

Advisory Circular

AC91-9 & AC172-1

Revision 12

Radiotelephony Manual

10 November 2017

General

Civil Aviation Authority advisory circulars contain guidance and information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** with the associated rules and legislation.

However the information in the advisory circular does not replace the requirement for participants to comply with their own obligations under the Civil Aviation rules, the Civil Aviation Act 1990 and other legislation.

An advisory circular reflects the Director's view on the rules and legislation. It expresses CAA policy on the relevant matter. It is not intended to be definitive. Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate advisory circular. Should there be any inconsistency between this information and the rules or legislation, the rules and legislation take precedence.

An advisory circular may also include **guidance material** generally, including guidance on best practice as well as guidance to facilitate compliance with the rule requirements. However, guidance material should not be regarded as an acceptable means of compliance.

An advisory circular may also include **technical information** that is relevant to the standards or requirements.

Purpose

This advisory circular provides examples of standard radiotelephony phraseology for use by pilots and air traffic services (ATS) and is based on the following ICAO documents:

- Annex 10, *Aeronautical Telecommunications Volume II (Communication Procedures including those with PANS status)*
- Doc 4444 *Procedures for Air Navigation Services – Air Traffic Management*
- Doc 9432 *Manual of Radiotelephony* contains examples, based on the above documents, which are intended to be representative of radio telephony in common use.

Civil Aviation Rules Part 172 *Air Traffic Service Organisations – Certification*, rule 172.105 *Radio and telephone procedures* lists the above order of precedence for these documents to be used in determining standard phraseology when communicating with pilots.

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Related Rules

This advisory circular relates to Civil Aviation Rule Parts 91 and 172 regarding communications requirements between pilots and ATS.

Change Notice

Revision 12 generalises AIP references by using section instead of pagination.

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1. INTRODUCTION

1.1 Radiotelephony (RTF) provides the means by which pilots and air traffic services personnel communicate with each other. Used properly, the information and instructions transmitted are of vital importance in assisting in the safe and expeditious operation of aircraft. However, the use of non-standard procedures and phraseology can cause misunderstanding. Incidents and accidents have occurred in which a contributing factor has been the misunderstanding caused by the use of non-standard phraseology. The importance of using correct and precise standard phraseology cannot be over-emphasised.

1.2 The following phraseology has been established for the purpose of ensuring uniformity in RTF communications. Obviously, it is not practicable to detail phraseology examples suitable for every situation which may occur. However, if standard phrases are adhered to when composing a message, any possible ambiguity will be reduced to a minimum. Concise and unambiguous phraseology used at the correct time is vital to the safe and expeditious operation of air traffic.

1.3 Some abbreviations, which by their common usage have become part of aviation terminology, may be spoken using their constituent letters rather than the phonetic alphabet, for example, ILS, QNH.

1.4 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”, “CLOUD”, and “HEIGHT” in MET reports
- “HECTOPASCALS” when giving pressure settings.



1.5 The use of courtesies should be avoided.

1.6 The word “IMMEDIATELY” should only be used when immediate action is required for safety reasons.

2. GLOSSARY

2.1 Relevant definitions and abbreviations can be found in Civil Aviation Rules, Part 1 *Definitions and Abbreviations*.

3. KEY

<i>Symbol</i>	<i>Meaning</i>
	AIRCRAFT (includes aeroplanes, helicopters, gliders, balloons, microlights)
	AIR TRAFFIC SERVICES (air traffic control, flight information service, aerodrome flight information service)

3.1 In the examples, the aircraft or ground station transmitting is identified by the symbols shown above.

3.2 Aircraft in this advisory circular may be further identified by the call sign examples; FASTAIR representing an airliner, PQR an IFR aircraft, and XYZ a VFR aircraft. It must be remembered that these are just examples and that in many cases the aircraft involved could be any of these.

3.3 In this advisory circular the title of the ground station addressed is generally omitted, such as Christchurch Ground, Christchurch Tower, Christchurch Control, Christchurch Information etc.

4. GENERAL PROCEDURES AND PHRASEOLOGY

4.1 Transmitting technique

4.1.1 The following transmitting techniques will assist in ensuring that transmitted speech is clearly and satisfactorily received.

- (a) Before transmitting check that the receiver volume is set at the optimum level and listen out on the frequency to be used to ensure that your transmission will not interfere with a transmission from another station.
- (b) Be familiar with microphone operating techniques and do not turn your head away from the microphone whilst talking, or vary the distance between it and your mouth. Severe distortion of speech may arise from talking too close to the microphone, touching the microphone with the lips, or holding on to the microphone or boom (of a combined headset/microphone system).
- (c) Use a normal conversation tone, speak clearly and distinctly.
- (d) Maintain an even rate of speech, slightly slower than conversational speed. When it is known that elements of the message will be written down by the recipient, speak at a slightly slower rate.
- (e) Maintain the speaking volume at a constant level.
- (f) A slight pause before and after numbers will assist in making them easier to understand.
- (g) Avoid using hesitation sounds such as “er”.

- (h) Depress the transmit switch fully before speaking and do not release it until the message is complete. This will ensure that the entire message is transmitted. However, do not depress the transmit switch until ready to speak.
- (i) It is important to speak slowly and clearly and use standard words and phrases as much as possible – remember that English may be a second language for some.

4.1.2 One of the most irritating and potentially dangerous situations in radiotelephony is a ‘stuck’ microphone button. Always ensure the button is released after a transmission and the microphone is placed in an appropriate place to ensure it cannot inadvertently be activated.

4.2 Phonetic alphabet

4.2.1 The following table lists the phonetic alphabet for transmitting letters and the corresponding Morse Code identifier. Syllables to be emphasised are in upper case.

A	ALFA	AL fah	. .	N	NOVEMBER	no VEM ber	. .
B	BRAVO	BRAH voh	O	OSCAR	OSS cah	. . .
C	CHARLIE	CHAR lee or SHAR lee	P	PAPA	pah PAH
D	DELTA	DELL tah	. . .	Q	QUEBEC	keh BECK
E	ECHO	ECK ho	.	R	ROMEO	ROW meoh	. . .
F	FOXTROT	FOKS trot	S	SIERRA	see AIR rah	. . .
G	GOLF	GOLF	. . .	T	TANGO	TANG go	-
H	HOTEL	ho TELL	U	UNIFORM	YOU nee form or OO nee form	. . .
I	INDIA	IN dee ah	. .	V	VICTOR	VIK tah
J	JULIETT	JEW lee ETT	W	WHISKEY	WISS key	. . .
K	KILO	KEY loh	. . .	X	X-RAY	ECKS ray
L	LIMA	LEE mah	Y	YANKEE	YANG key
M	MIKE	MIKE	. .	Z	ZULU	ZOO loo

4.3 Pronunciation of numbers

4.3.1 The following table lists the phonetic spelling of numbers and number terms, and the corresponding Morse Code identifier. Syllables to be emphasised are in upper case.

0	ZE-RO	- - - - -	5	FIFE
1	WUN	. - - - -	6	SIX	-
2	TOO	. . - - -	7	SEVen	- - . . .
3	TREE	. . . - -	8	AIT	- - - . .
4	FOWer -	9	NINer	- - - . .

Decimal	DAY SEE MAL	Hundred	HUN dred
Thousand	TOU SAND		

4.3.2. All numbers, except as prescribed in section 4.3.3 must be pronounced by transmitting each digit separately. The following examples indicate the application of this procedure.

<i>Application</i>	<i>Example</i>	<i>Transmitted as</i>	<i>Pronounced as</i>
Aircraft call sign	QFA 355	Qantas three five five	Qantas TREE FIFE FIFE
	RLK 238	Link two three eight	Link TOO TREE AIT
Flight levels	FL 180	flight level one eight zero	flight level WUN AIT ZE-RO
	FL 200	flight level two zero zero	flight level TOO ZE-RO ZE-RO
	FL 70	flight level seven zero (Oceanic only)	flight level SEVen ZE-RO
Headings	150	heading one five zero	heading WUN FIFE ZE-RO
	080	heading zero eight zero	heading ZERO AIT ZE-RO
	300	heading three zero zero	heading TREE ZE-RO ZE-RO
Wind direction and speed	020 degrees 70 knots	wind zero two zero degrees seven zero knots	wind ZE-RO TOO ZE-RO degrees SEVen ZE-RO knots
	100 degrees 18 knots	wind one zero zero degrees one eight knots	wind WUN ZE-RO ZE-RO degrees WUN AIT knots

<i>Application</i>	<i>Example</i>	<i>Transmitted as</i>	<i>Pronounced as</i>
	210 degrees 18 knots gusting 30 knots	wind two one zero degrees one eight knots gusting three zero knots	wind TOO WUN ZE-RO degrees WUN AIT knots gusting TREE ZE-RO knots
Runway designator	19	runway one nine	runway WUN NINer
	06	runway zero six	runway ZE-RO SIX
	23L	runway two three left	runway TOO TREE left
Mach number	0.84	Mach decimal eight four	Mach DAY SEE MAL AIT FOWer
Altimeter setting	984 hPa	QNH nine eight four	QNH NINer AIT FOWer
	1000 hPa	QNH one zero zero zero	QNH WUN ZE-RO ZE-RO ZE-RO
	1027 hPa	QNH one zero two seven	QNH WUN ZE-RO TOO SEVen
	29.95 inches	QNH two nine decimal nine five	QNH TOO NINer DAY SEE MAL NINer FIFE
Time	1634	three four or one six three four	TREE FOWer or WUN SIX TREE FOWer
Frequencies	128.3 MHz	one two eight decimal three	WUN TOO AIT DAY SEE MAL TREE
	135.75 MHz	one three five decimal seven five	WUN TREE FIFE DAY SEE MAL SEVen FIFE
	5643 kHz	five six four three	FIFE SIX FOWer TREE

4.3.3 All numbers used in the transmission of altitude, visibility, cloud height, and runway visual range (RVR) information must be transmitted by pronouncing each digit separately, except that those numbers which contain whole hundreds and/or whole thousands only must be transmitted by pronouncing each digit of the hundreds or thousands followed by the word HUNDRED or THOUSAND as appropriate. Combinations of whole hundreds and thousands must 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.

<i>Application</i>	<i>Example</i>	<i>Transmitted as</i>	<i>Pronounced as</i>
Altitude	300 ft	three hundred feet	TREE HUN dred feet
	1145 ft	one one four five feet	WUN WUN FOWer FIFE feet
	1500 ft	one thousand five hundred feet	WUN TOU SAND FIFE HUN dred feet
	10,500 ft	one zero thousand five hundred feet	WUN ZE-RO TOU SAND FIFE HUN dred feet
	13,000 ft	one three thousand feet	WUN TREE TOU SAND feet
Visibility	200 m	two hundred metres	TOO HUN dred metres
	1500 m	one thousand five hundred metres	WUN TOU SAND FIFE HUN dred metres
	3000 m	three thousand metres	TREE TOU SAND metres
	10 km	one zero kilometres	WUN ZE-RO kilometres
Cloud height	800 ft	eight hundred feet	AIT HUN dred feet
	2200 ft	two thousand two hundred feet	TOO TOU SAND TOO HUN dred feet
	4300 ft	four thousand three hundred feet	FOWer TOU SAND TREE HUN dred feet
Runway visual range	700 m	RVR seven hundred metres	RVR SEVen HUN dred metres
	1600 m	RVR one thousand six hundred metres	RVR WUN TOU SAND SIX HUN dred metres


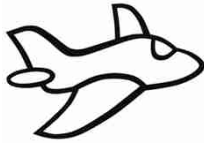
4.4 Transmission of time

4.4.1 When transmitting time, each digit should be pronounced separately. Only the minutes of the hour are normally required. However, the hour should be included if there is any possibility of confusion. (For this reason, transmission of a SARTIME should always include the hour.)

<i>Time</i>	<i>Transmitted as</i>	<i>Pronounced as</i>
0803	zero three or zero eight zero three	ZE-RO TREE or ZE-RO AIT ZE-RO TREE
1300	one three zero zero	WUN TREE ZE-RO ZE-RO
2057	five seven or two zero five seven	FIFE SEVen or TOO ZE-RO FIFE SEVen

Note: Co-ordinated universal time (UTC) must be used.

4.4.2 Pilots may check the time with the appropriate ATS unit. Time checks must be given to the nearest half minute.

FASTAIR 345 REQUEST TIME CHECK

FASTAIR 345 TIME 0611
or
FASTAIR 345 TIME 0715 AND A HALF

4.5 Standard words and phrases

4.5.1 The following words and phrases must be used in radiotelephony communications as appropriate and when used have the meaning given below.

<i>Word/Phrase</i>	<i>Meaning</i>
ACKNOWLEDGE	Let me know that you have received and understood this message
AFFIRM	Yes
APPROVED	Permission for proposed action granted
BREAK	I hereby indicate the separation between portions of the message (<i>to be used where there is no clear distinction between the text and other portions of the message</i>)
BREAK BREAK	I hereby indicate separation between messages transmitted to different aircraft in a very busy environment
CANCEL	Annul the previously transmitted clearance
CHECK	Examine a system or procedure (<i>not to be used in any other context – no answer is normally expected</i>)
CLEARED	Authorised to proceed under the conditions specified

<i>Word/Phrase</i>	<i>Meaning</i>
CONFIRM	I request verification of: <i>(clearance, instruction, action, information)</i>
CONTACT	Establish communications with ...
CORRECT	True or Accurate
CORRECTION	An error has been made in this transmission <i>(or message indicated)</i> the correct version is ...
DISREGARD	Ignore
HOW DO YOU READ	What is the readability of my transmission?
I SAY AGAIN	I repeat for clarity or emphasis
MAINTAIN	Continue in accordance with the condition(s) specified, or in its literal sense, eg. "Maintain VFR"
MONITOR	Listen out on <i>(frequency)</i>
NEGATIVE	No or Permission is not granted or That is not correct or Not capable
OVER	My transmission is ended and I expect a response from you <i>(not normally used in VHF communication)</i>
OUT	My transmission is ended and I expect no response from you <i>(not normally used in VHF communication)</i>
READ BACK	Repeat all, or the specified part, of this message back to me exactly as received
RECLEARED	A change has been made to your last clearance and this new clearance supersedes your previous clearance or part thereof
REPORT	Pass me the following information
REQUEST	I should like to know or I wish to obtain
ROGER	I have received all of your last transmission <i>(under NO circumstances to be used in reply to a question requiring READ BACK or a direct answer in the affirmative or negative)</i>
SAY AGAIN	Repeat all or the following part of your last transmission
SPEAK SLOWER	Reduce your rate of speech
STANDBY	Wait and I will call you
UNABLE	I cannot comply with your request, instruction or clearance <i>(normally followed by a reason)</i>
WILCO	I understand your message and will comply with it

<i>Word/Phrase</i>	<i>Meaning</i>
WORDS TWICE	<p>(a) as a request</p> <p>Communication is difficult. Please send every word or group of words twice</p> <p>(b) as information</p> <p>Since communication is difficult every word group of words in this message will be sent twice</p>

4.6 Call sign

4.6.1 Ground station call signs

4.6.1.1 Ground stations are identified by the name of the location followed by the service available as follows:

CONTROL	Area control (procedural or surveillance)
APPROACH	Approach control (procedural or surveillance)
ARRIVAL	Approach control radar arrivals (where provided as separate service)
DEPARTURE	Approach control radar departures (where provided as a separate service)
TOWER	Aerodrome control, or aerodrome/approach control where combined
GROUND	Surface movement control
RADAR	Area or approach surveillance service on a discrete frequency
FLIGHT SERVICE	Aerodrome flight information service (AFIS)
INFORMATION	Area flight information service
DELIVERY	Clearance delivery
RADIO	Aeronautical station (air-ground communications)
APRON	Apron management service
UNICOM	Universal Communications (air-ground communications if approved)

4.6.1.2 The name of the location or the service may be omitted after satisfactory communications have been established.

4.6.2 Aircraft call signs

4.6.2.1 Information on aircraft call signs for operations within New Zealand are contained in Part 91.



Relevant definitions and abbreviations can be found in Civil Aviation Rules, Part 1 *Definitions and Abbreviations*.

4.6.2.2 An aircraft call sign does not change during flight except for a temporary period on the instruction of ATC in the interests of safety.

	
FASTAIR 345 CHANGE YOUR CALL SIGN TO FASTAIR ALFA TANGO MIKE	
	FASTAIR ALFA TANGO MIKE WILCO
FASTAIR ALFA TANGO MIKE REVERT TO YOUR FLIGHT PLAN CALL SIGN AT (TIME/REP)	
	FASTAIR ALFA TANGO MIKE WILCO


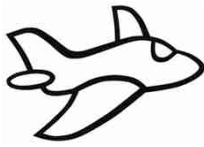
4.7 Establishment and continuation of communications

4.7.1 The responsibility of establishing communications rests with the station having traffic to transmit. When establishing communications, an aircraft should use the full call sign of both the aircraft and the aeronautical station. Use of the name of the manufacturer, or of the aircraft model or type, is optional. (Pilots can assess whether aircraft type could be helpful to the recipient for recognition or sequencing purposes). The use of the calling station's call sign and the receiving station's call sign is considered an invitation to proceed with the transmission, the phrase GO AHEAD is not to be used.

	
	WHENUAPAI TOWER CESSNA XYZ
XYZ WHENUAPAI TOWER	

4.7.2 After contact has been established, continuous two-way communication is permitted without further identification or call sign until termination of the contact provided no mistake of identity is likely to occur.

4.7.3 When a ground station wishes to broadcast information, or an aircraft wishes to broadcast information to aircraft in its vicinity, the message should be prefaced by the call "ALL STATIONS".



	
ALL STATIONS CHRISTCHURCH INFORMATION FUEL DUMPING COMPLETE	
	ALL STATIONS FASTAIR 689 WESTBOUND WOODBOURNE VOR TO NELSON LEAVING FL150 NOW DESCENDING TO 10,000 FEET

4.7.4 No reply is expected to such general calls unless individual stations are subsequently called upon to acknowledge receipt.

4.7.5 If there is doubt that a message has been correctly received, a repetition of the message should be requested in full or in part.

<i>Phrase</i>	<i>Meaning</i>
SAY AGAIN	Repeat entire message
SAY AGAIN ... (item)	Repeat specific item
SAY AGAIN ALL BEFORE ... <i>(the first word satisfactorily received)</i> SAY AGAIN ALL AFTER ... SAY AGAIN ALL BETWEEN ... AND ...	Repeat part of message

4.7.6 When an error is made in a transmission, the word “CORRECTION” is used. The last correct group or phrase is repeated and then the correct version transmitted.

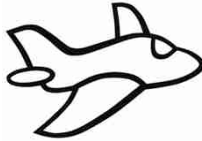



FASTAIR 345 PAMSVILLE 47 FL330 BIGTOWN 07
CORRECTION BIGTOWN 57

FASTAIR 345 ROGER

4.7.7 If a correction can best be made by repeating the entire message, the operator should use the phrase “CORRECTION I SAY AGAIN” before transmitting the message a second time.

