



VFR PHRASEOLOGY

1. Introduction

1.1. What is phraseology?

The phraseology is the way to communicate between the pilot and air traffic controller. This way is stereotyped and you shall not invent new words.

As a pilot, you must repeat the air traffic controller clearances you received. That's called the read back procedure. It's a mandatory procedure except when pilot is in emergency and he has no time to read back or when pilot's radio is broken.

1.2. Basic Rules

An ATC must start all messages with the callsign of the destination aircraft. A pilot usually ends all messages with his callsign (especially for read-back).

The following words may be omitted from transmissions provided that no confusion or ambiguity will result:

- “Surface” in relation to surface wind direction and speed
- “Degrees” in relation to radar headings
- “Visibility”, “Clouds” and “Height” in meteorological reports
- “Hecto Pascal” when giving pressure settings

The use of courtesies should be avoided.

The word “IMMEDIATELY” should only be used when immediate action is required for safety reasons.

1.3. Advice for VFR pilots

If any traffic controller is in charge of your airfield, as a VFR pilot, **you must read his ATIS** (Automatic Terminal Information Service) which contains basic elements as:

- Weather information (METAR) including QNH value
- Runway in use
- Transition altitude / transition flight level
- Other information applicable for your VFR flight (if present)
- Information letter



You must check the weather using METAR and TAF information of the airfield or a nearby one, if your airfield has no weather station.

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1.4.Information

In this document, we use the following convention:

- VFR Pilot call sign is **F-GLRA**. Short pilot call sign can be used as **F-RA** by ATC.
- ATC position is located at **Faircity** airfield.
- The sign  before the text means that is the pilot sentence.
- The sign  before the text means that is the ATC sentence.

The ATC is the one that may start using the short call sign. Only thereafter the pilot shall use it as well.

2. Transmitting technique






The following transmitting techniques will assist in ensuring that transmitted speech is clear and satisfactorily received:

1. **before transmitting, listen out on the frequency** to be used to ensure that there will be no interference with a transmission from another station
2. use a normal conversational tone, and speak clearly and distinctly
3. maintain the speaking volume at a constant level
4. **a slight pause before and after numbers** will assist in making them easier to understand
5. **avoid using hesitation sounds** such as "er"
6. be familiar with the microphone operating techniques, particularly in relation to the maintenance of a constant distance from the microphone
7. **depress the transmit switch fully before speaking and do not release it until the message is completed**

We give you a specific advice for the use IVAO voice server. After switching to a new channel using voice server, be aware that you never hear the current speaking person.
Always wait 3/5 second minimum, before transmitting your message.

3. Delivering the VFR clearance and taxi

3.1.Outbound flight with no restrictions

Pilot 	ATC 
 F-GLRA, Cessna C172, at the general aviation apron, with information Delta , request taxi for VFR flight destination HighVilla	
	 F-RA, squawk 7006, taxi holding point runway 23 via taxiway Alpha
 squawk 7006, taxiing holding point runway 23 via taxiway Alpha, F-RA	

When VFR pilot approach the holding point of the active runway:

Pilot ✈️	ATC 🚦
✈️ holding point runway 23, ready for departure F-RA	
	🚦 F-RA, contact Faircity Tower, 118.3
✈️ Contact Faircity Tower, 118.3	

3.2. Outbound flight with a VFR departure published

Pilot ✈️	ATC 🚦
✈️ F-GLRA, Cessna C172, at the general aviation apron, with information Delta , request taxi for VFR flight destination HighVilla	
	🚦 F-RA, exit via SE3 departure, squawk 7006, taxi holding point runway 23 via taxiway Alpha
✈️ Exit via SE3 departure, squawk 7006, taxiing holding point runway 23 via taxiway Alpha, F-RA	

When VFR pilot approach the holding point of the active runway:

Pilot ✈️	ATC 🚦
✈️ holding point runway 23, ready for departure F-RA	
	🚦 F-RA, contact Faircity Tower, 118.3
✈️ Contact Faircity Tower, 118.3	

Note: the VFR departure route is in the example SE3.
 You can replace SE3 Departure with a simple exit point like SE. It depends of your local regulation and published procedures.

