A GUIDE TO VFR PHRASEOLOGY

Prepared by:
Karmen Štumberger, MSc
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Symbols used in the examples of use

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Phraseology used by an airplane pilot</th>
</tr>
</thead>
<tbody>
<tr>
<td>🛩️</td>
<td>Phraseology used by a helicopter pilot</td>
</tr>
<tr>
<td>🚁</td>
<td>Phraseology used by a sailplane pilot</td>
</tr>
<tr>
<td>🎈</td>
<td>Phraseology used by a balloon pilot</td>
</tr>
<tr>
<td>🚔</td>
<td>Phraseology used by an air traffic controller</td>
</tr>
<tr>
<td>🍾</td>
<td>Phraseology used by an aeronautical station operator</td>
</tr>
</tbody>
</table>

Tables 2, 3, 4 and 5 are from Commission Implementing Regulation (EU) 2016/1185 of 20 July 2016 (Part C SERA). The photographs on pages i, 9 and 17 were made by photographer and pilot Miro Majcen. The photographs on pages 13 and 15 were reproduced here with the permission of Primož Jovanovič. The photograph on page 31 was taken by Rok Piciga. The photograph on page 26 was contributed by Letalski klub Novo mesto, and photographs on pages 29 and 30 were reproduced here by kind permission of Letalski center Maribor.

Acknowledgment

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A GUIDE TO VFR PHRASEOLOGY

FOR GENERAL AVIATION PILOTS IN SLOVENIA

Introduction

In spite of the common belief that the priorities for safe flying are ‘aviate, navigate and then communicate’, the correct use of standard phraseology (RTF) makes an important contribution to the safe and efficient operation of aircraft. Standard phraseology should be used for all situations for which it has been determined. Only when it cannot serve the purpose of transmission, plain language should be used.

The purpose of this guide is to illustrate the use of standard ICAO phraseology in English for VFR flights conducted in Slovenia and neighbouring states. The first chapter, explaining voice communication procedures, is relevant also for pilots flying in accordance with instrument flight rules.

The guide depicts the use of phraseology during arrival and departure, en route and for training. It further describes the use of phraseology for helicopter operations, soaring, ballooning and flying at uncontrolled aerodromes. It does not explain the use of all phrases foreseen for VFR flights. Therefore, for the extensive list of phrases pilots should see Chapter 12 of the ICAO Document 4444, Air Traffic Management.

We tried to make the examples of use of RTF as realistic as possible. The examples, however, should not be understood as prescribed communication in a given situation.

The use of generic pronoun he in this guide refers to both male and female.

This guide is based on the Guide to Phraseology for General Aviation Pilots in Europe, published by European General Aviation Safety Team (EGAST) and Eurocontrol. Other sources used in its preparation are the course book ‘Letalska frazeologija, How do you read (me)?’, written by Alenka Kukovec, M.Sc., Commission Implementing Regulation (EU) No. 2016/1185 (Part C SERA) and ICAO Document 4444.
General

◊ Aircraft call signs

The radiotelephony call sign of a general aviation aircraft is usually the aircraft registration, e.g. S5-DAS. The call sign of an aircraft used in commercial aviation is the telephony designator of the aircraft operator, followed by the last four characters of the registration marking of the aircraft, or by the flight identification, e.g. Easy 3246.

Aircraft call signs may be abbreviated. Abbreviated call signs contain the first character of the registration and last two characters of the call sign, e.g. S-AS, or the telephony designator of the aircraft operator, followed by at least the last two characters of the call sign, e.g. Adria AB. An aircraft shall not change the type of its radiotelephony call sign during flight, except temporarily on the instruction of the controller.

◊ Ground station call signs

Ground stations are identified by the name of the location followed by a word (suffix) denoting the type of unit or the service provided. This will normally be an air traffic control or flight information service. Examples of ground station call signs are given in the table below.

Table 1

<table>
<thead>
<tr>
<th>Unit</th>
<th>Call sign Suffix</th>
<th>Instructions or information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerodrome control</td>
<td>GROUND TOWER</td>
<td>Prevents collisions between aircraft and on the manoeuvring area between aircraft and obstructions.</td>
</tr>
<tr>
<td></td>
<td>APPROACH</td>
<td></td>
</tr>
<tr>
<td>Radar Unit (ATC)</td>
<td>RADAR</td>
<td>Radar unit in general</td>
</tr>
<tr>
<td>Area Control Centre</td>
<td>CONTROL</td>
<td>Area control centre</td>
</tr>
<tr>
<td>Flight Information Service (FIS)</td>
<td>INFORMATION</td>
<td>Provides information for safe and efficient conduct of flights.</td>
</tr>
<tr>
<td>Aeronautical Station</td>
<td>RADIO</td>
<td>Aeronautical station in general</td>
</tr>
</tbody>
</table>

Once satisfactory communication has been established, the name of the location or the call sign suffix may be omitted, e.g. ‘Tower’ or ‘Maribor’.
Transmission of letters

When proper names, service abbreviations and other words are spelled out in radiotelephony, the alphabet in Table 2 shall be used.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Word</th>
<th>Approximate pronunciation (for Slovene speakers of English)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alfa</td>
<td>AL FA</td>
</tr>
<tr>
<td>B</td>
<td>Bravo</td>
<td>BRA VOU</td>
</tr>
<tr>
<td>C</td>
<td>Charlie</td>
<td>ČAR LI or ŠAR LI</td>
</tr>
<tr>
<td>D</td>
<td>Delta</td>
<td>DEL TA</td>
</tr>
<tr>
<td>E</td>
<td>Echo</td>
<td>EK OU</td>
</tr>
<tr>
<td>F</td>
<td>Foxtrot</td>
<td>FOKS TROT</td>
</tr>
<tr>
<td>G</td>
<td>Golf</td>
<td>GOLF</td>
</tr>
<tr>
<td>H</td>
<td>Hotel</td>
<td>HOU TEL</td>
</tr>
<tr>
<td>I</td>
<td>India</td>
<td>IN DI JA</td>
</tr>
<tr>
<td>J</td>
<td>Juliett</td>
<td>DU LI JET</td>
</tr>
<tr>
<td>K</td>
<td>Kilo</td>
<td>KI LOU</td>
</tr>
<tr>
<td>L</td>
<td>Lima</td>
<td>LI MA</td>
</tr>
<tr>
<td>M</td>
<td>Mike</td>
<td>MAJK</td>
</tr>
<tr>
<td>N</td>
<td>November</td>
<td>NO VEM BA</td>
</tr>
<tr>
<td>O</td>
<td>Oscar</td>
<td>OŠ KA</td>
</tr>
<tr>
<td>P</td>
<td>Papa</td>
<td>PA PA</td>
</tr>
<tr>
<td>Q</td>
<td>Quebec</td>
<td>KI BEK</td>
</tr>
<tr>
<td>R</td>
<td>Romeo</td>
<td>RO MI OU</td>
</tr>
<tr>
<td>S</td>
<td>Sierra</td>
<td>SI ER A</td>
</tr>
<tr>
<td>T</td>
<td>Tango</td>
<td>TEN GOU</td>
</tr>
<tr>
<td>U</td>
<td>Uniform</td>
<td>JU NI FORM or JU NI FORM</td>
</tr>
<tr>
<td>V</td>
<td>Victor</td>
<td>VIK TOR</td>
</tr>
<tr>
<td>W</td>
<td>Whiskey</td>
<td>WIS KI</td>
</tr>
<tr>
<td>X</td>
<td>X-ray</td>
<td>EKS REJ</td>
</tr>
<tr>
<td>Y</td>
<td>Yankee</td>
<td>JEN KI</td>
</tr>
<tr>
<td>Z</td>
<td>Zulu</td>
<td>ZU LU</td>
</tr>
</tbody>
</table>