4.7.8 When it is considered that reception is likely to be difficult, important elements of the message should be spoken twice.




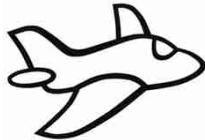
GEORGETOWN XYZ WORDS TWICE PAMSVILLE 2500
FEET, PAMSVILLE 2500 FEET, ENGINE LOSING
POWER ENGINE LOSING POWER

4.7.9 Aircraft for which a flight plan – flight rules **Z** – has been filed, departing from an unattended aerodrome, should call nearest ATS unit as soon as practical to confirm activation of flight plan, advise flight rules, and provide an estimate for the point where flight rules change.

	
PQR HAWKE BAY QNH 1028	PQR AIRBORNE DANNEVIRKE 40 ON FLIGHT RULES Z FLIGHT PLAN ESTIMATE WOODVILLE AT 52
	QNH 1028 PQR


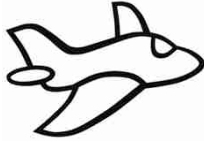
4.8 Transfer of communications

4.8.1 When instructed, controlled flights must change frequency and contact the new ATS unit.

	
FASTAIR 345 CONTACT WELLINGTON APPROACH 121.1	121.1 FASTAIR 345
FASTAIR 345 AT (TIME/REP) CONTACT AUCKLAND CONTROL 126.0	126.0 AT (TIME/REP) FASTAIR 345

4.9 Clearances


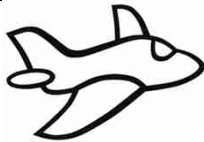
4.9.1 An ATC route clearance is not an instruction to take off or enter an active runway. The word “TAKE-OFF” is used only when an aircraft is cleared for take-off, or when cancelling a take-off clearance. At other times the word “DEPARTURE” or “AIRBORNE” is used.

	
FASTAIR 345 CLEARED AUCKLAND ONE FL370 WOODEND ONE DEPARTURE SQUAWK 5501	CLEARED AUCKLAND ONE FL370 WOODEND ONE DEPARTURE SQUAWK 5501 FASTAIR 345



FASTAIR 692 CLEARED TO GISBORNE VIA JAGGA, PALMERSTON NORTH, FLIGHT PLANNED ROUTE FL170 DEPARTURE ALFA SQUAWK 4041	CLEARED TO GISBORNE VIA JAGGA, PALMERSTON NORTH, FLIGHT PLANNED ROUTE FL170 DEPARTURE ALFA SQUAWK 4041 FASTAIR 692

PQR CLEARED TO NEW PLYMOUTH VIA FLIGHT PLANNED ROUTE 8000 FEET BAVEM TWO PAPA DEPARTURE SQUAWK 4330	CLEARED TO NEW PLYMOUTH VIA FLIGHT PLANNED ROUTE 8000 FEET BAVEM TWO PAPA DEPARTURE SQUAWK 4330 PQR

4.9.2 If an aircraft read back of a clearance or instruction is incorrect, the controller will transmit the word “NEGATIVE” followed by the correct version.

	
XYZ QNH 1003	QNH 1013 XYZ
NEGATIVE QNH 1003	QNH 1003 XYZ

4.9.3 If at any time a pilot receives a clearance or instruction which cannot be complied with, the pilot should advise the controller using the word “UNABLE” and give the reasons.

	
FASTAIR 345 CROSS NELSON FL290 OR ABOVE	FASTAIR 345 UNABLE TO CROSS NELSON FL290 DUE WEIGHT

4.10 Reclearance

4.10.1 When an ATC route clearance is changed for ATC reasons or following an aircraft request, instructions will be passed in the form of a reclearance.

4.11 Conditional clearances

4.11.1 Conditional phrases, such as “BEHIND LANDING AIRCRAFT”, or “AFTER DEPARTING AIRCRAFT” should not be used for movements affecting the active runway(s), except when the aircraft or vehicles concerned are seen by the controller and the pilot. The aircraft or vehicle causing the condition in the clearance should be the first aircraft/vehicle to pass in front of the aircraft receiving the conditional clearance.

4.11.2 In all cases a conditional clearance will be given in the following order and consist of:

- (a) identification
- (b) the condition
- (c) the clearance
- (d) brief reiteration of the condition.

For example:

”MOUNT COOK 941, BEHIND BOEING 737 ON SHORT FINAL, LINE UP BEHIND”

”QANTAS 357, AFTER DEPARTING AIRBUS, LINE UP BEHIND”

4.11.3 These require the aircraft receiving the conditional clearance to identify the aircraft or vehicle causing the condition and not accept the clearance until this is achieved.

4.12 Read back requirements

4.12.1 A pilot is required to acknowledge receipt of the following ATC clearances, information or instructions, which are transmitted by voice, by *a full read back followed by the aircraft call sign*:

- ATC route, approach and departure clearances including any amendment thereof
- clearances to VFR flights to operate within controlled airspace, including entering or vacating the circuit
- clearances (including conditional clearances) to operate on the manoeuvring area at a controlled aerodrome including:
 - clearances to land on or take off from any runway
 - clearances to enter, cross, taxi or backtrack on any runway
 - instructions to remain on or hold clear of any runway
 - taxi instructions including a taxi route and holding point where specified
- runway-in-use
- SSR codes
- level instructions
- heading and speed instructions

- altimeter settings
- frequency, after frequency change instructions.

4.12.2 The following exceptions are permitted.

Note: *in all cases conditional clearances must be read back in full.*

- Aircraft waiting to cross a runway may acknowledge a clearance to cross with the phrase “CROSSING (call sign)”.
- When a VFR aircraft is cleared by ATC to route via a published arrival or departure procedure that is identical to that INITIALLY requested by the pilot, there is no requirement for the pilot to read back the clearance in full. The aircraft must transmit its call sign as an acknowledgment.

4.12.3 Where a route clearance is passed to another ATS unit or aircraft for relay, a read back must be made by the receiver to the originator of the clearance.

4.12.4 ATC will listen to the read back to ascertain that the clearance or instruction has been correctly acknowledged by the flight crew and will take immediate action to correct any discrepancies revealed by the read back.

4.12.5 When instructions are received that do not require a full read back they must be acknowledged in a manner which clearly indicates that they have been understood and accepted. “WILCO” will generally suffice in this case.

4.12.6 Messages that do not require a read back must be acknowledged by the aircraft transmitting its call sign.

4.12.7 Where there is difficulty in reading a transmission a read back should be made or requested to verify the content.

4.13 Traffic information

4.13.1 Within class C or D airspace, traffic information is to be acknowledged by the phrase “COPIED THE TRAFFIC (call sign)” or “TRAFFIC IN SIGHT (call sign)” as appropriate.

4.13.2 Traffic information passed to an IFR aircraft about another IFR aircraft in class G airspace is to be acknowledged as follows:

- where “NO REPORTED TRAFFIC” is passed the pilot replies NIL TRAFFIC “(call sign)”
- where traffic information is passed the pilot replies “COPIED THE TRAFFIC (call sign)”.

4.14 Essential traffic

4.14.1 Essential traffic is that controlled traffic to which the provision of separation is applicable, but is not separated by the prescribed minima. Essential traffic includes flights which are maintaining own separation in VMC and flights affected as a result of an aircraft responding to an ACAS RA.

4.14.2 Essential traffic information of the aircraft concerned will include:

- (a) direction of flight of aircraft concerned
- (b) type and wake turbulence category (if relevant) of aircraft concerned
- (c) cruising level of aircraft concerned

- (i) estimated time over the reporting point nearest to where the level will be crossed; or
- (ii) relative bearing of the aircraft concerned in terms of the 12-hour clock as well as distance from the actual or estimated position of the aircraft concerned
- (iii) actual or estimated position of the aircraft concerned.

4.15 Radio test procedures

4.15.1 Test transmissions should take the following form:

- (a) the identification of the station being called
- (b) the aircraft call sign
- (c) the words RADIO CHECK
- (d) the frequency being used.

4.15.2 Replies to test transmissions should be as follows:

- (a) the identification of the station calling
- (b) the identification of the station replying
- (c) information regarding the readability of the transmission.

4.15.3 The readability of the transmission should be classified in accordance with the following readability scale:

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



AUCKLAND TOWER CESSNA XYZ RADIO CHECK 118.7

STATION CALLING AUCKLAND TOWER READABILITY
TWO

or

XYZ TOWER READABILITY THREE LOUD
BACKGROUND WHISTLE

or

XYZ TOWER READABILITY FIVE

4.15.4 When it is necessary for a ground station to make test signals, either for the adjustment of a transmitter before making a call or for the adjustment of a receiver, such signals must not continue for more than 10 seconds and must be composed of spoken numbers (ONE, TWO, THREE, etc) followed by the radio call sign of the station transmitting the test signals.

4.16 Level instructions

4.16.1 Only basic level instructions are detailed in this chapter. More comprehensive phrases are contained in subsequent chapters in the context in which they are most commonly used.


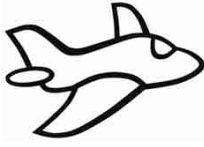
4.16.2 The precise phraseology used in the transmission and acknowledgement of climb and descent clearances will vary, depending upon the circumstances, traffic density, and nature of the flight operations. However, care must be taken to ensure that misunderstandings are not generated as a consequence of the phraseology employed during these phases of flight.

4.16.3 Level is a general term used when referring to altitude or flight level.


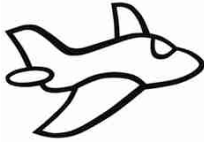
4.16.4 In the following examples the operations of climbing and descending are interchangeable and examples of only one form are given.

	
PQR REPORT (PRESENT) LEVEL	PQR PASSING FL150 (or PQR MAINTAINING 8000 FEET)
PQR REPORT PASSING FL180	REPORT PASSING FL180 PQR PQR PASSING FL180
PQR MAINTAIN 2500 FEET	MAINTAINING 2500 FEET PQR
PQR CLIMB TO FL220 REPORT PASSING FL150	LEAVING 4000 FEET CLIMBING TO FL220 WILCO PQR
PQR DESCEND TO FL160	PQR REQUEST DESCENT LEAVING FL190 DESCENDING TO FL160 PQR
FASTAIR 345 AFTER PASSING HAMILTON DESCEND TO FL180	AFTER HAMILTON DESCEND TO FL180 FASTAIR 345
FASTAIR 345 CLIMB (/DESCEND) AT 500 FEET PER MINUTE MINIMUM (/MAXIMUM)	CLIMB (/DESCEND) AT 500 FEET PER MINUTE MINIMUM (/MAXIMUM) FASTAIR 345

4.16.5 Once given an instruction to climb or descend, a further overriding instruction may be given to a pilot.

	
FASTAIR 345 STOP DESCENT AT FL150	STOPPING DESCENT AT FL150 FASTAIR 345
FASTAIR 345 CLIMB TO FL160	CLIMBING TO FL160 FASTAIR 345
FASTAIR 345 CONTINUE CLIMB TO FL200	CONTINUING CLIMB TO FL200 FASTAIR 345


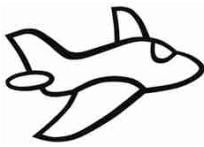
4.16.6 Occasionally, for traffic reasons, a higher than normal rate of climb or descent may be required.

	
FASTAIR 345 EXPEDITE DESCENT TO FL180	EXPEDITING DESCENT TO FL180 FASTAIR 345
FASTAIR 345 CLIMB TO FL240 EXPEDITE UNTIL PASSING FL180	CLIMBING TO FL240 EXPEDITING UNTIL PASSING FL180 FASTAIR 345

4.17 Change from IFR to VFR flight rules



4.17.1 During a flight a pilot may change from IFR to VFR flight. Any changes to the flight plan are to be included in the message. Pilots are required to provide a SARTIME (in hours and minutes) for destination and aircraft registration if not already passed.

Note: This is not a termination of flight plan but merely a change of flight rules.

	
PQR IFR FLIGHT CANCELLED AT 47 LEAVE CONTROLLED AIRSPACE DESCENDING VIA LAKE DUNSTAN REPORT PASSING 9500 FEET REQUEST SARTIME FOR ALEXANDRA	PQR CANCELLING IFR FLIGHT REQUEST DESCENT TO TRACK VIA LAKE DUNSTAN AND CROMWELL TO ALEXANDRA
PQR SARTIME 0320	LEAVE CONTROLLED AIRSPACE DESCENDING VIA LAKE DUNSTAN WILCO SARTIME 0320 PQR

4.18 Position reporting — IFR

4.18.1 Position reporting procedures are set out in *AIP New Zealand* ENR 1.1, section 5.




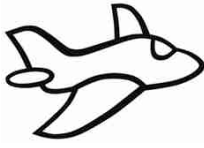
FASTAIR 167 PASSING 1500 FEET CLIMBING TO 4000 FEET TITAHI BAY 3 DEPARTURE

FASTAIR 512 SET HEADING AT 18 PASSING 4000 FEET CLIMBING TO FL170 KELSO AT 33

FASTAIR 345 NEW PLYMOUTH 14 FL340 NELSON 33

FASTAIR 345 ROGER

4.18.2 Where distance information is provided in a position report, the distance reference is to be included.

	
	FASTAIR 262 DME ... IS 20 DME QUEENSTOWN ...

	FASTAIR 394 IS 31 GPS NAPIER VOR ...

	FASTAIR 991 IS 3 MILES FROM APINU ...


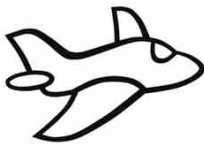
	FASTAIR 549 IS 12 MILES FROM TOUCHDOWN ...

	FASTAIR 387 IS 3 MILES FROM FINAL APPROACH FIX ...

FASTAIR 345 ROGER	


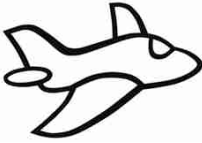
4.19 Position reporting — VFR



4.19.1 Visual position reports should contain the appropriate elements of those listed in AIP New Zealand ENR 1.1 section 7 as applicable to the report.

	
Information	
	XYZ 10 MILES EAST TAUPO AT 35 MAINTAINING 6500 FEET ESTIMATING HASTINGS AT 58
XYZ HAWKE BAY QNH 1024	QNH 1024 XYZ

	XYZ AIRBORNE WHAKATANE AT 2244 ON FLIGHT PLAN TO TAUPO ESTIMATING TAUPO AT 2325 AMEND SARTIME TO 2355
XYZ WAIKATO QNH 1014 SARTIME NOW 2355	QNH 1014 XYZ

	XYZ OVERHEAD HAWERA TERMINATE FLIGHT PLAN
XYZ FLIGHT PLAN TERMINATED	



 <p>Control</p>	
<p>XYZ IDENTIFIED, 4500 FEET NOT AVAILABLE, ENTER CONTROLLED AIRSPACE ON TRACK PAEKAKARIKI, OHAU POINT TO CAPE CAMPBELL AT 4000 FEET VFR QNH 1010</p>	<p>XYZ SQUAWKING 4321 PAEKAKARIKI 2500 FEET REQUESTING VFR TO CAPE CAMPBELL 4500 FEET</p>
	<p>ENTER CONTROLLED AIRSPACE ON TRACK PAEKAKARIKI OHAU POINT TO CAPE CAMPBELL AT 4000 FEET VFR QNH1010 XYZ</p>

 <p>Tower</p>	
<p>XYZ ENTER CONTROL ZONE AT 1500 FEET TRACK TO MOUNT HARBOUR ENTRANCE REPORT AT MOUNT HARBOUR ENTRANCE QNH 1018 TRAFFIC IS . . .</p>	<p>XYZ KATI KATI 1500 FEET REQUEST CLEARANCE TO ENTER CONTROL ZONE FOR TOUCH AND GO THEN ONWARDS TO ROTORUA POB 2</p>
	<p>ENTER CONTROL ZONE AT 1500 FEET TRACK TO MOUNT HARBOUR ENTRANCE WILCO 1018 COPIED THE TRAFFIC XYZ</p>

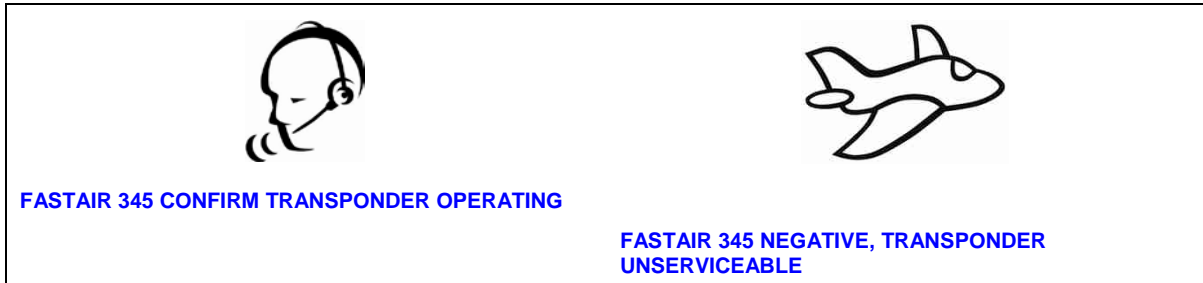
4.20 Transponder reporting

4.20.1 Pilots are required to operate a transponder when in transponder-mandatory airspace (all controlled airspace in New Zealand and when designated in special use airspace) unless otherwise authorised by ATC. Refer to section 6.7 for transponder operating phrases.

4.20.2 Pilots who wish to operate in transponder mandatory controlled airspace without an operative transponder are expected to obtain specific ATC approval prior to commencing the flight. Following ATC approval pilots reiterate “NEGATIVE TRANSPONDER” when requesting a clearance to enter transponder mandatory controlled airspace. Refer to section 6.7 for transponder operating phrases.

	
<p>XYZ ENTER CONTROL ZONE VIA MAXWELL SECTOR 2500 FEET OR BELOW HOLD AT TAYLOR DAM REPORT SIGHTING ...</p>	<p>XYZ THE NED 2500 FEET FOR LANDING AT OMAKA POB 1 NEGATIVE TRANSPONDER</p>

4.20.3 A pilot-in-command of an aircraft operating in transponder mandatory airspace must immediately advise the ATC unit having jurisdiction over the relevant airspace of any failure or partial failure of the transponder equipment. ATC may request confirmation of transponder operation.

