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FIFA WORLD CUP QATAR 2022 FIXED WING GENERAL AVIATION / BUSINESS AVIATION FLIGHT OPERATIONS

1 PRE-FLIGHT BRIEFING

1.1 All fixed wing General and Business Aviation flights during FWC2022 will operate through Doha International airport (OTBD). For all GA/BA flights it is mandatory to obtain a slot. The Slot Application process is in AIP SUP 19/2022 – www.caa.gov.qa. Penalties apply for non-adherence to the entire or parts of the slot process.

2 GROUND OPERATIONS

2.1 FOLLOWING OPERATIONAL PROCEDURES WILL BE APPLICABLE FOR ALL GENERAL AND BUSINESS AVIATION FLIGHTS:

2.1.1 **Passenger Handling:** All passengers will be processed through a dedicated facility. The facility is designated as the Premium Terminal.

2.1.2 **Short stay / Turnaround:** Up to 60 minutes ground time

2.1.3 **Long stay:** A stay of over 60 minutes ground time (requires prior approval of the Airport Operator).

2.2 ARRIVAL PROCEDURES:

2.2.1 Short stay / Turnaround

- a. Aircraft will be allocated in the designated parking positions around the Premium Terminal. Depending on demand, parking positions in the adjacent aprons may also be assigned (West Apron) www.caa.gov.qa.
- b. Follow-me guidance and marshalling services will be provided by the Airport Operator.
- c. To facilitate stand availability, Operators are required to advise service requirements to the established Ground Handling Agent (Qatar Aviation Services) at OTBD during the Ground Handling Confirmation Number application process (see AIP SUP 19/2022). Late, or non-submission of service requirements may result in denial or delayed aircraft servicing.

2.2.2 Long stay

- a. Aircraft will be initially assigned a parking position adjacent to the Premium Terminal on the West Apron.
- b. Once passengers disembark, aircraft will be repositioned to a non-standard parking position in the East Apron. To expedite the process, pilots must remain on board and the aircraft will taxi under own power to the East Apron. www.caa.gov.qa
- c. Follow-me guidance is mandatory for aircraft repositioning and will be provided along with marshalling services by the Airport Operator.
- d. No aircraft servicing shall take place on the temporary parking position on the West apron. All ground services may be provided after the aircraft reposition or prior to the scheduled departure, whichever is more appropriate to meet servicing requirements. To ensure availability of ground resources, Operators are required to advise service requirements (including maintenance and/or aircraft preparation for long stay) to the established Ground Handling Agent (Qatar Aviation Services) at OTBD during the Ground Handling Confirmation number application.
- e. For safety and security purposes, access to aircraft during long stay may be restricted. Crew are advised to contact the Ground Handling Agent to get exceptional approval in case access to the aircraft is required.

2.2.3 Departure procedures

- a. Crews are required to report to the Premium Terminal at least 2.5 hours prior to the Scheduled Time of Departure.
- b. All services (fueling, catering, potable water, etc.) shall be completed at the East Apron parking positions.
- c. In order to ensure expeditious and timely departure as well as the comfort of passengers, repositioning of the aircraft to the West Apron is highly recommended. The Airport Operator will coordinate with the Ground Handling Agent for the stand allocation.
- d. The airport operator will provide Follow-Me guidance and Marshalling services.
- e. Repositioning of the aircraft to the West Apron under own power shall commence maximum 45 minutes prior to the Scheduled or Estimated Time of Departure. Repositioning shall only commence upon confirmation of the below:
 - i. Passengers are ready to embark at the Premium Terminal.
 - ii. A departure slot has been obtained and a matching Flight Plan is approved and active.

3 CONTACT DETAILS

Office: Qatar Slot Coordination
Phone: (+974) 40103974 / 40103975 / 40103976
Email: slots@qatarcoordination.com.qa

Handling: Qatar Aviation Services
Phone: (974) 4010 4252 / (974) 4010 4245
(974) 3339 0471 (OTBD DUTY MANAGER)
(974) 6615 4970 (OTBD DUTY OFFICER)
(974) 3346 3773 (OTBD DUTY SUPERVISOR)
Fax: (974) 4022 5302
Email: dutymanagers@qataraviation.com , opscontrol@qataraviation.com

Fuel: Qatar Jet Fuel Co. (QJET)
Phone: (974) 4010 7241 / (974) 4010 7236
(SUN - THU 0300-1200 UTC)
Email: receiving@qjet.com.qa , info@qjet.com.qa

4 VALIDITY

4.1 Valid from 18 Nov 2022 until 20 Dec 2022.

5 UPDATES

5.1 Operators are advised to monitor NOTAM for updates.

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