With help of the alphabet from the above table, pilots transmit letters in the aircraft call sign, names of reporting points, taxiway codes and certain parking position codes and ATIS codes.
Examples
S5-DAC  Sierra five Delta Alpha Charlie
DOL       (Delta Oscar Lima)
Taxiway T  (Taxiway Tango)
ATIS R    (Information Romeo)

Transmission of numbers

Clear and comprehensive transmission of numbers is of vital importance in radiotelephony communications. Therefore, to achieve the best readability on the frequency, a more suitable form of pronunciation and transmission of numbers has been adopted.

All numbers used in the transmission of aircraft call signs, headings, runway, wind direction and speed shall be transmitted by pronouncing each digit separately.

Flight levels shall be transmitted by pronouncing each digit separately, except for the case of flight levels in whole hundreds.

The altimeter setting shall be transmitted by pronouncing each digit separately, except for the case of a setting of 1 000 hPa, which shall be transmitted as ‘ONE THOUSAND’.

All numbers used in the transmission of transponder codes shall be transmitted by pronouncing each digit separately except, when the transponder codes contain whole thousands only.

Examples
Adria 14  Transmitted as
Adria one four
RWY 30    runway three zero
Heading 101 heading one zero one
FL 100    flight level one hundred
QNH 1010  QNH one zero one zero
SQUAWK 6503 SQUAWK six five zero three

All numbers containing whole hundreds and whole thousands (e.g. used in the transmission of altitude, cloud height, visibility and runway visual range) shall be transmitted by pronouncing each digit in the number of hundreds or thousands followed by the word ‘HUNDRED’ or ‘THOUSAND’, as appropriate. Combinations of thousands and whole hundreds shall be transmitted by pronouncing each digit in the number of thousands followed by the word ‘THOUSAND’, followed by the number of hundreds followed by the word ‘HUNDRED’.
Examples

Transmitted as

altitude 2 300 feet
two thousand three hundred feet

cloud height 2 600 feet
two thousand six hundred feet

visibility 800 meters
eight hundred meters

When providing information regarding the relative bearing to an object or to conflicting traffic in terms of the 12-hour clock, the information shall be given pronouncing the digits together such as ‘TEN O’CLOCK’ or ‘ELEVEN O’CLOCK’.

Numbers containing a decimal point shall be transmitted as prescribed in second paragraph with the decimal point in appropriate sequence, indicated by the word ‘DECIMAL’.

◊ Pronunciation of numbers

Numbers shall be transmitted using the pronunciation shown in Table 3.

Table 3

<table>
<thead>
<tr>
<th>Numeral or numeral element</th>
<th>Pronunciation (for Slovene speakers of English)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>ZI-RO</td>
</tr>
<tr>
<td>1</td>
<td>WAN</td>
</tr>
<tr>
<td>2</td>
<td>TU</td>
</tr>
<tr>
<td>3</td>
<td>TRI</td>
</tr>
<tr>
<td>4</td>
<td>FO-r</td>
</tr>
<tr>
<td>5</td>
<td>FAJF</td>
</tr>
<tr>
<td>6</td>
<td>SIKS</td>
</tr>
<tr>
<td>7</td>
<td>SEV-n</td>
</tr>
<tr>
<td>8</td>
<td>EJT</td>
</tr>
<tr>
<td>9</td>
<td>NAJN-r</td>
</tr>
<tr>
<td>10</td>
<td>TEN</td>
</tr>
<tr>
<td>11</td>
<td>I-LE-VN</td>
</tr>
<tr>
<td>12</td>
<td>TWELF</td>
</tr>
<tr>
<td>Decimal</td>
<td>DE-SI-MAL</td>
</tr>
<tr>
<td>Hundred</td>
<td>HAN-drid</td>
</tr>
<tr>
<td>Thousand</td>
<td>TAU-SND</td>
</tr>
</tbody>
</table>
◊ **VHF frequencies**

All six digits of the numerical designator shall be used to identify the transmitting channel in very high frequency (VHF) radiotelephony communications, except when the fifth and sixth digits are zeros, in which case only the first four digits shall be used.

*Examples*
- 118,0 one one eight decimal zero
- 128.880 one two eight decimal eight eight zero
- 128.175 one two eight decimal one seven five

◊ **Transmission of time**

Normally, only minutes are passed. If there is any possibility of confusion, the hour should be included.

*Examples*
- 07 08 zero eight or zero seven zero eight
- 14 25 two five or one four two five

◊ **Read back**

Reading back a clearance and any safety critical information helps both the pilot and the controller understand what the aircraft has been instructed to do. It also serves as a check that the right aircraft, and only that aircraft, will take action on the clearance. It will be easier for the pilot to read back the clearance if he notes it down.

◊ **Items to be read back**

Messages containing the following must be read back:

- ATC route clearance
- clearances/instructions to enter, land on, take-off from, hold short of, cross or backtrack any runway
- runway in use
- altimeter settings
- SSR codes
- level or heading instructions
- speed instructions
- transition levels
When a read back is required, the pilot must make sure it is complete and finish it with the call sign. It is normally best to read back the items in the order given. If the departure instructions are transmitted together with a take-off clearance, it is more appropriate to read back the take-off clearance first, followed by the departure instructions.

◊ Use of ‘wilco’

‘WILCO’ means ‘I understand your message and will comply with it’. This standard phrase should not be used instead of a full read back of the items from the previous paragraph.

◊ Acknowledgement by call sign

If a transmission contains information that does not need to be read back, the pilot should acknowledge it by transmitting his call sign or by transmitting his call sign preceded by the word ‘ROGER’.

◊ Transmitting technique

Transmissions shall be conducted concisely in a normal conversational tone.

◊ Standard words and phrases

The following words and phrases shall be used in radiotelephony communications as appropriate, and shall have the meaning ascribed in Table 4.