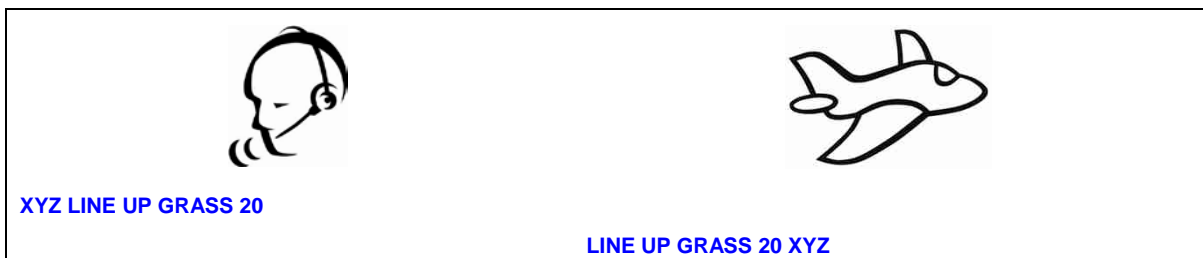


4.21 Runway designator

4.21.1 At controlled aerodromes the phraseology “RUNWAY (number)” will be used.

4.21.2 Where there are two parallel runways with different surfaces (paved and unpaved) and the runway designators are the same:

- the phraseology “GRASS (number)” will be used to describe the unpaved or partially paved runway, and either
- the phraseology “SEAL (number)” will be used to describe the paved runway; or
- the phraseology “RUNWAY (number)” is used to describe the paved runway if the aircraft in question is **not** capable of landing on the unpaved parallel runway.

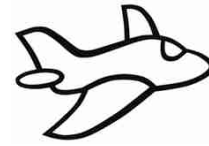


4.22 Minimum fuel

4.22.1 A declaration from a pilot of "MINIMUM FUEL" informs ATC that all planned aerodrome options have been reduced to a specific aerodrome of intended landing and any change to the existing clearance may result in landing with less than planned final reserve fuel. This is not an emergency situation but an indication that an emergency situation is possible should any delay occur.

4.22.2 When a pilot reports a state of minimum fuel, the controller must inform the pilot as soon as practicable of any anticipated delays or that no delays are expected. Any change to expected delays will be passed to the aircraft as soon as practicable.

4.22.3 No priority will be provided to aircraft that have declared minimum fuel. If there is a fuel situation that is an emergency then an emergency call in accordance with section 13 of the advisory circular must be used.



FASTAIR 345 ROGER MINIMUM FUEL (NO DELAY EXPECTED or EXPECT delay information)"

INVERCARGILL TOWER FASTAIR 345 ADVISING MINIMUM FUEL

5. AERODROME CONTROL

5.1 General

5.1.1 Except for reasons of safety, controllers should not transmit to an aircraft in the process of taking off or in the final stages of an approach and landing.

5.2 Departure information and engine starting procedures

5.2.1 Where no ATIS is provided the pilot may ask for current aerodrome information before requesting start up.


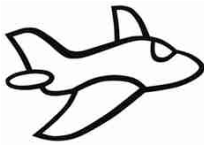


FASTAIR 345 RUNWAY 22 WIND 290 DEGREES 14 KNOTS TEMPERATURE 2 QNH 1022


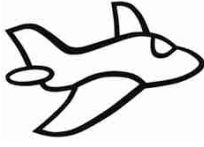
INVERCARGILL TOWER FASTAIR 345 REQUEST DEPARTURE INFORMATION

RUNWAY 22, QNH 1022 FASTAIR 345

5.2.2 Requests to start engines are normally made to facilitate ATC planning and to avoid fuel wastage by aircraft delayed on the ground. The pilot states, along with the request, the location of the aircraft and acknowledge receipt of the ATIS broadcast.


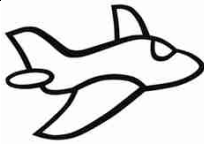
	
	CHRISTCHURCH GROUND FASTAIR 345 STAND (OR GATE) 4 REQUEST START UP FL260 DUNEDIN INFORMATION BRAVO
FASTAIR 345 START UP APPROVED BRAVO QNH 1019	QNH 1019 FASTAIR 345

5.2.3 During busy periods the normal response to a start request is “standby”. ATC internal coordination follows. Maintain a listening watch for your start approval or update.

	
	FASTAIR 345 STAND (OR GATE) 8 REQUEST START UP
FASTAIR 345 STANDBY FASTAIR 345 START UP AT 35	FASTAIR 345
or	
FASTAIR 345 EXPECT START UP AT 35	FASTAIR 345
or	
FASTAIR 345 EXPECT DEPARTURE AT 49 START UP AT OWN DISCRETION	FASTAIR 345

5.3 Pushback

5.3.1 At some aerodromes aircraft are parked nose-in to the terminal and have to be pushed backwards by tugs before they can taxi for departure. Requests for pushback are to be made according to local procedures.

	
	FASTAIR 345 STAND (OR GATE) 2 REQUEST PUSHBACK
FASTAIR 345 PUSHBACK APPROVED	
or	
FASTAIR 345 STANDBY, EXPECT ONE MINUTE DELAY DUE 747 TAXIING BEHIND	

5.4 Taxi instructions

5.4.1 In all cases pilots of departing aircraft must state the location of the aircraft when requesting to either start engines, push back, or when requesting taxi clearance.

5.4.2 When an aircraft wishes to operate off a non-duty runway, IFR flights must make this request prior to starting, and VFR aircraft must include this in the request for taxi clearance.


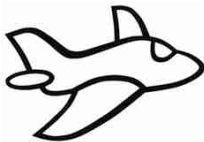
5.4.3 When an aircraft requires a reduced length for take-off, or backtrack from a runway entry point, this request must be included in the request for taxi clearance, along with any other intentions of a pilot which are significant to ATC.

5.4.4 Taxi instructions issued by a controller will always contain a clearance limit, which is the point at which the aircraft must stop unless further permission to proceed is given. The clearance limit may not necessarily be a position from which an aircraft can enter the runway for departure, or enter the apron, but may be some other position on the aerodrome depending on prevailing circumstances. Taxi instructions may also include a taxi route.

5.4.5 A taxi clearance containing a limit beyond a runway will contain an explicit clearance to cross that runway or an instruction to hold short of that runway. This will include unlit runways at night and runways that are promulgated as closed or not available.

5.4.6 A clearance to cross must be requested if one has not been given.

5.4.7 When issuing clearances to aircraft to cross a runway ATC may require an aircraft to report when it has vacated and is clear of the runway.

	
	NELSON TOWER C172 XYZ SOUTH SIDE OF HANGARS REQUEST TAXI 20 MINUTES CIRCUITS POB 2
XYZ TAXI TO HOLDING POINT RUNWAY 20 WIND 250 DEGREES 8 KNOTS QNH 1010 TIME 16	XYZ QNH 1010 REQUEST RUNWAY 24
XYZ BEHIND THE SENECA COMING FROM YOUR LEFT RECLEARED TO HOLDING POINT RUNWAY 24 CROSS RUNWAY 20	BEHIND THE SENECA TAXI TO HOLDING POINT RUNWAY 24 CROSS RUNWAY 20 XYZ


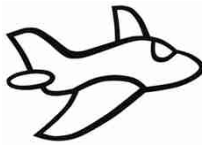
	FASTAIR 345 STAND OR GATE) 2 REQUEST TAXI POB 25
FASTAIR 345 RUNWAY 06 WIND 080 DEGREES 10 KNOTS QNH 1012 TIME 23 TAXI TO HOLDING POINT GOLF ONE VIA ALFA HOLD SHORT OF RUNWAY 14	FASTAIR 345 RUNWAY 06 QNH 1012 REQUEST TAXIWAY BRAVO AND BACKTRACK
FASTAIR 345 ROGER TAXI VIA BRAVO BACKTRACK AND LINE UP RUNWAY 06	BRAVO BACKTRACK AND LINE UP RUNWAY 06 FASTAIR 345

PQR EXPEDITE TAXI TRAFFIC ON FINAL RUNWAY 14	EXPEDITING PQR

	PQR RUNWAY 14 VACATED


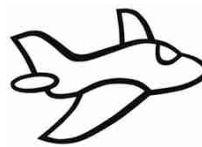
XYZ ROGER TAXI TO HOLDING POINT RUNWAY 33 VIA CHARLIE	BIGTOWN TOWER XYZ AT STAND (OR GATE) 9 REQUEST TAXI TO AERO CLUB
	HOLDING POINT RUNWAY 33 XYZ
	XYZ APPROACHING HOLDING POINT REQUEST CROSS RUNWAY 33
XYZ HOLD SHORT OF RUNWAY 33	HOLDING SHORT XYZ
XYZ CROSS RUNWAY 33 REPORT VACATED CONTINUE TO AERO CLUB	CROSSING XYZ
XYZ ROGER	XYZ RUNWAY VACATED

5.4.8 Where an aircraft acknowledges receipt of the ATIS broadcast or acknowledges receipt of conditions just recently broadcast to other aircraft, the controller does not need to pass departure information to the pilot when giving taxi instructions.

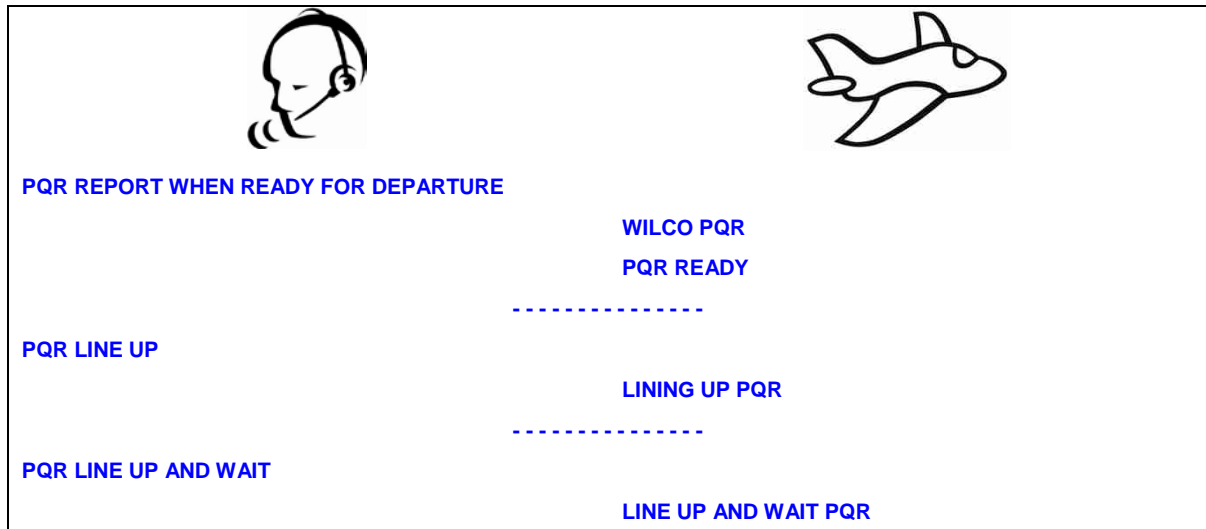
	
FASTAIR 345 GIVE WAY TO 747 PASSING LEFT TO RIGHT TAXI TO HOLDING POINT RUNWAY 02 CROSS RUNWAY 29 QNH 1019 TIME 19	CHRISTCHURCH GROUND FASTAIR 345 STAND (OR GATE) 6 REQUEST TAXI INFORMATION DELTA POB 128
	HOLDING POINT RUNWAY 02 CROSS RUNWAY 29 QNH 1019 TRAFFIC IN SIGHT FASTAIR 345

5.5 Pre-departure manoeuvring

5.5.1 At busy aerodromes with separate surface movement control (GROUND) and aerodrome control (TOWER), aircraft are usually transferred to the aerodrome control at or approaching the runway holding point. Since misunderstandings in the granting and acknowledgement of take-off clearances can result in serious consequences, meticulous care has been taken to ensure that the phraseology which is to be employed during the pre-departure manoeuvres cannot be interpreted as a take-off clearance.

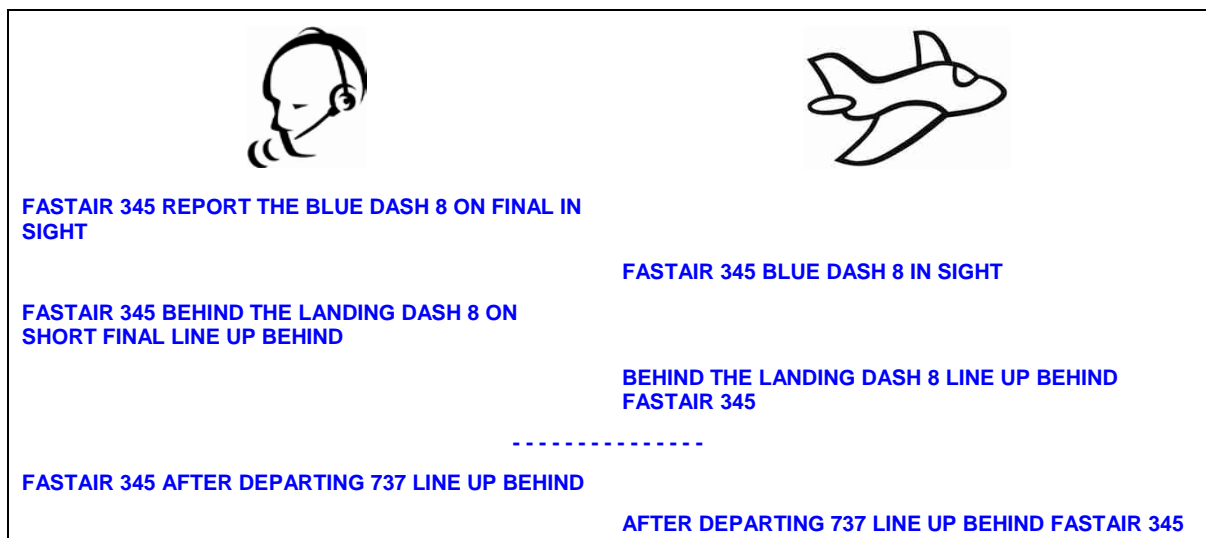
	
FASTAIR 345 CONTACT TOWER 118.9	118.9 FASTAIR 345

5.5.2 Many types of aircraft carry out engine or other pre-take-off checks prior to departure and are not always ready for take-off when they reach the runway holding point.



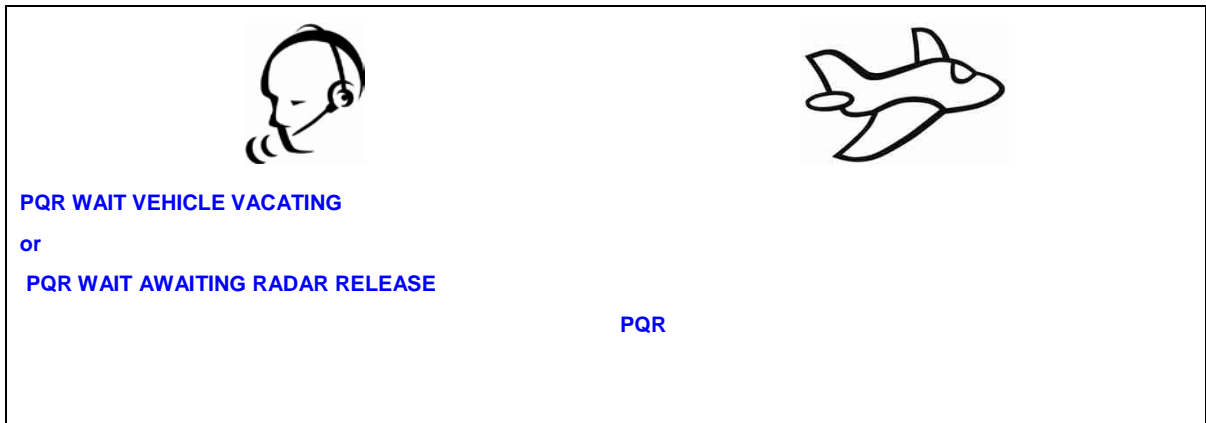
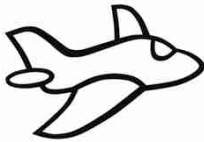
5.5.3 Conditional clearances affecting the active runway will only be used when both the pilot and the controller have the conflicting traffic in sight, and the traffic causing the conditional clearance is the first to pass the affected aircraft. When the conditional clearance involves a departing aircraft and an arriving aircraft or two departing aircraft, the clearance will be given as follows:

- call sign
- the condition
- the clearance
- a brief reiteration of the condition.



