

# Introduction

Effective communication between pilots and air traffic controllers (ATC) is essential for flight safety and efficiency. Standardized phraseology ensures **clarity, uniformity, and minimizes ambiguity** in radiotelephony (RTF) communication.

The phraseology outlined here is based on **ICAO Doc 4444, 16th edition (Nov 2016)** and must be used in conjunction with proper call signs.

## What is Phraseology?

Phraseology refers to the **structured communication** used between pilots and ATC. It ensures **clear and precise** transmissions to reduce misunderstandings.

- Standard phraseology applies to **routine and emergency communications**.
- When standard phrases do not cover a situation, pilots and controllers should use **plain language** that is **clear, concise, and direct**.
- Pilots must **read back all clearances and instructions** they receive from ATC, except in emergency situations or in cases of radio failure.

## Basic Rules of Communication

- ATC must **start all transmissions with the aircraft's call sign**.
- Pilots should **end their readback with their call sign**.
- When contacting ATC for the first time, a pilot should **state both the ATC unit and their own call sign**.
- Some abbreviations, such as **ILS, QNH, and RVR**, may be spoken as individual letters rather than using the full phonetic alphabet.

## Omitted Words in Transmissions

To keep transmissions concise, the following words may be omitted **if no confusion arises**:

- **"Surface"** (in relation to wind direction and speed).
- **"Degrees"** (when giving radar headings).
- **"Visibility," "Clouds," and "Height"** (in meteorological reports).
- **"Hectopascal"** (when providing pressure settings).

## Use of Conditional Instructions

Conditional instructions (e.g., "**Behind landing aircraft, line up and wait**") must follow a strict format to avoid confusion.

## Format for Conditional Instructions:

1. **Identification** – Aircraft receiving the instruction.
2. **Condition** – The reference traffic or event (e.g., "Behind the landing Airbus A320").
3. **Clearance** – The specific instruction given (e.g., "Line up and wait").

### Example:

☐ ATC: "SAS947, behind landing DC9, line up and wait Runway 12."

☐ Pilot: "Behind landing DC9, line up and wait Runway 12, SAS947."

⚡ **Important:** Conditional phrases **must not be used for runway movements** unless the controller and pilot have a **clear visual of the aircraft or vehicle in question**.

## Transmitting Techniques

To ensure **clear and understandable communication**, ATC and pilots should:

1. **Listen before transmitting** to avoid interference.
2. **Use a normal tone** and speak **clearly and distinctly**.
3. **Maintain a steady speaking volume** throughout the transmission.
4. **Pause slightly before and after numbers** for better comprehension.
5. **Avoid hesitation sounds** like "er" or "um."
6. **Keep a consistent distance from the microphone** for clear audio.
7. **Depress the transmit button fully before speaking** and release it only after completing the message.

## Readback Procedures

Pilots **must read back** all **safety-critical** clearances and instructions. This ensures that **ATC clearances are received correctly and executed as intended**.

### Readback is mandatory for:

- ATC **route clearances**.
- **Runway instructions**, including:
  - Entering, landing on, taking off from, or holding short of a runway.
  - Crossing or backtracking on a runway.
- **Runway-in-use** information.

- **Altimeter settings.**
- **SSR codes** (Squawk assignments).
- **Level, heading, and speed instructions.**
- **Transition level assignments.**

## Example Readbacks:

☐ ATC: "DEHBA, taxi to holding point Runway 01."

☐ Pilot: "Taxi to holding point Runway 01, DEHBA."

☐ ATC: "DEHBA, squawk 4525."

☐ Pilot: "Squawk 4525, DEHBA."

## Additional Guidelines for Effective Communication

- **The word "IMMEDIATELY" should only be used when immediate action is required for safety reasons.**
- **Avoid unnecessary courtesies** like "please" or "thank you" in radio transmissions.
- **Do not use redundant words** such as "this is," "over," or similar terms unless needed for clarity.

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