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3.3. Flight for aerodrome circuit pattern

Pilot ✈️	ATC 🛩️
✈️ F-RA, Cessna C172, at the general aviation apron, with information Delta, request taxi for circuit patterns	
	🛩️ F-RA, squawk 7006, taxi holding point runway 23
✈️ squawk 7006, taxi holding point runway 23, F-RA	

Note: ATC can give the circuit parameter in the clearance. Parameters are left/right hand pattern, altitude to maintain, any specific restriction to follow.

Pilot ✈️	ATC 🛩️
	🛩️ F-RA, right hand pattern, 1400 feet, squawk 7006, taxi holding point runway 23.
✈️ right hand pattern, 1400 feet, squawk 7006, taxi holding point runway 23, F-RA	

3.4. Helicopter taxi

Many helicopters cannot taxi on their wheel. The helicopter taxi procedure is to fly some meter high over the ground surface (taxi, apron, grass...) to the destination point. The term “air-taxi” shall be used” in place of “taxi”.

Pilot ✈️	ATC 🛩️
✈️ F-RA, Bell Helicopter, at the general aviation apron, with information Delta, request air-taxi to the fuel station	
	🛩️ F-RA, air-taxi to the fuel station.
✈️ air-taxi to the fuel station, F-RA	

4. Line-up and Taking off

Controllers should not transmit to an aircraft during take-off, initial climb, the last part of final approach or the landing roll, unless it is necessary for safety reasons, as it may be distracting to the pilot at a time when the cockpit workload is at its highest.

4.1. Take-off after a line up

Pilot ✈️	ATC 🚦
✈️ F-RA, Faircity Tower, holding point runway 23, ready for departure	
	🚦 F-RA, line-up runway 23 and wait.
✈️ Line-up runway 23 and wait, F-RA (after a moment)	
	🚦 F-RA runway 23, cleared for take-off, wind 110 degrees 8 knots
✈️ Runway 23, cleared for take-off, F-RA	

4.2. Direct take-off with a report over VFR point

Pilot ✈️	ATC 🚦
✈️ F-RA, Faircity Tower, holding point runway 23, ready for departure	
	🚦 F-RA, report over SE , runway 23, cleared for take-off, wind 110 degrees 8 knots
✈️ will report over SE, Runway 23, cleared for take-off, F-RA	

4.3. Other position reports

For circuit patterns:

Pilot ✈️	ATC 🚦
	🚦 F-RA, report left hand downwind, runway 23, cleared for take-off, wind 110 degrees, 8 knots
✈️ Will report left hand downwind, Runway 23, cleared for take-off, , F-RA	

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For an exercise that needs to fly over airfield:

Pilot ✈	ATC 🛩
✈ F-aircity Tower, hello, holding point A runway 23, F-RA	
	🛩 F-RA, report over airfield, 2000ft, line-up runway 23, cleared for take-off, wind 270 degrees 10 knots
✈ Will report over airfield 2000ft, Runway 23 cleared for take-off, F-RA	

5. Level instructions

Levels instructions may be reported as altitude, height or flight levels according to the phase of flight and the altimeter setting.

5.1. Reported flight level requested by ATC

Pilot →	ATC 🛩
	🛩 F-RA, report passing 1500 feet
→ F-RA, Wilco	
	(after some time)
→ F-RA, passing 1500 feet	

5.2. Level change

Pilot →	ATC 🛩
	🛩 F-RA, climb to 2000ft
→ climbing to 2000ft, F-RA	

Pilot →	ATC 🛩
	🛩 F-RA, descend to 1200 feet
→ descending to 1200 feet, F-RA	

Level change using conditional clearance:

Pilot →	ATC 🛩
	🛩 F-RA, after passing NCS NDB, descend to 1500 feet
→ after NCS NDB, descend to 1500 feet, F-RA	

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Once having been given an instruction to climb or descend, a further overriding instruction may be given to a pilot

Pilot →	ATC ↓
	↑ ◀ F-RA, continue climb 3000 feet
→ ◀ climbing to 3000 feet, F-RA	

Occasionally, for traffic reasons, a higher than normal rate of descent (or climb) may be required in order to free the higher flight level left.