<table>
<thead>
<tr>
<th>Phrase</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACKNOWLEDGE</td>
<td>‚Let me know that you have received and understood this message.’</td>
</tr>
<tr>
<td>AFFIRM</td>
<td>‚Yes’</td>
</tr>
<tr>
<td>APPROVED</td>
<td>‚Permission for proposed action granted.’</td>
</tr>
<tr>
<td>BREAK</td>
<td>‚I hereby indicate the separation between portions of the message.’</td>
</tr>
<tr>
<td>BREAK BREAK</td>
<td>‚I hereby indicate the separation between messages transmitted to different aircraft in a very busy environment.’</td>
</tr>
<tr>
<td>CANCEL</td>
<td>‚Annul the previously transmitted clearance.’</td>
</tr>
<tr>
<td>CHECK</td>
<td>‚Examine a system or procedure.’</td>
</tr>
<tr>
<td>CLEARED</td>
<td>‚Authorised to proceed under the conditions specified.’</td>
</tr>
<tr>
<td>CONFIRM</td>
<td>‚I request verification of: (clearance, instruction, action,’</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td>CONTACT</td>
<td>Establish communications with …’</td>
</tr>
<tr>
<td>CORRECT</td>
<td>‘True’ or ‘Accurate’.</td>
</tr>
<tr>
<td>CORRECTION</td>
<td>An error has been made in this transmission (or message indicated). The correct version is …’</td>
</tr>
<tr>
<td>DISREGARD</td>
<td>‘Ignore’</td>
</tr>
<tr>
<td>HOW DO YOU READ</td>
<td>‘What is the readability of my transmission?’</td>
</tr>
<tr>
<td>I SAY AGAIN</td>
<td>‘I repeat for clarity or emphasis.’</td>
</tr>
<tr>
<td>MAINTAIN</td>
<td>‘Continue in accordance with the condition(s) specified’ or in its literal sense.</td>
</tr>
<tr>
<td>MONITOR</td>
<td>‘Listen out on (frequency).’</td>
</tr>
<tr>
<td>NEGATIVE</td>
<td>‘No’ or ‘Permission not granted’ or ‘That is not correct’ or ‘Not capable’.</td>
</tr>
<tr>
<td>OVER</td>
<td>‘My transmission is ended, and I expect a response from you.’</td>
</tr>
<tr>
<td>OUT</td>
<td>‘This exchange of transmissions is ended and no response is expected.’</td>
</tr>
<tr>
<td>READ BACK</td>
<td>‘Repeat all, or the specified part, of this message back to me exactly as received’.</td>
</tr>
<tr>
<td>RECLEARED</td>
<td>‘A change has been made to your last clearance and this new clearance supersedes your previous clearance or part thereof.’</td>
</tr>
<tr>
<td>REPORT</td>
<td>‘Pass me the following information.’</td>
</tr>
<tr>
<td>REQUEST</td>
<td>‘I should like to know…’ or ‘I wish to obtain…’</td>
</tr>
<tr>
<td>ROGER</td>
<td>‘I have received all of your last transmission.’</td>
</tr>
<tr>
<td>SAY AGAIN</td>
<td>‘Repeat all, or the following part, of your last transmission.’</td>
</tr>
<tr>
<td>SPEAK SLOWER</td>
<td>‘Reduce your rate of speech.’</td>
</tr>
<tr>
<td>STANDBY</td>
<td>‘Wait and I will call you.’</td>
</tr>
<tr>
<td>UNABLE</td>
<td>‘I cannot comply with your request, instruction, or clearance.’</td>
</tr>
<tr>
<td>WILCO</td>
<td>(Abbreviation for ‘will comply’)&lt;br&gt;‘I understand your message and will comply with it.’</td>
</tr>
<tr>
<td>WORDS TWICE</td>
<td>a) As a request: ‘Communication is difficult. Please send every word, or group of words, twice.’&lt;br&gt;b) As information: ‘Since communication is difficult, every word, or group of words, in this message will be sent twice.’</td>
</tr>
</tbody>
</table>
Conditional Clearances, such as ‘BEHIND LANDING AIRCRAFT’ or ‘AFTER DEPARTING AIRCRAFT’, shall not be used for movements affecting the active runway(s), except when the aircraft or vehicles concerned are seen by the appropriate controller and pilot. The aircraft or vehicle causing the condition in the clearance issued shall pass in front of the other aircraft. A conditional clearance shall be given in the following order and consists of:

- the call sign;
- the condition;
- the clearance; and
- a brief repetition of the condition.

**RTF  Conditional Clearance**

1.  
   - S5-DBS, report Seneca on final in sight
   - Seneca in sight, S5-DBS
   - S5-DBS, behind the landing Seneca, line up behind
   - behind the landing Seneca, line up behind, S5-DBS

2.  
   - S-GI, report departing Cessna sight
   - Cessna in sight, S-GI
   - S-GI, after departing Cessna has passed, runway 14, cleared to land, wind calm
   - after departing Cessna has passed, runway 14, cleared to land, S-GI
Categories of messages

The categories of messages handled by the aeronautical mobile service, and the order of priority in the establishment of communications and the transmission of messages shall be in accordance with the Table 5.

Table 5

<table>
<thead>
<tr>
<th>Message category and radiotelephony order of priority signal</th>
<th>Radiotelephony signal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Distress calls, distress messages and distress traffic</td>
<td>MAYDAY</td>
</tr>
<tr>
<td>2. Urgency messages, including messages preceded by the medical transport signal</td>
<td>PAN PAN or PAN PAN MEDICAL</td>
</tr>
<tr>
<td>3. Communications related to direction finding</td>
<td>–</td>
</tr>
<tr>
<td>4. Flight safety messages*</td>
<td>–</td>
</tr>
<tr>
<td>5. Meteorological messages</td>
<td>–</td>
</tr>
<tr>
<td>6. Flight regularity messages</td>
<td>–</td>
</tr>
</tbody>
</table>

*Flight safety messages include movement and control messages, messages sent by an aircraft operator or by an aircraft and meteorological advice of immediate concern to an aircraft.

Test transmissions

The test transmission shall follow the format shown in the example on page 12. It includes identification of the station being called, identification of the station calling, the words ‘RADIO CHECK’ and the frequency being used. The readability of the station making the test transmission is assessed in accordance with the following scale:

1. Unreadable
2. Readable now and then
3. Readable but with difficulty
4. Readable
5. Perfectly readable

Clarification of instructions and corrections

If the pilot does not fully understand the instructions given, or they are inconsistent with his request, the pilot asks the controller to repeat the message using the phrase ‘SAY AGAIN’. When an error has been made in transmission, the word ‘CORRECTION’ shall be spoken, the last correct group or phrase repeated, and then the correct version transmitted.
Use of blind transmission

When an aircraft fails to establish contact on the designated channel(s), and fails to establish communication with the ATS unit(s), or other aircraft, the aircraft shall transmit its message twice preceded by the phrase ‘TRANSMITTING BLIND’. When an aircraft is unable to establish communication due to receiver failure, it shall transmit reports at the scheduled times, or positions, on the channel in use preceded by the phrase ‘TRANSMITTING BLIND DUE TO RECEIVER FAILURE’.

Establishing and continuing communication

Full radiotelephony call signs shall always be used when establishing communication. Aircraft shall start their call by the designation of the station called, followed by the designation of the station calling.

The reply to the above calls shall use the call sign of the station calling, followed by the call sign of the station answering, which shall be considered an invitation to proceed with transmission.

Communications shall begin with a call and a reply when it is desired to establish contact, except that, when it is certain that the station called will receive the call, the calling station may transmit the message, without waiting for a reply from the station called.

Once satisfactory communication has been established, the abbreviated call signs shall be used. The pilot shall use the shortened call sign when addressed in this manner by the controller.

