



Phraseology

Virtual
Pilots & ATC
Common Mistakes

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Standard Phraseology...

- Keep communication clear, compact, simple... to reduce the possibility of confusion or misinterpretation to a minimum.
- Use standard expressions as much as you can
- always readback

**the only valid clearance is
a correct readback**



Standard Phraseology...

- use standard phraseology
- don't tell your life story
- keep it short and simple
- frequency occupation time !!!

~~“you are”~~

~~“please”~~

~~“you can”~~

...



Standard Phraseology...

- use correct ICAO phraseology !!

~~“you are” “please” “euh euh”~~

~~“you can” “who is calling”~~

~~“copied” “copy” “copy that”~~

~~“if you want you can”~~

~~“climb and maintain”~~

~~“pass your message” (this is UK only !)~~

...



Standard Phraseology...

“I heard it on my radio
so it is correct phraseology !!??”

WRONG!

- every controller has his/her own dialect after years of radio telecommunications
- your radio is not an official document
- ICAO defines correct “language” in doc 4444



Standard Phraseology...

“BAF601 you can descent to FL120”

WRONG!

“please turn left to heading 090”

“if you want you can proceed to FLORA”

you are giving instructions !!

“descent to FL120”

CORRECT!

“turn left heading 090”

“direct to FLORA”

give 2 instructions in the same amount of time



Callsigns

- Full callsigns
 - use on initial contact
- Abbreviated callsigns
 - use only after satisfactory communication has been established
 - only after being addressed in this manner by the aeronautical station (atc)



Callsigns – Full Callsigns

- registration markings of the aircraft
 - OOFWA OONZH OODJF
 - N737NG
 - OO123
 - G04



Callsigns – Full Callsigns

- telephony designator of the aircraft operating agency, followed by the flight identification
 - BAW394 JAF6114 AAL88
 - DLH07J WZZ409W BRT57NL
 - BAF601

“Speedbird Three Niner Four”



Callsigns – Full Callsigns

- Use the ICAO designator of the aircraft operator

- SAB204 BAW394

- JAF6114 AAL88

CORRECT

- Do NOT use the IATA designator
(those are used for luggage and by tour operators
not for flightplans !)

- SN204 BA394

- KL123 LH1RH

WRONG !



Callsigns – Full Callsigns

- Operational Air Traffic – special callsigns
 - NATO12 Awacs Geilenkirchen
Awacs tactical callsign: MAGIC
 - ALLIED1
 - VIPER1
 - WARTHOG1
 - MATRIX81B
- A01 Airforce 1



Callsigns – Abbreviated Callsigns

- First character of the registration + at least the last two characters
 - OOFWA OWA
 - OO123 O23
 - N57826 N26
- name of aircraft manufacturer or model in place of the first character
 - OOFWA Robin WA
 - N57826 Cessna 26



Callsigns – Abbreviated Callsigns

WRONG!

CORRECT

OOFWA

FWA
OOA

OWA

N123TW

TW
N123
NW

NTW



Frequency

- ALL 6 digits shall be pronounced
 - 134.050 one three four
 decimal zero five zero
 - 121.875 one two one
 decimal eight seven five
 - 128.450 one two eight
 decimal four five zero
- except when 5th and 6th digit are zero
 - 131.100 one three one decimal one
 - 118.600 one one eight decimal six
 - 125.000 one two five decimal zero



Default squawk code

Use these squawk codes as default if no squawk code has been assigned by ATC:

- IFR flight:
 - 2000 default ICAO
- VFR:
 - 7000 default ICAO
 - 0021 Germany below 4500ft
 - 0022 Germany above 4500ft
 - 1200 default in the U.S.A. (FAA)



Default squawk code

- IFR Belgium: **CORRECT**
 - 2000 default
 - 1000 default for Mode S equip. at BRU (ref. AIP Belgium)
- VFR Belgium:
 - 7000 default

All others: 1200 0021 0022 **WRONG!**



Clearance Request

“BAW394, request clearance”

WRONG!

always include:

- callsign
- ATIS information
- position

“BAW394,
information Hotel,
stand 231,
request clearance to London Heathrow

CORRECT!



Clearance available

“BAW394, clearance available”

WRONG!

“BAW394, ready to copy clearance?”

“BAW394, clearance”

CORRECT!



