

Radio check and taxi clearance

[Aerodrome] tower, G-ABCD on the [location on airfield, e.g. G.A. Apron], with information [ATIS letter] request radio check & Taxi instructions.

G-ABCD reading you strength 5. Taxi to holding point [alpha] for runway [number] via taxiway [kilo] QNH [QNH]

Reading you strength [5] Taxi to holding point [alpha] for runway [number] via taxiway [Bravo], QNH [QNH]. G-ABCD

Words in square brackets change depending on the specific flight details.

QNH = QNH – the altimeter barometric pressure setting for take off and en-route flight – pronounced Queue Enn Aitch

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Leaving The Circuit

G-ABCD contact [Aerodrome] approach on [frequency]

[Aerodrome] approach 125.65, G-ABCD

If Tower is late calling, but is obviously not busy, then if the pilot thinks he has been forgotten, (it does happen), he may make a gentle prompt:

[Aerodrome] Tower G-ABCD, 2 miles north (check DME) passing [visual reference point]

G-ABCD Contact [Aerodrome] Approach on [frequency]

[Aerodrome] Approach [frequency], G-ABCD

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At Holding Point

[Aerodrome] tower, G-ABCD ready for departure

Wait for response

G-ABCD with a [right/left] turnout, cleared for take off runway [number]. Surface wind [direction] at [speed in knots]

A [right/left] turnout is optional depending on local airspace.

Cleared take off runway [number] with a left/right turnout

You MUST read back "Cleared (for) takeoff"; but adding "with a [right/left] turnout" may be optional depending on local airspace.

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Contacting Approach

[Aerodrome] Approach G-ABCD

- a) G-ABCD QNH 1012. Report leaving the frequency
- b) G-ABCD QNH 1012 Report at [visual reference point]

Depending on local airspace & procedures

Wilco – G-ABCD

When clear of the ATZ or CTR: -

[Aerodrome] Approach G-ABCD, 3 miles north of the field (Check DME) request change frequency to [station, frequency].

Roger: G-ABCD, Frequency change approved, (Goodbye).

Frequency change on VATSIM is often "Unicom 122.80"

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Joining Procedure Aerodrome with an ATZ only

Minimum 5 minutes before ETA at the Aerodrome

[Aerodrome] Approach G-ABCD, request join.

G-ABCD [Aerodrome] Approach, pass your message.

[Aerodrome] Approach, G-ABCD [a/c type] inbound from [aerodrome]:Passing/Overhead [Visual reference point] [Heading],[Altitude and QNH],[VFR],[ETA aerodrome (minutes)]
With Information [ATIS update letter] Request joining instructions

This is the CEPHACER airborne Flight Plan (see card 8)

G-ABCD Runway in use is [number] left/Right hand circuits at [height] QFE [QFE] Report field in sight.

Read back exactly as given, except that "report field in sight" can optionally be abbreviated to simply "Wilco"

Runway in use is [number] left/Right hand circuits at [height] QFE [QFE] Wilco. G-ABCD

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The Approach and Landing

You then report as you position onto left/right base or overhead.

G-ABCD Left/Right base/overhead

Assuming any aircraft ahead of you has landed and cleared the runway then you will be No.1

G-ABCD Cleared (to) land runway [number], Surface wind two seven zero degrees, one four knots {or similar}. No. 1

Cleared (to) land runway [number] No. 1. G-ABCD

You MUST read back "Cleared to land"; runway number is optional; but do not read back the wind.

Or

if you are no2

G-ABCD Cleared (to) land runway [number], Surface wind two seven zero degrees, one four knots {or similar}. No. 2 to a [aircraft type]. Report that aircraft in sight

Cleared (to) land runway [number]. No. 2. Traffic ahead in sight. G-ABCD

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At "Field in Sight" or Reporting Point

[Aerodrome] Approach G-ABCD, Field in sight. 2 miles to run.

G-ABCD contact tower on [frequency]

(Contact Tower) [frequency] G-ABCD

Change frequency quickly and simply call:

[Aerodrome] Tower G-ABCD

G-ABCD, join (left right/base – or overhead) for runway [No.] you are number (1, 2 etc.) depends who is ahead of you).

Report (left right/base – or overhead)

Join (right/left base – or overhead) for runway[number] No. [1] Wilco G-ABCD

Wilco here means I will report as instructed.

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CEPHACER

This is an important call to try and remember. Hence it has its own Mnemonic CEPHACER. It is used en route whenever you first make contact with a new ATC service. It is also used (often in a shortened form) on first contact with your destination aerodrome.

C	Callsign and aircraft type
E	Enroute (to and from)
P	Position
H	Heading
A	Altitude
C	Conditions (VFR or IFR)
E	Estimate (time to destination)
R	Request (usually "joining instructions")

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