Placing of call signs

Once satisfactory communication has been established, the message is normally prefixed with the aircraft call sign. However, when the pilot needs to read back an instruction or important information, he places the call sign at the end of the message.

Reporting

Aircraft equipped with suitable two-way radio-communications shall report during the period 20 to 40 minutes to indicate that the flight is progressing according to plan. Such report to comprise identification of the aircraft and the words ‘OPERATIONS NORMAL’.
Departure Phraseology

◊ Departure from an aerodrome with ATC

This section provides examples of the RTF typically used by a pilot departing from a controlled aerodrome. Pilots need to be familiar with the type of air traffic control service provided at each aerodrome and working hours of the ATC service.

**RTF Engine start-up and radio check**

| Portorož Tower S5-DAA, radio check 115,15 |
| S5-DAA Portorož Tower, read you 5 |
| S5-DAA, request departure information |
| S-AA, runway 33, wind 090 degrees 6 knots, QNH 1014, temperature 5, dew point 3, clouds scattered at 2000 feet |
| runway 33, QNH 1014, S-AA |

◊ Automatic Terminal Information Service (ATIS)

At aerodromes where departure information is broadcast on an ATIS, the request for departure information is omitted. The pilot acknowledges receipt of the ATIS information by including the ATIS identifying letter in the request for taxi.

◊ Taxi instructions

All taxi instructions contain a limit which represents the point at which the pilot must stop unless a permission to proceed is given. Taxi instructions are not a permission to enter a runway or a clearance for take-off. Sometimes the controller may use the additional phrase ‘HOLD SHORT (OF)’ to stress the limit. Taxi instructions may be complicated. Writing them down whenever possible helps to prevent runway incursions.

**RTF Taxiing**

1.

| Maribor Approach S5-DBS, main apron, information R, request taxi for VFR flight to Lesce |
| S-BS Maribor Approach, taxi to holding point A, runway 14, QNH 1002, report ready for departure |
| taxiing to holding point A, runway 14, QNH 1002, wilco, S-BS |

2.

| Ljubljana Tower S5-DAT, position G, information C, request detailed taxi instructions |
| S-AT Ljubljana Tower, taxi to holding point runway 30 via T, A and K, QNH 1003, report ready for departure |
| taxiing to holding point runway 30 via T, A and K, QNH 1003, wilco, S-AT |
**Important phrases (taxiing)**

- start up at *(time)*  
- taxi to holding point runway *(number)*  
- taxi via *(taxiways)*  
- cross runway  
- hold short of runway *(number)*  
- expedite taxi  
- line up  
- hold position  
- request start up  
- request taxi  
- request detailed taxi instructions  
- request cross runway  
- runway vacated  
- expediting taxi  
- lining up  
- holding position

◊ **Clearance for take-off**

In relation to runway movements, the word ‘CLEARED’ is only used in connection with a clearance to take-off or land. For other RTF exchanges, words such as ‘cross’, ‘departure’ and ‘approved’ should be used. In addition, the word take-off shall be used in the take-off clearance or its cancellation. At other times, pilot should use the terms ‘departure’ and ‘airborne’. If there is conflicting traffic, the controller may instruct the pilot to ‘HOLD POSITION’. This instruction needs to be acknowledged by the pilot with the phrase ‘HOLDING’.

**RTF Take-off**

1. Maribor

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S-BS, ready for departure</td>
</tr>
<tr>
<td></td>
<td>S-BS, line up and wait</td>
</tr>
<tr>
<td></td>
<td>lining up and waiting, S-BS</td>
</tr>
<tr>
<td></td>
<td>S-BS, runway 14 cleared for take-off, wind 120 degrees 6 knots, after departure turn right to MS1, climb to 3500 feet, report MS1</td>
</tr>
<tr>
<td></td>
<td>runway 14 cleared for take-off, wind 120 degrees 6 knots, after departure turn right to MS1, climb to 3500 feet, wilco, S-BS</td>
</tr>
</tbody>
</table>
2. **Ljubljana**

- S-AT, ready for departure
- S-AT, line up runway 12, cleared for take-off, wind 090 degrees 6 knots, after departure turn right to S3, climb to 2500 feet
- line up runway 12, cleared for take-off, turn right to S3, climb to 2500 feet, S-AT
- S-AT, hold position, I say again, hold position, obstacle on runway 12
- holding position, S-AT

3. **Portorož**

- S-EW, ready for departure
- S-EW line up runway 33, cleared for take-off, after departure turn right to PE2, climb to 3000 feet, report PE1
- line up runway 33, cleared for take-off, after departure turn right to PE2, climb to 3000 feet, wilco, S-EW

**Important phrases (take-off)**

- report when ready [for departure]?
- Are you ready [for departure]
- line up runway (number)
- line up [and wait]
- runway (number) cleared for take-off
- [after departure] turn right (or left or climb)
- report airborne
- continue runway heading

- ready for departure
- ready
- lining up runway (number)
- lining up and waiting
- runway (number) cleared for take-off
- request right (or left) turn
- airborne
Changing frequency

Pilots will normally be advised by a ground station to change from one radio frequency to another. In absence of such advice, the pilot has to notify the ground station before changing frequency, using the phrase ‘REQUEST CHANGE TO (ATS unit)’. In controlled airspace, the pilot must get permission from the ATC before changing frequency.

RTF Departure

- S-AT, airborne at 08, report S3 at 2500 feet
- wilco, climbing to 2500 feet, S-AT
- S-AT, passing S3 at 43
- S-AT, contact Ljubljana Information 118,475
- 118,475, S-AT
- Ljubljana Information S5-DAT, passing S3 at 43, to Novo mesto
- S-AT, QNH 1012, continue visually to Novo mesto, report before changing to local frequency
- QNH 1012, continuing visually to Novo mesto, wilco, S-AT

Important phrases (departure, frequency change)

- frequency change approved
- contact (unit call sign, frequency)
- stand-by for (unit call sign, frequency)
- monitor (station, frequency)
- when ready contact
- remain this frequency
- request change to (frequency)
- monitoring (frequency)
En-route Phraseology

◊ Initial call

When establishing contact, the initial call consists of the call sign of the unit the pilot is calling followed by his own call sign. The ground unit will reply with the call sign of the plane followed by their own. Then the pilot informs the ground station of his position, intentions and service required. Reports should be transmitted in the standard order:

- Aircraft call sign (and type if necessary)
- Position (and time over)
- Flight level or altitude
- Next position and time over and following significant point
- Additional information (e.g.: purpose at the aerodrome)

The pilot shall report position over important reporting points. Position reporting may be omitted if flight progress data is available from other sources such as radar, or if requested by the controller (e.g.: ‘OMIT POSITION REPORTING’).

RTF Position Reporting

<table>
<thead>
<tr>
<th>✈ Ljubljana Information SS-DEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS-DEW Ljubljana Information</td>
</tr>
<tr>
<td>SS-DEW overhead Velike Lašče at 24, passing 4500 feet, climbing to 6500 feet, estimating ILB at 40, PE1 next</td>
</tr>
<tr>
<td>S-EW report three minutes before PE1</td>
</tr>
<tr>
<td>✈ wilco, S-EW</td>
</tr>
</tbody>
</table>

◊ Identification by transponder

Use of the transponder helps the controller and pilots of other aircraft fitted with airborne collision avoidance system (ACAS). If an aircraft carries a serviceable transponder, the pilot shall operate it at all times during flight. The pilot shall select codes as instructed by the controller. In absence of such instructions, the pilot selects the code 2000.