Delivery



“you are cleared to _____
via the _____ departure,
runway in use _____,
squawk code _____ initially climb to _____”

WRONG!

~~“you are” “the” ...~~

“<cs> cleared to _____
via _____ departure
squawk _____”

CORRECT!



Delivery



The SID chart contains:

- runway
- initial altitude (if defined)

But, as pilots on IVAO don't always have charts, it is acceptable to include these in the clearance:

“<cs> cleared to _____
via _____ departure,
runway _____,
(climb FL _____),
squawk _____”

CORRECT !



Delivery – Brussels style ...



At Brussels the startup approval is also given:

“<callsign>, information _____
startup approved,
cleared to _____
via _____ departure,
squawk _____”

Taxi

“ready for taxi”

WRONG!

“request taxi”

CORRECT!

good practise: add your location !

“BAW123, R4, request taxi”

“taxi to holding point B1 runway 25R
via R4, outer-7, qnh 1021”



Takeoff

“request takeoff”



“ready for takeoff”

ofcourse you want to takeoff..
unless you want to walk...

“B1, ready for departure”

good practice to report your position (the holding
point / intersection) and status



Take-off Clearance



“the wind 253 at 8 knots
you are cleared for takeoff”

WRONG !

~~“the wind” “you are” “at”~~

wind direction:

always round to nearest 10

“wind 250 degrees 8 knots
cleared for takeoff runway 25R”

CORRECT !



Takeoff – Pilot Readback



“copy the winds”

“wind copied”

no readback of wind information !

WRONG !

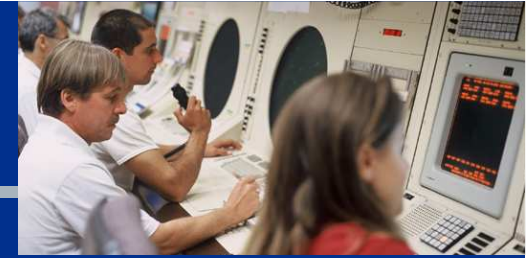
“cleared for takeoff runway 25R”

always readback takeoff clearance,
INCLUDING the runway

CORRECT !



Climb Out...



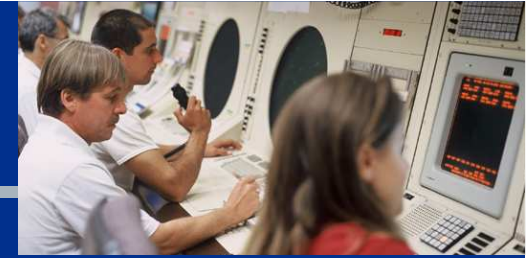
- On initial contact:
 - full callsign
 - altitude
 - clearance
 - SID

“KLM1722,
passing 3000 feet
climbing to FL60,
HELEN 3 CHARLIE departure”

CORRECT



Flightlevel – Feet ...



“FL 3000” “FL 20”

“9000 feet”

- Altitudes **below TL** in **feet**.
- Altitudes **above TA** in **flight levels**.

WRONG !

“3000ft” “2000ft”

“FL90”

CORRECT !

- In Brussels FIR TA is always 4500ft



Enroute...



“request climb to FL_____”

WRONG !

“request descent to FL_____”

ATC decides on the FL to climb/descent
as a pilot you are unaware of any
conflicting traffic, restrictions or
requirements

“request climb”

CORRECT !

“request descent”



Enroute...



- On initial contact:
 - full callsign
 - position
 - altitude
 - clearance

“RYR927T,
1 5 (one five) nm inbound BATTY,
passing FL230
descending to FL220”

CORRECT



UNICOM

“Contact UNICOM 122.8”

DO NOT USE !

“Switch to UNICOM 122.8”

- UNICOM is not an active atc position you cannot ‘contact’ unicom

“Radar Service Terminated

CORRECT !

Frequency change approved”

or simply

“Frequency change approved”



Landing Clearance



“the wind 253 at 8 knots
you are cleared to land”



~~“the wind” “you are” “at”~~

wind direction:
always round to nearest 10

“wind 250 degrees 8 knots
cleared to land runway 02”



Readback



“copy the winds”

“wind copied”

no readback of wind information !

WRONG !

“cleared to land runway 02”

always readback landing clearance,
INCLUDING the runway

CORRECT !



Taxi Instructions

“cleared to taxi to ...”

WRONG!

