

SECTION 15**PO 260 – PARTICIPATE IN AERODROME OPERATIONS ACTIVITIES**

1. **Performance:** Participate in Aerodrome Operations Activities
2. **Conditions:**
 - a. Given:
 - (1) Supervision; and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Any conditions.
3. **Standard:** In accordance with specified references, the cadet will participate in aerodrome operations activities, to include:
 - a. air traffic control; and
 - b. basic aerodrome operations.
4. **Remarks:** N/A.
5. **Complementary Material:**
 - a. Complementary material associated with PO 260 is designed to enhance the cadet's knowledge about aerodrome operations:
 - (1) EO C260.01 (Tour an Aerodrome Security Facility);
 - (2) EO C260.02 (Tour an Air Traffic Control [ATC] Tower);
 - (3) EO C260.03 (Participate in a Presentation Given by an Employee of an Aerodrome);
 - (4) EO C260.04 (Perform Marshalling); and
 - (5) EO C260.05 (Tour an Aerodrome).
 - b. Complementary training associated with PO 260 is limited to a total of twelve periods, which may be conducted during sessions or on a supported day. Squadrons are not required to use all twelve periods.

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EO M260.01 – EXPLAIN ASPECTS OF AIR TRAFFIC CONTROL (ATC)

1. **Performance:** Explain Aspects of Air Traffic Control (ATC)
2. **Conditions:**
 - a. Given:
 - (1) Supervision; and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Suitable classroom facilities or training area large enough to accommodate the entire group.
3. **Standard:** In accordance with specified references, the cadet shall explain aspects of ATC, to include:
 - a. the role of an air traffic controller;
 - b. a basic overview of radar technology used in ATC; and
 - c. NORDO (without radio) procedures at a controlled airport, to include light signals to aircraft on the ground.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain the role of an air traffic controller in an aerodrome, to include: <ol style="list-style-type: none"> a. safety as their first concern; b. directing planes to minimize delays; c. preventing collisions by coordinating movement between: <ol style="list-style-type: none"> (1) aircraft; (2) aircraft and obstructions; and (3) aircraft and vehicles on the manoeuvring area; and d. providing authorization for: <ol style="list-style-type: none"> (1) arrivals and departures of aircraft at an aerodrome; and (2) air traffic through controlled airspaces. 	Interactive Lecture	10 min	C3-097 C3-116 (p. 110)

TP	Description	Method	Time	Refs
TP2	<p>Provide a basic overview of radar technology used in ATC, to include:</p> <p>a. explaining that the name “RADAR” is an abbreviation of “radio detection and ranging”; and</p> <p>b. the principal uses of radar in aviation, to include:</p> <p>(1) ATC;</p> <p>(2) fixing positions of airplanes in flight;</p> <p>(3) detecting thunderstorm activity; and</p> <p>(4) approaching and landing guidance to airplanes.</p>	Interactive Lecture	5 min	C3-116 (p. 249)
TP3	<p>Explain NORDO (without radio) procedures at a controlled airport, to include the following light signals:</p> <p>a. departing aircraft; and</p> <p>b. arriving aircraft.</p>	Interactive Lecture	10 min	C3-116 (p. 98)

5. **Time:**

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|-------------------------------|--------|
| a. Introduction / Conclusion: | 5 min |
| b. Interactive Lecture: | 25 min |
| c. Total: | 30 min |

6. **Substantiation:** An interactive lecture was chosen for this lesson to orient the cadets to ATC, give an overview of it, and generate interest.

7. **References:**

- C3-096 ISSN 1715-7382 Transport Canada. (2006). *Aeronautical Information Manual*. Ottawa, ON: Her Majesty the Queen in Right of Canada.
- C3-097 U.S. Department of Labour. (2007). *Air Traffic Controllers*. Retrieved 9 February 2007, from <http://www.bls.gov/oco/ocos108.htm>.
- C3-116 A-CR-CCP-263/PT-001/(ISBN 0-9680390-5-7) MacDonald, A. F. and Pepler, I. L. (2000). *From the Ground Up: Millennium Edition*. Ottawa, ON: Aviation Publishers Co. Ltd.

8. **Training Aids:**

- Presentation aids (e.g. whiteboard/flipchart/OHP) appropriate for the classroom/training area; and
- NORDO light signal flash cards.