Pilot →	ATC ↓
	↑ ◀ F-RA, expedite decent to 1000 feet
→ ◀ expediting descent to 1000 feet, F-RA	

As a pilot if you are unable to follow the expedite clearance you shall report that to ATC:

Pilot →	ATC ↓
→ ◀ unable to expedite, F-RA	

5.3. Maintaining level or stopping level change

Pilot →	ATC ↓
	↑ ◀ F-RA, maintain 2000 feet
→ ◀ maintaining 2000ft, F-RA	

Once having been given an instruction to climb or descend, a further overriding instruction may be given to a pilot:

Pilot →	ATC ↓
	↑ ◀ F-RA, stop descent at 2000 feet
→ ◀ stopping descent at 2000 feet, F-RA	

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6. VFR departure

VFR pilots should report when they are leaving the area of jurisdiction of the ATC unit.

6.1. VFR traffic leave the area

Pilot ✈️	ATC 📣
✈️ F-RA, passing the control boundary	
	📣 F-RA, Frequency change approved, monitor UNICOM 122.8
(or)	
	📣 F-RA, Contact Faircity Information 125.525
✈️ 125.525, F-RA,	

6.2. Special VFR traffic leaving procedure

Special VFR will be cleared to leave the control zone in accordance with established procedures.

Pilot ✈️	ATC 📣
	📣 F-RA, Leave control zone special VFR via route Whiskey, 3000 feet or below, report W1
✈️ Leave control zone special VFR, via route Whiskey, 3000ft or below, will report W1, F-RA	

6.3. VFR exit at a specific point

Pilot ✈️	ATC 📣
✈️ Reaching SE, F-RA,	
	📣 F-RA, Frequency change approved, monitor UNICOM 122.8
✈️ Frequency change approved, monitor UNICOM 122.8, F-RA	

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7. Flight in the air in the airfield control zone

VFR flights, when handled by tower or approach control, may be passed information on relevant know traffic in order to assist the pilots in maintaining their own separation.

1.1. Traffic information

Pilot ✈	ATC ↑
✈ Over airfield, F-RA	
	↑ ✈ F-RA, traffic Cessna 208 at 1 o'clock 1 miles from left to right 1400feet
✈ Cessna 208 in sight, F-RA	

7.1. VFR Transit

Pilot ✈	ATC ↑
✈ Faircity Tower, F-GLRA, a Cessna C172 from HighVilla to GlobalTown, Delta information, 2000ft, 1 minute over SE, requesting to transit via SE	
	↑ ✈ F-RA, transit via SE, SA, over airfield then WA, report over airfield
✈ Will transit via SE, SA, over airfield, WA, and will report over airfield, F-RA	

Transit when VFR pilot is over Airfield:

Pilot ✈	ATC ↑
✈ Over airfield, F-RA	
	↑ ✈ F-RA, report over WA
✈ Will report over WA, F-RA	

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8. VFR Arrival in terminal area (APP)

Depending on the procedures in use, the pilot of an arriving VFR flight may be required to establish contact with the approach control unit and request instruction before entering its area of jurisdiction.

VFR pilot should acknowledge if ATIS has been received.

