ACTMP

AéroClub Toulouse Midi-Pyrénées

Phraseology manual

English

May 2018

I- GENERAL REMARKS (extracts from air rules)

Principle

Radiotelephony allows pilots and ground crew to **communicate** in a **safe** and **efficient** way. Studying **incidents** and **accidents** showed that **unrespecting defined procedures** or using an unofficial phraseology were contributing facts.

Whenever talking on a frequency, to a controller or even air to air, the **greatest discipline and rigor** shall be observed.

That's why when communicating, pilots shall respect **a standard** phraseology and **use conventional expressions**.

Transmission techniques

- Before starting a message, **check** that the **frequency is clear** of word to avoid any blocking with a transmitting message
- Use **short and efficient** messages (pilots shall prepare the transmissions in their minds before pressing the mic button to **avoid hesitations**)
- **Pronounce** each word **clearly** and **distinctly**
- Maintain a **pace regular and adapted to the context**
- Maintain the **voice tone** at a **constant level**

TO KEEP IN MIND

Radio allows communication. Indeed it's absolutely necessary to know what to say and to be clear and efficient to avoid ambiguity.

Listening

Once **communication has been established** between pilots and controllers (or air to air), **listening to the frequency is mandatory.** Pilots shall receive an authorization in order to leave the frequency, or inform the controller. As he's responsible for the air traffic, without answer to his calls, he could initiate a research and rescue procedure.

TO KEEP IN MIND

To leave a frequency, the pilot either need to inform the controller or to receive the instruction to do so.

Safety and communication

Unless immediate danger, the ATC (Air Traffic Controller) won't disturb any pilot during takeoff, final approach, rollout while speed is not under control. As the pilot have to be focused during those phases, it is not mandatory to answer during them.

First contact from a pilot to a ground station (here Lasbordes)

The first contact to a ground station follows the next steps:

-Who are we calling? "*Lasbordes Tower/Toulouse information"*

-Who are we? "*F-GTMP, a DR400"*

-Where are we? "*At Midi-Pyrénées apron/at the fuel station"*

-Where are we going to? "*Flight to Gaillac/local flight"*

-What are our intentions? "*Request taxi instructions"*

-Miscellaneous information "*Information E"*

Standardized sentences

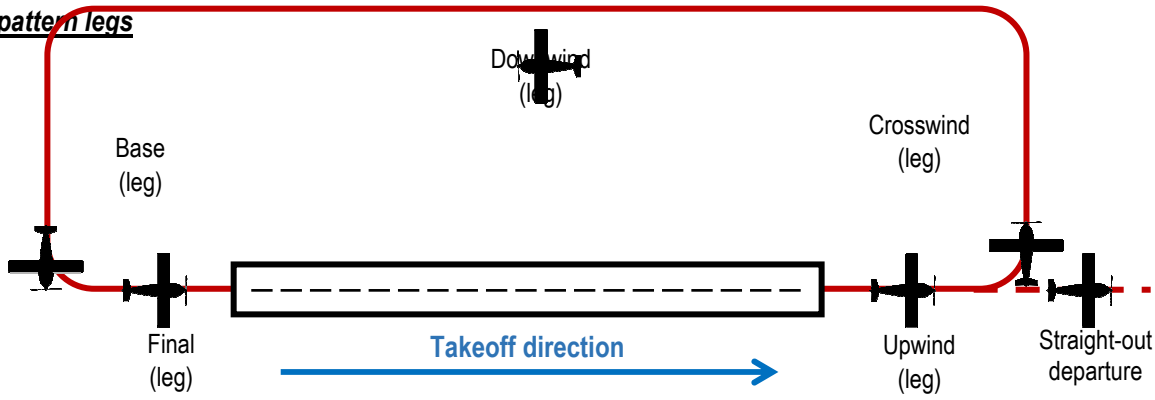
Affirm	Yes
Negative	No/that's not correct/authorization refused
Cleared to	Used only for takeoff/landing/touch and go
Correct	You read back correctly
Stand by	Hold on I call you back
Go ahead	Transmit you message/I'm listening to you
Callback	Make a report at
Rogger	We received your last transmission
Wilco	*Will comply* : Your message is understood and will be executed
Mayday	**We are in distress**
Pan pan	**We are in an emergency**

Aeronautical alphabet

When speaking on a frequency, it can be hard to understand letters because of pronunciation, so an alphabet must be learned by every ATC and pilots:

Letter	Name associated	Morse code
A	Alpha	. -
B	Bravo	- . . .
C	Charlie	- . - .
D	Delta	- . .
E	Echo	.
F	Fox-trot	. . - .
G	Golf	- - .
H	Hotel	. . . .
I	India	. .
J	Juliet	. - - -
K	Kilo	- . -
L	Lima	. - . .
M	Mike	- -
N	November	- .
O	Oscar	- - -
P	Papa	. - - .
Q	Quebec	- - . -
R	Romeo	. - .
S	Sierra	. . .
T	Tango	-
U	Uniform	. . -
V	Victor	. . . -
W	Whiskey	. - -
X	X-ray	- . . -
Y	Yankee	- . - -
Z	Zulu	- - . .