To indicate the state of emergency, the pilot selects Code 7700. Code 7600 is selected to indicate a state of radio-communication failure and Code 7500 is reserved for unlawful interference.

Squawks, or squawking has its origins in The Second World War, when the Identification Friend or Foe systems were first installed. This IFF system was codenamed parrot during the war and hence the modern term “squawk.”
**Important phrases (transponder)**

- advise transponder capability
- reset squawk (code)
- for departure squawk (code)
- confirm squawk (code)
- squawk ident / MAYDAY
- transponder (as in the flight plan)
- resetting (mode, code)
- squawk (code)
- squawking (code)
- negative transponder

**Traffic information and avoiding action**

VFR flights should maintain their own separation. They are assisted by ATC who provide information on other traffic in their vicinity and avoiding action. Information on other traffic is given in the form of a relative bearing of the conflicting traffic in terms of 12-hour clock, distance from the conflicting traffic and its direction followed by other related information. The pilot acknowledges the traffic information with the phrase ‘LOOKING OUT’. When the pilot locates the other traffic, he advises the controller using the phrase ‘TRAFFIC IN SIGHT’. If he cannot locate the other traffic, he uses the phrase ‘NEGATIVE CONTACT’.

**Aviation humour:**

‘Traffic is a light aircraft, 9 o’clock, range 4 meters, same direction, same altitude’
**Important phrases (traffic information)**

- Traffic (number) o’clock (distance, direction) fast moving, closing, opposite direction, crossing left to right
- Do you want vectors?
- Clear of traffic
- Traffic in sight
- Looking out
- Negative contact
- Request vectors

◊ **Flight plans**

When the pilot files the flight plan during flight, he should contact flight information service and transmit data in the flight plan format.

*RTF* **Closing a flight plan**

Ljubljana Information S5-DAA, request file flight plan

S5-DAA Ljubljana Information, ready to copy

When the pilot is landing at an aerodrome which is not his planned destination, he must close the flight plan to avoid unnecessary search and rescue activity. The pilot may do this by radio before landing or by telephone after landing.

*RTF* **Closing a flight plan**

Ljubljana Information S5-DJJ, airport Lesce in sight, changing to local frequency, request close flight plan

S5-DJJ Ljubljana Information, flight plan closed at 40

If the weather permits, the pilot may change an IFR flight to VFR flight.

*RTF* **Changing from IFR to VFR**

Ljubljana Radar S5-DAA, cancelling my IFR flight, continuing VFR to S1

S5-DAA Ljubljana Radar, IFR flight cancelled at 25, continue to S1, contact Ljubljana Information 118,475

◊ **Weather information**

The pilot may obtain weather information in the form of reports, forecasts and warnings on ATIS or VOLMET frequency, from a tower controller or flight information services operator.

*RTF* **Requesting weather data**

Maribor Tower S5-DBS, request present weather

S5-DBS Maribor Tower, wind 120 degrees 5 knots, clouds scattered 2000 feet, temperature 5, dew point 3, QNH 1023

QNH 1023, S5-DBS
Runway condition

Runway condition can be included in departure or arrival information, it can, however, be also transmitted to the pilot at the appropriate time.

**RTF Runway condition**

| S5-DSC, runway 30 cleared to land, just landed Cessna reported braking action poor |
| runway 30 cleared to land, roger, S5-DSC |

**Important phrases (weather information and runway condition)**

- temperature -2, dew point 0
- wind gusting at *(number of knots)*
- moderate turbulence
- runway *(number)* condition *(condition)*
- landing surface *(condition)*
- caution construction works/obstacle
- runway wet/covered with snow
- breaking action good/medium/poor

**Weather avoidance**

Weather does not always do what the forecasts predict and it can deteriorate very fast. When the pilot is receiving ATC service, he should advise the controller of the situation and request an alternative level or route.

**RTF Unable to maintain VMC**

| S5-DAA, unable to maintain VMC due clouds, request turn left to Ptuj |

**Crossing controlled airspace**

If the pilot intends to fly through controlled airspace, he needs to obtain clearance to enter it and has to follow ATC instructions. The request needs to be made in good time (at least 5 minutes before), and should include the position and time of entering the controlled airspace.

**RTF Crossing of controlled airspace**

| Maribor Approach S5-DAS |
| S5-DAS Maribor Approach |
| S5-DAS, VFR from Murska Sobota to Celje, 15 miles north of Maribor, climbing to 2500 feet, request climb to 4000 feet and cross controlled airspace from ME1 to MS3 |
| S-AS, maintain 2500 feet, report over ME1 |
| S-AS, over ME1, 2500 feet |
| S-AS, report over MS3, climb to 4000 feet |
| climbing to 4000 feet, wilco, S-AS |
| S-AS, over MS3, 4000 feet |
| S-AS, contact Ljubljana Information 118,475 |
Arrival Phraseology

◊ First call
The pilot should make the initial call in sufficient time to allow a planned entry into the circuit, Aerodrome Traffic Zone or controlled airspace. If the aerodrome provides ATIS, the pilot acknowledges the receipt by including the ATIS code in the initial call. The controller gives the pilot appropriate instructions.

RTF  Entering the controlled airspace

◊ Straight-in-approach
Depending on prevailing traffic condition and the direction from which an aircraft is arriving, the controller may give the pilot a straight-in-approach.

RTF  Straight-in-approach and landing

Important phrases (approach and landing)

- report runway (lights, field) in sight
- hold visual over / between ..... and.....
- orbit right/left
- (due traffic, spacing, delay)
- cleared (type of approach) runway (number)
- cleared to land
- request landing instructions
- runway in sight
- request straight-in-approach
Traffic circuit and landing

The pilot should make the request for instructions to join the traffic circuit in good time. Having joined the traffic circuit, the pilot makes routine reports. The compulsory reports are downwind and final, other reports are made on request. The examples in this section refer to the left-hand pattern. When the traffic circuit is in a right traffic pattern, IT should be specified, e.g. ‘REPORT RIGHT DOWNWIND’. Left-hand patters don’t have to be specified.

RTF Joining the circuit and landing

- Portorož Approach S5-DMN, over PE1, 3000 feet, for landing
- SS-DMN Portorož Approach, QNH 1021, runway in use 33, continue to the airport, descend visually to 1000 feet, report runway in sight
- QNH 1021, runway in use 33, continuing to the airport, descending visually to 1000 feet, wilco, SS-DMN
- SS-DMN, runway in sight
- S-MN, number 2, traffic is Piper Tomahawk on final, runway 33, report base
- traffic in sight, will report base, S-MN
- S-MN, base
- S-MN, runway 33, cleared to land, wind 300 degrees, 8 knots gusting at 12
- runway 33, cleared to land, S-MN

Important phrases (joining the circuit and landing)

- join [direction of circuit] (position in circuit) (runway) report downwind/base/final
- extend downwind
- make short/long approach number... follow (A/C type and position) runway (number) cleared to land
- vacate (via) / report (runway) vacated
RTF  Landing and vacating runway

◊ Missed approach

To avert an unsafe situation, the controller may instruct the pilot to perform a missed approach. The pilot reads back the instruction and continues into the traffic circuit if no other instruction is given. The manoeuver may be initiated by the pilot who informs the controller about it using the phrase ‘GOING AROUND’.