9. **Learning Aids:** NORDO light signal flash cards.
10. **Test Details:** N/A.
11. **Remarks:** N/A.

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EO M260.02 – IDENTIFY ASPECTS OF BASIC AERODROME OPERATIONS

1. **Performance:** Identify Aspects of Basic Aerodrome Operations
2. **Conditions:**
 - a. Given:
 - (1) Supervision; and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Suitable classroom facilities or training area large enough to accommodate the entire group.
3. **Standard:** In accordance with specified references, the cadet shall identify aspects of basic aerodrome operations at a civilian aerodrome, to include:
 - a. ground control duties and responsibilities;
 - b. the ground facilities that assist with aircraft arrivals and departures;
 - c. airport security; and
 - d. baggage handling security procedures.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Discuss basic aerodrome operations, to include: <ol style="list-style-type: none"> a. air traffic control; b. ground control; and c. airport maintenance. 	Interactive Lecture	5 min	C3-099
TP2	Explain that the role of ground controllers includes: <ol style="list-style-type: none"> a. providing to the pilot precise taxi information to passenger gates and jetways; b. providing marshalling personnel to assist aircraft when arriving and departing from passenger gates and jetways; and c. providing clearance for aircraft-to-taxi on the ground at the aerodrome. 	Interactive Lecture	5 min	C3-099

TP	Description	Method	Time	Refs
TP3	<p>Explain that the following ground facilities and services assist with aircraft arrivals and departures, to include:</p> <ul style="list-style-type: none"> a. runway maintenance; b. runway lighting; c. baggage handling; d. fuel storage systems; and e. de-icing/anti-icing. 	Interactive Lecture	5 min	C3-099
TP4	<p>Explain what the Canadian Air Transport Security Authority (CATSA) is and outline its duties.</p> <ul style="list-style-type: none"> a. It is a crown corporation based in the national capital region and it reports to Parliament through the Minister of Transport. b. It works with ground control to protect the public by securing critical elements of the air transportation system as assigned by the government. c. It ensures passengers are aware of packing restrictions. d. Its duties and responsibilities include: <ul style="list-style-type: none"> (1) pre-board screening of passengers and their belongings; (2) the acquisition, deployment, operation and maintenance of explosive detection systems at airports; (3) contracting for RCMP policing services on selected flights and all flights to Reagan National Airport, Washington, DC; (4) the implementation of a restricted area identification card; (5) the screening of non-passengers entering airport restricted areas; and (6) making contributions for supplemental airport policing services. <p>Note: Refer to the CATSA Website for an up-to-date list of packing restrictions for air travellers.</p>	Interactive Lecture	10 min	C3-098

5. **Time:**
 - a. Introduction / Conclusion: 5 min
 - b. Interactive Lecture: 25 min
 - c. Total: 30 min
6. **Substantiation:** An interactive lecture was chosen for this lesson to orient the cadets to basic aerodrome operations, to generate interest and to give an overview of it.
7. **References:**
 - a. C3-098 Canadian Air Transport Security Authority (CATSA). (2007). *Canadian Air Transport Security Authority-Mandate*. Retrieved 19 February 2007, from http://www.catsa-acsta.gc.ca/english/about_propos/.
 - b. C3-099 Airport Innovation. (2007). *Airport Ground Control Equipment*. Retrieved 21 February 2007, from http://www.airportinnovation.com/airport_ground.php.
8. **Training Aids:** Presentation aids (e.g. whiteboard/flipchart/OHP) appropriate for the classroom/training area.
9. **Learning Aids:** N/A.
10. **Test Details:** N/A.
11. **Remarks:** This lesson is complemented by EO C260.05 (Tour an Aerodrome).

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EO C260.01 – TOUR AN AERODROME SECURITY FACILITY

1. **Performance:** Tour an Aerodrome Security Facility
2. **Conditions:**
 - a. Given:
 - (1) Supervision; and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: The squadron Commanding Officer will determine the conditions suitable for this training.
3. **Standard:** The cadet shall tour an aerodrome security facility to gain an awareness of security operations within an aerodrome.
4. **Teaching Points:** The tour guide is asked to explain:
 - a. the function of airport security; and
 - b. baggage handling security procedures.
5. **Time:**

a. Introduction / Conclusion:	10 min
b. Field Trip :	80 min
c. Total:	90 min
6. **Substantiation:** A field trip was chosen for this lesson as it will reinforce the cadet's knowledge of material previously taught in EO M260.02 (Identify Aspects of Basic Aerodrome Operations) through participation in a tour.
7. **References:** N/A.
8. **Training Aids:** N/A.
9. **Learning Aids:** N/A.
10. **Test Details:** N/A.
11. **Remarks:**
 - a. This field trip can be completed on a supported day or during a complementary session.
 - b. There is no instructional guide for this EO.

