

ENR-6 RADIOTELEPHONY PHRASEOLOGY

6.1 General

Transmission shall be conducted concisely in a normal conversation tone; full use shall be made of standard phraseologies.

Speech transmitting technique should be such that the highest possible intelligibility is incorporated in each transmission. Fulfilment of this aim requires that pilot should:

- a) enunciate each word clearly and distinctly;
- b) maintain an even rate of speech not exceeding 100 words per minute. A slight pause preceding and following numerals makes them easier to understand;
- c) maintain the speaking volume at a constant level;
- d) be familiar with the microphone operating techniques and suspend speech temporarily if it becomes necessary to turn the head away from the microphone.

Runway in use, altimeter settings, SSR codes, level instructions, heading and speed instructions and transition level shall be read back:

Note: If the level of an aircraft is reported in relation to standard pressure 1013,2 hPa, the words "FLIGHT LEVEL" precede the level figures. If the level of the aircraft is reported in relation to QNH or height above ground, the figures are followed by the word "METRES" or "FEET", as appropriate.

Example:

TWR: "OK-ABC LINE UP RUNWAY TWO FOUR"

OK-ABC: „LINING UP RUNWAY TWO FOUR, OK-ABC.“

6.1.1 Word spelling alphabet

Word spelling alphabet is to be used at all times when it is required to indicate letters except for a particular letter group which by every-day use have become unmistakable, e.g. QNH, etc.

6.1.1.1 English word spelling alphabet as presented in table below should only be used during radio communication.

Letter	Word	Pronunciation in CR	International pronunciation
A	Alfa	ælfə	AL FAH
B	Bravo	bra:'vəu	BRAH VOH
C	Charlie	ča:li	CHAR LEE
D	Delta	delta	DELL TAH
E	Echo	ekəu	ECK OH
F	Foxtrot	fokstrot	FOKS TROT
G	Golf	golf	GOLF
H	Hotel	həu'tel	HO TTEL
I	India	indie	IN DEE AH

Letter	Word	Pronunciation in CR	International pronunciation
J	Juliett	džu:li'et	JEW LEE ETT
K	Kilo	ki:ləu	KEY LOH
L	Lima	li:mə	LEE MAH
M	Mike	maik	MIKE
N	November	nəu'vembə	NO VEM BER
O	Oscar	o:skə	OSS CAH
P	Papa	pə'pə	PAH PAH
Q	Quebec	kə'bek	KEH BECK
R	Romeo	rəumiəu	ROW ME OH
S	Sierra	si'erə	SEE AIR RAH
T	Tango	tængəu	TANG GO
U	Uniform	ju:nifo:m	YOU NEE FORM
V	Victor	viktə	VIK TAH
W	Whiskey	wiski	WISS KEY
X	X-ray	eks'rei	ECKS RAY
Y	Yankee	jæŋki	YANG KEY
Z	Zulu	zu:lu:	ZOO LOO

This English world spelling alphabet shall be always used when it is necessary to pronounce letters, with the exception of group of letters which are used daily and can not be interchangeable (e. g. ILS, QNH, ETA etc.).

6.1.2 Numbers

Numbers shall be transmitted using the following English pronunciation:

Number	Czech word	English word	Pronunciation	International pronunciation
0	NULA	ZERO	ziərəu, 'zi:rəu	ZE-RO
1	JEDNA	ONE	wan	WUN
2	DVA	TWO	tu	TOO
3	TŘI	THREE	tri	TREE
4	ČTYRY	FOUR	fo:r, 'faur	FOW-er
5	PĚT	FIVE	fajf	FIFE

Number	Czech word	English word	Pronunciation	International pronunciation
6	ŠEST	SIX	siks	SIX
7	SEDUM	SEVEN	sevn	SEV-en
8	OSUM	EIGHT	eit	AIT
9	DEVĚT	NINER	najnr	NIN-er
desetinná čárka	ČÁRKA	DECIMAL	desəml	DAY-SEE-MAL
sto	STO	HUNDRED	handrid, handrəd	HUN-dred
tisíc	TISÍC	THOUSAND	tauznd	TOU-SAND

6.1.2.1 Transmission of numbers in radiotelephony:

All numbers except as prescribed below shall be transmitted by pronouncing each digit separately:

Example:	Transmitted as:
Aircraft call sign OK 2385	OSKAR KILO TWO THREE EIGHT FIVE
Heading 080 degrees	HEADING ZERO EIGHT ZERO
Wind direction and speed 200 degrees 70 knots	WIND TWO ZERO ZERO DEGREES SEVEN ZERO KNOTS
Transponder code 4203	SQUAWK FOUR TWO ZERO THREE
Runway in use 30	RUNWAY THREE ZERO
Altimeter setting QNH 1010	QNH ONE ZERO ONE ZERO

The exception from above mentioned rule is created by numbers used in the transmission of:

- a) altitude,
- b) cloud height and
- c) visibility,

which contain whole hundreds and whole thousands, and which shall be transmitted by pronouncing each digit in the number of hundreds or thousands followed by the word HUNDRED or THOUSAND as appropriate.