Circuit pattern legs



Altitude transmission

An altitude is always expressed in feet and is referenced to the default QNH, which can be clarified if there's a doubt on its value.

Example:

"F-GTMP, passing AE, 2500ft"

or "F-GTMP, passing AE, 2500ft, QNH 1019"

However, announcing height, "above ground" shall be precised:

"Lasbordes Tower, F-GTMP, downwind low height, 500ft above ground"

Distress or emergency message

Emergency:

The emergency message always includes:
-"**Pan pan**" pronounced 3 times
-The **plane's registration**
-The **nature** of the emergency
-The plane's **position**, **altitude**, eventually **heading** and **speed**
-The pilots' **intentions**
-Any other **useful information** (PAX number, fuel remaining,…)

Distress:

The distress message always includes:
-"**Mayday**" pronounced 3 times
-The **plane's registration**
-The **nature** of the emergency
-The plane's **position**, **altitude**, eventually **heading** and **speed**
-The pilots' **intentions**
-Any other **useful information** (PAX number, fuel remaining,…)

For the record, a **distress** plane has **priority** on an **emergency** plane.

The read back

To **read back** an information consists in **repeating** the last information or clearance given by the controller. This action aims to **avoid ambiguity**. It is only mandatory to read back:

-A **clearance**: takeoff/landing/touch and go
-A **runway indication** or any elements referring to a runway (crossing, backtracking,…)
-A **QNH** value
-A **frequency**
-A **squawk code**
-A conditional clearance

II- REAL LIFE SITUATIONS

In the following lines, we are going to see some real life situations that can be encountered during a "normal flight", without any incident. All letter are said with aeronautical alphabet

✈Pilot's messages

✎ ATC's messages

•*Information about last message*

Departure from Lasbordes

✈Lasbordes Tower, F-G T M P, good morning/afternoon/evening

✎ F-M P, Lasbordes Tower, hello

✈F-M P, a DR400 at Midi-Pyrénées apron with information C, request taxi instructions for a local flight (*or* for a flight to…) with an exit via DN

✎ F-M P, Taxi holding point runway 33, report ready

✈F-M P, Taxiing to holding point runway 33, we'll report ready

(…)

✈F-M P, Holding point runway 33, ready for departure

✎ F-M P, a TB10 on final runway 33, report in sight

✈Traffic in sight F-M P

✎ F-M P, behind the TB10 on final, runway 33, line up and wait behind

•*This type of clearance is called a conditional clearance. Notice that it starts and ends by "behind". The read back follows the same principle:*

✈Behind the TB10 on final, runway 33, line up and wait behind F-M P

✎ F-M P, runway 33, cleared for takeoff, wind 300 degrees 10 kt

✈Runway 33 cleared for takeoff, F-M P

(…)

✈F-M P, passing DN, 2000 ft, to leave frequency

✎ F-M P, leave frequency, bye bye

✈Leaving frequency, bye bye F-M P

Arrival to Lasbordes

✈Lasbordes Tower, F-G T M P, hello

🖉 F-M P, Lasbordes Tower, hello

✈F-M P, a DR400 back from local flight (*or* from Albi) to your airfield, with information D, 2 min from AE, 2500 ft

🖉 F-M P, report overhead AE

✈Reporting overhead AE, F-M P

(…)

✈F-M P, overhead AE, 2500 ft (*eventually* request direct to base leg or mid of downwind)

🖉 F-M P, report 1 min from downwind runway 15

▪*This local procedure allows the ATC to deal with the amount of arriving traffic in the circuit pattern. It's very often used during high levels of attendance*

✈We will report 1 min from downwind runway 15, F-M P

(…)

✈F-M P, one minute from downwind runway 15

🖉 F-M P, enter downwind runway 15, follow a DR400 mid of downwind, report on base

✈Entering downwind runway 15, we will follow the DR400 mid of downwind, reporting on base, F-M P

(…)

✈F-M P, base leg runway 15 for a(n) full stop landing/touch and go/option

🖉 F-M P, number 2, follow the DR400 on final, report on short final runway 15

✈Following the DR400 and reporting on short final runway 15

(…)

✈F-M P, on final runway 15 for a(n) full stop landing/touch and go/option

🖉 F-M P, runway 15, cleared to land/touch and go/for an option, wind 140 degrees 15 kt

✈Runway 15, cleared to land/for touch and go/an option, F-M P

(…)

✈F-M P, runway vacated

🖉 F-M P, taxi monitoring frequency and leave at the apron, bye bye

▪*Caution, this is also a local procedure. On other fields, you have to call back at the apron to leave frequency*

