



Advisory # **2019-A-061**

Subject: Gate Mix Change Procedure

From: Aviation Services

Contact: Marjorie Thompson, Marjorie.thompson@gtaa.com, 416-776-2794

Date: 2019-12-02

Please be advised that the process for the issuance of aircraft gate mix charts has been revised to provide 3 business days advance notice.

This will provide stakeholders time to update critical systems and brief teams of the anticipated changes.

GTAA Procedure G02-SOP-COOR-201 Gate Mix Changes V1.0 outlines these changes and has been provided with this Advisory.



**GREATER TORONTO AIRPORTS AUTHORITY
TORONTO PEARSON INTERNATIONAL AIRPORT**

Gate Mix Changes Procedure

- **PROCEDURE: G02-SOP-COOR-201 GATE MIX CHANGES V1.0**

Owner's Title: Associate Director

Owner's Division: Aviation Services

Owner's BU: Operations Delivery

Document Issued: 2019-11-15

Last Reviewed: 2019-11-15

Definitions

VDGS – Visual Guidance Docking System

Gate Mix – The document that outlines specific aircraft that can be gated on a determined gate and restrictions related to adjacent gates.

Anticipated Outcome

Definitive process for the issuance of a gate mix.

Exceptions

The 3 business day requirement to email the gate mix in advance of effective date is not required when related to a safety related concern or incident.

Note that no gate mix will become active on a Friday, Saturday or Sunday nor will one be issued in advance of a holiday.

Prerequisites

All work related to Apron construction on a gate or bridge must be completed. This includes line painting and VDGS programming and walk tests.

Works must be completed prior to a fit check being conducted.

Updates to gate placards must be completed before issuance.

Audience

Airside Coordination/ Construction Team, AVS Regulatory Team, AVS Day of Operations Team, Manager Aircraft Support Systems, Airline(s), Ground Handlers, ADTS Project Managers, Air Canada Gating Team

Procedure

- Changes to the gate mix will be identified as a result of one or more of the following:
 - Planned capital and/ or restoration projects;
 - Modification to stand and/ or related facilities;
 - Changes to aircraft fleets;
 - Annual review
- Once identified that a change is required and all associated work to identified gate is completed an aircraft Fit Check or Facility Validation will be carried out. Should safety related mitigation be required, that must be complete before a change to the gate mix can be carried out.
- Communication of the changes will be emailed out to all identified parties via group email distribution group (ZZL-Gate Mix Charts). There will be a minimum of 3 business days before a gate mix will become active. This time frame has been identified to update gating systems and gating teams.
- The Manager, Aircraft Support Systems will be contacted via phone to ensure VDGS programming is in place.

Related Documents

Title	Number
Applicable Gate Mix	

Version History

Version	Date	Changes	Approved by	Documentation
V1.0	Nov15'19	Update from SOP 02.00.00.00	M. Thompson	