5.6 Take-off procedures

5.6.1 If ATC is unable to issue a take-off clearance the reason will be given.

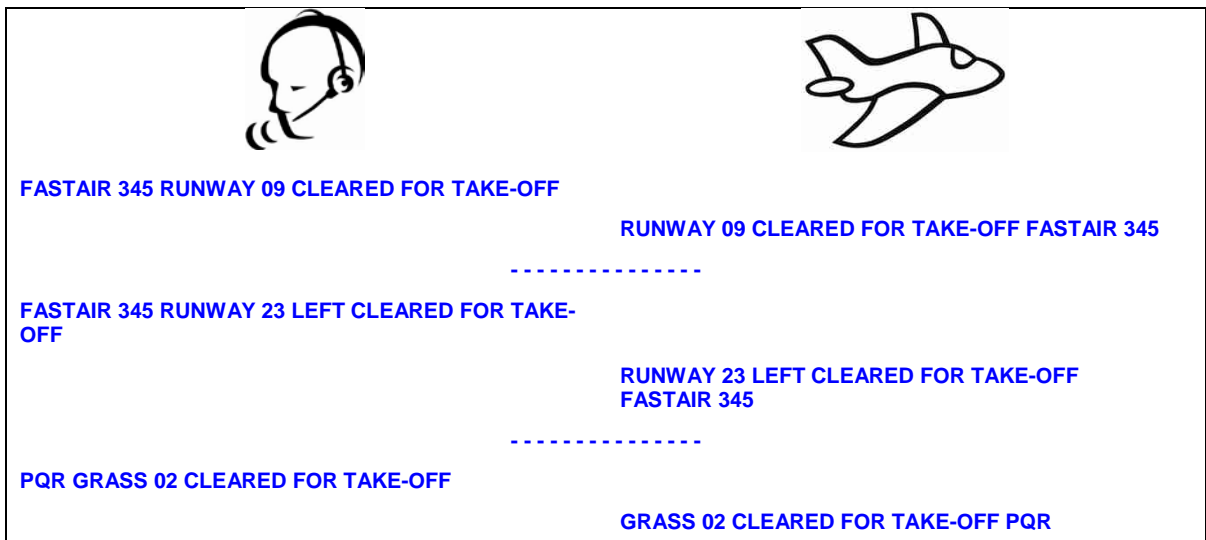
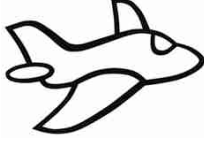
PQR WAIT VEHICLE VACATING

or

PQR WAIT AWAITING RADAR RELEASE

PQR

5.6.2 The take-off clearance will include the runway designator.

FASTAIR 345 RUNWAY 09 CLEARED FOR TAKE-OFF

RUNWAY 09 CLEARED FOR TAKE-OFF FASTAIR 345


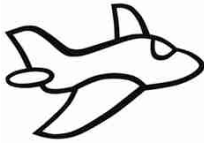
FASTAIR 345 RUNWAY 23 LEFT CLEARED FOR TAKE-OFF

**RUNWAY 23 LEFT CLEARED FOR TAKE-OFF
FASTAIR 345**

PQR GRASS 02 CLEARED FOR TAKE-OFF

GRASS 02 CLEARED FOR TAKE-OFF PQR

5.6.3 For traffic reasons it may be necessary for the aircraft to take-off immediately after lining up.

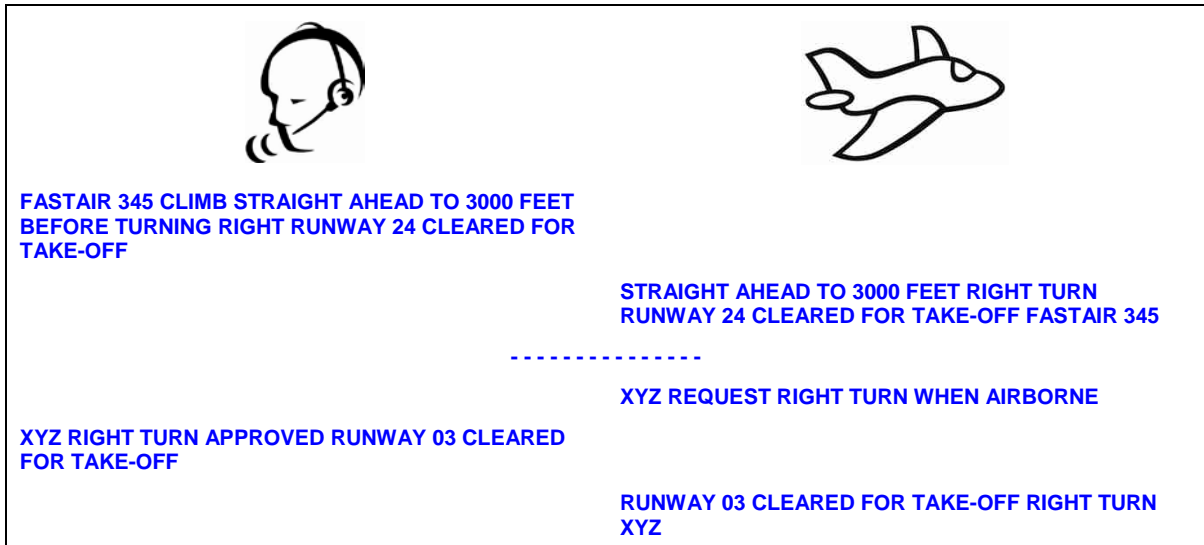
	
FASTAIR 345 ARE YOU READY FOR IMMEDIATE DEPARTURE	FASTAIR 345 AFFIRM
FASTAIR 345 RUNWAY 27 CLEARED FOR IMMEDIATE TAKE-OFF	RUNWAY 27 CLEARED FOR IMMEDIATE TAKE-OFF FASTAIR 345

FASTAIR 345 LINE UP BE READY FOR IMMEDIATE DEPARTURE	LINING UP FASTAIR 345
FASTAIR 345 RUNWAY 18 CLEARED FOR IMMEDIATE TAKE-OFF	RUNWAY 18 CLEARED FOR IMMEDIATE TAKE-OFF FASTAIR 345

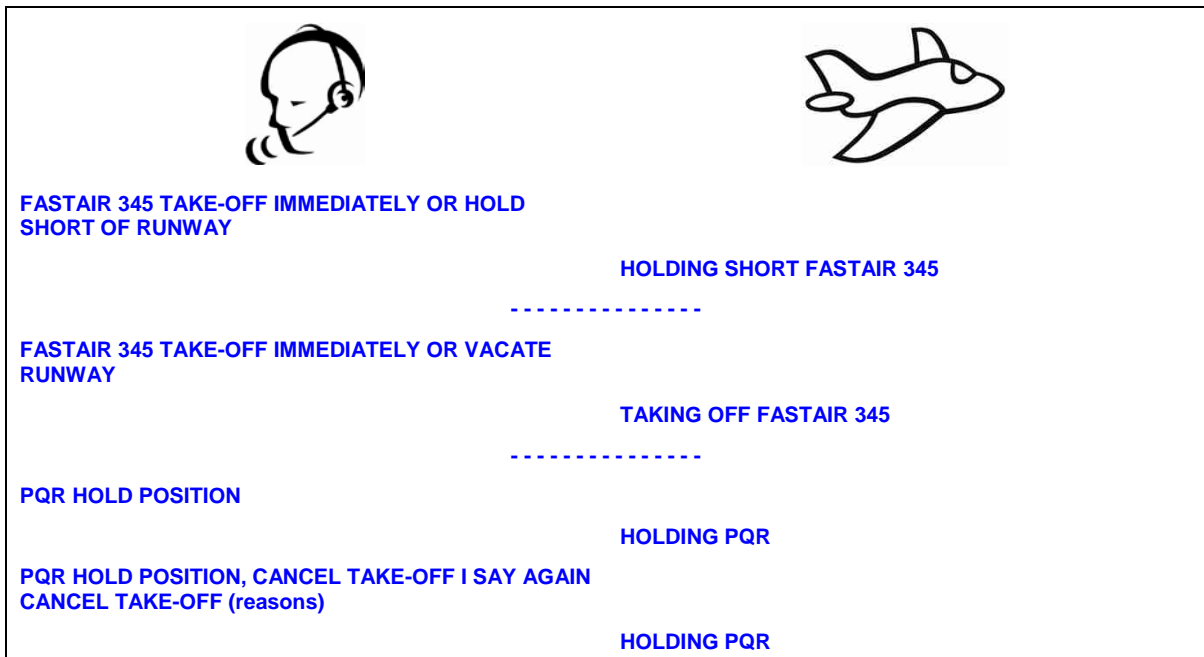
5.6.4 In poor visibility the controller may request the pilot to report when airborne.

	
FASTAIR 345 RUNWAY 08 CLEARED FOR TAKE-OFF REPORT AIRBORNE	RUNWAY 08 CLEARED FOR TAKE-OFF WILCO FASTAIR 345
FASTAIR 345 CONTACT CONTROL 121.1	FASTAIR 345 AIRBORNE 57
	121.1 FASTAIR 345



5.6.5 Local departure instructions may be given with the take-off clearance. Such instructions are normally given to ensure separation between aircraft operating in the vicinity of the aerodrome.




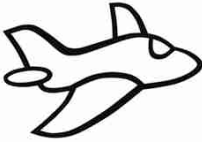
5.6.6 Due to unexpected traffic developments or a departing aircraft taking longer to take off than anticipated it is occasionally necessary to rescind the take-off clearance or quickly free the runway for landing traffic. In this situation the pilot must acknowledge the instruction with call sign and intentions.




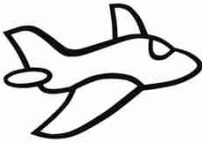
5.6.7 When a perilous situation develops after an aircraft has commenced the take-off roll the pilot may be instructed to abandon the take-off. This instruction will only be used in extreme circumstances when an aircraft is in imminent danger. (The decision to abandon take-off remains with the pilot).

	
FASTAIR 345 STOP IMMEDIATELY FASTAIR 345 STOP IMMEDIATELY TRUCK ENTERING THE RUNWAY	
STOPPING FASTAIR 345	

5.6.8 When a pilot abandons the take-off manoeuvre they should, as soon as practicable, inform the control tower they are doing so. Likewise, as soon as practicable, they should inform the control tower of the reasons for abandoning take-off, if applicable, and request further manoeuvring instructions.


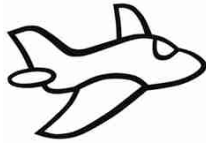
	
FASTAIR 345 STOPPING	
FASTAIR 345 ROGER	FASTAIR 345 REQUEST RETURN TO APRON
FASTAIR 345 TAXI APRON CONTACT GROUND 121.9	121.9 FASTAIR 345

5.6.9 When reduced runway separation is being used, controllers will pass traffic information on the preceding aircraft.

	
XYZ (TRAFFIC INFORMATION) RUNWAY 05 CLEARED FOR TAKE-OFF	
RUNWAY 05 CLEARED FOR TAKE-OFF XYZ	

5.7 VFR departures

5.7.1 Departure clearances may include a CTR Sector, a VFR departure procedure or plain language instructions. Aircraft must, on leaving the aerodrome traffic circuit, enter and remain within the lateral limits of any sector in the clearance, or follow the assigned route specified in the VFR departure procedure or the clearance. Altitude instructions are included in published VFR departure procedures.

<p>XYZ LEAVE CONTROL ZONE VIA WHANGANUI AT 1500 FEET VFR REPORT TURAKINA</p>	<p>LEAVE CONTROL ZONE VIA WHANGANUI AT-1500 FEET VFR WILCO XYZ</p>

<p>XYZ LEAVE CONTROL ZONE VIA SEAGROVE 2000 FEET OR BELOW REPORT SEAGROVE</p>	<p>LEAVE CONTROL ZONE VIA SEAGROVE 2000 FEET OR BELOW WILCO XYZ</p>



<p>XYZ LEAVE VIA SINCLAIR SECTOR SPECIAL VFR 1500 FEET OR BELOW</p>	<p>LEAVE VIA SINCLAIR SECTOR SPECIAL VFR 1500 FEET OR BELOW XYZ</p>

<p>XYZ CLEARED MANFEILD DEPARTURE</p>	<p>CLEARED MANFEILD DEPARTURE XYZ</p>

5.8 VFR arrivals

5.8.1 The initial call to aerodrome control requesting clearance to enter a CTR must be made in sufficient time to allow the controller to assess the VFR and IFR traffic situation and issue a clearance prior to the aircraft reaching the CTR boundary. Pilots must request a Special VFR clearance when conditions are below VFR minima, and approval to operate in the CTR should not be assumed .

5.8.2 Arrival clearances may include a CTR Sector, a VFR arrival procedure, plain language instructions, or circuit joining instructions. Aircraft must remain within the lateral limits of any sector in the clearance, or follow the cleared VFR arrival procedure or route otherwise specified in the clearance, and comply with circuit joining and reporting instructions. Altitude instructions are included in published VFR arrival procedures.

	
XYZ HAMILTON TOWER	HAMILTON TOWER XYZ
XYZ JOIN LEFT HAND DOWNWIND RUNWAY 36 2000 FEET OR BELOW WIND 350 DEGREES 10 KNOTS QNH 1014 REPORT RUKUHIA	XYZ C172 TE KOWHAI 2000 FEET FOR LANDING POB 2
	LEFT HAND DOWNWIND RUNWAY 36 AT 2000 FEET OR BELOW QNH 1014 WILCO XYZ

XYZ CHRISTCHURCH TOWER	CHRISTCHURCH TOWER XYZ
XYZ CLEARED 20 EYREWELL ARRIVAL RUNWAY 20 QNH 1014	XYZ DARFIELD 2500 FEET INFORMATION BRAVO FOR LANDING POB 4
	CLEARED 20 EYREWELL ARRIVAL RUNWAY 20 QNH 1014 XYZ

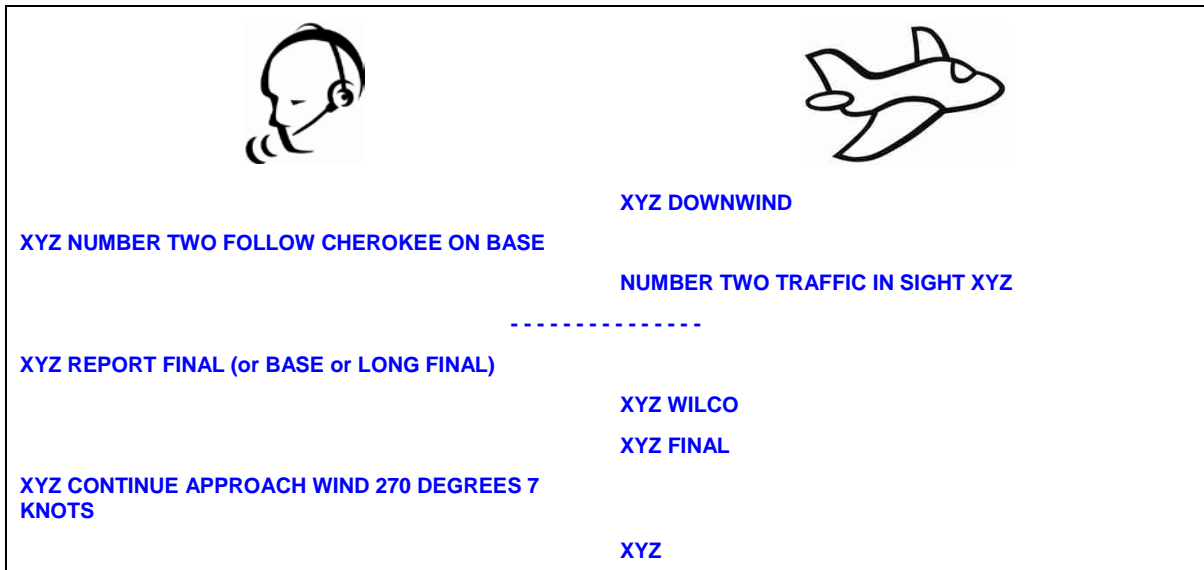
YYM WELLINGTON TOWER	WELLINGTON TOWER YYM
YYM ENTER CONTROL ZONE VIA PETONE SECTOR 2000 FEET OR BELOW HOLD AT POINT HOWARD	YYM HAYWARDS 2500 FEET INFORMATION TANGO QNH 1018 FOR LANDING POB 3
	ENTER CONTROL ZONE VIA PETONE SECTOR 2000 FEET OR BELOW HOLD AT POINT HOWARD YYM

5.9 Aerodrome traffic circuit

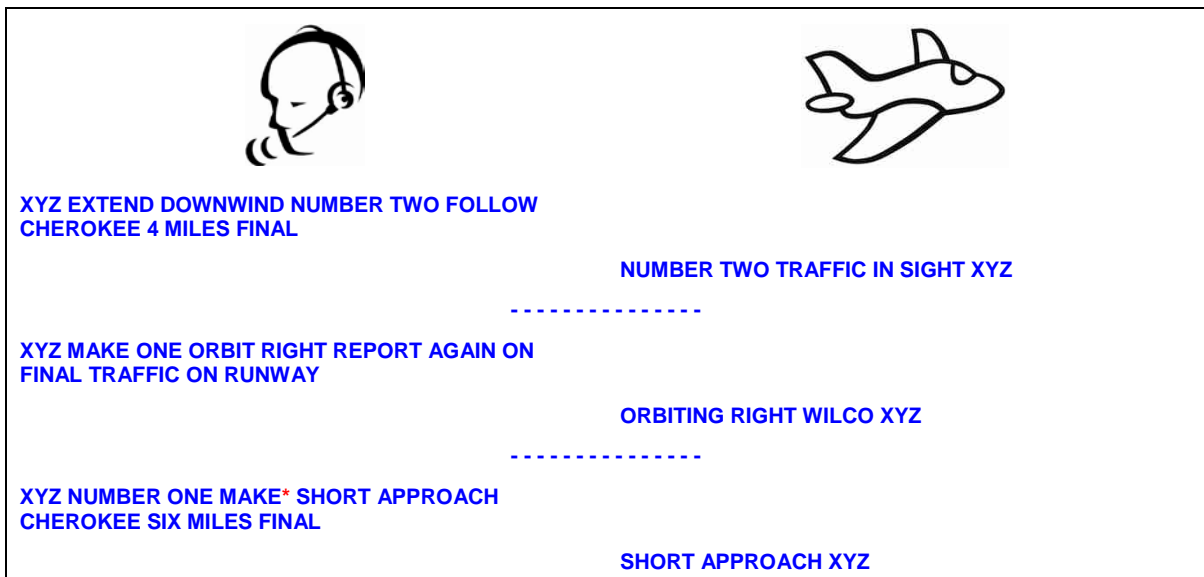
5.9.1 Circuit joining instructions will be issued early enough to allow a pilot to sight other aircraft and position in a safe and orderly manner into the circuit.



5.9.2 The pilot having joined the traffic circuit makes routine reports as required.



5.9.3 It may be necessary in order to co-ordinate traffic in the circuit to issue delaying or expediting instructions.

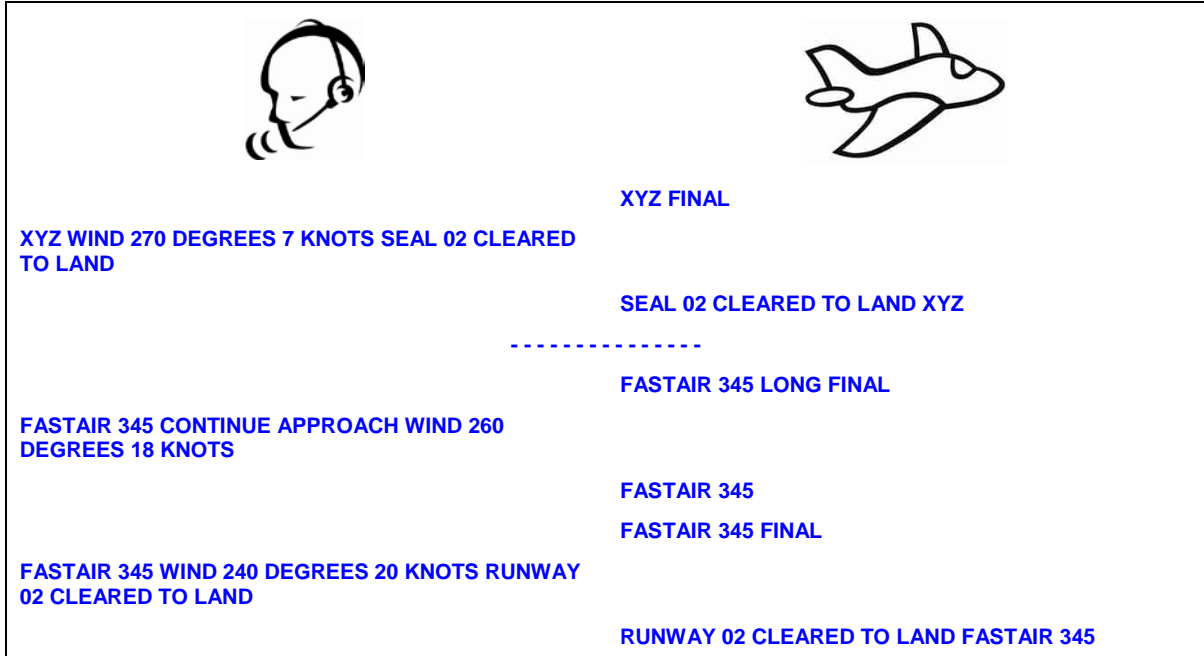


Note: A low time student pilot is likely unable to make a short approach. ATC might first need to query a pilot whether able to accept a short approach prior to issuing this instruction.