RTF  Missed approach

◊ Training

For training purposes, the pilot might request an approach along or parallel to the runway, without stopping.

If the pilot wishes to land and take-off again, he may ask for a touch-and-go. However, if the pilot wants to perform a normal landing and then take-off again, he requests a stop-and-go. When he finishes the training, he requests a full-stop.

RTF  Touch-and-go

Important phrases (training)

- cleared low approach runway (number)
- request low approach (reasons)
- expect touch-and-go
- request touch-and-go
- make full stop
- request stop-and-go
- cleared low pass
- request low pass
- runway 14 cleared touch-and-go, S-AT
- request full stop
Distress message

The word ‘MAYDAY’ announces a distress message that should be sent by an aircraft experiencing a condition of being threatened by serious and/or imminent danger and of requiring immediate assistance. A distress message should normally be made on the frequency used at the time. The pilot may change to the emergency frequency 121.500 MHz or another frequency if better assistance can be provided on these frequencies.

Distress messages shall consist of as many as possible of the following elements spoken distinctly and, if possible, in the following order:

<table>
<thead>
<tr>
<th>Content</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>distress signal</td>
<td>MAYDAY MAYDAY MAYDAY</td>
</tr>
<tr>
<td>the name of the station addressed</td>
<td>Maribor Approach</td>
</tr>
<tr>
<td>the identification of the aircraft</td>
<td>S5-DAT</td>
</tr>
<tr>
<td>the nature of the distress condition</td>
<td>engine shutdown</td>
</tr>
<tr>
<td>the intention of the pilot-in-command</td>
<td>landing at airfield Cerkvenjak</td>
</tr>
<tr>
<td>position, level and heading</td>
<td>overhead Lenart, 4500 feet</td>
</tr>
</tbody>
</table>

The ATS unit addressed by an aircraft in distress acknowledges the receipt of the distress message with the phrase ‘ROGER MAYDAY’. The unit takes control of the communication or clearly transfers that responsibility.

The ATS unit in control of distress traffic may imposes radio silence, either on all stations in the area or on any station which interferes with the distress traffic, using the phrase ‘STOP TRANSMITTING, MAYDAY’.

When an aircraft is no longer in distress, it shall transmit a message cancelling the distress condition.

The controller terminates the distress communication and silence conditions by transmitting a message, including the words ‘DISTRESS TRAFFIC ENDED’.
**Distress situations**

- engine shutdown / on fire / losing power
- short of fuel / fuel
- severe icing problem
- lost [in cloud, fog]
- technical trouble
- electrical failure
- smoke in the cockpit

**Urgency message**

An aircraft sends out the urgency message if she wishes to give notice of a condition, concerning the safety of an aircraft or other vehicle, or of some person on board or within sight, but which does not require immediate assistance. The pilot starts the message with the word ‘PAN PAN’, preferably spoken three times. The urgency message shall be made on the frequency in use at the time and shall contain the following elements:

<table>
<thead>
<tr>
<th>Content</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>urgency signal</td>
<td>PAN PAN  PAN PAN  PAN PAN</td>
</tr>
<tr>
<td>the name of the station addressed</td>
<td>Portorož Approach</td>
</tr>
<tr>
<td>the identification of the aircraft</td>
<td>S5-PEA</td>
</tr>
<tr>
<td>the nature of the urgency condition</td>
<td>passenger with health problems</td>
</tr>
<tr>
<td>the intention of the pilot-in-command</td>
<td>request immediate landing</td>
</tr>
<tr>
<td>position, level and heading</td>
<td>overhead Piran, at 2000 feet</td>
</tr>
</tbody>
</table>

The ATS unit addressed by an aircraft acknowledges the receipt of the urgency message and, if necessary, exercises control of communications.

**Urgency situations**

- bird strike
- minor technical failure
- pilot's health trouble
- passenger's health trouble

*A hawk with a mouse caught by a web camera at Aerodrome Ljubljana*
Helicopter Operations

Based on an appropriate permission, helicopters may be able to land and take-off from areas of the aerodrome other than the runway. Therefore, helicopter pilots need to inform the controller which area of the aerodrome they intend to use. When the take-off is made from the runway, the phraseology in the example below should be used.

**RTF  Air taxiing**

| Ljubljana Tower SS-HNM, on military apron, Information C, request air-taxiing |
| S-NM Ljubljana Tower, air-taxi to holding point runway 30 via F, QNH 1003, report ready for departure |
| air-taxi to holding point runway 30 via F, QNH 1003, wilco, S-NM |

When the pilot takes off from another point on the manoeuvring area, the area needs to be specified in the transmission, e.g. ‘(area), READY FOR DEPARTURE’.

**RTF  Departure**

| Ljubljana Tower SS-HNM, request departure instructions from present position to Kredarica |
| S-NM Ljubljana Tower, cleared for take-off, after departure turn right, direction 30, climb to 6000 feet |
| cleared for take-off, after departure turn right, direction 30, climb to 6000 feet, S-NM |

**Important phrases (departure)**

- air-taxi to holding point runway *(number) via (route)*
- air-taxi to *(location)*
- air-taxi via *(route) to (location)*
- caution dust, blowing snow, debris

- request air-taxiing from ... to
- request departure instructions from *(take off area)* to
Unattended Aerodromes

◊ Operations outside the hours of ATS

At some aerodromes operations may take place outside working hours of an air traffic services unit. To improve safety at such aerodromes, the pilot should broadcast information on his position and intentions to other aircraft that may be operating on or in the vicinity of the aerodrome. Besides position and intentions, his transmissions shall include the name of the aerodrome and the runway he intends to use.

RTF Taxiing and departure

| ✈ Aerodrome Novo mesto, S5-DBK, taxiing to runway 23 |
| ✈ Aerodrome Novo mesto, S5-DBK, lining up runway 23 for departure |
| ✈ Aerodrome Novo mesto, S5-DBK, airborne, departing north |

◊ Arrival Transmissions

The initial call should be made 5 minutes before arriving at the aerodrome. The examples below show arrival transmissions relating to a normal traffic pattern. Pilots may adapt calls as necessary depending on the situation and any other traffic in the vicinity.

RTF Arrival

| ✈ Aerodrome Novo mesto, S5-DBK, at 2000 feet, joining right-hand circuit runway 23 |
| ✈ Aerodrome Novo mesto, S5-DBK, right downwind, runway 23 |
| ✈ Aerodrome Novo mesto, S5-DBK, final runway 23 |
Aerodromes with a flight information service officer

This section provides examples of the RTF used by a pilot at an aerodrome with a flight information service officer on duty. The AFIS officer provides information necessary for the safe and efficient operation of aerodrome traffic.

