully. IFR service is provided by the Vancouver/Victoria TCU's Victoria (CYYJ_APP) sector. The Victoria sector also provides service for Abbotsford, Nanaimo, and a multitude of smaller airports in the area. When Victoria is not online the Vancouver departures sector is responsible for the airspace.
3. **Squawk Codes** Flights remaining inside the Vancouver FIR shall be assigned a squawk code range between 5501 and 5577. External flights shall be assigned a squawk code range of 0701 to 0777.
4. **Frequencies**

Callsign	Voice Callsign	Frequency
CYYJ_TWR	Victoria Tower	119.700
CYYJ_GND	Victoria Ground	121.900
CYYJ_DEL	Victoria Delivery	126.400

5. **Clearances** An agreement has been set up between the airport and the TCU allowing the Clearance controller to issue IFR clearances without requesting them from Terminal. In this arrangement the prefix "ATC clears" will be dropped, as the clearance is not being relayed. Also the phrase "Clearance on request" should not be used, as this implies that you are waiting for someone to give you the clearance. If you have to delay the clearance use "Clearance on Request". Preferred routes exist and should be used whenever possible. See CFS for more info. All IFR flights are to be cleared via a Standard Instrument Departure. There are 3 in Victoria. Which one is used depends on the active runway.

- Clear aircraft departing **Runway 27** via the **Mill Bay 7 (MB7) Departure** with either **Disco Transition** (south) or **Vancouver Transition** (north east).
 - Clear aircraft departing **Runway 09** via the **Victoria 4 (CYYJ4) Departure**.
 - Clear category A & B aircraft departing **Runway 32** via **Cloake 5 (CLOAKE5)**. Refer to Noise Abatement Procedures.
6. **Runway Configurations** During the day all runways are available for arrival and departures, but only runway 09/27 is equipped with conventional instrument approaches. Right hand circuits runway 09, 21 & 32 (CAR 602.96). Night ops runway 03/21 not authorized except for takeoff on runway 03. Runway 03/21 restricted to max 50,000 lbs for take-off and landing. No weight restriction for taxiing acft runway 03/21. Simultaneous Runway Operations can be considered to expedite departures and arrivals and reduce taxi requirements for traffic leaving the airport. Generally, runway 03/21 should not be used for arrivals and departures. Runway 14/32 must be used if the crosswind component on rwy 09/27 exceeds 20 knots. Calm wind runway (5 knots or less) is runway 09.
 7. **Ground** Standard ground procedures apply. The runway layout typically requires several runway crossings for taxi to the active so coordination with Tower is essential. See MANOPS for phraseology. Taxi route for arriving wide-bodied aircraft is via Twy E, Twy G, Rwy 03/21, Twy B. Taxi route for departing wide- bodied aircraft is via Twy B, Rwy 03/21, Twy G, Twy E.
 8. **Departures** The Vancouver / Victoria Terminal has the responsibility of ensuring the initial separation and release of IFR traffic, therefore a release must be requested from the Victoria sector for each IFR departure. If Victoria is not online request release from Vancouver Departures. IFR traffic is handed off to the Victoria or Vancouver Terminal with the take-off clearance, unless VFR traffic requires positive control of IFR a/c within the CZ. In that case handoff would occur once traffic is clear, no later than 2400ft.
 9. **Arrivals** Though it is a responsibility of the TCU to provide the appropriate separation between successive arrivals on final approach, responsibility for spacing between arriving aircraft may be transferred to the Tower once the aircraft crosses the Final Approach Fix (FAF). With the use of radar the Tower assumes control of arrivals at the FAF regardless of the weather conditions. See MANOPS section 362.5 for the proper control transfer procedures. If using Euroscope in conjunction with FS to operate a visual tower viewpoint you may decrease the 3 nm separation of aircraft on final provided both aircraft are in sight. Aircraft conducting visual approaches in accordance with MANOPS section 566 and 567 are responsible for maintaining their own separation. On Arrival traffic will be handed off to Tower once established on the approach (or any leg for visual approaches) prior to entering the control zone. Visual approaches for all runways are depicted on the CAP plates for Victoria.
 10. **VFR Traffic** Arrival and Departure Procedures for VFR a/c are depicted on the VTPC charts in the Canada Flight Supplement. Separation of VFR and VFR/IFR traffic in the control zone can be accomplished by switching circuit traffic from left to right in the case of runway 27 or right to left (runway 09) depending on the direction of arriving a/c or by extending the downwind legs.

Bulletin	Subject	Authorized	Date
YYJ1110	Initial	Daniel Oordt	May 12, 2015
	Revision 1	Tomas Hansson	March 23, 2016
	Revision 2	Tomas Hansson	October 23, 2016