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EO C260.02 – TOUR AN AIR TRAFFIC CONTROL (ATC) TOWER

1. **Performance:** Tour an Air Traffic Control (ATC) Tower
2. **Conditions:**
 - a. Given:
 - (1) Supervision; and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: The squadron Commanding Officer will determine the conditions suitable for this training.
3. **Standard:** The cadet shall tour an active CF/civilian ATC tower to gain an awareness of the importance of ATC within aerodrome activities.
4. **Teaching Points:** The tour guide is asked to explain:
 - a. the role of air traffic controller, to include:
 - (1) safety as their first concern;
 - (2) directing planes to minimize delays;
 - (3) preventing collisions by coordinating movement between:
 - (a) aircraft;
 - (b) aircraft and obstructions; and
 - (c) aircraft and vehicles on the manoeuvring area.
 - (4) providing authorization for:
 - (a) arrivals and departures of aircraft at an aerodrome; and
 - (b) air traffic through controlled airspaces;
 - b. a basic overview of radar technology used in air traffic control, to include:
 - (1) explaining that the name radar is an abbreviation of “radio detection and ranging”; and
 - (2) the principal uses of radar in aviation, to include:
 - (a) air traffic control;
 - (b) fixing positions of aircraft in flight;
 - (c) detecting thunderstorm activity; and
 - (d) approaching and landing guidance to aircraft; and
 - c. NORDO (without radio) procedures at a controlled airport, to include the following light signals:
 - (1) aircraft on the ground; and
 - (2) aircraft in the air.

5. **Time:**

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| a. Introduction / Conclusion: | 10 min |
| b. Field Trip : | 80 min |
| c. Total: | 90 min |

6. **Substantiation:** A field trip was chosen for this lesson to reinforce the cadet's knowledge of material previously taught in EO M260.01 (Explain Aspects of Air Traffic Control [ATC]).

7. **References:** N/A.

8. **Training Aids:** N/A.

9. **Learning Aids:** N/A.

10. **Test Details:** N/A.

11. **Remarks:**

- a. This field trip can be completed on a supported day or during a complementary session.
- b. There is no instructional guide for this EO.

EO C260.03 – PARTICIPATE IN A PRESENTATION GIVEN BY AN EMPLOYEE OF AN AERODROME

1. **Performance:** Participate in a Presentation Given by an Employee of an Aerodrome
2. **Conditions:**
 - a. Given:
 - (1) Supervision; and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Suitable classroom facilities or training area large enough for the entire group.
3. **Standard:** The cadet shall participate in a presentation given by an employee of an aerodrome to develop an awareness of the various occupational opportunities within aerodrome operations.
4. **Teaching Points:** The guest speaker is asked to:
 - a. describe their current occupation at the aerodrome, to include:
 - (1) their responsibilities in detail;
 - (2) their working environment; and
 - (3) the training and educational training required;
 - b. describe other occupations at the aerodrome; and
 - c. facilitate a question and answer period.
5. **Time:**

a. Introduction / Conclusion:	5 min
b. Presentation:	55 min
c. Total:	60 min
6. **Substantiation:** An interactive lecture method was chosen for this lesson to review, emphasize and summarize the teaching points.
7. **References:** N/A.
8. **Training Aids:** Presentation aids (e.g. whiteboard/flipchart/OHP) appropriate for the classroom/training area.
9. **Learning Aids:** N/A.
10. **Test Details:** N/A.
11. **Remarks:**
 - a. Required training aids should be determined by contacting the guest speaker prior to the presentation.
 - b. This EO can be conducted in conjunction with EO C260.05 (Tour an Aerodrome).
 - c. There is no instructional guide for this EO.