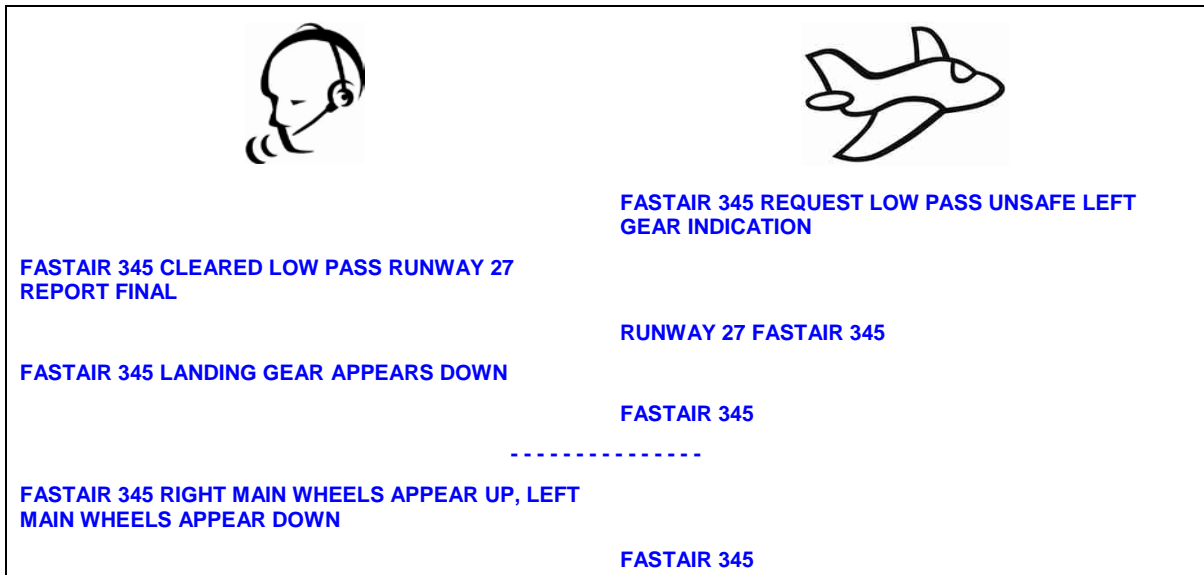
5.10 Final approach and landing

5.10.1 If requested a “final” report is made when an aircraft turns onto final approach. If the turn onto final is made at a distance greater than four miles from touchdown a “long final” report is made.



The landing clearance will include the runway designator.



5.10.2 A pilot may request to fly past the control tower or other observation point for the purpose of visual inspection from the ground.



5.10.3 For training purposes, a pilot may request permission to fly along the runway centre line without landing. However this is not approval for a stunt at low level and high speed.

	
PQR CLEARED LOW APPROACH RUNWAY 09 REPORT FINAL	PQR REQUEST LOW APPROACH RUNWAY 09 FOR TRAINING
	RUNWAY 09 FASTAIR 345

5.11 Simulated emergency and training manoeuvres

5.11.1.1 Simulated abandoned take-off:

- “(RUNWAY or GRASS or SEAL as appropriate) (number) EXERCISE APPROVED [REPORT COMPLETE]”, **or**
- “NOT AVAILABLE [reason]”.

Note: The controller should consider the possibility that the aircraft may inadvertently get airborne and apply judgement when approving abandoned take-offs.

5.11.1.2 Simulated engine failure after take-off:



- “EXERCISE APPROVED REPORT COMPLETE [take-off clearance]”, **or**
- “NOT AVAILABLE [reason] [take-off clearance]”.

5.11.2 In order to save taxiing time when flying training in the traffic circuit pilots may request to carry out a “touch and go”, i.e. the aircraft lands, continues rolling and takes-off, without stopping.

The touch and go clearance will include the runway designator.


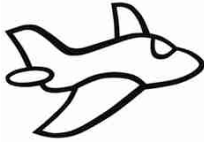
	
XYZ GRASS 02 CLEARED TOUCH AND GO	XYZ REQUEST TOUCH AND GO
	GRASS 02 CLEARED TOUCH AND GO XYZ
or	
XYZ UNABLE TO APPROVE DUE TRAFFIC MAKE FULL STOP GRASS 02 CLEARED TO LAND	GRASS 02 CLEARED TO LAND FOR FULL STOP XYZ

5.11.3 When reduced runway separation is being used, controllers will pass traffic information on the preceding aircraft.


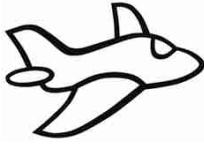
	
XYZ (TRAFFIC INFORMATION) RUNWAY 07 CLEARED TO LAND	
	RUNWAY 07 (traffic) CLEARED TO LAND XYZ

5.12 Wind shear and wake turbulence

5.12.1 When wind shear is forecast or is reported by aircraft, ATC will warn other aircraft until such time as aircraft report the phenomenon no longer exists.


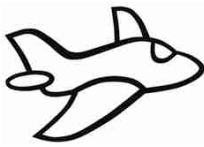
	
XYZ CAUTION WIND SHEAR REPORTED THREE MILE FINAL	
	XYZ

5.12.2 When wake turbulence is suspected or known to exist ATC will warn aircraft as appropriate.

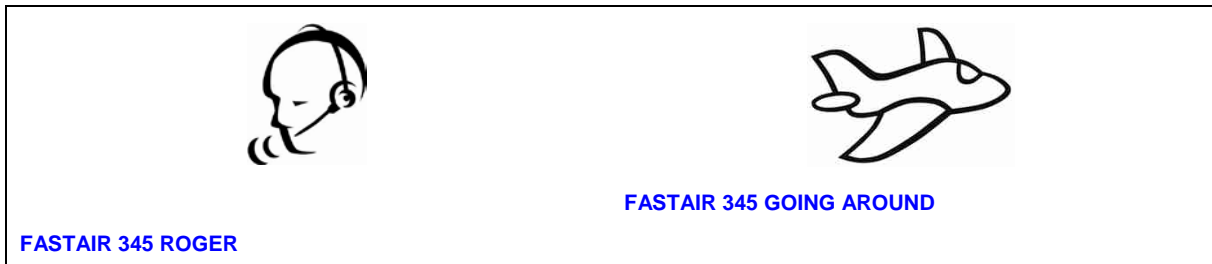
	
XYZ CAUTION WAKE TURBULENCE DC-10 LANDING AHEAD	
	XYZ

5.13 Go around

5.13.1 If the runway is not available for landing, or to ensure ATC separation, or to avert an unsafe situation, this instruction will be given. Any transmissions to aircraft should be brief and kept to a minimum.

	
FASTAIR 345 GO AROUND AIRCRAFT ON THE RUNWAY	
	GOING AROUND FASTAIR 345

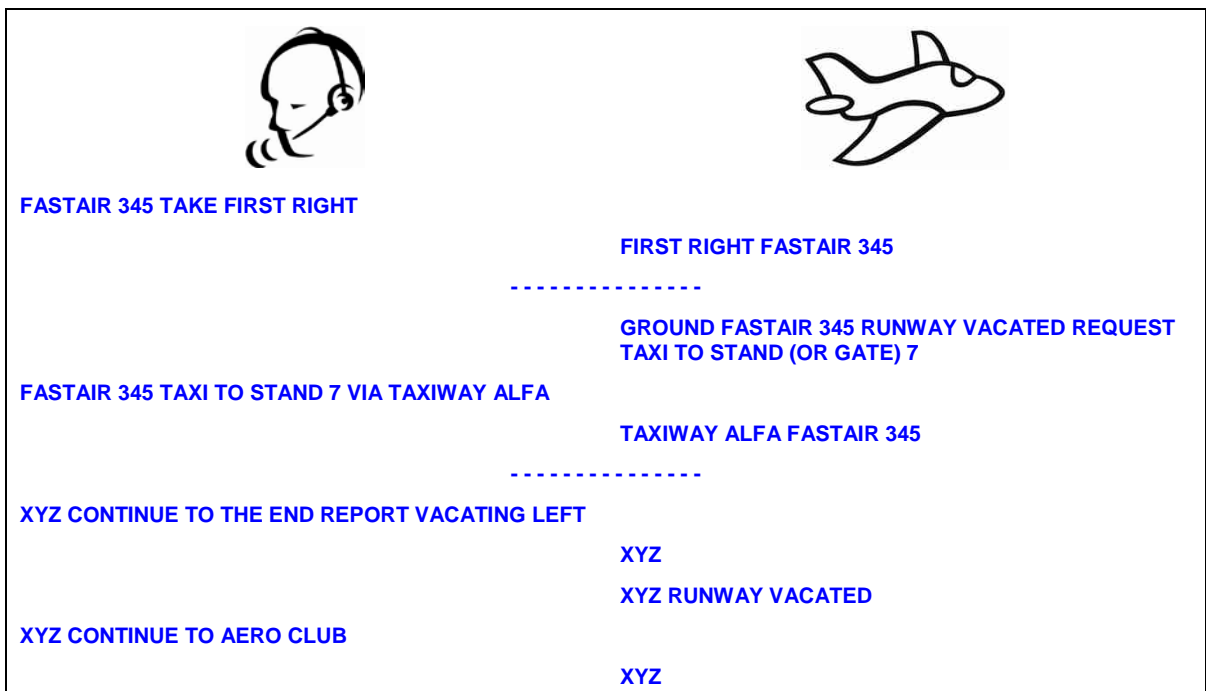
5.13.2 In the event that this procedure is initiated by the pilot, the phrase “going around“ will be used.



5.14 After landing

5.14.1 Except where normal operations for the aircraft type will necessitate a backtrack, arriving aircraft wishing to backtrack on the runway-in-use after landing should make that request to tower while on final approach. After landing, pilots must advise intended location on the aerodrome, and obtain a taxi clearance.

5.14.2 Remain on aerodrome control frequency until clear of the runway-in-use, then, unless otherwise instructed, contact surface movement control on the appropriate frequency for taxi instructions.



6. GENERAL SURVEILLANCE PHRASEOLOGY

6.1 Introduction



6.1.1 This section contains general surveillance phraseology which is commonly used in communications between aircraft and all types of radar units.

6.1.2 Normally the call sign suffix used by the radar unit is sufficient to indicate its function.



6.1.3 In an ATS surveillance service environment heading information given by the pilot and heading instructions given by controllers are in degrees magnetic.

6.2 Surveillance identification

6.2.1 Occasionally aircraft will be required to make a turn for identification purposes.

	
PQR REPORT HEADING AND LEVEL	PQR HEADING 110 AT 6000 FEET
PQR FOR IDENTIFICATION TURN LEFT HEADING 080	LEFT HEADING 080 PQR
PQR IDENTIFIED 20 MILES NORTH WEST OF WANGANUI CONTINUE HEADING 080 VECTORING FOR ILS/DME APPROACH 34	PQR
PQR NOT IDENTIFIED RESUME OWN NAVIGATION	WILCO PQR



6.2.2 The pilot should be warned if identification is lost, or about to be lost.

	
XYZ IDENTIFICATION LOST IN RADAR OVERHEAD	XYZ

XYZ WILL SHORTLY LOSE IDENTIFICATION CONTACT CHRISTCHURCH INFORMATION 121.3	121.3 XYZ

6.3 Surveillance vectoring

6.3.1 Aircraft may be given specific vectors to fly in order to establish lateral separation. Unless it is self-evident, pilots should be informed of the reason why vectors are necessary.

	
FASTAIR 345 TURN LEFT HEADING 050 FOR SEPARATION	LEFT 050 FASTAIR 345



FASTAIR 345 FLY HEADING 050	HEADING 050 FASTAIR 345

FASTAIR 345 CONTINUE PRESENT HEADING	WILCO FASTAIR 345

FASTAIR 345 TURN LEFT 10 DEGREES REPORT NEW HEADING	NEW HEADING 350 DEGREES FASTAIR 345

FASTAIR 345 REPORT YOUR HEADING	FASTAIR 345 HEADING 050
FASTAIR 345 ROGER CONTINUE HEADING 050	WILCO FASTAIR 345


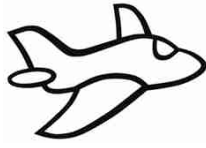
6.3.2 When vectoring is completed, pilots will be instructed to resume their own navigation and given position information and appropriate instructions as necessary.

	
FASTAIR 345 RESUME OWN NAVIGATION DIRECT OHURA	DIRECT OHURA FASTAIR 345

FASTAIR 345 RESUME OWN NAVIGATION DIRECT OHURA TRACK 070 DISTANCE 27 MILES	DIRECT OHURA 070 27 MILES FASTAIR 345

XYZ RESUME OWN NAVIGATION POSITION 15 MILES SOUTHEAST OF WAVERLEY	WILCO XYZ

6.3.3 Occasionally an aircraft may be instructed to make a complete turn through 360 degrees for delaying purposes or to achieve a required spacing behind preceding traffic.

 <p>FASTAIR 345 MAKE ONE ORBIT LEFT FOR SEQUENCING</p>	 <p>ORBIT LEFT FASTAIR 345</p>
--	--

6.4 Traffic information and avoiding action

	
<p>FASTAIR 345 UNKNOWN TRAFFIC 10 O'CLOCK 11 MILES CROSSING LEFT TO RIGHT FAST MOVING</p>	<p>FASTAIR 345 NEGATIVE CONTACT REQUEST VECTORS</p>
<p>FASTAIR 345 TURN LEFT HEADING 050</p>	<p>LEFT HEADING 050 FASTAIR 345</p>
<p>FASTAIR 345 CLEAR OF TRAFFIC RESUME OWN NAVIGATION DIRECT ROTORUA</p>	<p>DIRECT ROTORUA FASTAIR 345</p>


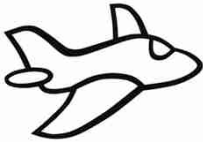
<p>PQR TRAFFIC 2 O'CLOCK 5 MILES NORTHBOUND CHEROKEE AT 2000 FEET</p>	<p>PQR LOOKING</p>
<p>PQR IF NO SIGHTING SUGGEST TURN LEFT 60 DEGREES</p>	<p>PQR TRAFFIC IN SIGHT</p>
<p>PQR ROGER</p>	

<p>FASTAIR 345 UNKNOWN TRAFFIC 1 O'CLOCK 3 MILES OPPOSITE DIRECTION FAST MOVING</p>	<p>FASTAIR 345 LOOKING ... FASTAIR 345 TRAFFIC IN SIGHT NOW PASSED CLEARED</p>
<p>FASTAIR 345 ROGER</p>	

<p>FASTAIR 345 TURN RIGHT IMMEDIATELY HEADING 110 TO AVOID TRAFFIC 12 O'CLOCK 4 MILES</p>	<p>RIGHT HEADING 110 FASTAIR 345</p>
<p>FASTAIR 345 NOW CLEAR OF TRAFFIC RESUME OWN NAVIGATION DIRECT ROTORUA</p>	<p>DIRECT ROTORUA FASTAIR 345</p>


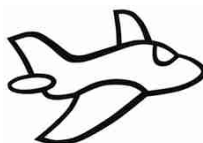
6.5 Vectors to final approach

6.5.1 Vectors are given to arriving flights to position them onto a pilot-interpreted final approach aid, or to a point from which a radar-assisted approach can be made. In the following example an identified aircraft is given vectors to the ILS/DME approach.

	
	WELLINGTON APPROACH FASTAIR 345 CAPE CAMPBELL 28 PASSING FL180 DESCENDING TO 7000 FEET TORY 32 INFORMATION CHARLIE QNH 1014
FASTAIR 345 WELLINGTON APPROACH EXPECT VECTORING FOR ILS/DME APPROACH RUNWAY 16 NO DELAY	
	ILS/DME RUNWAY 16 FASTAIR 345
FASTAIR 345 LEAVE TORY HEADING 050	
	LEAVE TORY HEADING 050 FASTAIR 345
FASTAIR 345 REPORT SPEED	
	FASTAIR 345 SPEED 250 KNOTS
FASTAIR 345 REDUCE SPEED TO 210 KNOTS	
	REDUCING TO 210 KNOTS FASTAIR 345
FASTAIR 345 DESCEND TO 4000 FEET NUMBER FOUR IN TRAFFIC	
	LEAVING FL150 DESCENDING TO 4000 FEET FASTAIR 345
FASTAIR 345 POSITION 20 MILES WEST OF WELLINGTON	
	FASTAIR 345
FASTAIR 345 TURN RIGHT HEADING 080 BASE LEG NO [ATC]SPEED RESTRICTIONS	
	HEADING 080 FASTAIR 345
FASTAIR 345 12 MILES FROM TOUCHDOWN TURN RIGHT HEADING 130 CLEARED FOR ILS/DME APPROACH RUNWAY 16	
	HEADING 130 ILS/DME RUNWAY 16 FASTAIR 345
	FASTAIR 345 ESTABLISHED LOCALISER
FASTAIR 345 CONTACT TOWER 118.1	
	118.1 FASTAIR 345

Note: The surveillance controller should advise the aircraft of its position at least once prior to turning onto final approach.

6.5.2 Pilots will be advised when a controller intends to vector an aircraft through the final approach track and of the reason for the track extension.

	
FASTAIR 345 CONTINUE PRESENT HEADING TAKING YOU THROUGH THE LOCALISER FOR SEQUENCING	
	PRESENT HEADING FASTAIR 345

6.6 Surveillance assistance to aircraft with radio communications failure

6.6.1 When a controller suspects that an aircraft is able to receive but not transmit messages, the ATS surveillance system may be used to confirm that the pilot has received instructions.



XYZ REPLY NOT RECEIVED IF YOU READ TURN LEFT
HEADING 040

XYZ TURN OBSERVED POSITION FIVE MILES SOUTH
OF NELSON VOR WILL CONTINUE TO PASS
INSTRUCTIONS

... if loss of communications suspected FASTAIR 345
REPLY NOT RECEIVED IF YOU READ [manoeuvre
instructions or SQUAWK (code or SQUAWK IDENT

FASTAIR 345 SQUAWK (manoeuvre, SQUAWK or
IDENT) OBSERVED. POSITION (position of aircraft).
[(instructions)]


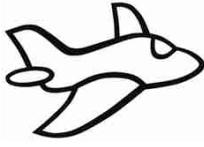
6.7 Secondary surveillance radar

6.7.1 The following phrases together with their meanings are instructions which may be given by controllers to pilots regarding the operation of SSR transponders.

