

Hi all, some recent feedback from the community has suggested that people may want to learn more about ATC position handover briefing between units. This post will attempt to outline a little bit more information on how to coordinate a handover, and hopefully give some more insight into this.

What is the goal of an ATC position handover briefing?

The goal of a position handover briefing is to ensure minimal disruption to pilots, and the highest possible situational awareness for the incoming controller. A position handover should be done with both controllers looking at the scope, in an environment free of distractions (for example, Discord co-ordination rooms, or the VSCS function of your controller client).

What does an ATC position handover briefing look like?

An ATC briefing should use the checklist “RAWFNTO”.

- Runways – what runways are in use?
- Airspace – what is the current airspace config in use? Are there any runways released to SMC.?
- Weather – any diversions due weather? Any cells worth mentioning? TEMPOS, SIGMETS, ect.
- Facilities – is everything working?
- Nav aids – anything unserviceable?
- Traffic – provide any relevant traffic information – is anyone on a vector? What is your sequence? Who is taxing?
- Outstanding actions – What are the outstanding actions for the aircraft? Is there any coord required? Do you need to give an aircraft an onwards clearance? Does an aircraft require landing clearance?

An example for the following situation could be:



“G’day Harrison, Runway 19L, runway 19R available upon request, weather is good but expecting a change to easterlies on the hour, everything is working, ILS for 19R unserviceable and has false indications reported so we have been assigning runway 19L. Traffic, RBA1352 at BENBO is cleared the ILS runway left. UAE401 descends via the STAR to 5000. ZOD tracks direct the control tower for an overfly and then city orbits, currently with a clearance limit of the control tower, not above 1500. Coordination for ZOD with the tower controller for the overfly and onwards clearance and to cancel auto-release is still outstanding. Any questions?”

This is by no mean a complete guide on what your handover briefings should consist of, and you should always be ready to adapt to the situation being presented in front of you. Any questions, feel free to ask below and a staff/training member will try to answer as best as possible :D