Acronyms

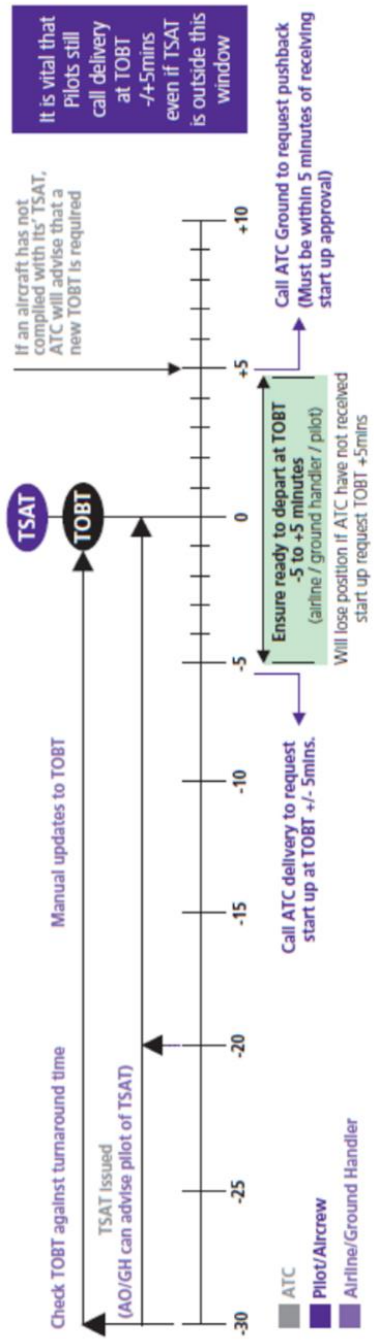
Abbreviation	Description
A-CDM	Airport Collaborative Decision Making
AIP	Aeronautical Information Publication
AOP	Airport Operations Plan
ATC	Air Traffic Control
ATFM	Air Traffic Flow Management
CTOT	Calculated Take-Off Time
EOBT	Estimated Off-Block Time
HADIP	Heathrow Aircraft De-icing Plan
SEGS	Stand Entry Guidance Systems
SID	Standard Instrument Departure
TOBT	Target Off-Block Time
TSAT	Target Start Approval Time

More information on AOP available here:

Further detailed information on AOP and local procedures including user guides and training can be found at: **heathrow.com/AOP**

Please email the team if you have any questions: **aop@heathrow.com**

Heathrow Departure Process



Ground Handlers Guide to Target Off-Block Time (TOBT) at Heathrow

What is TOBT?

The time an aircraft operator or ground handler expects to be ready to push back from stand, i.e. all doors closed, passenger boarding bridge removed, pushback vehicle in position and ready to depart.

Why is it so important?

A-CDM specifically depends on timely, accurate and reliable updates to the TOBT. Good quality TOBTs enable optimisation of airport infrastructure, runway throughput and resources. AOP dynamically advises the Network Manager (EUROCONTROL) of the aircraft's target take-off time and trajectory through airspace blocks to aid traffic demand management. Predictable and stable ground operations are key to reducing delays and optimising the use of airspace, and all Airport Users have an important role to play in this.

TOBT Guidance

Aircraft operators or their designated ground handlers are responsible for updating their TOBT with reference to ground handling progress and ensuring that flight crew are aware of the same.

TOBTs must represent a feasible and achievable time at which the aircraft is ready to push back, and must be kept updated throughout the aircraft turnaround process

If no TOBT is set, the EOBT (Estimated Off-Block Time) value will be automatically set as TOBT. Where TOBT updates result in a time later than EOBT + 15 minutes, the EOBT must also be updated to keep TOBT and EOBT in alignment. All parties should be aware that the EOBT is generated by filing a flight plan and must be updated in the same manner.

Flight crew must take note and adhere to the TOBT provided. They are expected to ensure that the flight is ready to leave the stand within TOBT +/- 5 minutes.

Flight crew must call ATC and state they are ready for start-up/pushback at TOBT +/- 5 minutes, regardless of any TSAT that may be issued.

If it is likely that the flight will not be ready to leave the stand at TOBT, the aircraft operator or ground handler must update the TOBT as early as possible. TSAT will improve with reference to the updated TOBT. A late TOBT update may lead to further delay of the aircraft departure time.

If at TOBT +5 minutes, ATC has not received a start-up request, the aircraft will lose its TSAT and may lose its position in the sequence. A new and updated TOBT must then be entered and a new TSAT will be issued.

DO NOT bring forward a TOBT that is within 10 minutes of the current time. The flight crew may still call ready at TOBT- 5 mins if ready early, but TOBT 'gaming' is unlikely to generate an earlier TSAT – it instead risks a later TSAT.

Flight crew should call ready at TOBT even if the flight has a TSAT delay. Any favourable changes to departure regulations as network delay improves are usually applied to TSATs, as tower controllers place the aircraft in the flight strip 'ready' bay once crew have called for start.

TSAT

TSAT (Target Start Approval Time) is the time provided by ATC that an aircraft is expected to receive start-up/pushback approval from ATC.

TSATs are generated 30 minutes prior to TOBT. The tower controller supervising the departure runway will continue to maximise the departure rate and the sequencing by manually adjusting the traffic mix of departing aircraft near the holding point.

TSAT and TOBT are displayed electronically on stand SEGS units if fitted. The flight crew will be informed of an ATC delay to TSAT in excess of more than 5 minutes. Aircraft operators and ground handlers may also choose to directly advise the flight crew of the revised TOBT/TSAT.

Aircraft De-icing

In accordance with Heathrow's de-icing plan, operators will enter the requirement for de-icing into AOP, which will ensure that de-icing resources are allocated appropriately. If the aircraft is to be de-iced remotely, operating companies should pass this information to pilots prior to pushback.

TOBT Considerations