Combinations of thousands and whole hundreds shall be transmitted by pronouncing each digit in the number of thousands followed by the word THOUSAND followed by the number of hundreds followed by the word HUNDRED.

Example:	Transmitted as:
Altitude 800 ft	EIGHT HUNDRED FEET

Example:	Transmitted as:
3 400 ft	THREE THOUSAND FOUR HUNDRED FEET
12 000 ft	ONE TWO THOUSAND FEET
Cloud height 1 200 m	ONE THOUSAND TWO HUNDRED METRES
Visibility 700 m	VISIBILITY SEVEN HUNDRED
Visibility 1000 m	VISIBILITY ONE THOUSAND

Numbers containing a decimal point shall be transmitted with the decimal point being indicated by the word DECIMAL:

Example:	Transmitted as:
Number (e.g. frequency) 120.3	ONE TWO ZERO DECIMAL THREE

6.2 Selected radiotelephony procedures

6.2.1 Establishment of contact

The initial call made to establish RTF contact should take the following form:

- a) the full RTF call sign of the station being called;
- b) the full RTF call sign of the station calling.

Example:
CSA 123
PRAHA RADAR

Note: Full call sign is a call sign which hasn't been abbreviated.

Note: Further below there are the next potential obligatory items of communication necessary to be used during establishment of communications.

Unit/service	Transmitted as:
Aerodrome control tower (aerodrome control unit)	TOWER
Approach control office	APPROACH
Area control centre	CONTROL
Radar (generally)	RADAR
Flight Information Centre	INFORMATION
AFIS Unit (Aerodrome Flight Information Service Unit)	INFO
Aerodrome unit providing information to known traffic (aeronautical station)	RADIO

6.2.2 RTF procedures used at uncontrolled aerodromes and within ATZ

This part of phraseology is intended to be used as a guide use by VFR pilots on uncontrolled aerodromes and within ATZ.

6.2.2.1 Call sign of the AFIS unit consists of the name of the aerodrome and expression INFO (see the table here above).

Call sign of the unit providing information to known traffic at the non-AFIS aerodrome consists of the name of the aerodrome and expression RADIO (see the table here above).

Note: In radiotelephony contact with AFIS units and with units providing information to known traffic at uncontrolled non-AFIS aerodromes it is not allowed to use the call sign TOWER even in cases an AFIS unit has been located physically at the aerodrome tower. The call sign TOWER is used to indicate the ATC service provided at the aerodrome (see the table here above).

6.2.2.2 The aircraft when operating on an uncontrolled aerodrome and within an ATZ shall report on an appropriate frequency assigned and published for an individual aerodrome:

- a) the type of aircraft,
- b) position,
- c) altitude and
- d) intended flight or ground activity, as appropriate,

regardless whether the aerodrome flight information service is provided or somebody replies.

Other aircraft at the aerodrome or within ATZ have to be listening to the same frequency and shall use this information to avoid collisions.

Note: The structure of report of the aircraft departing and arriving at an uncontrolled aerodrome or transiting ATZ is depicted in chapter Visual Flight Rules of this manual, in the article Operation on uncontrolled aerodromes and within Aerodrome Traffic Zone (ATZ).

6.2.2.3 Examples of phraseology used at an uncontrolled aerodrome and within ATZ

- a) commencement of taxiing and activity after departure:

KOLÍN RADIO, OKABC, CESSNA 172 IN FRONT OF HANGAR, TRAINING FLIGHT, LEFT CIRCUITS (AERODROME CIRCLING) RUNWAY 06, TAXIING TO HOLDING POINT RUNWAY 06

SIGHTSEEING FLIGHT

AIR TOWING

AEROBATICS (ACROBATIC) FLIGHT

PARACHUTE DESCENT(S) or JUMPS

- b) intention to cross or backtrack the runway:

KOLÍN RADIO OK ABC BACKTRACK / CROSSING RUNWAY 05 LEFT

- c) entering the runway:

