



## S1 Position Overview

September 2025

### ***Position Overview***

Sofia Delivery (DEL) is responsible for managing all departing aircraft at LBSF prior to engine start-up. The primary duty of the Delivery controller is to issue IFR clearances, verify the validity of filed flight plans, and ensure that pilots understand their assigned Standard Instrument Departure (SID) procedures.

Sofia Delivery manages aircraft located at stands and apron areas that have not yet started engines or received start-up clearance. The controller is not responsible for taxi or runway operations. These are handled by Tower.

While Tower is responsible for start-up clearance, runway assignment, and movement coordination, the Delivery controller is tasked with ensuring that flight plans are valid and are adequate to current AIRAC cycle, the assigned SIDs are appropriate for the aircraft type, destination, and route and that the aircraft departs using correct procedures in compliance with local regulations.

If no Tower or higher ATC position is online, the Delivery controller assumes responsibility for choosing the active runway based on wind, NOTAMs, noise abatement procedures, and operational constraints. Runway 09 is the preferred departure runway; however, when the wind is calm or light tailwind is present (up to 5 knots), runway 27 may be preferred due to traffic patterns and approach configuration.

Delivery controllers should select the active runway(s) in the "Active Airport/Runway Selector" dialog in EuroScope and coordinate the runway usage with other online positions.

The Delivery controller may also be required to prepare the ATIS using vATIS, unless a higher controller has already done so.

## ***Duties and procedures***

Upon initial contact, pilots will typically request their IFR clearance. The standard format for issuing a clearance is:

**Pilot:** Sofia Delivery, LZB972, request IFR clearance to Varna.

**ATC:** LZB972, cleared to Varna via GOL3H departure, runway 09, initial climb FL230, squawk 4701.

**Pilot:** Cleared to Varna via GOL3H departure, runway 09, initial climb FL230, squawk 4701, LZB972.

**ATC:** Readback correct. For start-up clearance, contact Sofia Tower 118.100.

Note: This is standard IFR clearance. After coordination with other positions you may give to the aircraft radar vectors or any heading after departure instead of SID, other initial climb (without coordination should be FL240 for westbound aircraft and FL230 for eastbound in Sofia .It is mandatory to check if you select the runway and SID from departure list (First you select the runway and after this the SID). Before you gave the ATC clearance to an aircraft you have to check if the filed flight level is correct, even for westbound and odd for eastbound.

If there is no higher position online, the pilot must monitor the advisory frequency or UNICOM on 122.800 after gaining his ATC clearance.

An ATC clearance must include the departure runway (based on coordination with Tower or weather), the assigned SID (must match runway and aircraft capabilities), initial climb level (typically FL230 eastbound or FL240 westbound, unless coordinated otherwise) and assigned squawk code.

The squawk codes assigned LBSF are in the range from 4701 to 4777 for IFR aircraft and 0201 to 0277 for VFR aircraft.

## **VFR**

Sofia Delivery is also responsible for giving out departure information to VFR aircraft departing from LBSF. Sofia Tower is responsible for giving out start-up and VFR clearance to such aircraft.

Here is an example exchange with a VFR aircraft which is aware of the procedures and expects just departure information:

**LZKPR:** Sofia Delivery, hello, LZKPR, information A on board, requesting departure information for VFR departure.

**LBSF\_DEL:** LZKPR, Sofia Delivery, hello, information A is correct, runway 09 in use, for startup contact Sofia Tower on 118.1.

**LZKPR:** Runway 09 is in use, for startup contact Sofia Tower on 118.1, LZKPR.

And another exchange where the pilot asks delivery for VFR clearance:

**LZKPR:** Sofia Delivery, hello, LZKPR, information A on board, requesting clearance for VFR departure to Lesnovo.

**LBSF\_DEL:** LZKPR, Sofia Delivery, hello, expect clearance at the runway holding point, information A is correct, runway 09 in use, for startup contact Sofia Tower on 118.1.

**LZKPR:** Roger, runway 09 is in use, for startup contact Sofia Tower on 118.1, LZKPR.