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EO C260.04 – PERFORM MARSHALLING

1. **Performance:** Perform Marshalling
2. **Conditions:**
 - a. Given:
 - (1) Marshalling wands, or lighted hand-held wands;
 - (2) Supervision; and
 - (3) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Darkened work area suitable for practicing marshalling motions.
3. **Standard:** In accordance with specified references and as a member of a group of no more than four, the cadet shall perform marshalling movements, to include:
 - a. stop;
 - b. move ahead;
 - c. move back;
 - d. turn left;
 - e. turn right;
 - f. slow down;
 - g. all clear;
 - h. cut engines; and
 - i. start engines.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Discuss the importance of marshalling at an aerodrome, to include: <ol style="list-style-type: none"> a. why it is used; b. when it is used; and c. where it is used. 	Interactive Lecture	5 min	C0-057 C3-133

TP	Description	Method	Time	Refs
TP2	<p>Demonstrate and allow cadets to practice the following marshalling signals:</p> <ul style="list-style-type: none"> a. stop; b. move ahead; c. move back; d. turn left; e. turn right; f. slowdown; g. all clear; h. cut engines; and i. start engines. <p>Note: Cadets shall be told that in the real environment, marshalling signals are to be executed while positioned forward of the left wing tip and within view of the pilot.</p>	Demonstration and Performance	10 min	C0-057 C3-116 (p. 98) C3-133
TP3	<p>Allow cadets to practice the different marshalling signals, through:</p> <ul style="list-style-type: none"> a. role-playing; or b. playing Simon Says. 	Game	10 min	

5. **Time:**

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|-----------------------------------|--------|
| a. Introduction / Conclusion: | 5 min |
| b. Interactive Lecture: | 5 min |
| c. Demonstration and Performance: | 10 min |
| d. Game: | 10 min |
| e. Total: | 30 min |

6. **Substantiation:**

- a. An interactive lecture was chosen for TP1 to present basic material, to orient the cadets to marshalling and to generate interest.
- b. Demonstration and performance was chosen for TP2 as it allows the instructor to explain and demonstrate the marshalling skills the cadet is expected to acquire while providing an opportunity for the cadets to practice marshalling under supervision.
- c. A game was chosen for TP3 as it is a fun and challenging way to practice the marshalling skills taught during the lesson and confirm the cadets' knowledge of the material.

7. **References:**

- a. C0-057 Marshalling Signals. (2006). *Aeronautical Information Manual*. Retrieved 26 September 2006, from <http://www.tc.gc.ca/CivilAviation/publications/tp1437/AIR/1-1.htm#1-8>.

- b. C3-116 A-CR-CCP-263/PT-001 (ISBN 0-9680390-5-7) MacDonald, A. F. and Pepler, I. L. (2000). *From the Ground Up: Millennium Edition*. Ottawa, ON: Aviation Publishers Co. Ltd.

8. **Training Aids:**

- a. Flash cards; and
- b. Marshalling wands, or lighted hand-held wands.

9. **Learning Aids:**

- a. Flash cards; and
- b. Marshalling wands, or lighted hand-held wands.

10. **Test Details:** N/A.

11. **Remarks:** Darkened work areas may include the outdoors at night or a darkened classroom during the day.

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EO C260.05 – TOUR AN AERODROME

1. **Performance:** Tour an Aerodrome
2. **Conditions:**
 - a. Given:
 - (1) Supervision; and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: The squadron Commanding Officer will determine the conditions suitable for this training.
3. **Standard:** The cadet shall tour an active CF/civilian aerodrome in order to develop an appreciation for the aerodrome operations.
4. **Teaching Points:** The tour guide is asked to identify and give a brief explanation of:
 - a. the air traffic control facility;
 - b. baggage handling procedures on and off the aircraft;
 - c. airport security;
 - d. the ground facilities that assist with aircraft arrivals and departures; and
 - e. ground control procedures.
5. **Time:**

a. Introduction / Conclusion:	10 min
b. Field Trip :	80 min
c. Total:	90 min
6. **Substantiation:** A field trip was chosen for this lesson as it will reinforce the cadets' knowledge of material previously taught in EO M260.02 (Identify Aspects of Basic Aerodrome Operations).
7. **References:** N/A.
8. **Training Aids:** N/A.
9. **Learning Aids:** N/A.
10. **Test Details:** N/A.
11. **Remarks:**
 - a. This field trip can be completed on a supported day or during a complementary session.
 - b. There is no instructional guide for this EO.