◊ Taxiing and departure

The mobile station operator provides information regarding taxiing and occupation of the runway.

**RTF Taxiing and take-off**

- Aerodrome Lesce S5-DJJ, good day
- S-JJ, Aerodrome Lesce, good day
- S-JJ, request taxi for work in zone Vrba
- S-JJ, taxi to runway 14, wind 160 degrees 2 knots, report ready for departure
- S-JJ, holding point runway 14, ready for departure
- S-JJ, runway 14 free for departure, wind 100 degrees 3 knots, report overhead Vrba
- runway 14 free for departure, wilco, S-JJ

◊ Training

For training purposes, the pilot may ask for permission to fly in the traffic circuit or to perform an approach along or parallel to the runway. He can further ask for a touch-and-go, stop-and-go, flying in the zone or engine failure imitation.

**RTF Training (traffic circuit)**

- S5-DJJ, ready for departure, traffic patterns
- S-JJ, runway free for departure, left-hand pattern, report downwind
- left-hand pattern, will report downwind, S-JJ
- S-JJ, downwind, runway 14
- S-JJ, report final
- will report final, S-JJ
- S-JJ, final runway 14, for touch-and-go
- S-JJ, runway 14 free for touch-and-go, wind 130 degrees 2 knots
- runway 14 free for touch-and-go, S-JJ
**RTF Training (engine failure imitation)**

- Lesce S-JJ, left-hand traffic circuit, for engine failure imitation
- S-JJ, engine failure imitation approved, report one minute before imitation
- engine failure imitation approved, wilco, S-JJ
- Lesce S-JJ, one minute before start of imitation
- S-JJ, runway 14, land at own discretion, wind 130 degrees 2 knots
- runway 14, land at own discretion, S-JJ

**Approach**

The aeronautical station operator provides information for joining the traffic circuit and landing. He does not give instructions and clearances.

**RTF Joining the circuit and landing**

- Aerodrome Lesce S5-DJJ, good morning
- S-JJ Aerodrome Lesce, good morning
- S-JJ, over W2, altitude 3000 feet, for landing
- S-JJ, join left-hand circuit, runway 14, report downwind
- S-JJ, join left-hand circuit, runway 14, will report downwind, S-JJ
- S-JJ, downwind
- S-JJ, report final runway 14
- will report final, S-JJ
- S5-DJJ, final runway 14
- S-JJ, runway 14 free for landing, wind 100 degrees 2 knots
- runway 14 free for landing, S-JJ
Gliding

◊ Departure

**RTF Take-off and rope dropping**

- Bovec Blanik 10, radio check 123.500
- Blanik 10, read you 4
- Blanik 10, ready for departure
- Blanik 10, roger
- S-AR, runway free for departure
- runway free for departure, S-AR

- Bovec Blanik 10, disconnected
- Blanik 10, roger

- S-AR, for dropping (rope)
- S-AR, continue runway 07, for dropping
- S-AR, rope dropped (retracted)
- S-AR, (rope dropped) report final runway 25
- S-AR, final runway 25
- S-AR, runway 25, land at own discretion, wind 120 degrees 5 knots
- runway 25, land at own discretion, S-AR

◊ Sailing

**RTF Sailing**

- Cirus 16 Podpeč, report position
- Cirus 16, over Krvavec, 4000 meters, climbing 3 meters per second
- Cirus 16
## Approach

### RTF Approach

<table>
<thead>
<tr>
<th>Message</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>Podpeč Blanik 10, overhead Grintavec, at 2000 m, on course to Podpeč</td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td>Blanik 10, contact Ljubljana Approach 118.750 for crossing TMA Ljubljana</td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td>118.750, Blanik 10</td>
</tr>
<tr>
<td><img src="image4.png" alt="Image" /></td>
<td>Ljubljana Approach Blanik 10, over Krvavec, at 1800 meters, request crossing TMA Ljubljana</td>
</tr>
<tr>
<td><img src="image5.png" alt="Image" /></td>
<td>Blanik 10, continue direct to S3, call over airport Ljubljana</td>
</tr>
<tr>
<td><img src="image6.png" alt="Image" /></td>
<td>continuing direct to S3, wilco, Blanik 10</td>
</tr>
<tr>
<td><img src="image7.png" alt="Image" /></td>
<td>Blanik 10, over airport Ljubljana, at 1700 meters, on course to S3</td>
</tr>
<tr>
<td><img src="image8.png" alt="Image" /></td>
<td>Blanik 10, report passing S3, caution light aircraft approaching head on</td>
</tr>
<tr>
<td><img src="image9.png" alt="Image" /></td>
<td>wilco, light aircraft in sight, Blanik 10</td>
</tr>
<tr>
<td><img src="image10.png" alt="Image" /></td>
<td>Blanik 10 over S3, at 1500 meters</td>
</tr>
<tr>
<td><img src="image11.png" alt="Image" /></td>
<td>Blanik 10, contact Podpeč 123.500</td>
</tr>
<tr>
<td><img src="image12.png" alt="Image" /></td>
<td>123.500, Blanik 10</td>
</tr>
<tr>
<td><img src="image13.png" alt="Image" /></td>
<td>Podpeč Blanik 10, zone Podpeč, gear down and locked</td>
</tr>
<tr>
<td><img src="image14.png" alt="Image" /></td>
<td>Blanik 10 Podpeč, runway 26 free for landing, land on T</td>
</tr>
<tr>
<td><img src="image15.png" alt="Image" /></td>
<td>runway 26 free for landing, wilco, Blanik 10</td>
</tr>
</tbody>
</table>
Ballooning

The balloon pilot makes contact with air traffic control after take-off. He reports his position, height and flight direction. If the altitude changes during the flight, the change is reported to the controller. The controller states the conditions under which the pilot may continue his flight, and instructs the pilot to report when he will start the landing manoeuvre.

RTF Airborne

Ljubljana Information S5-ORP, airborne at Barje at 15, intended altitude 2000 feet, direction Ig

SS-ORP Ljubljana Information, roger, QNH 1002, Squawk 7001, report before landing

QNH 1002, Squawk 7001, wilco, S5-ORP

RTF Position reporting

SS-ORP Ljubljana Information, report position

Ljubljana Information S5-ORP, over Matena, altitude 2000 feet, direction east

RTF Change of altitude

Ljubljana Information S5-ORP, request level change

S-RP Ljubljana Information, climb to 4000 feet approved

climb to 4000 feet approved, S-RP

RTF Landing

Ljubljana Information S5-ORP, starting landing procedure

S-RP Ljubljana Information, roger, report after landing. Do you request close flight plan?

