VFR PHRASEOLOGY

1. Introduction

1.1. What is phraseology?

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 is called the read back procedure.

It is a mandatory procedure except when the pilot is in emergency and he has no time to read back or when the pilot's radio is broken.

1.2. Basic Rules

An ATC must start all messages with the call sign of the destination aircraft.
A pilot usually ends all messages with his call sign (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.

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 it is the pilot sentence.
- The sign before the text means that it 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 using the IVAO voice server. After switching to a new channel using the voice server, be aware that you never hear the current speaking person.
Always wait 3/5 seconds 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 the VFR pilot approaches 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 the VFR pilot approaches 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 in the example is SE3.
You can replace SE3 Departure with a simple exit point like SE. It depends on your local regulations and published procedures.

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 parameters in the clearance. Parameters are left/right hand pattern, altitude to maintain, any specific restrictions 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 wheels. 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 the 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	

For an exercise requiring to fly over airfield:

Pilot	ATC
Faircity 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	

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	

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	

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 known 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	

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-GLRA 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-RA	

9.2. Join VFR point from another by request from ATC

Pilot	ATC
Faircity Tower, F-GLRA, A Cessna C172 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 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 of making a 360°.

11. Landing

Controllers should not transmit to an aircraft during take-off, initial climb, the last part of the 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	

12. Go around procedure

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

Instructions to carry out a missed approach may be given to avert an unsafe situation. When a missed approach is initiated, the cockpit workload is inevitably high.
Any transmissions to aircraft going around should be brief and kept to a minimum.

12.1. ATC requests a go around

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 regulations
- the separation cannot ensure a landing for the following aircraft

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

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

12.2. Pilot performs a go around

A pilot shall perform a go-around if:

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

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.

13. Hand-Off with Ground Controller

Unless otherwise advised by ATC, pilots should remain on the tower frequency until the runway is vacated. Just make this hand off procedure only if a separate ground controller is active.

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

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 it like this:

Faircity tower, leaving frequency, F-RA	
	F-RA, good day.

Engine shutdown is the pilot's responsibility and pilot does not need any acknowledgement from ATC to do that.