✈Taxiing monitoring and leaving at the apron, F-M P, so long

Departure from Castres with an AFIS

✈Castres information, F-G T M P, hello

•It's not mandatory to precise "Tower/Approach/Ground" except for the FIS (SIV en francais) and the AFIS where you have to say "Information": Toulouse information, Albi information,…

🖉 F-M P, Castres information, hello

✈Castres, F-M P, a DR400 at the apron in front of the tower, flight to Lasbordes (*or* local,…), request field information

🖉 F-M P, runway 32 in use, wind 330 degrees 15 gusting 20 kt, clouds scattered 5000ft, visibility more than 10 km, QNH 1020, QFE 1002

✈Runway 32, QNH 1020, taxiing holding point runway 32, F-M P

🖉 F-M P, a Beech 200 taxiing from holding point to the apron

✈Roger F-M P

(…)

✈F-M P, holding point runway 32, entering and backtracking runway 32

🖉 F-M P, traffic information a DR400 on final

✈Roger, traffic in sight, holding short of runway 32, F-M P

(…)

✈F-M P, holding point runway 32, entering and backtracking runway 32

🖉 Roger

(…)

✈F-M P, lined up runway 32 taking off

🖉 F-M P, wind 330 degrees 15 kt, report leaving frequency

✈Reporting leaving frequency, F-M P

(…)

✈F-M P, leaving the area to Lasbordes, climbing to 2500 ft, leaving frequency, bye bye

🖉 F-M P, roger, so long

Arrival to Castres with an AFIS

✈Castres information, F-G T M P, hello

•It's not mandatory to precise "Tower/Approach/Ground" except for the FIS (SIV en francais) and the AFIS where you have to say "Information": Toulouse information, Albi information,…

🖉 F-M P, Castres information, hello

✈Castres, F-M P, a DR400 from Lasbordes to your airfield, request latest information

🖉 F-M P, runway 32 in use, wind 330 degrees 15 gusting 20 kt, clouds scattered 5000ft, visibility more than 10 km, QNH 1020, QFE 1002

✈Runway 32, QNH 1020, reporting in sight of the field, F-M P

(...)

✈F-M P, field in sight

🖉 F-M P, report downwind runway 32

✈We will report downwind runway 32, F-M P

(…)

✈F-M P, end of downwind runway 32 for a(n) full stop landing/touch and go/option

🖉 Roger

✈F-M P, base leg runway 32

🖉 Roger

✈F-M P, on final runway 32, landing/touching

🖉 F-M P, wind 330 degrees 15 kt

✈Roger, F-M P

(…)

✈F-M P, runway 32 vacated, taxiing to the apron

🖉 F-M P, roger

(…)

✈F-M P, at the apron, leaving frequency, so long

🖉 F-M P, roger, see ya

Transit near to a controlled airfield

✈Toulouse information, F-G T M P, hello

F-M P, Toulouse information, hello

✈Toulouse information F-M P a DR400 from Lasbordes to Auch, passing DN to EN, 2000ft, request VFR transit via EN1 and WH1

F-M P, set squawk 3401, proceed direct EA and contact Blagnac tower on 118.100

✈Squawk 3401 and Blagnac tower 118.100, F-M P, see ya

(…)

✈Blagnac tower good afternoon, F-G T M P

F-M P, Blagnac tower, hi, continue direct EB and report 1 min prior to EB

✈Direct to EB and we will report 1 min before EB

(…)

✈F-M P, one minute before EB

F-M P an Airbus A320 on final 32L, report in sight

✈We have the A320 on final runway 32L in sight, F-M P

F-M P, behind this traffic, cross runways axis above thresholds of runways 32R and 32R

✈Behind this traffic, crossing runway axis above 32L and 32R thresholds

(…)

F-M P, proceed direct WH, report reaching

✈Direct to and we will report reaching WH F-M P

(…)

✈F-M P, reaching WH to leave frequency

F-M P, squawk 7000, leave frequency, bye bye

✈Squawk 7000, leaving your frequency F-M P, see ya

III- SINCE OCTOBER 2017, THE NEW RULES

Since 12th October 2017, some phraseology rules are different. The complete document is available on the SIA's website:

https://www.sia.aviation-civile.gouv.fr/reglementation

Here is a short list of what has changed:

-When cleared for takeoff or landing, the read back is what follows: "F-HAAB, wind 140 degrees 6kt, runway 15, **CLEARED FOR TAKEOFF/LANDING**"

-We avoid the use of the word **RUNWAY** whenever it's possible

-In the aerodrome circuit pattern, a pilot is number X and **FOLLOWS** a traffic: "F-GZPL, number 3, follow a Cirrus on base leg runway 15"

-The indication of the **dew point** and of the **QFE** in the **ATIS is no longer mandatory**

TO KEEP IN MIND

-CLEARED at the end of the message

-We FOLLOW a traffic in the aerodrome circuit pattern

Ce document est la propriété de l'Aéroclub Toulouse Midi-Pyrénées, tous droits réservés. Liam Iveton