“taxi to apron 1 north”

- not a clearance but an instruction
- always give a complete taxi instruction including gate/stand number

“taxi to ____ via ____”

CORRECT!

“taxi to stand 161 via outer-8 and R4”



Taxi Instructions

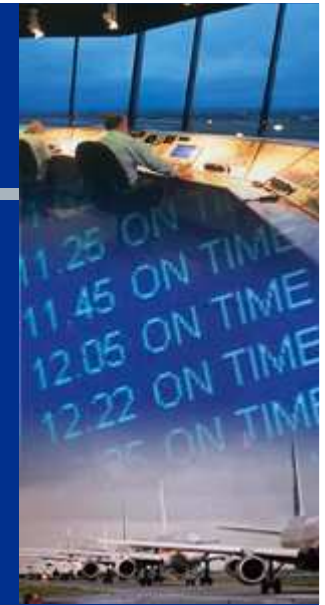
- if pilot has no charts onboard:

“request taxi to stand of choice”

“ request detailed taxi instructions”

“taxi to stand of choice”

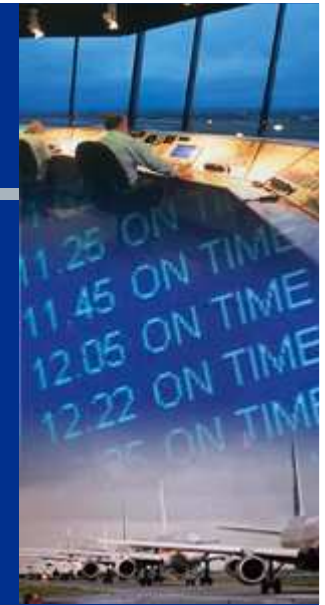
“taxi own discretion”



CORRECT !



Runway Crossing



- if runway crossing is required:

“request to cross runway _____”

“cleared to cross runway 02”

WRONG !

runway crossing is a instruction not a clearance:

“cross runway 02”

CORRECT !

“cross runway 02, report vacated”

At the gate...



“Flight Plan Closed”

DO NOT USE !

- flight plan is automatically closed upon landing

VFR:

- pilot is responsible for closing flightplan (to avoid SAR)



At the gate...



“Shutdown Approved”

DO NOT USE !

- ATC is not responsible for engine shutdown
- Pilot is responsible for engine shutdown



At the gate...



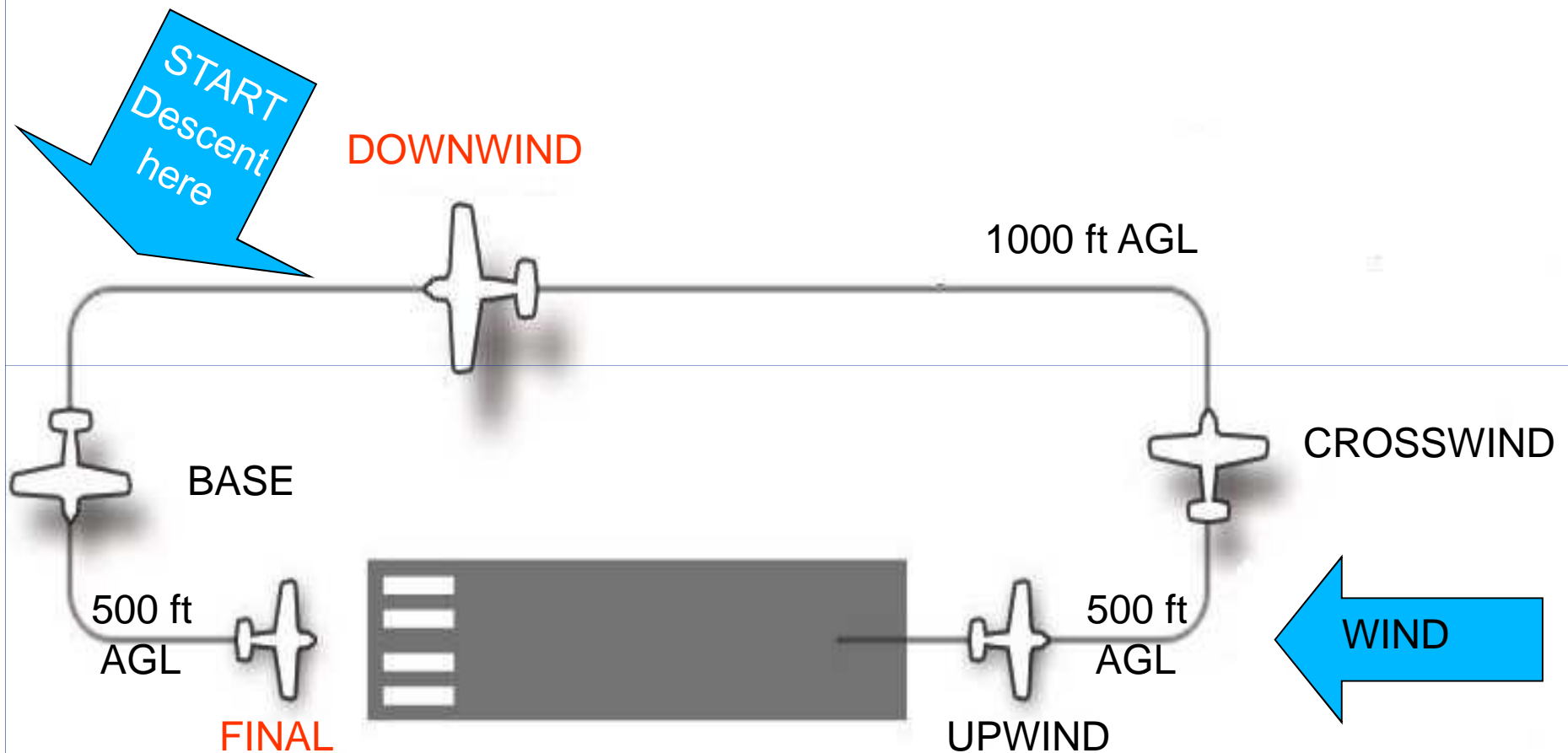
“Frequency change approved”