<i>Phrase</i>	<i>Meaning</i>
SQUAWK (<i>code</i>)	Set code as instructed
CONFIRM SQUAWK (<i>code</i>)	Confirm the code set on the transponder
RESET SQUAWK (<i>mode</i>) (<i>code</i>)	Reselect assigned mode and/or code
SQUAWK (<i>code and</i>) IDENT	Operate the special position identification feature
SQUAWK NORMAL	Return to normal transponder operation
STOP SQUAWK	Terminate transponder operation
SQUAWK MAYDAY	Operate on code 7700
SQUAWK STANDBY	Suspend transponder operation (<i>Select the standby feature</i>)
SQUAWK CHARLIE	Select pressure altitude feature
CHECK ALTIMETER SETTING AND CONFIRM (<i>level</i>)	Check altimeter pressure setting and confirm present level (<i>to nearest 100ft</i>)
STOP SQUAWK CHARLIE WRONG INDICATION	Deselect pressure altitude feature because of faulty operation
CONFIRM ¹ (<i>level</i>)	Check and confirm present level (<i>to nearest 100ft</i>)

¹ Used to verify the accuracy of the Mode C derived level information displayed to the controller.

6.7.2 The pilot reply to SSR instructions is usually either an acknowledgement or read back.

	
FASTAIR 345 SQUAWK 6411	6411 FASTAIR 345
FASTAIR 345 CONFIRM SQUAWK 6411	SQUAWKING 6411 FASTAIR 345
FASTAIR 345 RESET ALFA 6411	RESETTING ALFA 6411 FASTAIR 345

FASTAIR 345 CHECK ALTIMETER SETTING AND CONFIRM 8000 FEET	ALTIMETER 1026 8000 FEET FASTAIR 345

FASTAIR 345 CONFIRM TRANSPONDER OPERATING	FASTAIR 345 NEGATIVE TRANSPONDER UNSERVICEABLE

FASTAIR 345 REPLY NOT RECEIVED IF YOU READ SQUAWK IDENT	
FASTAIR 345 SQUAWK OBSERVED WILL CONTINUE TO PASS INSTRUCTIONS	

6.7.3 Secondary surveillance radar (SSR) and ADS-B phraseologies

6.7.3.1 To request the capability of the SSR equipment:

- (a) ADVISE TRANSPONDER CAPABILITY
- (b) TRANSPONDER *(as shown in the flight plan)*²
- (c) NEGATIVE TRANSPONDER

6.7.3.2 To request the capability of the ADS-B equipment:

- (a) ADVISE ADS-B CAPABILITY
- (b) ADS-B TRANSMITTER *(data link)*²
- (c) ADS-B RECEIVER *(data link)*²
- (d) NEGATIVE ADS-B².

6.7.3.3 To instruct setting of the transponder:

- (a) FOR DEPARTURE SQUAWK *(code)*
- (b) SQUAWK *(code)*.

6.7.3.4 To request the pilot to reselect the assigned mode and code:

² Denotes pilot transmission

- (a) RESET SQUAWK [(mode)] (code)
- (b) RESETTING (mode) (code)².

6.7.3.5 To request reselection of the aircraft identification:

RE-ENTER [ADS-B or MODE S] AIRCRAFT IDENTIFICATION.

6.7.3.6 To request the pilot to confirm the code selected on the aircraft's transponder:

- (a) CONFIRM SQUAWK (code);
- (b) SQUAWKING (code)².

6.7.3.7 To request the operation of the ident feature:

- (a) SQUAWK [(code)] [AND] IDENT
- (b) SQUAWK LOW
- (c) SQUAWK NORMAL
- (d) TRANSMIT ADS-B IDENT.

6.7.3.8 To request the temporary suspension of transponder operation:

SQUAWK STANDBY.

6.7.3.9 To request emergency code:

SQUAWK MAYDAY [CODE SEVEN-SEVEN-ZERO-ZERO].

6.7.3.10 To request termination of transponder and/or ADS-B transmitter operation:

Note: Independent operations of Mode S transponder and ADS-B may not be possible in all aircraft (e.g. where ADS-B is solely provided by 1090 MHz extended squitter emitted from the transponder). In such cases, aircraft may not be able to comply with ATC instructions related to ADS-B operation.

- (a) STOP SQUAWK [TRANSMIT ADS-B ONLY]
- (b) STOP ADS-B TRANSMISSION [SQUAWK (code) ONLY].

6.7.3.11 To request transmission of pressure-altitude:

- (a) SQUAWK CHARLIE
- (b) TRANSMIT ADS-B ALTITUDE.

6.7.3.12 To request setting check and confirmation of level:

CHECK ALTIMETER SETTING AND CONFIRM (level).

6.7.3.13 To request termination of pressure-altitude transmission because of faulty operation:

Note: See Note to paragraph 6.7.3.10

- (a) STOP SQUAWK CHARLIE WRONG INDICATION
- (b) STOP ADS-B ALTITUDE TRANSMISSION [(WRONG
- (c) INDICATION, or reason)].

6.7.3.14 To request level check

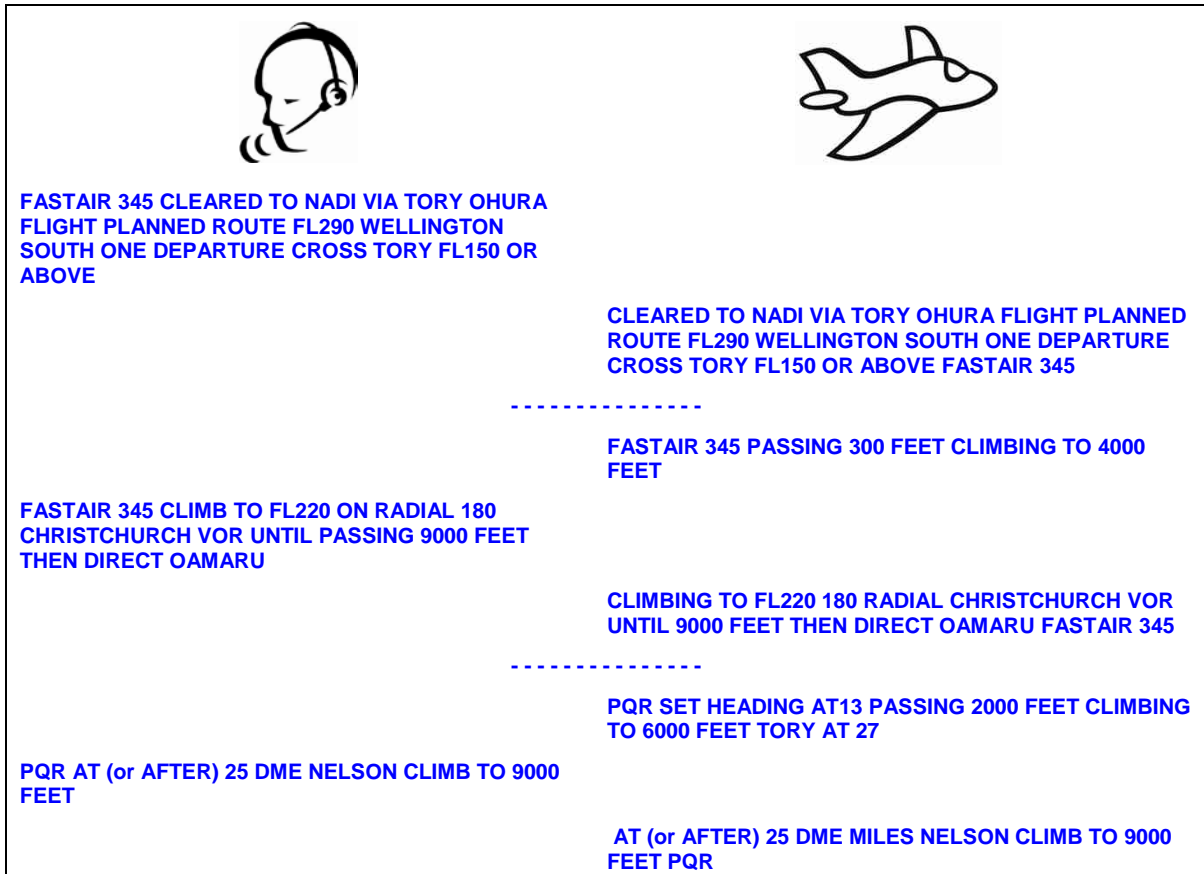
CONFIRM (level).

7. APPROACH CONTROL

7.1 IFR departures

7.1.1 At many airports both arrivals and departures are handled by a single controller on a single frequency. At busier airports arrivals and departures may be handled by separate controllers on separate frequencies.

7.1.2 In addition to the ATC route clearance, instructions for separation purposes may be issued prior to or after take-off.



7.1.3 Clearances on a standard instrument departure (SID)

7.1.3.1 Clearances to aircraft on a SID with published level and/or speed restrictions must indicate if such restrictions are to be followed or are cancelled.

Note: Level and/or speed restrictions for air traffic management are published in SID procedures along with level and/or speed constraints inherent in the design of SID procedures. Controllers may amend or cancel only published ATC level and/or speed restrictions.

The phraseologies below have the following meaning.

- (a) CLIMB VIA SID TO (*level*):
 - (i) climb to the cleared level and comply with published level restrictions
 - (ii) follow the lateral profile of the SID
 - (iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- (b) CLIMB VIA SID TO (*level*), CANCEL LEVEL RESTRICTION(S):
 - (i) climb to the cleared level, published level restrictions are cancelled

- (ii) follow the lateral profile of the SID
 - (iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- (c) CLIMB VIA SID TO (level), CANCEL LEVEL RESTRICTION(S) AT (point(s)):
- (i) climb to the cleared level, published level restriction(s) at the specified point(s) are cancelled
 - (ii) follow the lateral profile of the SID
 - (iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- (d) CLIMB VIA SID TO (level), CANCEL SPEED RESTRICTION(S):
- (i) climb to the cleared level and comply with published level restrictions
 - (ii) follow the lateral profile of the SID
 - (iii) published speed restrictions and ATC-issued speed control instructions are cancelled.
- (e) CLIMB VIA SID TO (level), CANCEL SPEED RESTRICTION(S) AT (point(s)):
- (i) climb to the cleared level and comply with published level restrictions
 - (ii) follow the lateral profile of the SID
 - (iii) published speed restrictions are cancelled at the specified point(s).
- (f) CLIMB UNRESTRICTED TO (level) or CLIMB TO (level), CANCEL LEVEL AND SPEED RESTRICTION(S):
- (i) climb to the cleared level, published level restrictions are cancelled
 - (ii) follow the lateral profile of the SID
 - (iii) published speed restrictions and ATC-issued speed control instructions are cancelled.

7.1.3.2 When a departing aircraft is cleared to proceed direct to a published waypoint on the SID, the speed and level restrictions associated with the bypassed waypoints are cancelled. All remaining published speed and level restrictions remain applicable:

CLEARED DIRECT (*waypoint*), CLIMB VIA SID TO (*level*)

7.1.3.3 When a departing aircraft is vectored or cleared to proceed direct to a waypoint not on the SID and advance notification to expect future instruction to rejoin the SID is issued, the speed and level restrictions associated with the bypassed waypoints are cancelled. All remaining published speed and level restriction remain applicable:

- (a) TURN RIGHT (*or LEFT*) HEADING (*three digits*) DUE (*reason*), CLIMB TO (*level*), EXPECT TO REJOIN SID [(*SID designator*)] [AT (*waypoint*)]
then
REJOIN SID [(*SID designator*)] [AT (*waypoint*)], CLIMB VIA SID TO (*level*)
- (b) CLEARED DIRECT (*waypoint*), CLIMB TO (*level*), EXPECT TO REJOIN SID [(*SID designator*)] [AT (*waypoint*)]
then
REJOIN SID [(*SID designator*)] [AT (*waypoint*)], CLIMB VIA SID TO (*level*)

Note 1: Reiteration of SID designator is optional.

Note 2: *The pilot will retain the SID in the FMS for future rejoin instructions.*



7.1.3.4 When a departing aircraft is vectored or cleared to proceed direct to a waypoint not on the SID and no advance notification to expect future instruction to rejoin the SID is issued, all published speed and level restrictions associated with the SID are cancelled.

- (a) TURN RIGHT (*or* LEFT) HEADING (*three digits*) DUE (*reason*), CLIMB TO (*level*)
then
REJOIN SID (*SID designator*) AT (*waypoint*)], CLIMB VIA SID TO (*level*)
- (b) CLEARED DIRECT (*waypoint*), CLIMB TO (*level*)
then
REJOIN SID (*SID designator*) AT (*waypoint*)], CLIMB VIA SID TO (*level*).

Note: *The pilot may not retain the SID in the FMS for future rejoin instructions.*

7.2 IFR arrivals

7.2.1 Approach control will normally advise on initial contact the type of approach to be expected.

	
	INVERCARGILL TOWER FASTAIR 345 WEYDON 25 MAINTAINING 8000 FEET INVERCARGILL VOR 43 POB 36
FASTAIR 345 INVERCARGILL TOWER ENTER CONTROLLED AIRSPACE ON TRACK INVERCARGILL VOR AT 8000 FEET EXPECT VOR APPROACH RUNWAY 22	
	ENTER CONTROLLED AIRSPACE ON TRACK INVERCARGILL VOR AT 8000 FEET EXPECT VOR APPROACH RUNWAY 22 FASTAIR 345
FASTAIR 345 INVERCARGILL WIND 240 DEGREES 18 KNOTS 25 KILOMETRES CLOUD BROKEN 3500 FEET TEMPERATURE 18 QNH 1018 FORECAST 2000 FOOT WIND 200 DEGREES 25 KNOTS	
	QNH 1018 FASTAIR 345

FASTAIR 345 REVISED EXPECTED APPROACH TIME 47	
	ROGER FASTAIR 345 FASTAIR 345 INVERCARGILL 42 MAINTAINING 8000 FEET HOLDING
FASTAIR 345 DESCEND TO 4000 FEET	
	LEAVING 8000 DESCENDING TO 4000 FEET FASTAIR 345
FASTAIR 345 DESCEND TO 2000 FEET CLEARED VOR APPROACH RUNWAY 22	
	DESCENDING TO 2000 FEET CLEARED VOR APPROACH RUNWAY 22 FASTAIR 345 FASTAIR 345 VOR OUTBOUND
FASTAIR 345	
	FASTAIR 345 COMMENCING BASE TURN
FASTAIR 345	
	FASTAIR 345 INBOUND
FASTAIR 345	
	FASTAIR 345 VISUAL 800 FEET
FASTAIR 345 RUNWAY 22 CLEARED TO LAND WIND 260 DEGREES 20 KNOTS	
	RUNWAY 22 CLEARED TO LAND FASTAIR 345

PQR DESCEND DISTANCE (or VORSEC/VORTAC CHART) STEPS TO 5000 FEET EXPECT ILS/DME APPROACH RUNWAY 25 NO DELAY	
	DESCENDING DISTANCE (or VORSEC/VORTAC CHART) STEPS TO 5000 FEET RUNWAY 25 PQR
PQR CLEARED VOR APPROACH RUNWAY 18 JOIN DME ARC	
	CLEARED VOR APPROACH RUNWAY 18 JOIN DME ARC PQR

7.2.2 Clearances on a standard instrument arrival (STAR)

7.2.2.1 Clearances to aircraft on a STAR with published level and/or speed restrictions must indicate if such restrictions are to be followed or are cancelled.

Note: *Level and/or speed restrictions for air traffic management are published in STAR procedures along with level and/or speed constraints inherent in the design of STAR procedures. Controllers may amend or cancel only published ATC level and/or speed restrictions.*

The phraseologies below have the following meaning.

- (a) DESCEND VIA STAR TO (*level*):
 - (i) descend to the cleared level and comply with published level restrictions
 - (ii) follow the lateral profile of the STAR
 - (iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- (b) DESCEND VIA STAR TO (*level*), CANCEL LEVEL RESTRICTION(S):
 - (i) descend to the cleared level, published level restrictions are cancelled
 - (ii) follow the lateral profile of the STAR
 - (iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- (c) DESCEND VIA STAR TO (*level*), CANCEL LEVEL RESTRICTION(S) AT (*point(s)*):
 - (i) descend to the cleared level, published level restriction(s) at the specified point(s) are cancelled
 - (ii) follow the lateral profile of the STAR
 - (iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- (d) DESCEND VIA STAR TO (*level*), CANCEL SPEED RESTRICTION(S):
 - (i) descend to the cleared level and comply with published level restrictions
 - (ii) follow the lateral profile of the STAR
 - (iii) published speed restrictions and ATC-issued speed control instructions are cancelled.
- (e) DESCEND VIA STAR TO (*level*), CANCEL SPEED RESTRICTION(S) AT (*point(s)*):
 - (i) descend to the cleared level and comply with published level restrictions
 - (ii) follow the lateral profile of the STAR
 - (iii) published speed restrictions are cancelled at the specified point(s).
- (f) DESCEND UNRESTRICTED TO (*level*) or DESCEND TO (*level*), CANCEL LEVEL AND SPEED RESTRICTION(S):
 - (i) descend to the cleared level, published level restrictions are cancelled
 - (ii) follow the lateral profile of the STAR
 - (iii) published speed restrictions and ATC-issued speed control instructions are cancelled.

7.2.2.2 When an arriving aircraft is cleared to proceed direct to a published waypoint on the STAR, the speed and level restrictions associated with the bypassed waypoints are cancelled. All remaining published speed and level restrictions remain applicable:

CLEARED DIRECT (*waypoint*), DESCEND VIA STAR TO (*level*)

7.2.2.3 When an arriving aircraft is vectored or cleared to proceed direct to a waypoint not on the STAR and advance notification to expect future instruction to rejoin the STAR is issued, all published speed and level restrictions associated with the bypassed waypoints are cancelled. All remaining published speed and level restrictions remain applicable.

- (a) TURN RIGHT (*or LEFT*) HEADING (*three digits*) DUE (*reason*), DESCEND TO (*level*), EXPECT TO REJOIN STAR [(*STAR designator*)] AT (*waypoint*)
then
REJOIN STAR [(*STAR designator*)] [AT (*waypoint*)], DESCEND VIA STAR TO (*level*)
- (b) CLEARED DIRECT (*waypoint*), CLIMB TO (*level*), EXPECT TO REJOIN STAR [(*STAR designator*)] [AT (*waypoint*)]
then
REJOIN STAR [(*STAR designator*)] [AT (*waypoint*)], DESCEND VIA STAR TO (*level*)

Note 1: Reiteration of STAR designator is optional.

Note 2: The pilot will retain the STAR in the FMS for future rejoin instructions.

7.2.2.4 When an arriving aircraft is vectored or cleared to proceed direct to a waypoint not on the STAR and no advance notification to expect future instruction to rejoin the STAR is issued, all published speed and level restrictions associated with the STAR are cancelled.

- (a) TURN RIGHT (*or LEFT*) HEADING (*three digits*) DUE (*reason*), DESCEND TO (*level*)
then
REJOIN STAR (*STAR designator*) AT (*waypoint*), DESCEND VIA STAR TO (*level*)
- (b) CLEARED DIRECT (*waypoint*), DESCEND TO (*level*)
then
REJOIN STAR (*STAR designator*) AT (*waypoint*), DESCEND VIA STAR TO (*level*).