wilco, request close flight plan, S-RP

or

wilco, will inform you after landing over the phone, S-RP
Complete flights

1. **RTF**  A cross-country flight to Ronchi departing from Portorož

   - **S-BS**, runway 15 cleared for take-off, wind 120 degrees 6 knots, after departure turn left, climb to 2000 feet, report PN1
   - runway 15 cleared for take-off, after departure turn left, climb to 2000 feet, wilco, S-BS
   - **S-BS**, over PN1, 2000 feet
   - **S-BS**, continue direct to VICKY, climb to 2500 feet
   - continue direct to VICKY, climbing to 2500 feet, S-BS
   - **S-BS**, overhead VICKY, 2500 feet
   - **S-BS**, contact Ronchi Approach 119,15
     - 119,15, S-BS
   - Ronchi Approach, S5-BS, passing VICKY, at 2500 feet, proceeding to GRADO, Ronchi next, for touch-and-go
   - **S-BS**, sr, sh..., fdvn
   - Ronchi Approach, S5-BS, say again, unreadable
   - S5-BS, Ronchi Approach, proceed to GRADO, maintain 2500 feet, QNH 1013, report GRADO
     - proceed to GRADO, maintain 2500 feet, QNH 1013, wilco, S-BS
   - **S-BS**, overhead GRADO
   - **S-BS**, contact Ronchi Tower 130,2
     - 130,2, S-BS
   - Ronchi Tower, S5-DBS, passing GRADO, for touch-and-go
   - S-BS Ronchi Tower, join left base runway 09, report final
     - joining left base runway 09, will report final, S-BS
   - **S-BS**, final
   - S-BS, runway 09, cleared touch-and-go, wind 070 degrees 8 knots, after touch-and-go proceed to RIFEN, climb to 2500 feet, report RIFEN
   - runway 09, cleared touch-and-go, after touch-and-go proceed to RIFEN, climb to 2500 feet, willco, S-BS
   - Ronchi Tower, S5-DBS, passing RIFEN at 2500 feet
   - S-BS, Contact Ljubljana Information 118,475
2. RTF  A cross-country flight to Venice departing from Ljubljana

- Ljubljana Tower S5-DAA, dober dan.
- S5-DAA Ljubljana Tower, dober dan, go ahead
- position G9, request taxi for a VFR flight, via S3, S5-DAA.
- S-A, stand-by, traffic entering GA apron.
- S-A

...  

- 9A-DWV, expedite via RWY A to GA apron.
- expediting, 9A-DWV.

...  

- S-A, taxi to holding point F, via TWY T and A, QNH 999.
- taxiing to holding point F, via TWY T and A, QNH 999, S-A.

...  

- S-A, ready for departure.
- S-A, RWY 12, cleared for take-off, wind 140 degrees, 8 knots, after departure turn right to S3, climb to 2500 feet, squawk 3363
- RWY 12, cleared for take-off, after departure turn right to S3, climb to 2500 feet, squawk 3663, S-A
- S-A, negative, squawk 3363.
- squawk 3363, S-A

...  

- S-A, over S3, 2500 feet
- S-A, contact Ljubljana Information, 118,475
- 118,475, S-A
- Ljubljana Information, S5-DAA, dober dan
- S-A Ljubljana Information, dober dan
- over S3, estimating S1 at 53', RIFEN next, request 6500 feet
- S-A, maintain 1000 feet AGL, report abeam Logatec
- maintaining 1000 feet AGL, wilco, S-A

...  

- S-A, abeam Logatec
- S-A, 6500 feet approved, report estimated time over RIFEN
- climbing to 6500 feet, estimating RIFEN at 15 next hour, S-A
- S-A, roger

...  

- S-A, Padova, request, 3000 feet over RIFEN, report 2 minutes before
- descending to cross RIFEN at 3000 feet, wilco, S-A.

...  

- S-A, 2 minutes to RIFEN
- S-A, contact Padova Information, 124,150
124,150, S-AA.

Padova Information S5-DAA, good day.

S-AA Padova Information, good day, QNH 1000, report Grado.

QNH 1000, wilco, S-AA.

S-AA, overhead Grado.

S-AA, descend to 1000 feet AGL, report PZE1

descending to 1000 feet AGL, wilco, S-AA

S-AA, over PZE1

S-AA, switch to Lido airport information, 118,525

118,525, S-AA

Lido S5-DAA, overhead PZE1, 1000 feet AGL.

S-AA, Lido, good day, runway in use 05, report right downwind, traffic is Cessna, turning base

runway 05, will report right downwind, looking out, S-AA

S-AA, right downwind RWY 05

S-AA, report final RWY 05

will report final, RWY 05, S-AA

I-MISA, vacating left, to the apron.

I-MISA, good day

S-AA, RWY 05, wind 110 degrees, 5 knots, land at own discretion, vacate convenient left.

RWY 05, landing at own discretion, wilco, S-AA.

S-AA, continue to parking by the windsock, good day.

wilco, S-AA, good day.
Maribor Approach S5-DMG, on Letalski center, dober dan

**SS-DMG** Maribor Approach, dober dan, go ahead

**SS-DMG** request taxi for VFR route to Gyor

S-MG, QNH 1030, line up runway 14, squawk 7003, report ready for departure

QNH 1030, lining up runway 14, squawk 7003, ready for departure, S-MG

S-MG cleared to destination, after departure turn left to ME2, climb to 3500 feet

cleared to destination, after departure left to ME2, climb to 3500 feet, S-MG

S-MG correct, runway 14, cleared for take-off

runway 14, cleared for take-off, S-MG

S-MG airborne at 20, next report ME2

willco, S-MG

Maribor Approach S-MG, over ME2 at time 25, maintaining 3500 feet, estimating DIMLO at time 42

S-MG report 3 minutes before DIMLO

willco, S-MG

Maribor Approach S-MG, 3 minutes before DIMLO

S-MG contact Budapest info 125.50

125.50, na svidenje, S-MG

Adijo

Budapest Info S5-DMG, overhead DIMLO at time 43, maintaining 3500, Jó napot kívánok, request

SS-DMG Budapest info, servus, go ahead

If possible, I would like to cross Papa air base CTR direct Gyor-PER via Panonhalma reporting point, S5-DMG

S-MG stay on my frequency, coordinating

roger, S-MG

S-MG contact PAPA APP 131.25

131.25, S-MG, szia

szia

Papa APP S5-DMG, good afternoon

SM-G good afternoon, identified, turn 045, maintain 3000 feet

turning 045, maintaining 3000 feet, S-MG

S-MG crossing of airfield approved, maintain 3000 feet

crossing approved, maintaining 3000 feet, S-MG

S-MG contact Gyor-per, 129.9, Goodbye

129.9, S-MG, Goodbye

Gypr-per S5-DMG, Jonapot
SS-DMG servus, QNH 1028, proceed via Panonhalma to GYR, report reaching QNH 1028, willco, SS-DMG

SS-DMG, overhead GYR

SS-DMG report long final runway 12

long final runway 12, SS-DMG

SS-DMG, land at own discretion, wind 120 degrees 10 knots

land at own discretion, SS-DMG

SS-DMG taxi to apron 1 via A

to apron 1 via A SS-DMG.
Sources:


Kukovec, Alenka: Letalska frazeologija, How do you read (me)? - Ljubljana: DIOM, 2010

Commission Implementing Regulation (EU) 2016/1185 of 20 July 2016 amending Implementing Regulation (EU) No 923/2012 as regards the update and completion of the common rules of the air and operational provisions regarding services and procedures in air navigation (SERA Part C) and repealing Regulation (EC) No 730/2006 (Text with EEA relevance)


Ljubljana, October 2017

1st Issue