Pilot ✈️	ATC 🗣️
✈️ Faircity approach, F-GLRA	
	🗣️ F-GLRA, Faircity approach, hello.
✈️ F-GLRA, PA28 VFR from Highvilla to Faircity, 2000ft, over Sierra, information Golf	
	🗣️ F-RA, cleared to Faircity VFR QNH 1012, traffic southbound Cherokee 2000 feet, 4 miles, 2 o'clock
✈️ Cleared to Faircity VFR QNH 1012, traffic in sight, F-RA	
	🗣️ F-RA, report aerodrome in sight
	(after a while)
✈️ F-RA, aerodrome in sight	
	🗣️ F-RA, contact tower 118.5
✈️ 118.5, F-RA	

9. VFR Arrival in the controlled zone (TWR)

VFR pilot should acknowledge if ATIS has been received during first contact.

9.1. Join aerodrome circuit from VFR entry point

Pilot ✈️	ATC 🗣️
✈️ Faircity Tower, F-GRLA Cessna C172, 10 Miles North, 2500 feet, information Bravo, for landing	
	🗣️ F-RA, join Right Hand downwind runway 23, wind 330 degrees 10knots, QNH 1012
✈️ Will join Right Hand Downwind runway 23 QNH 1012, F-LA	

9.2. Join VFR point from another by request from ATC

Pilot ✈️	ATC 🗣️
✈️ Faircity Tower, F-GLRA, A Cessna C172	

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from HighVilla, over SE, 2000ft with information Delta, for landing	
	↑ ◀ F-RA, report over SA
✈ ◀ Will report over SA, F-RA	

9.3.VFR straight-in approach

Pilot ✈	ATC ↑
✈ ◀ Faircity Tower, F-GLRA, A Cessna C172 from HighVilla, over SE, 2000 ft with information Delta, for landing	
	↑ ◀ F-RA, make straight-in approach runway 12, wind 190 degree 5 knots, QNH 1009
✈ ◀ Will make straight-in approach runway 12, QNH 1009, F-RA	

9.4. Join final from end of downwind

Pilot ✈	ATC ↑
✈ ◀ End of Downwind runway 23, F-RA	
	↑ ◀ F-RA, report on final runway 23, number 1
✈ ◀ Will report on final runway 23, number 1, F-RA	

9.5.Traffic information when performing pattern

Pilot ✈	ATC ↑
✈ ◀ downwind runway 23, F-RA	
	↑ ◀ F-RA, number 2, behind Cessna 172 on left hand base leg, report end of downwind runway 23
✈ ◀ number 2, Cessna 172 in sight, will report end of downwind runway 23	

9.6.Traffic information with integration number and final report

Pilot ✈	ATC ↑
✈ ◀ Downwind runway 35, F-RA	
	↑ ◀ F-RA, number 2, follow Cherokee on base
✈ ◀ number 2, traffic in sight, F-RA	
	↑ ◀ F-RA, report finale runway 35

9.7.Traffic information with incoming traffic on final

Pilot ✈	ATC ↑
✈ ◀ downwind runway 23, F-RA	
	↑ ◀ F-RA, do you have in sight, B737 4NM final

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	runway 23?
✈️ B737 in sight, F-RA	
	↑ F-RA, number 2, behind B737, report on final runway 23
✈️ number 2, behind 737, will report end of downwind runway 23	

10. Delaying or expediting instruction

10.1. Extending downwind

Pilot ✈️	ATC ↑
✈️ Downwind runway 35, F-RA	
	↑ F-RA, extend downwind, number 2, follow Cherokee 4 miles final runway 35.
✈️ Will extend downwind, number 2, Cherokee in sight, F-RA	
	↑ F-RA, report finale runway 35

10.2. Holding or delaying instruction

In order to coordinate traffic in the circuit, it may be necessary to issue delaying or expediting instructions, an air traffic controller can issue a holding clearance over a point using visual reference.

Pilot ✈️	ATC ↑
	↑ F-RA, orbit right due traffic on the runway.
✈️ Orbiting right, F-RA	

A holding procedure for a VFR flight consists to make a 360°.