CORRECT!

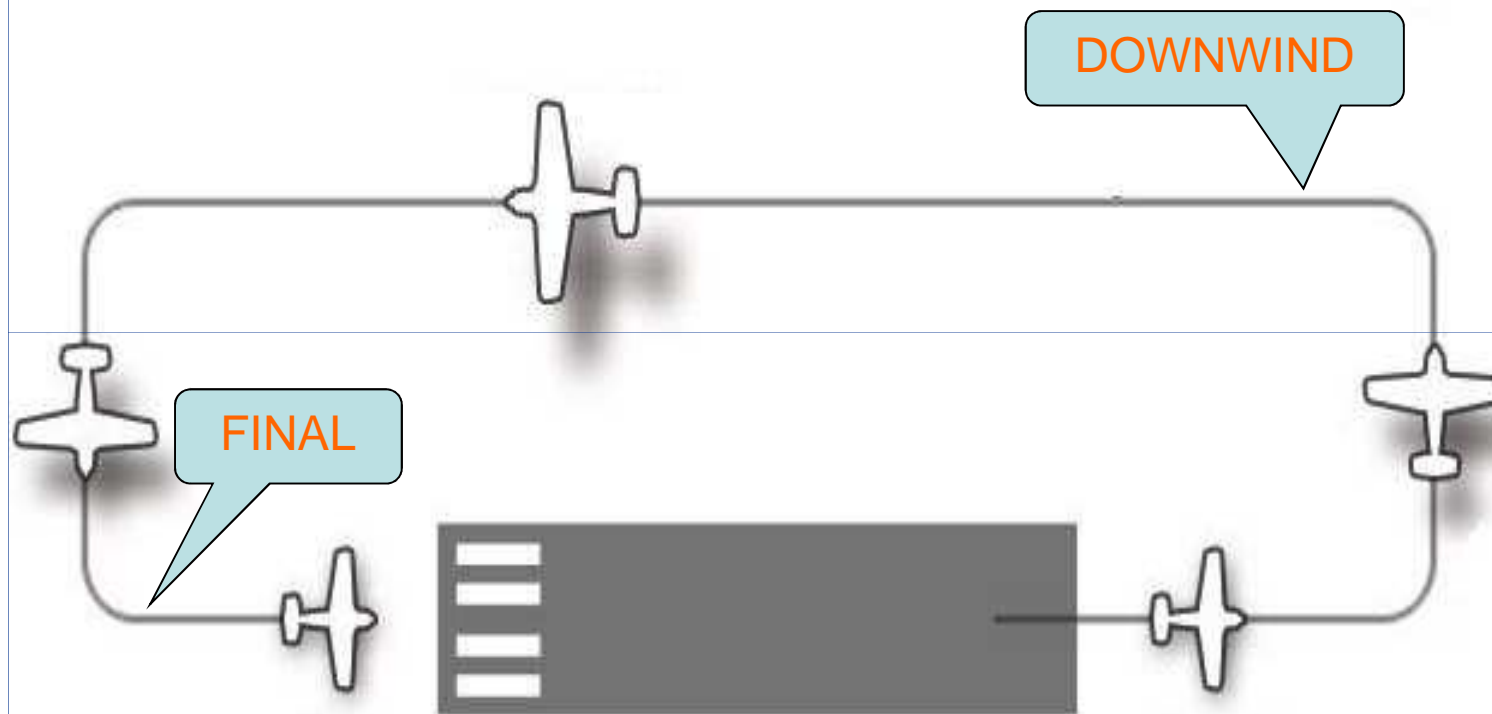
- Pilot may leave the frequency
- Good practice:
 - Transponder: set default squawk code (2000)



