



# HOW TO FILL OUT YOUR ATIS

## 1. Introduction

ATIS is the abbreviation of Automatic Terminal Information Service

When arriving at an airport or before contacting the ground controller for a flight, pilots need to get the latest operational information like:

- Take-off and landing runway(s)
- Weather information (wind, cloud layers, temperature, ...)
- Atmospheric pressure
- Transition altitude and transition level
- Other flight information

All this information is present in the ATIS information published by some airports.

The majority of the controlled airports has their own ATIS. The ATIS is broadcasted on the VHF frequency on a frequency separate to that of an Air traffic service. Sometimes, ATIS is broadcasted on the voice part of a VOR beacon.

## 2. ATIS in IVAO

In the IVAO network, ATIS is received by a pilot in the IvAp window in text when the pilot sets an active air traffic controller frequency.

```
eu1.ts.ivao.aero/LFRS_APP  
Nantes Atlantic Approach information DELTA recorded at 2247z  
LFRS 132211Z 27006KT CAVOK 14/11 Q1014 NOSIG  
ARR RWY 21 / DEP RWY 21 / TRL FL50 / TA 5000FT  
VOR/DME rwy 21 in use  
CONFIRM ATIS INFO DELTA on initial contact
```

In IVAO, if there is no air traffic controller online, there is no ATIS available.

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### 3. Fill an ATIS as air traffic controller

When an air traffic controller connects to the IVAO network, his first mandatory task is to fill out his own ATIS.

Controller must click the ATIS button on the top menu in order to configure his ATIS.

#### 3.1. Fill ATIS window

After clicking the ATIS button, the following window appears.

The screenshot shows the ATIS configuration window with the following settings:

- General:**
  - ATIS Active
  - ATC Position: zone 1
  - Voice: zone 2 (dropdown menu) /LFXX\_TWR
- Airport:**
  - TMA ATIS (disables airport details)
  - METAR Station: zone 3
  - Take-off: zone 4
  - Landing: zone 4
- Airspace:**
  - Transition Level FL: zone 5
  - Transition Altitude: zone 6 ft
- Other:**
  - Remarks: zone 7

Buttons: Preview, OK, Cancel

As an air traffic controller, verify that the **ATIS Active** check box is selected (like the image).

You must fill all zones noted in red following the recommendations presented in the next page.

- **Zone 1 – ATC position:** Fill this zone with the air traffic controller position name written on charts. If not known, the name can be the full name of the airport with the controlled position (e.g.: Dublin Approach). The ICAO airport code shall not be put in this zone.
- **Zone 2 – Voice:** With the connection in the IVAO network, the user has already selected a voice server if he wants to use the bidirectional communication with voice. The server automatically selected in this zone shall not be changed except when experiencing technical problems making it necessary to manually change the voice server.
- **Zone 3 – METAR station:** If a METAR is available at your airport, you must enter the ICAO airport code in this zone. If the airfield doesn't have any METAR weather information, you can enter the closest METAR station ICAO code in this zone.
- **Zone 4 – Take-off and landing:** In this zone, enter the active runway number chosen by the tower controller or yourself if there is no tower controller connected. If there are multiple runways, you can write several runways on each zone. Note that there is a separate zone for take-off and landing runways. The active runway(s) must be changed when the weather conditions change such to warrant a change in runway(s).
- **Zone 5 – Transition level:** In this zone, enter the transition level. It is a flight level which can usually be calculated by the air traffic controller or can be taken from the chart. The transition level is calculated using the values of transition altitude and local QNH (air pressure value). It is the responsibility of the air traffic controller to adjust the transition level value when needed if the QNH changes.
- **Zone 6 – Transition altitude:** In this zone, enter the transition altitude. Usually, this transition altitude is published on IFR airport charts (TA 5000). When the altitude is not published, the default transition altitude is 3000ft AGL (above ground level).
- **Zone 7 – Remarks:** In this zone, the air traffic controller can enter all necessary parameters for any flight - for example: NOTAM, secondary airport information, closed runway.

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### 3.2. Example of ATIS fully completed

This is an example using the Nantes Atlantic Approach position (LFRS).

ATIS

General

ATIS Active

ATC Position: Nantes Atlantic Approach

Voice eu1.ts.ivao.aero /LFRS\_APP

Airport

TMA ATIS (disables airport details)

METAR Station: LFRS

Take-off: 21

Landing: 21

Airspace

Transition Level FL 50

Transition Altitude 5000 ft

Other

Remarks: VOR/DME rwy 21 in use

Preview OK Cancel

After filling out the ATIS, please verify your ATIS by using the Preview button. This preview will show you the exact information which pilots will receive by text.

ATIS Preview

ATIS:

eu1.ts.ivao.aero/LFRS\_APP  
Nantes Atlantic Approach information DELTA recorded at 2247z  
LFRS 132211Z 27006KT CAVOK 14/11 Q1014 NOSIG  
ARR Rwy 21 / DEP Rwy 21 / TRL FL50 / TA 5000FT  
VOR/DME rwy 21 in use  
CONFIRM ATIS INFO DELTA on initial contact

OK