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11. Landing

Controllers should not transmit to an aircraft during take-off, initial climb, the last part of final approach or the landing roll, unless it is necessary for safety reasons, as it may be distracting to the pilot at a time when the cockpit workload is at its highest.

11.1. Full landing

Pilot ✈	ATC ↑
✈ Final runway 23, F-RA	
	↑ F-RA, Runway 23, cleared to land, wind 270 degrees, 10 knots
✈ Cleared to land Runway 23 F-RA	

11.2. Touch and go

Pilot ✈	ATC ↑
✈ Final runway 23 (for touch and go), F-RA	
	↑ F-RA, runway 23, cleared touch and go, wind 270 degrees, 10 knots
✈ Cleared touch and go runway 23, F-RA	

11.3. Low pass

Pilot ✈	ATC ↑
✈ Final runway 23 (for low pass), F-RA	
	↑ F-RA, Cleared low pass runway 23, wind 270 degrees, 10 knots
✈ Cleared low pass runway 23, F-R	

11.4. Stop and Go

Pilot ✈	ATC ↑
✈ Final runway 23 (for stop and go), F-RA	
	↑ F-RA, Cleared to land runway 23, wind 270 degrees, 10 knots
✈ Cleared to land runway 23, F-R	

After, the traffic is immobilized on the runway.

Pilot ✈	ATC ↑
	↑ Report ready for take-Off
✈ Will report when ready for take-Off	

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12. Go around procedure

A go around procedure shall be initiated by the pilot or the ATC.

An ATC shall issue a go-around if:

- the landing runway is not free
- the separation will be below the limits (collision avoidance) defined by the regulation
- the separation cannot ensure a landing for the following aircraft

A pilot shall issue a go-around if:

- he can see an obstacle on the landing runway (vehicle, aircraft, material, people...)
- he doesn't see the runway
- he can't land considering the current flight condition (wind shear, cross wind, missing approach, wake turbulence, too high speed, too high altitude...)
- he doesn't receive any landing clearance starting from the short final (2NM) to runway threshold at the latest.

Instructions to carry out a missed approach may be given to avert an unsafe situation. When a missed approach is initiated, cockpit workload is inevitably high.

Any transmissions to aircraft going around should be brief and kept to a minimum.

ATC request a go around:

Pilot →	ATC ↑
	↑ ◀ F-RA, go around aircraft on the runway.
→ ◀ going around, F-RA	

Pilot initiates a go around:

Pilot →	ATC ↑
→ ◀ going around, F-RA	
	↑ ◀ F-RA, Roger.

Unless instructions are issued to the contrary, an aircraft on an instrument approach (IFR) will carry out the missed approach procedure and an aircraft operating VFR will continue in the normal traffic circuit.

A go-around clearance cannot be cancelled by the ATC when a pilot has already started a go-around.

An aircraft must initiate a go around procedure when instructed by the ATC and aircraft is not authorized to land.

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13. Hand-Off with Ground Controller

Unless otherwise advised by ATC, pilots should remain on tower frequency until the runway is vacated.

Pilot ✈️	ATC 🙋
✈️📢 Runway 23 vacated, F-RA	
	🙋📢 Contact Faircity Ground, 121.9
✈️📢 Contacting Faircity Ground, 121.9	

Just make this hand off procedure only if a separate ground controller is active.

14. Taxi to general aviation apron and leave the frequency

After vacating, the pilot in command shall ask a taxi clearance to continue:

Pilot ✈️	ATC 🙋
✈️📢 Faircity Ground, runway 23 vacated on Delta, F-RA	
	🙋📢 F-RA, taxi general aviation apron
✈️📢 Taxiing general aviation apron, F-RA	

Usually, the VFR pilot monitors the ATC frequency during taxi and quit.

If the pilot wants to give an acknowledgement to ATC, just do like that:

✈️📢 Faicity tower, leaving frequency, F-RA	
	🙋📢 F-RA, good day.

Engine shutdown is the pilot responsibility and pilot doesn't need any acknowledgement form ATC to do that.

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