VFR Traffic Pattern

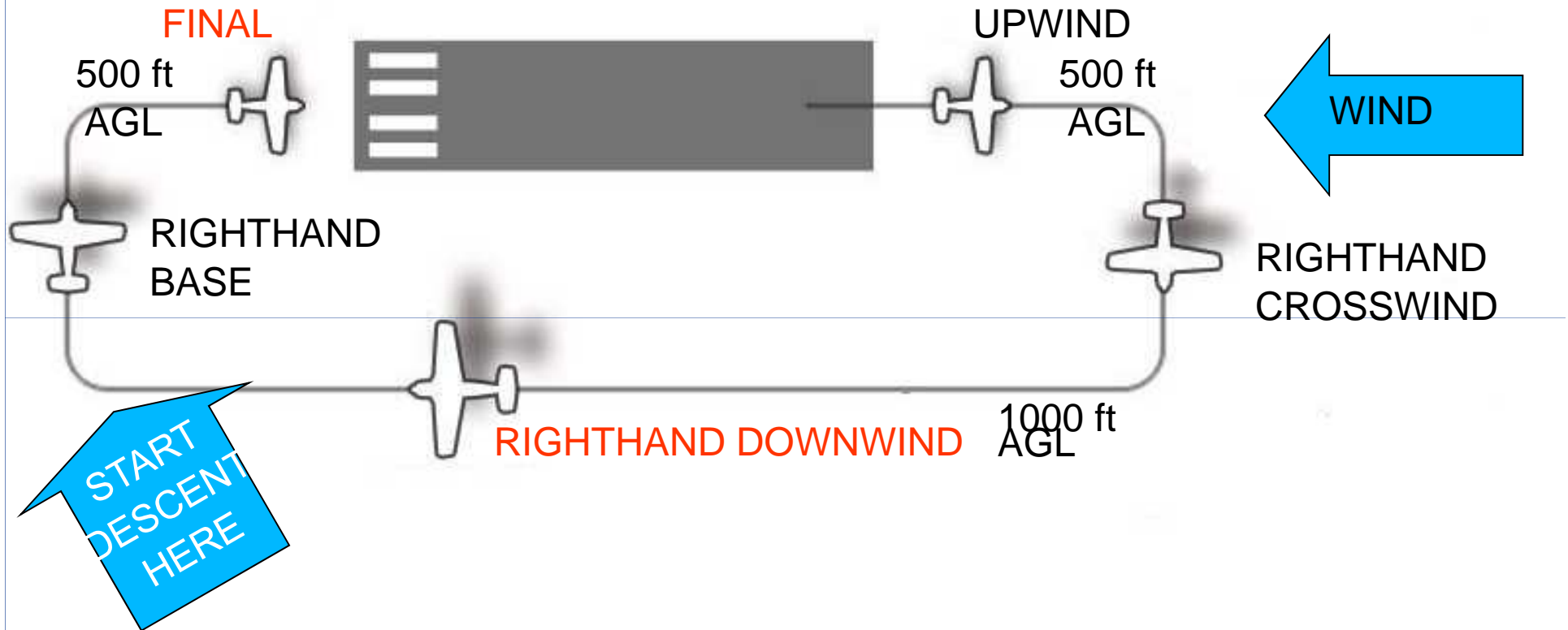


VFR Reporting Points

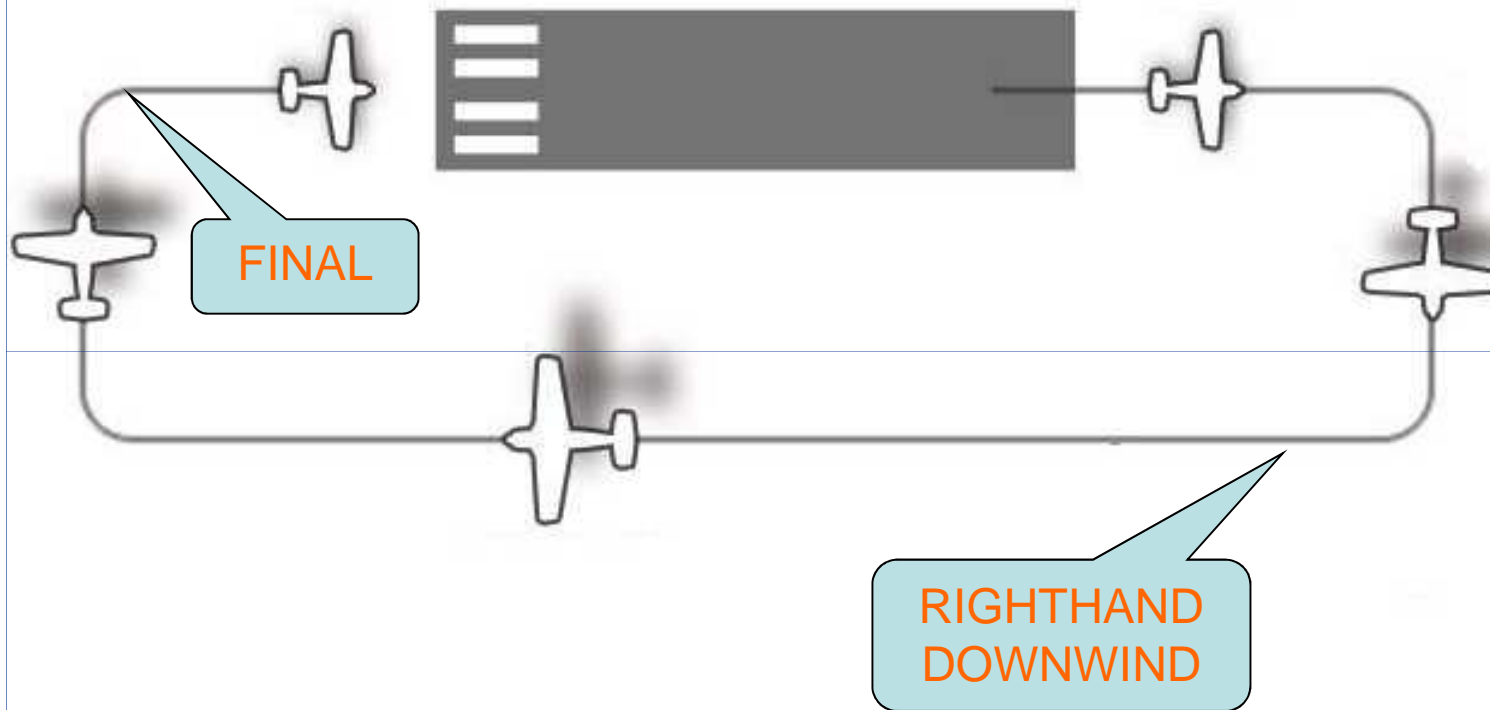


always report FINAL and DOWNWIND

VFR Traffic Pattern – Righthand Circuit



VFR Reporting Points



always report **RIGHTHAND DOWNWIND** and **FINAL**

VFR Reporting Points

WRONG!

LEFTHAND DOWNWIND

CORRECT

DOWNWIND



VFR Reporting Points

“Lefthand downwind”

DO NOT USE !

“Lefthand base”

- Standard circuit always **left turns**.
- Do not say “lefthand downwind”
pilots when confused they will remember
they heard two words: ‘righthand downwind’ ?

“Downwind”

CORRECT !

“Base”

- 1 word → left turns

