

Issued: 3 September 2014

Publication of Edition 6 of CAP 493 'Manual of Air Traffic Services Part 1'

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	All Aerodrome Licence Holders
Air Traffic:	All ATS Providers and Training Colleges
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	All ATCOs

1 Introduction

- 1.1 In response to industry feedback concerning deficiencies within the Manual of Air Traffic Services (MATS) Part 1 (CAP 493), the manual has been republished as Edition 6. The most significant deficiency related to the referencing system implemented within Edition 5, which has now been rectified through the introduction of a common reference system.
- 1.2 The purpose of this Information Notice is to inform users of the common referencing system implemented within Edition 6.
- 1.3 **CAP 493** Edition 6 will be published on Thursday 4 September 2014, and will have an effective date of 16 October 2014.

2 CAP 493 Common Referencing System

- 2.1 CAP 493 is divided into Sections and Chapters. Each is numbered sequentially, beginning at 1. There is no change to the current section and chapter numbering system. However, as with Edition 4 and earlier editions of MATS Part 1, Chapters will be subdivided into numbered subject matter headings with numbered paragraphs that complement the subject matter heading. An example of this is:

1 Title

1.1 Text

1.2 Text

- 2.2 Where subject matter is further divided, each subdivision will contain a heading with an alphanumeric reference and associated paragraphs will follow this alphanumeric convention. An example of this is:

1A Sub-title

1A.1 Text

- 2.3 Where a list of information is provided, it will be presented as a numbered or alphabetic list within brackets, or a bulleted list depending on the layer of information and the context of the information being presented. An example of this is:

- (1) Text
- (2) Text etc.

When a list of information is presented within an existing list of information an alphabetic list will be presented as follows:

- (a) Text
- (b) Text etc.

Where a list of information is provided and either a numbered or alphabetic list might imply an inappropriate order or priority to the list, a bulleted list will be used as follows:

- Text
- Text etc.

- 2.4 Where notes are provided, these will be presented in the following format depending on whether they contain a single or multiple notes:

A singular note will appear as follows:

Note: Related text then follows in an un-numbered paragraph.

Multiple notes will appear as a numbered list as follows:

Note 1: Related text follows in a numbered paragraph.

Note 2: Related text follows in a numbered paragraph.

- 2.5 The contents of the index are arranged alphabetically by subject and subsequently by Section, Chapter (or Appendix) and paragraph.

3 Further Changes to CAP 493

- 3.1 In addition to the changes described above, numerous minor typographical errors have been rectified and editorial changes incorporated into Edition 6. More significant deficiencies will be addressed through the issuance of Supplementary Instructions following consultation with the CAA's Air Traffic Control Procedures and Phraseology Working Group in the normal manner.

4 Queries

- 4.1 Any queries or requests for further guidance as a result of this communication should be addressed to ats.enquiries@caa.co.uk or by post to:

The Editor, MATS Part 1
Safety and Airspace Regulation Group
Aviation House
Gatwick Airport South
West Sussex, RH6 0YR

5 Cancellation

- 5.1 This Information Notice will remain in force until 31 December 2014.