KOLÍN RADIO, OK ABC AT HOLDING POINT, READY FOR DEPARTURE

KOLÍN RADIO OK ABC, LINING UP RUNWAY 06

KOLÍN RADIO OK ABC, TRAFFIC ZLIN 142 ON FINAL IN SIGHT, HOLDING POSITION

KOLÍN RADIO OK ABC TRAFFIC PIPER SENECA POSITION BASE LEG IN SIGHT, LINING UP, WILL MAKE IMMEDIATE DEPARTURE

KOLÍN RADIO OK ABC, GIVING WAY EUROSTAR IN FRONT OF ME

KOLÍN RADIO OK ABC, FOLLOWING GLIDER READY TO LAUNCH

d) take-off run or take-off, turn after departure or direction of flight:

LETŇANY INFO OK ABC, READY FOR DEPARTURE, AFTER DEPARTURE RIGHT TURN TO ŘÍČANY ALTITUDE 2500 FEET, QNH 1015

LETŇANY INFO OK ABC, TAKING OFF / ROLLING

LETŇANY INFO OK ABC, AVOIDING THE TRAFFIC TO THE LEFT

e) leaving the traffic circuit or ATZ:

LETŇANY INFO OK ABC, LEAVING TRAFFIC CIRCUIT / ATZ, MIKE, 300 METRES ABOVE GROUND

f) the position of the aircraft prior entering an ATZ:

KOLÍN RADIO OK ABC, PASSING TEREZIN, 200 METRES ABOVE GROUND, ENTERING THE ATZ, WILL PROCEED TO THE DOWNWIND POSITION, LEFT CIRCUIT OF RUNWAY 31, FULL STOP LANDING / TOUCH AND GO

g) intended position of entry to the aerodrome traffic circuit:

KOLÍN RADIO OK ABC, JOINING LEFT DOWNWIND POSITION RUNWAY 31 PROCEEDING TO LAND

h) final:

KOLÍN RADIO OK ABC, FINAL RUNWAY 31

i) after landing, vacating the runway:

KOLÍN RADIO OK ABC, RUNWAY VACATED

KOLÍN RADIO OK ABC, AFTER TOUCH AND GO / LOW PASS ABOVE RUNWAY, WILL CONTINUE DIRECT TO TEREZÍN / WILL MAKE NEXT CIRCUIT

6.2.3 RTF procedures used at controlled aerodromes and within CTR

6.2.3.1 Examples of phraseology used at controlled aerodromes and within controlled airspace

a) Request on ATC clearance - departing VFR flight.

BRNO TOWER (GROUND) - OSKAR KILO ALFA BRAVO CHARLIE – CESSNA 172 – STAND GENERAL AVIATION – (WITHOUT FLIGHT PLAN TO MNICHOVO HRADIŠTĚ – EXIT POINT NOVEMBER – UP TO 1000 FEET ABOVE GROUND) – INFORMATION HOTEL QNH 1015 – REQUEST ATC CLEARANCE

b) Request on ATC clearance - arriving VFR flight.

BRNO TOWER (GROUND) - OSKAR KILO ALFA BRAVO CHARLIE – CESSNA 172 – (FROM MNICHOVO HRADIŠTĚ WITHOUT FLIGHT PLAN TO BRNO TUŘANY) – POSITION TIŠNOV 1000 FEET ABOVE GROUND - ENTRY POINT NOVEMBER ESTIMATED TIME 35 – INFORMATION HOTEL QNH 1015 – REQUEST (ATC) CLEARANCE INTO CTR

c) Request on ATC clearance - VFR flight transiting CTR.

BRNO TOWER (GROUND) - OSKAR KILO ALFA BRAVO CHARLIE – CESSNA 172 – (FROM MNICHOVO HRADIŠTĚ TO BRATISLAVA WITHOUT FLIGHT PLAN) –

POSITION TIŠNOV 1000 FEET ABOVE GROUND - ENTRY POINT NOVEMBER,
ESTIMATED TIME 35 – EXIT POINT SIERRA - INFORMATION HOTEL QNH 1015 –
REQUEST TRANSIT THROUGH THE CTR

d) Startup request if FPL has been submitted

PRAHA GROUND OK ABC APRON SOUTH - STAND 12 - REQUEST START UP -
INFORMATION GOLF, QNH 1011

e) Request on taxi clearance

PRAHA GROUND - OK ABC - REQUEST TAXI

f) Repeating of taxi clearance

TAXI TO HOLDING POINT RUNWAY THREE ONE VIA (TAXIWAY) ROMEO LIMA

g) ...when a departure from an intersection take-off position is requested by a pilot:

