S1 Position Overview

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Position Overview

The Delivery position (DEL) is responsible for managing the initial phase of all departing aircraft at a given airport. Delivery ensures that every departing aircraft has a valid and current flight plan, receives a correct IFR or VFR clearance, and starts up at the right time in the departure sequence, which Delivery manages using the CDM plugin.

This guide will focus on Sofia Delivery specifically, as it is the only S1 position within the FIR. Sofia Delivery manages aircraft located at stands and apron areas that have not yet started their engines. The controller is **not** responsible for push-back, taxi, or runway operations. These are always handled by Tower. Start-up is normally approved by Tower, except in the cases described later in this document.

Runway in use

If no Tower or higher ATC position is online, the Delivery controller assumes responsibility for choosing the active runway based on wind, SOPs, NOTAMs, and operational constraints. **At LBSF, runway 27 is the preferred runway** and is used up to a maximum tailwind component of 5 knots.

Delivery controllers should select the runway in use in the *Active Airport/Runway Selector* dialog in EuroScope and coordinate it with other online positions.

ATIS

The ATIS is always held by Tower or Approach if either of them is online. If Delivery is the only position covering the airport, Delivery must set up and connect an ATIS. If only Control is online above Delivery, the ATIS can be coordinated to be held by Delivery. This is at the sole discretion of Control. The ATIS is connected using vATIS.

CDM

While online, Delivery handles CDM for all departures in accordance with the *BGvACC CDM Plugin Controller Guide*. As the lowest controller at the airport, Delivery must always set itself as **airport master** in the CDM airport panel. Please note that CDM does not apply to VFR aircraft.

In practice, this means keeping every aircraft's **TOBT** up to date (including issuing a new one when an aircraft is early or misses its window), pressing **RSTUP** when start-up is requested, and making sure that start-up only happens within the aircraft's **TSAT window**. Any **CTOT** must always be followed. Detailed instructions can be found in the CDM guide.

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Duties and Procedures

IFR clearance

Upon initial contact, pilots will typically request their IFR clearance. Before issuing it, Delivery must have checked or completed the following:

- The flight plan is valid and current, according to the active AIRAC cycle
- An appropriate SID is assigned for the runway in use and aircraft capabilities
- The correct initial climb altitude is set as per SOP
- The filed cruise level is correct for the direction of flight
- A valid squawk code from the correct range is assigned

The clearance itself always contains the destination, the SID, the departure runway, the initial climb, and the squawk. In addition, the current ATIS letter must be confirmed or stated.

A standard IFR clearance exchange:

> **Pilot:** Sofia Delivery, hello, LZB972, information A on board, request IFR clearance to Varna
>
> **ATC:** LZB972, Sofia Delivery, hello, information A is correct, cleared to Varna, UMPIT3T departure, RWY 27, climb FL230, squawk 4773
>
> **Pilot:** Cleared to Varna, UMPIT3T departure, RWY 27, climb FL230, squawk 4773, LZB972
>
> **ATC:** LZB972, readback correct, report ready for start-up (or push-back and start-up, if required)

IFR start-up

After receiving their clearance, the aircraft waits for its start-up window. When the pilot requests start-up, Delivery must follow the CDM flow as outlined in the *CDM Controller Guide*. When within the start-up window, Delivery hands the aircraft off to Tower (or advisory).

In case of a start-up delay or a CTOT, the pilot must be informed as soon as practicable, and Delivery must not forget to get back to the pilot when the time comes.

A standard start-up exchange:

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Pilot: LZB972, request start-up

ATC: LZB972, contact Sofia Tower 118.255

In some cases, Delivery may also give start-up clearances. This is done **only with Tower's permission** and must be coordinated in advance, for every ATC session. When Tower is offline, Delivery cannot give start-up clearances. **Push-back can only be approved by Tower**, and cannot be delegated to Delivery.

If coordinated, Delivery may also approve start-up for aircraft requiring push-back. However, the controller must make sure that the pilot is aware that push-back is required. In all cases, the above mentioned CDM restrictions apply.

Pilot: LZB972, request start-up

ATC: LZB972, start-up approved, QNH 1023

Pilot: LZB972, request taxi

ATC: LZB972, contact Sofia Tower 118.255

Or with push-back:

Pilot: LZB972, request push-back

ATC: LZB972, start-up approved, QNH 1023, for push-back contact Sofia Tower 118.255

VFR aircraft

Delivery is also responsible for VFR departures. Delivery makes sure that the aircraft has a flight plan, issues the VFR clearance, and approves start-up.

Flight plan

VFR departures from controlled airports in Bulgaria **must** have a filed flight plan. If the pilot has not filed one, Delivery must verbally collect the required information and create the flight plan. A VFR flight plan must contain at minimum the following:

- Callsign (always filled in automatically)
- Flight rules (VFR)
- ICAO aircraft type
- Departure aerodrome
- Arrival aerodrome (may be ZZZZ, or same as the departure)
- Requested route/procedure (e.g. traffic circuits or VFR departure route)

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VFR clearance

Once a VFR aircraft has a flight plan, Delivery must set the initial and cruise altitudes, as well as the squawk. Initial and cruise altitudes are the same unless the aircraft has requested a different cruise level. **All VFR climbs at LBSF are 2300 ft.** Tower can later assign a higher altitude as needed. VFR squawk codes are set automatically, in the range from 0201 to 0277.

VFR clearances are given in a similar format to an IFR clearance, except for the first part, which depends on what the aircraft wants to fly. Both traffic circuits and VFR routes are published on the airport's corresponding VFR chart, which can be found on our website.

Examples of a VFR clearance:

> LZKPR, cleared for right-hand traffic circuit, RWY 27, climb 2300 ft, squawk 0201
>
> LZKPR, cleared for left-hand traffic circuit, RWY 09, climb 2300 ft, squawk 0230
>
> LZKPR, cleared to leave Sofia Control Zone via V428 airway, RWY 27, climb 2300 ft, squawk 0246

All other elements, such as the ATIS information or confirming the readback, are the exact same as when giving an IFR clearance. Delivery must coordinate with Tower if anything out of the ordinary is needed, or during events when delays are likely.

Start-up

Unlike IFR, start-up for **small VFR aircraft can always be approved** by Delivery, with no previous coordination. This is because such small aircraft often cannot be powered solely on batteries for longer than a couple of minutes.

Once the aircraft is ready for taxi, Delivery transfers it to Tower as normal (or advisory). CDM does not apply to VFR aircraft. An example exchange, after clearance is given:

> **ATC:** LZKPR, readback correct, start-up approved, QNH 1023, report ready for taxi
>
> **Pilot:** LZKPR, ready for taxi
>
> **ATC:** LZKPR, contact Sofia Tower 118.255

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