Note: The pilot may not retain the STAR in the FMS for future rejoin instructions.

7.2.3 On occasions IFR aircraft do not complete the instrument approach procedure but request permission to make a visual approach. When the specific requirements for a visual approach have been met the pilot may make the request using the phrase “request visual approach”. Air traffic control will grant the request when traffic permits. When cleared by ATC for a visual approach further descent is unrestricted, except when a specific restriction is included with the clearance for a visual approach or a specific restriction is included in a subsequent clearance.

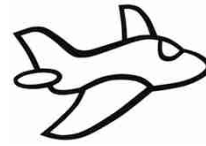
	
PQR ROGER	PQR VOR OUTBOUND LEAVING 3500 FEET
PQR CLEARED VISUAL APPROACH MAINTAIN 2000 FEET REPORT SIGHTING METRO 4 MILES FINAL	PQR REQUEST VISUAL APPROACH
PQR NUMBER TWO FOLLOW THE METRO DESCENT UNRESTRICTED	CLEARED VISUAL APPROACH MAINTAINING 2000 FEET WILCO PQR
	PQR METRO IN SIGHT
	NUMBER 2 DESCENDING UNRESTRICTED PQR

PQR CLEARED VISUAL APPROACH	PQR MAINTAINING 2000 FEET REQUEST VISUAL APPROACH
PQR CONTACT WELLINGTON TOWER 118.8	CLEARED VISUAL APPROACH PQR
	118.8 PQR

PQR NEGATIVE NUMBER FIVE IN TRAFFIC	PQR DESCENDING TO 5000 FEET REQUEST VISUAL APPROACH
	PQR

7.2.4 Details of joining and holding procedures are contained in AIP New Zealand ENR 1.5 section 3. If there is more than one holding pattern over the significant point or NAVAID, the pattern must be identified by specifying either the runway or the instrument approach procedure identifier, or, for enroute holding patterns, the term *ENROUTE*, for example:

- § "HOLD AT GISBORNE. ENTER THE RUNWAY 32 HOLDING PATTERN..."
- § "HOLD AT ROTORUA. ENTER THE VOR DME ALFA HOLDING PATTERN..."
- § "HOLD AT WOODBOURNE. ENTER THE ENROUTE HOLDING PATTERN..."



FASTAIR 345 HOLD AT POKOM FL150 EXPECT FURTHER CLEARANCE AT 24

HOLD AT POKOM FL150 FASTAIR 345

FASTAIR 345 HOLD AT GISBORNE ENTER THE... (procedure, position or name of pattern) HOLDING PATTERN

HOLD AT GISBORNE ENTER THE... (procedure, position or name of pattern) HOLDING PATTERN FASTAIR 345

XYZ HOLD AT WOODBOURNE ENTER THE LUTKA INITIAL APPROACH FIX HOLDING PATTERN

HOLD AT WOODBOURNE ENTER THE LUTKA INITIAL APPROACH FIX HOLDING PATTERN XYZ

ORION 69 HOLD AT OHAKEA ILS/DME RWY 09 INITIAL APPROACH FIX

HOLD AT OHAKEA ILS/DME RWY 09 INITIAL APPROACH FIX ORION 69

BOEING 7781 HOLD ON THE WHENUAPAI 080 RADIAL BETWEEN 35 AND 40 MILES WP FL150 LEFT HAND PATTERN EXPECT FURTHER CLEARANCE AT 05

HOLD ON THE WHENUAPAI 080 RADIAL BETWEEN 35 AND 40 MILES WP FL150 LEFT HAND PATTERN BOEING 7781

XYZ HOLD AT ROTORUA ENTER THE ALFA HOLDING PATTERN 4000 FEET EXPECTED APPROACH TIME 17

HOLD AT ROTORUA ENTER THE ALFA HOLD 4000 FEET XYZ

FASTAIR 345 DESCEND TO 13,000 FEET HOLD AT WARDS EXPECT FURTHER CLEARANCE AT 52

DESCENDING TO 13,000 FEET HOLD AT WARDS FASTAIR 345

FASTAIR 345 CANCEL HOLD AT WARDS

CANCEL HOLD AT WARDS FASTAIR 345

XYZ REQUEST CLEARANCE LEFT/(RIGHT) OF TRACK TO ESTABLISH 230 DEGREES INBOUND TO ROTORUA FOR THE VOR/DME ALFA APPROACH


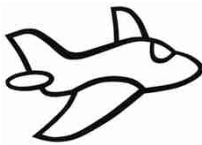
XYZ CLEARED AS REQUESTED, REPORT COMMENCING VOR/DME ALFA APPROACH
or
XYZ NEGATIVE, HOLD AT ROTORUA VOR EXPECT APPROACH AT 17

8. AREA CONTROL

8.1 General

8.1.1 Much of the phraseology used in area control is of a general nature. However, many instructions used in area control (particularly where radar is not available) are related to specific conditions in order to maintain aircraft separation.

8.1.2 The following examples provide a cross-section of phraseology used in area control. They may be varied, or added to, by combining their component parts according to the requirements of the prevailing traffic situation.



	
	FASTAIR 345 REQUEST DESCENT
FASTAIR 345 MAINTAIN FL350 EXPECT DESCENT AFTER NELSON	
	MAINTAINING FL350 FASTAIR 345

FASTAIR 345 DESCEND TO FL150 CROSS TAUPO FL170 OR ABOVE	
	DESCENDING TO FL150 CROSS TAUPO FL170 OR ABOVE FASTAIR 345

FASTAIR 345 ARE YOU ABLE TO CROSS NELSON AT 54	
	FASTAIR 345 AFFIRM
FASTAIR 345 CROSS NELSON AT 54 OR LATER	
	CROSS NELSON AT 54 OR LATER FASTAIR 345

8.2 Position information

8.2.1 In order to assist in establishing separation, pilots may be instructed to provide additional position report information as well as routing reports.


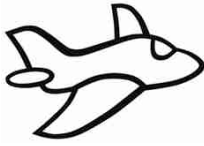
	
FASTAIR 345 REPORT 25 DME AUCKLAND	
	FASTAIR 345

FASTAIR 345 REPORT DISTANCE FROM GISBORNE	
	FASTAIR 345 IS 37 DME GISBORNE

FASTAIR 345 REPORT PASSING 270 RADIAL ROTORUA VOR	
	FASTAIR 345

8.3 Level information

8.3.1 Level information consists of climb and descent clearances or instructions and reports of leaving, reaching and passing levels as detailed in the Level Instructions paragraphs in the General Procedures and Phraseology section. Unless advice is received to the contrary, the aircraft is expected to vacate the level as soon as practicable. Under exceptional circumstances, if instant descent is required the word “immediately” is used.

	
FASTAIR 345 WHEN READY DESCEND TO FL180	WHEN READY DESCEND TO FL180 FASTAIR 345
	FASTAIR 345 LEAVING FL350


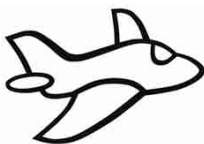
FASTAIR 345 DESCEND TO FL180 REPORT PASSING EVEN LEVELS	LEAVING FL350 FOR FL180 WILCO FASTAIR 345

FASTAIR 345 DESCEND IMMEDIATELY TO FL200 DUE TRAFFIC	LEAVING FL220 FOR FL200 FASTAIR 345

FASTAIR 345 MAINTAIN BLOCK FL160 TO FL180	FASTAIR 345 REQUEST BLOCK LEVEL FL160 TO FL180
	MAINTAIN BLOCK FL160 TO FL180 FASTAIR 345

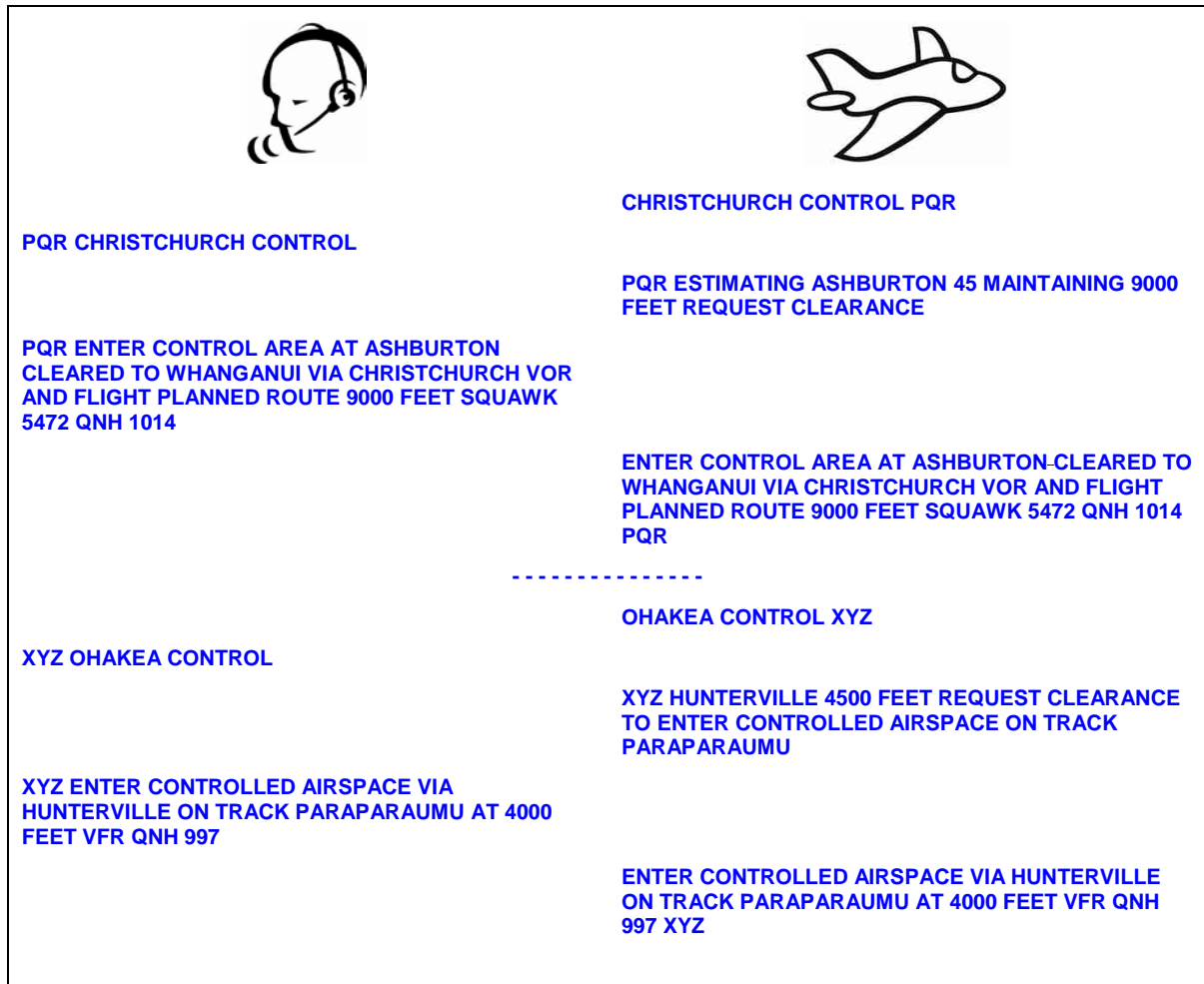
FASTAIR 345 REPORT YOUR LEVEL	FASTAIR 345 FL160
FASTAIR 345 CANCEL BLOCK CLIMB TO (/DESCEND TO/MAINTAIN) ALTITUDE/ (FLIGHT LEVEL)	CLIMBING TO (/DESCENDING TO/ MAINTAINING) ... FASTAIR 345

8.3.2 An aircraft may request a clearance to climb or descend maintaining own separation while in VMC (available in class D airspace only). The clearance will include information on essential traffic.

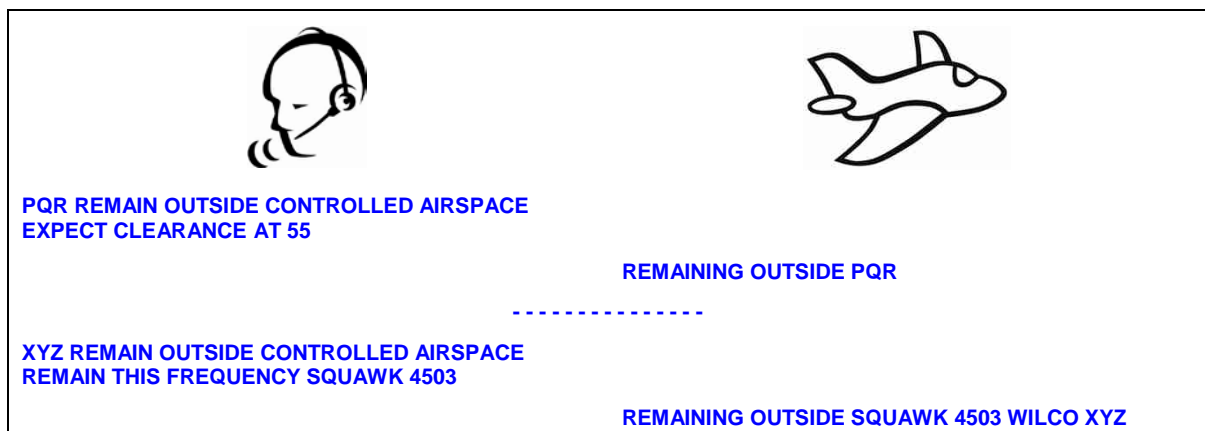
	
FASTAIR 345 DESCEND TO 6000 FEET MAINTAIN OWN SEPARATION IN VMC FROM ...TO ... TRAFFIC IS ... (position and altitude)	FASTAIR 345 REQUEST MAINTAIN OWN SEPARATION IN VMC
	LEAVING ... FOR 6000 FEET MAINTAIN OWN SEPARATION IN VMC ...TO ... TRAFFIC AT (position and altitude) FASTAIR 345

8.4 Flights entering controlled airspace

8.4.1 IFR or VFR aircraft requiring to enter controlled airspace should make their request to the appropriate ATS unit in sufficient time to allow ATC to assess the traffic situation and issue a clearance prior to the aircraft reaching controlled airspace.



8.4.2 It may be that because of the prevailing traffic situation a clearance cannot be issued immediately. A transponder (squawk) code may be issued to assist ATC in assessing the traffic situation. This does not constitute a clearance to enter controlled airspace.


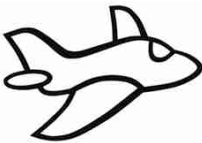


8.5 Flights leaving controlled airspace

8.5.1 Flights leaving controlled airspace will normally be given a track or specific point by which to leave, together with any other relevant instructions necessary to ensure separation.

	
FASTAIR 345 LEAVE CONTROLLED AIRSPACE ON TRACK WESTPORT AT FL160 IFR TRAFFIC IS ...	FASTAIR 345 NELSON 17 FL160 WESTPORT 33
	LEAVE CONTROLLED AIRSPACE ON TRACK WESTPORT AT FL160 COPY THE TRAFFIC FASTAIR 345


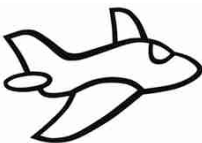
8.5.2 An aircraft may be cleared to leave controlled airspace on descent.

	
FASTAIR 345 LEAVE CONTROLLED AIRSPACE DESCENDING REPORT PASSING 9500 FEET QNH 1014 NO REPORTED TRAFFIC	
	LEAVING FL160 WILCO QNH 1014-FASTAIR 345

Note: In the above example the base of controlled airspace is 9500 feet.

8.6 RVSM operations

8.6.1 The following phraseologies should be used for controller-pilot communications.

	
FASTAIR 345 CONFIRM RVSM APPROVED	NEGATIVE RVSM FASTAIR 345
	or
	AFFIRM RVSM FASTAIR 345

FASTAIR 345 UNABLE CLEARANCE INTO RVSM AIRSPACE, MAINTAIN (or DESCEND TO, or CLIMB TO) FL (number)	
	FASTAIR 345 UNABLE RVSM DUE TURBULENCE
	or
	UNABLE RVSM DUE EQUIPMENT

FASTAIR 345 REPORT ABLE TO RESUME RVSM	READY TO RESUME RVSM FASTAIR 345

8.6.2 During operations in or vertical transit through RVSM airspace within the New Zealand FIR, pilots of *all* NON-RVSM approved aircraft are to insert the phrase “NEGATIVE RVSM” into radio calls when:


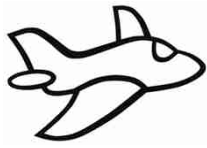
- requesting a level that is within or above RVSM airspace
- requesting a level change where that level is within or requires transit through RVSM airspace
- in read-backs of level clearances
- as part of the initial call when changing frequency.

9. AERODROME FLIGHT INFORMATION SERVICE

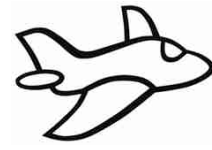
9.1 AFIS in New Zealand

At the time of publication, aerodrome flight information service in New Zealand is provided at Milford Sound and Paraparaumu. The examples given are indicative of the phraseology at an AFIS aerodrome.