REQUEST DEPARTURE FROM RUNWAY THREE ONE FROM INTERSECTION
WITH TAXIWAY PAPA

h) ...if the pilot is not sure about taxi:

REQUEST DETAILED TAXI INSTRUCTIONS

i) ...for helicopter operations:

REQUEST AIR-TAXIING FROM APRON SOUTH TO HELIPORT 2

j) ...when backtrack along the runway is required

REQUEST BACKTRACK

k) ...if crossing the runway is requested

REQUEST CROSS RUNWAY ONE THREE

l) ...conflicting traffic on taxiway

TRAFFIC BOEING 737 TRAVEL SERVICE IN SIGHT

GIVING WAY TO BOEING 737 TRAVEL SERVICE

m) ...runway vacating

RUNWAY VACATED

n) ...response to the instruction expedite or slow down

EXPEDITING or SLOWING DOWN

o) ...if instruction hold or hold short has been issued

HOLDING POSITION or HOLDING SHORT OF TAXIWAY LIMA

p) Repeating of line up clearance

LINING UP RUNWAY THREE ONE

q) Repetition of line up clearance when conditional clearance has been issued

ROGER – BEHIND BOEING 737 ON SHORT FINAL, LINING UP BEHIND

r) ...if instruction line up and wait has been issued

LINE UP RUNWAY THREE ONE AND WAIT

s) Repetition of take-off clearance

RUNWAY THREE ONE – CLEARED FOR TAKE-OFF

t) Instruction for immediate take off

ROGER – TAKE-OFF IMMEDIATELY (RUNWAY THREE ONE)

UNABLE FOR IMMEDIATE DEPARTURE (DEPARTURE IN TWO MINUTES or VACATING RUNWAY)

- u) Response to cancel take-off clearance

HOLDING POSITION or STOPPING

- v) Request on departure instruction

REQUEST DEPARTURE INSTRUCTIONS

- w) Repeating of departure clearance

AFTER DEPARTURE TURN RIGHT TO NOVEMBER - CLIMB TO ALTITUDE 2500FT (QNH 1012)

- x) Request on turning

REQUEST RIGHT / LEFT TURN

- y) Airborne information

AIRBORNE

- z) SSR transponder

SQUAWK SEVEN THOUSAND

SQUAWK STAND BY

SQUAWK IDENT

NEGATIVE TRANSPONDER

MODE S TRANSPONDER

- aa) Traffic information

TRAFFIC (ZLIN 43) IN SIGHT

TRAFFIC (LEARJET) NEGATIVE CONTACT

CLEAR OF TRAFFIC

- ab) Request for Straight-in approach

REQUEST STRAIGHT-IN APPROACH FOR RUNWAY TWO TWO

REQUEST LEFT CIRCUIT RUNWAY TWO TWO

- ac) Report on entry to traffic circuit

ENTERING DOWNWIND POSITION (LEFT CIRCUIT) RUNWAY TWO TWO

- ad) Confirmation on number to land

NUMBER TWO TO LAND (TRAFFIC ATR 72 IN SIGHT)

- ae) Approach

CONTINUE APPROACH – WILL REPORT DOWNWIND, BASE LEG or FINAL (LEFT) DOWNWIND, (LEFT) BASE LEG, FINAL (OF RUNWAY TWO TWO).

- af) Request on landing clearance

REQUEST LANDING CLEARANCE

- ag) Repeating of landing clearance

CLEARED TO LAND RUNWAY TWO TWO

- ah) Request on instruction to taxi to apron

REQUEST TAXI INSTRUCTION TO APRON SOUTH

- ai) Special traffic

GOING AROUND

REQUEST TOUCH AND GO

REQUEST LOW PASS

REQUEST FULL STOP

HOLD OVER NOVEMBER

REQUEST CROSSING RESTRICTED AREA LIMA KILO ROMEO 3 (LIBAVÁ)

aj) Special circumstances

MAYDAY MAYDAY MAYDAY OSKAR KILO ALFA BRAVO CHARLIE - STATE OF EMERGENCY

PAN PAN PAN PAN PAN PAN OSKAR KILO ALFA BRAVO CHARLIE REQUEST PRIORITY LANDING – HEART ATTACK ON BOARD.

NOSE / LEFT / RIGHT LANDING GEAR / WHEEL APPEARS UP – REQUEST VISUAL INSPECTION

ENGINE FAILURE / ENGINE FLAMEOUT / SHUTDOWN / ENGINE ON FIRE

REQUEST MEDICAL ASSISTANCE AND FIREFIGHTING ASSISTANCE

Chapter end

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