

vZBW Tower Reference Sheet

Checklist:

- (1) Sign on/off Policy
- (2) Facility or General SOP
- (3) VFR chart for your facility from Skyvector.com
- (4) IAP chart for the preferred approach to the active runway
- (5) DP charts (if available) for your facility
- (6) Airport Diagram
- (7) Visibility Center set (.vis XXXX)
- (8) Primary frequency selected and voice room activated
- (9) ATIS recorded and servicing controllers briefed
- (10) Releases from servicing radar controller (SOP or verbal)
- (11) Alias file available for reference

TOWER SEPARATION MINIMUMS

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<i>Category Separation</i>	7110.65 3-9-6(a) 7110.65 3-10-3(a)	<i>Wake Turbulence Separation</i>	7110.65 3-9-6(f)(i)(j) 7110.65 3-9-7(a)
<i>To be used only when wake turbulence is not a factor.</i>		<i>For arrivals, issue wake turbulence advisories to any aircraft landing after a 757/Heavy or to a V.Small/Small aircraft landing after a Large aircraft</i>	
<u>Departures and Arrivals</u>		<u>Departures only</u>	
<u>Succeeding (After)</u>	<u>Preceding (Before)</u>	<u>Separation</u>	
I	I or II	3000ft	
II	I or II	4500ft	
Any	III	6000ft	
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Helicopters can use visual separation.			

For arrivals, all above is daytime only otherwise:			
<i>Aircraft must be airborne and past the runway boundary or turned enough to avoid conflict</i>			
<i>Note:</i>	I = Single Engine Prop ≤12,500 lbs		
	II = Multi Engine Prop ≤12,500 lbs		
	III = Everything Else		
	Helicopters are classed as Category I aircraft		
		<u>Same Runway* (Take Off Position)</u>	
		ALL BEHIND 757/HEAVY	2MINS NOT WAIVABLE
<u>Intersection After Full Length Departure or Opposite Direction Departure to Arrival</u>			
		ALL BEHIND 757/HEAVY	3MINS NOT WAIVABLE
		SMALL BEHIND LARGE	3MINS WAIVABLE
		V.SMALL BEHIND LARGE	3MINS WAIVABLE
<u>Intersection After Full Length Departure Only</u>			
		V.SMALL BEHIND SMALL or LARGE	3MINS WAIVABLE
<i>*Runways separated by less than 2,500ft are treated as one runway only for the purposes of wake separation. (ie. KBOS Rwy22L/R 04L/R)</i>			
<i>Note:</i>			
V.Small ≤12,500 lbs	Small ≤41,000 lbs	Large ≤300,000 lbs	Heavy > 300,000 lbs

Weather and ATIS:

VFR Airport Minimums = 3SM or 1000ft Ceiling (lowest BKN or OVC layer)

If no ATIS code or "numbers" received and the weather is below minimums, the following must be relayed at least once to the pilot:

- (a) Visibility (incl. RVR)
and/or Ceiling
- (b) Altimeter
- (c) Runway in use
- (d) Winds

NOTE: Arriving aircraft handed off by a servicing approach controller should be already issued (a), (b) and (c). However, RVR values should always be given in a landing clearance.

If no ATIS code or "numbers" received and the weather is above minimums, the following must be relayed at least once to the pilot:

- (a) Altimeter
- (b) Runway in use
- (c) Winds

NOTE: Arriving aircraft handed off by a servicing approach controller should be already issued with (a) and (b).

Departures:

- (a) Ensure that all aircraft are squawking normal (Mode C) and the correct code.
- (b) Ensure that all aircraft being handed off to departures are sent wheels up.
- (c) Ensure that all tags (v/r/t) are set and the scratchpad is clear.
- (d) Ensure that IFR aircraft not on a preferred route are coordinated with the servicing radar controller.
- (e) Point out all relevant traffic.

Taxi into Position and Hold:

- (a) Do not clear an aircraft to TIPH onto a runway if another aircraft has been cleared to land on the same runway.
- (b) Do not clear an aircraft to land on a runway when another aircraft has been cleared to TIPH on the same runway.
- (c) Point out relevant traffic to the TIPH aircraft.

Land and Hold Short Operations (LAHSO):

- (a) Under normal circumstances, clear the land and hold short aircraft to land first. Ensure the pilot reads back the hold short clearance.
- (b) Clear the full length aircraft to land.
- (c) Ensure both aircraft have been pointed out to each other.

Arrivals/Pattern Traffic:

- (a) For pattern traffic, pattern entry instructions given
- (b) Point out all relevant pattern traffic
- (c) Point out all relevant arrival and departure traffic