9.2 VFR departures

	
<p>XYZ PREFERRED RUNWAY 29 WIND 280 DEGREES 20 KNOTS QNH 1014 TIME 42 CHEROKEE TAXIING ON YOUR RIGHT</p> <p>XYZ SKIPPER ON BASE TWO CHEROKEES DOWNWIND</p> <p>XYZ</p>	<p>XYZ AT AERO CLUB ABOUT TO TAXI VFR TO NELSON POB 2</p> <p>XYZ TAXIING HOLDING POINT RUNWAY 29 (or as pilot selects) QNH 1014</p> <p>XYZ TRAFFIC IN SIGHT TAKING OFF</p>

9.3 VFR arrivals



XYZ PREFERRED RUNWAY 29 WIND 270 DEGREES 20 KNOTS QNH 1014 CHEROKEE DEPARTING NORTH ALONG THE COAST REPORT WAVETOWN

XYZ SKIPPER ON FINAL, TWO CHEROKEES DOWNWIND IN THE CIRCUIT

XYZ

XYZ ONE CHEROKEE ON BASE, ONE ON FINAL

XYZ

XYZ

XYZ WIND GUSTING 30 KNOTS

XYZ

XYZ 10 MILES NORTH 2000 FEET
ESTIMATING PAMSVILLE 42 POB 4

XYZ ROGER RUNWAY 29 (or as pilot selects) QNH 1014

XYZ WAVETOWN

XYZ WILL JOIN OVERHEAD FOR RIGHT CIRCUIT

XYZ JOINING OVERHEAD

XYZ TRAFFIC IN SIGHT

XYZ DOWNWIND

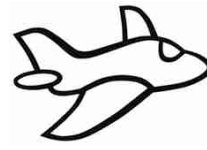
XYZ BASE

XYZ FINAL

XYZ ROGER

XYZ VACATING RUNWAY NEXT LEFT

9.4 IFR departures



PQR PREFERRED RUNWAY 34 WIND 320 DEGREES 15
KNOTS QNH 1014 TIME 42 CESSNA VACATING RUNWAY

PQR CLEARANCE AVAILABLE

WELLINGTON APPROACH CLEARS PQR TO AUCKLAND
FLIGHT PLANNED ROUTE FL210

PQR TRAFFIC IS AN ATR 10 MILES NORTH ESTIMATING
PAMSVILLE 50 FOR NDB APPROACH RUNWAY 34

PQR AIRTOURER TURNING FINAL FRIENDSHIP MID
DOWNWIND

PQR

PQR AT STAND (OR GATE) 1 ABOUT TO TAXI IFR
TO AUCKLAND POB 5

PQR ROGER QNH 1014 TAXIING HOLDING POINT
RUNWAY 34 (or as pilot selects)

PQR READY TO COPY


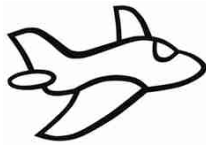
WELLINGTON APPROACH CLEARS PQR TO
AUCKLAND FLIGHT PLANNED ROUTE FL210

PQR ROGER

PQR READY TO LINE UP

PQR TRAFFIC IN SIGHT TAKING OFF

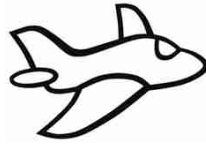
9.5 IFR arrivals

	
PQR TOURISTOWN FLIGHT SERVICE	TOURISTOWN FLIGHT SERVICE PQR
PQR PREFERRED RUNWAY 18 WIND 210 DEGREES 20 KNOTS 15 KMS CLOUD BROKEN 2000 TEMPERATURE 18 QNH 1014 1 CHEROKEE IN THE CIRCUIT	PQR PASSING 8000 DESCENDING TO 3500 FEET TOURISTOWN 42 POB 21
PQR	PQR QNH 1014 WILL REPORT BEACON OUTBOUND FOR NDB APPROACH RUNWAY 18 (or as pilot selects)
PQR	PQR BEACON OUTBOUND LEAVING 5000 FEET
PQR CHEROKEE ON BASE	PQR COMMENCING BASE TURN
PQR	PQR INBOUND
PQR	PQR
PQR	PQR VISUAL JOINING DOWNWIND RIGHT HAND TRAFFIC IN SIGHT
PQR	PQR BASE
PQR	PQR VACATING RUNWAY
PQR	PQR MISSED APPROACH WILL REPORT BEACON OUTBOUND FOR NDB APPROACH

10. MANDATORY BROADCAST ZONES

10.1 Broadcast

Position, altitude and intentions should be broadcast on entry and at regular intervals (time interval is indicated on charts). An AWIB service is available at some aerodromes providing weather and operational conditions.



KAIKOURA TRAFFIC XYZ HAPUKU 3000 FEET TRACKING SOUTH VIA THE COAST

KAIKOURA TRAFFIC XYZ KAIKOURA TOWNSHIP 3000 FEET TRACKING SOUTH WILL PASS TO THE EAST OF THE AERODROME

KAIKOURA TRAFFIC XYZ CONWAY RIVER MOUTH 3000 FEET TRACKING SOUTH

TAUPO TRAFFIC XYZ MISSION BAY 5500 FEET DESCENDING ESTIMATING TAUPO 35

TAUPO TRAFFIC XYZ WHITE CLIFFS 2900 FEET WILL JOIN DOWNWIND FOR RUNWAY 17

ARDMORE TRAFFIC PIPER CHEROKEE XYZ DRURY 1600 FEET TRACKING DIRECT TO JOIN OVERHEAD FOR RUNWAY 21

or

ARDMORE TRAFFIC PIPER CHEROKEE XYZ DRURY 1500 FEET DESCENDING TO 1100 FEET VIA PAPAKURA TO JOIN RIGHT BASE RUNWAY 03

10.2 High activity areas

In busy areas, such as those with high tourist scenic aircraft activity (eg, Southern Alps MBZ, Tarawera MBZ) keep position reports brief (position, altitude and direction of travel i.e. intentions).



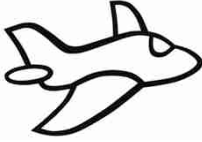
XYZ HEAD OF THE TASMAN 9500 FEET WESTBOUND

or

XYZ OVER THE UPPER FRANZ GLACIER 9500 FEET ORBITING LEFT THEN HEADING SOUTH

10.3 Universal communications (UNICOM)

10.3.1 Where a UNICOM station is present and on watch (operators often have other duties and may not be listening all the time), it may pass on limited information on request. For instance, a pilot may ask for surface wind conditions to ascertain a preferred runway – UNICOM operators will not designate the runway-in-use. (Information on meteorological and operational conditions may also be obtained from the AWIB).

<p>UNICOM</p> <p>XYZ TAUPO UNICOM SURFACE WIND 360 DEGREES 15 KNOTS</p>	 <p>TAUPO UNICOM XYZ REQUEST SURFACE WIND CONDITIONS</p> <p>XYZ</p>
--	--

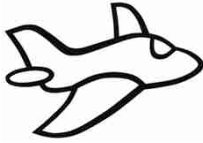
10.3.2 On request UNICOM may relay information on the general location of aircraft known to it and must not interpret that information. UNICOM is not an air traffic service and may not provide traffic information – the information given is not traffic information but known aircraft.

<p>UNICOM</p> <p>REPORTED TRAFFIC IS XRAY YANKEE ZULU WHO AT 1105 REPORTED 10 MILES SOUTH AT 1500 FT JOINING</p> <p>A LIGHT AIRCRAFT IS OBSERVED APPROXIMATELY 3 MILES NORTH AT LOW LEVEL</p> <p>A TOPDRESSER IS REPORTED TO BE OPERATING LOW LEVEL 8 MILES TO THE EAST</p>
--

11. COMMON FREQUENCY ZONES

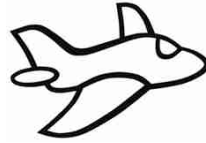
11.1 General

11.1.1 Although not mandatory, pilots are encouraged to establish communications in these areas. Keep radio calls concise and use standard phraseology as much as possible. Avoid verbose accounts of your intentions as these will only cause frequency congestion. In many parts of the country there may be several adjacent areas and aerodromes using the same frequency.

 <p>CANTERBURY TRAFFIC XYZ OKUKU 2500 FEET TRACKING TO OXFORD</p> <p>-----</p> <p>FIORDLAND TRAFFIC XYZ SOUTH MAVORA LAKE 5500 FEET TRACKING NORTHEAST VIA THE VON</p>

11.2 Aircraft training

11.2.1 Aircraft carrying out training may wish to indicate their operating range by altitude and by type of exercise.



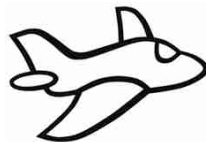
CANTERBURY TRAFFIC XYZ 4 MILES SOUTHWEST OF OXFORD OPERATING BETWEEN 3000 AND 4000 FEET
CANTERBURY TRAFFIC XYZ 5 MILES NORTHWEST OF DARFIELD 3500 FEET FORCED LANDING EXERCISE

12. UNATTENDED AERODROMES

12.1 General

Keep radio calls concise and use standard phraseology. Avoid verbose accounts of your intentions.

12.2 Arrival



RANGIORA TRAFFIC XYZ 8 MILES SOUTHWEST 1700 FEET JOINING OVERHEAD

Note. Do not ask "Any traffic?" NORDO aircraft cannot reply, others may not or, if several aircraft present, may all try to speak at once.

On the other hand, for those already in the circuit, it is good practice to report position when you hear an aircraft joining – this gives awareness of runway in use and potential traffic.

RANGIORA TRAFFIC XYZ OVERHEAD JOINING FOR RUNWAY 07

Note. It is not necessary to say "letting down on the non-traffic side" as this is part of the standard procedure.

RANGIORA TRAFFIC XYZ TURNING DOWNWIND RUNWAY 07

Note. A further call on base or final may be advisable depending on other traffic.

TIMARU TRAFFIC FASTAIR 345 10 MILES NORTH PASSING 5000 DESCENDING 3000 TIMARU 42 POB 10

TIMARU TRAFFIC FASTAIR 345 BEACON OUTBOUND FOR NDB/DME APPROACH RWY 02

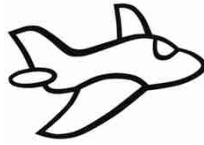
TIMARU TRAFFIC FASTAIR 345 COMMENCING BASE TURN

TIMARU TRAFFIC FASTAIR 345 ESTABLISHED FINAL APPROACH RUNWAY 02

TIMARU TRAFFIC FASTAIR 345 VISUAL TRAFFIC IN SIGHT

TIMARU TRAFFIC FASTAIR 345 VACATING RUNWAY

12.3 Departure



RANGIORA TRAFFIC XYZ TAXIING FOR RUNWAY 07
 RANGIORA TRAFFIC XYZ LINING UP RUNWAY 07
 RANGIORA TRAFFIC XYZ ROLLING RUNWAY 07 DEPARTING TO THE NORTH
 or
 DEPARTING OVERHEAD TO THE SOUTH

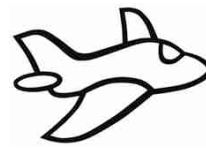
Note. In the second case another call vacating overhead, may be appropriate.

TIMARU TRAFFIC FASTAIR 345 TAXIING FOR RUNWAY 02 MOANA ONE DEPARTURE
 TIMARU TRAFFIC FASTAIR 345 LINING UP RUNWAY 02
 TIMARU TRAFFIC FASTAIR 345 PASSING 4800 TO THE NORTH CHANGING CONTROL ...

13. DISTRESS AND URGENCY PHRASEOLOGY

Emergency procedures are contained in AIP New Zealand, ENR 1.15, sections 1 and 2 for these messages.

13.1 Distress messages



MAYDAY MAYDAY MAYDAY XYZ ENGINE ON FIRE UNABLE TO
 MAINTAIN HEIGHT MAKING FORCED LANDING POSITION 20
 MILES SOUTH OF OAMARU PASSING 3000 FEET HEADING 360

XYZ DUNEDIN TOWER ROGER MAYDAY

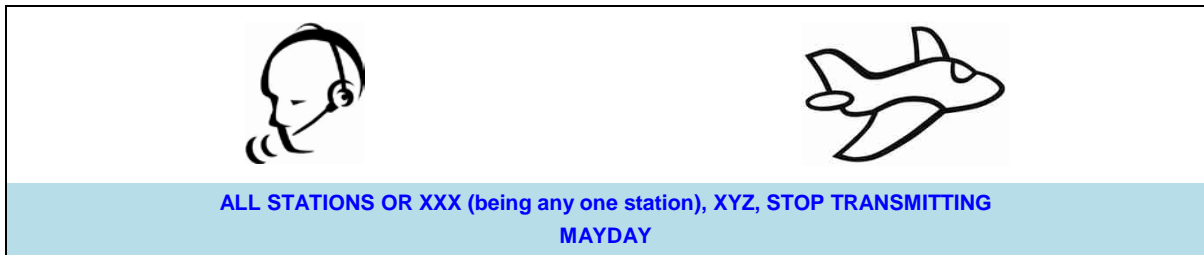
MAYDAY MAYDAY MAYDAY GISBORNE TOWER XYZ ENGINE
 FAILED WILL ATTEMPT TO LAND AT GISBORNE, POSITION 10
 MILES NORTH OF GISBORNE AT 8000 FEET HEADING 180

XYZ GISBORNE TOWER ROGER MAYDAY
 CLEARED STRAIGHT-IN RUNWAY 14 WIND 150
 DEGREES 10 KNOTS QNH 1008 YOU ARE
 NUMBER ONE

CLEARED STRAIGHT-IN RUNWAY 14 QNH 1008 XYZ

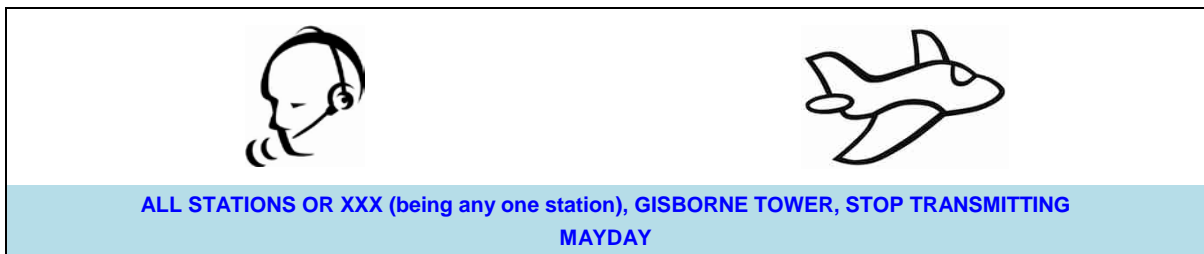
13.1.1 Imposition of silence when MAYDAY in progress

The station in distress is permitted to impose silence, either to all stations or any station which interferes with the distress traffic.



Or;

The station in control of distress traffic is permitted to impose silence, either to all stations or any station which interferes with the distress traffic.

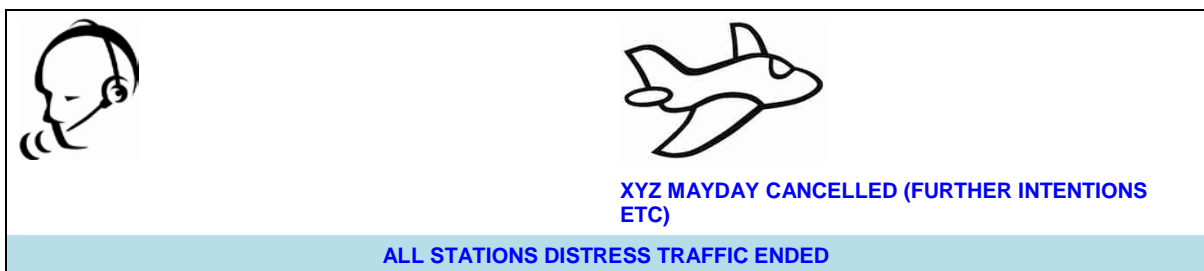


Radio silence should be observed by other stations until:


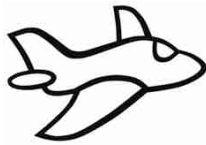
Distress traffic is transferred to another frequency, or

- controlling station gives permission, or
- it has itself to render assistance, or
- the distress is cancelled/terminated.

When PIC of the distress aircraft considers the emergency complete s/he will cancel the distress; controlling station will then transmit a message on the frequency used for the distress traffic.


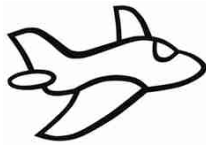


13.2 Urgency messages

	
<p>XYZ CHRISTCHURCH INFORMATION ROGER PAN FOR RADAR ASSISTANCE CONTACT WELLINGTON APPROACH 121.1</p>	<p>PAN PAN – PAN PAN – PAN PAN CHRISTCHURCH INFORMATION XYZ HAVING DIFFICULTY MAINTAINING VMC REQUEST ASSISTANCE FOR LANDING AT WELLINGTON POSITION 15 MILES WEST OF WELLINGTON 2000 FEET HEADING 180</p>
	<p>121.1 XYZ</p> <p>-----</p>
<p>XYZ ROTORUA TOWER ROGER PAN, NUMBER ONE JOIN LEFT BASE RUNWAY 18 WIND 180 DEGREES 10 KNOTS QNH 1008</p>	<p>PAN PAN – PAN PAN – PAN PAN ROTORUA TOWER XYZ PASSENGER WITH SUSPECTED HEART ATTACK REQUEST PRIORITY LANDING POSITION FIVE MILES EAST OF ROTORUA HEADING 270 LEAVING 3000 FEET</p>
	<p>RUNWAY 18 QNH 1008 XYZ</p>

13.3 Emergency descent



When an aircraft announces that it is making an emergency descent, the controller will take all possible action to safeguard other aircraft.

	
<p>FASTAIR 345 ROGER</p>	<p>FASTAIR 345 EMERGENCY DESCENT HEADING 335</p>
<p>ALL STATIONS EMERGENCY DESCENT AT PARAPARAUMU NORTH ALL AIRCRAFT BETWEEN PARAPARAUMU AND WANGANUI BELOW FL200 FLY HEADING 250 IMMEDIATELY</p>	<p>FASTAIR 345 EMERGENCY DESCENT TO 7000 FEET REQUEST QNH</p>
<p>FASTAIR 345 8000 FEET AVAILABLE QNH 1015 ADVISE</p>	<p>FASTAIR 345 ROGER WILL BE ABLE TO MAINTAIN 8000 FEET QNH 1015</p>

13.4 Airborne collision avoidance system (ACAS)

Refer to AIP ENR 1.6 Section 3 and AD 1.5 Section 9

13.4.1 When operating within, or entering a controlled aerodrome traffic circuit, pilots are advised to operate an ACAS (such as TCAS) on *Traffic Advisory (TA)* mode. This is to avoid unnecessary *Resolution Advisory (RA)* manoeuvres using appropriate displacement not considered by an ACAS where parameters are set for enroute airspace rather than aerodrome operation. This advice also applies when operating in proximity to uncontrolled aerodromes.

	
FASTAIR 345 ROGER	<i>{After commencing a deviation from an ATC clearance or instruction in order to comply with an ACAS RA}</i>
<i>{Note: this new phraseology may limit awareness of the direction of movement of the aircraft responding to the RA}</i>	FASTAIR 345 TCAS RA
FASTAIR 345 ROGER (or alternative instructions)	<i>{After completing the response to an ACAS RA and initiating a return to the ATC clearance or instruction.}</i>
FASTAIR 345 ROGER (or alternative instructions)	FASTAIR 345 CLEAR OF CONFLICT RETURNING TO (assigned clearance)
FASTAIR 345 ROGER	<i>{After completing the response to an ACAS RA and resuming the assigned ATC clearance or instruction.}</i>
	FASTAIR 345 CLEAR OF CONFLICT (assigned clearance) RESUMED
	<i>{After receiving an ATC clearance or instruction contradictory to the ACAS RA; the pilot will follow the RA and inform ATC directly.}</i>
	FASTAIR 345 UNABLE TCAS RA

13.5 Traffic information broadcasts by aircraft (TIBA)

13.5.1 TIBA are reports and information transmitted by pilots for the information of pilots of other aircraft in the vicinity following a significant disruption to air traffic or aeronautical telecommunications services. For further information and phraseology examples see AIP New Zealand, ENR 1.15 Sections 4, 5 and 8.