LATVIA vACC

SAMPLE OF RADIOTELEPHONY PHRASEOLOGY FOR: USE IN LATVIA vACC

WHAT SHOULD BE ADHERED WHEN COMMUNICATING WITH ATC

(FOR: FLIGHT SIMULATION USE ONLY)

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Record of revisions, amendments and corrigenda

Revisions

No.	Description	Date
REV.1	Current state of manual	09.01.2009
REV.2	Major revisions to include changes in procedure, phraseology, etc. since 2009.	26.11.2017
REV.3	Changes to procedure and phraseology (2018 update Lezdins).	02.12.2018

Amendments

No.	Description	Date
AMD.1	SID, STAR designators changed. Phraseology and procedures changed.	26.11.2017
AMD.2	SID designators changed, frequencies changed, phraseology and procedures updated.	02.12.2018

Corrigenda

No.	Description	Date

Contents

1. PURPOSE OF THIS DOCUMENT

The aim of the Latvia vACC radiotelephony manual is to provide pilots and Air Traffic Services personnel with a compendium of clear, concise, standardized phraseology and associated guidance, for radiotelephony communication in VATSIM's Latvia simulated airspace.

2. CLEARANCE WITH SID

PILOT "Riga Ground, good evening, BTI1 (AirBaltic 1 (one)), Stand 105 with information ALPHA. Request clearance to Stockholm Arlanda."

ATC "BTI1, Riga Ground, good evening. Cleared to Stockholm Arlanda (via Flight Plan Route) via LAPSA FIVE ECHO departure, squawk 4341."

PILOT "Cleared to Stockholm via (FLP Route) LAPSA FIVE ECHO departure, squawk 4341. BTI1."

ATC "BTI1, (readback) correct."

3. CLEARANCE WITH NO SID

For example, if you are located in Liepaja Airport (EVLA) or any other regional airport in Latvia with no local (EVLA TWR, APP) air traffic control service available and if Riga Control is online, you may contact him in order to receive information about departure.

It should be noted, however, that these airports come under an AFIS (Aerodrome Flight Information Service), and as such are not actively "controlled" by a Riga Control controller.

Instead, the controller will offer advice to the pilot, depending on his current workload. This information will be related to other traffic, the aerodrome/weather conditions, or to advise the pilot that there are no specific start-up procedures.

He will advise you "runway free" and you should continue at your own discretion until entering his airspace (passing FL95 outside of Riga TMA).

If no ATC service within Latvia airspace is provided, proceed to UNICOM 122.800MHz with standard traffic advisories.

4. PUSHBACK

PILOT "Riga, BTI1, Stand 5, request pushback and engine start."

ATC "BTI1, pushback and start-up approved (Facing North/ South)."

PILOT "Pushback and start approved, BTI1."

On many stands at Riga airport, there is no need to push back, so the pilot will call to ask for engine start only. The process is the same, but without the word "pushback" included:

ATC "BTI1, start-up approved."

5. **TAXI** -A Safety Critical Activity. RT is crucial to the safety of the flight during taxiing. Any mistake that causes the aircraft to enter a runway in error could be catastrophic.
Taxi Clearance Limit- All taxi clearances will contain a clearance limit, which is the point at which the aircraft must stop unless further permission to proceed is given.
Noting down taxi clearances - complex or lengthy taxi clearances should be noted down by crews.

PILOT "Riga Ground, BTI1, request taxi."

ATC "BTI1, taxi to holding point runway 18 via (S), F and G."

PILOT "Taxi to holding point runway 18 via (S), F and G, BTI1."

OR:

ATC "BTI1, taxi to holding point runway 18 via F and E."

PILOT "Taxi to holding point runway 18 via F and E, BTI1."

Intersection Line-up's via (E, C, B) should be requested by Flight Crew.

6. LINE-UP AND TAKE-OFF

PILOT "Riga Tower, BTI1 ready for departure."

ATC "BTI1, Wind 170 degrees, 17 knots; runway 18, cleared for take-off."

PILOT "Runway 18, cleared for take-off, BTI1."

OR:

ATC "BTI1, behind landing Boeing 767, line-up runway 18 and wait Behind."

PILOT "Behind the landing Boeing 767, line-up runway 18 and wait Behind, BTI1."

ATC "BTI1, Wind 170 degrees, 17 knots; runway 18, cleared for take-off."

PILOT "Runway 18, cleared for take-off, BTI1."

OR *(in the case of multiple waiting departures, and no arrivals)***:**

ATC "BT1, In sequence, line up runway 18 and wait."

PILOT "In sequence, line up runway 18 and wait, BTI1."

ATC "BTI1, Wind 170 degrees, 17 knots; runway 18, cleared for take-off."

PILOT "Runway 18, cleared for take-off, BTI1."

7. CANCELLING TAKE-OFF CLEARANCE

Aircraft has not commenced take-off roll:

ATC "BTI1, Hold Position, Cancel Take-off, I say again cancel take-off due to vehicle on runway."

PILOT "Holding, BT1."

Aircraft has commenced take-off roll:

ATC "BTI1, Stop immediately, (BT1 Stop immediately)!"

PILOT "Stopping, BT1."

8. DEPARTURE, CLIMB

Because the handoff procedure from TWR to APP (or ACC, if APP is not online) is given with the take-off clearance, you must contact Riga Approach (or Riga Control, if APP is online) **before passing altitude 1,500ft**. You should include your current altitude, cleared altitude (always 4,000ft unless explicitly cleared otherwise), and the SID you are cleared to fly.

In case with you are departing without a SID, state that your cleared point as in the initial departure clearance, or any other relevant instructions you were given (eg. flying runway heading).

By knowing your current altitude, the Approach controller will be able to verify you're your information displayed on his radar screen is correct.

PILOT "Riga Approach, good evening BTI1 passing 800ft (eight hundred Feet), LAPSA FIVE ECHO departure."

OR:

"Riga Approach, good evening. BTI1 passing 900ft (eight hundred Feet), Runway Heading."

ATC "BTI1, Riga Approach, good evening. Radar contact."

OR:

ATC "BTI1, Riga Approach, good evening. Radar contact. Climb FL280."

PILOT "Climb FL280, BTI1."

OR *(after co-ordination with Riga Control)***:**

ATC **"**BTI1, Riga Approach, good evening. Radar contact. Climb FL380, no speed restriction. Proceed direct NEKET."

PILOT "Climb FL380, no speed restriction. Proceed direct NEKET, BTI1."

Options might vary depending on traffic intensity. If there is only APP or CTR without TWR then no hand-off will be carried out, instead you might get something like:

ATC "BTI1, Wind 170 degrees, 17 knots, runway 18, cleared for take-off. Report airborne."

PILOT "Runway 18, Wilco[1], cleared for take-off, BTI1."

PILOT "Riga Approach, BTI1 passing 1000ft (eight hundred Feet), LAPSA FIVE ECHO departure."

OR:

"Riga Approach, BTI1 passing 700ft (eight hundred Feet), Runway Heading."

ATC "BTI1, Riga Approach, radar contact."

OR:

ATC "BTI1, Riga Approach, radar contact. Climb FL280."

PILOT "Climb FL280, BTI1."

[1] - Will Comply (after receiving new directions). In this example by saying "Wilco", the pilot indicates that he will call "airborne" after take-off.

9. DESCENT

Version 1:

PILOT "BTI1, request descent."

ATC "BTI1, descend to FL110 (flight level one one zero)."

PILOT "Descend FL110, BTI1."

Version 2:

ATC "BTI1, descend to altitude 2500 feet. QNH 1008."

PILOT "Descend to altitude 2500 feet, QNH 1008."

10. STAR (Standard Terminal Arrival Route) CLEARANCE

ATC "BTI1, cleared via TENSI FOUR ALPHA arrival for runway 18."

PILOT "TENSI 4A for runway 18, BTI1."

11. VECTORED APPROACH

ATC "BTI1, turn right heading 070, vectors ILS approach runway 18."

PILOT "Right heading 070, BTI1."

12. APPROACH

ATC "BTI1, (13 miles to touchdown). Cleared ILS approach runway 18, report localizer established."

PILOT "Cleared ILS approach runway 18, Wilco[2], BTI1."

OR:

ATC "BTI1, (13 miles to touchdown) via GUDIN, cleared ILS approach runway 18, report localizer established."

PILOT "Via GUDIN cleared ILS approach runway 18, Wilco[2], BTI1."

13. LANDING

Version 1:

PILOT "BTI1, established on the localizer RWY 18."

ATC "BTI1, continue approach. Number 2. (Wind 230 degrees at 15 knots, runway 18, continue approach.)"

PILOT "Continue approach runway 18, number 2, BTI1."

Version 2:

ATC "BTI1, surface wind 170 degrees, 17 knots. Runway 18, cleared to land."

PILOT "Runway 18 cleared to land, BTI1."

[2] - Will Comply (after receiving new directions). In this example by saying "Wilco", the pilot indicates that he will call "established" on Localizer.

14. TAXIING AFTER LANDING

The TWR controller will hand you off to contact GND (if online) with one of the following formulas. If you do not hear a handoff, switch to GND frequency immediately after vacating the runway.

ATC "BTI1, vacate left via C. Contact Riga Ground: 118.805, bye bye."

PILOT "Vacate left via C, contact Ground 118.805; bye, BTI1."

You should then contact the GND controller to request taxi to a stand. If you don't wish to request a specific stand, the controller will taxi you to one which is appropriate for your aircraft type or airline.

PILOT "Riga Ground, good evening. BTI1 on C."

ATC "BTI1, Riga Ground, good evening. Taxi to stand 107 via F and S."

PILOT "Taxi to stand 107 via F and S, BTI1."

15. MISSED APPROACH, GO-AROUND

PILOT "BTI1, Going Around."

ATC "BTI1, roger, report ready for next approach."

PILOT "Wilco, BTI1."

In some situations, a pilot on short final may be instructed by the tower controller to "go around". At this point, he should abort the landing and follow the instructions given:

ATC "BTI1, GO AROUND. Fly runway heading, climb altitude 2500ft. Contact Riga Approach: 129.925."

PILOT "GOING AROUND, climb on runway heading to 2500ft, contact Riga Approach: 129.925, BTI1."

At another point, when established on the localizer, the pilot may be instructed by the tower or approach controller to "break off approach". This is usually because of a loss of separation between an aircraft ahead of you, or because of some other emergency situation which requires priority. When workload permits, the controller will provide a reason for the break off, with further instructions (holding, vectors, etc.) to prepare for the approach again. Go-around procedure is usually published (crew nav). Break-off is un-published, tactical, and it would be necessary to take the Surveillance Minimum Altitudes into consideration. (ATC nav). Breaking off is a tactical procedure that can only really be carried out when you are still above the surveillance minimum altitude as shown on the ATCSMAC. If you are below that level then usually it would have to be a standard missed approach procedure or 'go around'.

ATC "BTI1, BREAK OFF APPROACH. Turn right heading 270, climb (or maintain) altitude 2500ft. (Contact Riga Approach: 129.925.)"

PILOT "BREAK OFF APPROACH, turning right heading 270, climbing to 2500ft, (contact Riga Approach: 129.925), BTI1."

ATC "BTI1, reason is loss of separation between preceding arrival. Turn right heading 360, vectoring ILS 18."

PILOT "Roger. Turning right heading 360, expecting vectors ILS approach runway 18, BTI1."

EMERGENCY COMMUNICATIONS

As soon as there is any doubt as to the safe conduct of a flight, immediately request assistance from ATC. Flight crews should declare the situation early as it can always be cancelled. Make the initial call on the frequency in use, but if that is not possible squawk 7700 and call on 121.5.

The distress/urgency message shall contain (at least) the:
name of the station addressed, the call-sign, nature of the emergency, fuel endurance and persons on board; and any supporting information such as position, level, (descending), speed and heading, and pilot's intentions.

16. **DISTRESS** -a condition of being threatened by serious and/or imminent danger and of requiring immediate assistance.

PILOT "MAYDAY, MAYDAY, MAYDAY, Riga Approach, BTI1, Fire in left engine, request return to Riga immediately, position 20 miles East of Riga, heading 270, FL90."

ATC "BTI1, Roger the Mayday, Turn right heading 040. Radar vectors ILS Runway 18."

PILOT "Right turn heading 040, vectoring ILS runway 18, BTI1."

ATC "BTI1, when ready report fuel and persons(souls) onboard and recycle transponder to 7700."

PILOT "Endurance 2 hours and 78 persons onboard, transponder 7700, BTI1."

ATC "BTI1, roger."

17. **URGENCY** - a condition concerning the safety of an aircraft or other vehicle or of some person on board or within sight, but does not require immediate assistance.

PILOT "PAN PAN, PAN PAN, PAN PAN. Riga approach, BTI1 need to return to Riga immediately. Have a sick passenger that needs medical attention."

ATC "BTI1, PAN MEDICAL call is received, turn right heading 070. Vectoring ILS runway 18."

PILOT "Right turn to heading 070, vectoring for ILS runway 18, BTI1."

Fuel Reserves Approaching Minimum
"Fuel Emergency" or "fuel priority" are not recognised terms. Flight crews short of fuel must declare a PAN or MAYDAY to be sure of being given the appropriate priority.

18. **FINAL REMARKS**

Within all communications pilot **must** use his full callsign as filed in his flight plan, or abbreviated one, **if the current controller abbreviated it first**.

In addition, please note, this is a compendium of how things should be carried out, but over the time, some details may differ in case of heavy traffic and by other causes.

In case of questions, comments or any other uncertainties feel free to contact Latvia vACC staff.