

# 4 Transfer of Communications

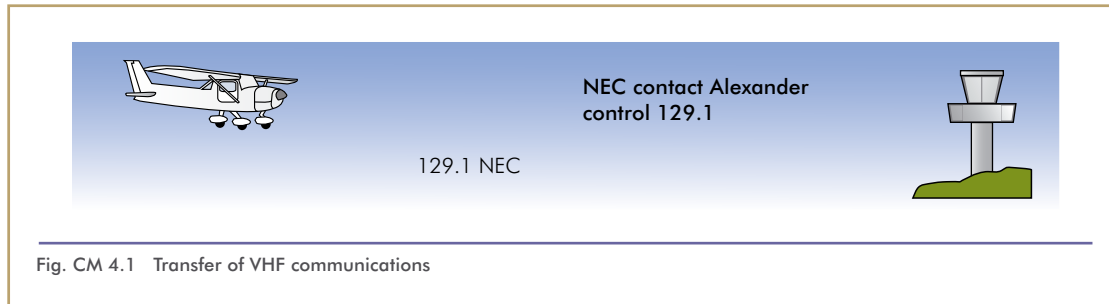


Fig. CM 4.1 Transfer of VHF communications

An aircraft shall be advised by the appropriate aeronautical station to change from one radio frequency to another in accordance with agreed procedures. In the absence of such advice, the aircraft shall notify the aeronautical station before such a change takes place.

## 4.1 Transfer of VHF Communications

*See figure CM 4.1.*

When establishing initial contact on, or when leaving a VHF frequency, an aircraft station shall transmit such information as may be prescribed by the appropriate authority.

## 4.2 Transfer of HF Communications

An aircraft station which has transferred communications watch from one radio frequency to another shall, when so required by the appropriate ATS authority, inform the aeronautical station concerned that communications watch has been established on the new frequency.

## 4.3 Procedure for Transfer of Communication

### Transfer of Control and/or Frequency Change

- a) CONTACT (unit call sign) (frequency);
- b) AT (or OVER) (time or place) CONTACT (unit call sign) (frequency);
- c) IF NO CONTACT (instructions);
- d\*) STAND BY (frequency) FOR (unit call sign);
- e) REQUEST CHANGE TO (frequency);
- f) FREQUENCY CHANGE APPROVED;
- g) MONITOR (unit call sign) (frequency);
- h\*\*) MONITORING (frequency);
- i) WHEN READY CONTACT (unit call sign) (frequency);
- j) REMAIN THIS FREQUENCY.

\* An aircraft may be requested to "STAND BY" on a frequency when it is intended that the ATS unit will initiate communications and to "MONITOR" a frequency when information is being broadcast thereon, such as an ATIS broadcast.

\*\* Denotes pilot transmission.

#### 4.4 Test Procedures and Readability Scale

Test transmissions should take the following form:

- The identification of the aeronautical station being called
- The aircraft call sign
- The words “RADIO CHECK”
- The frequency being used.

Replies to test transmissions should be as follows:

- The identification of the station calling
- The identification of the station replying
- Information regarding the readability of the transmission.

The readability of transmissions 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.

#### Test Signals for a Ground Station

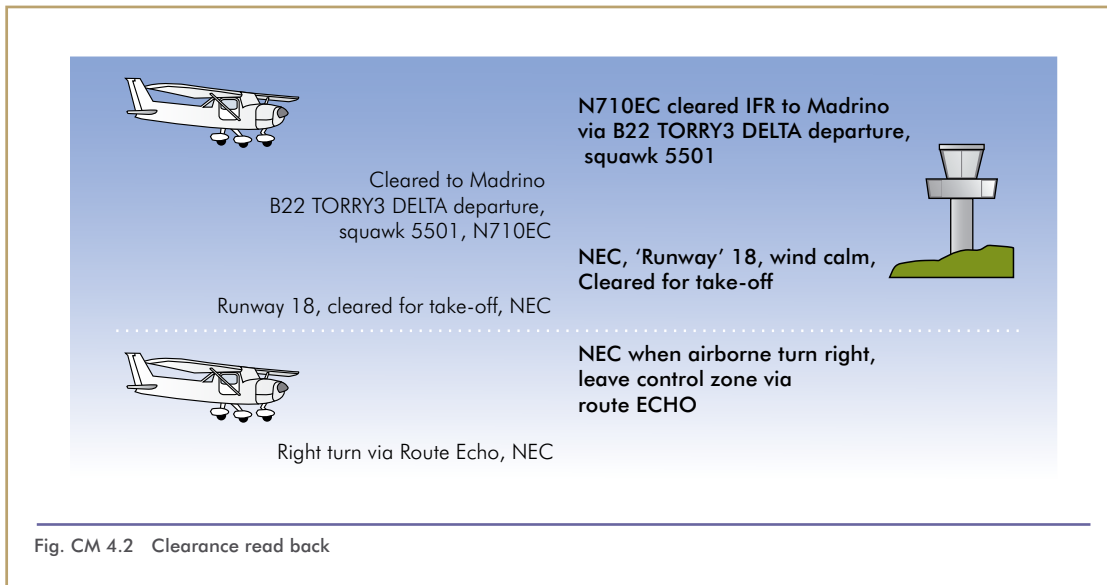
When it is necessary for a ground station to make test signals, either for the adjustment of a transmitter before making a call or for the adjustment of a receiver, such signals shall not continue for more than 10 seconds and shall be composed of spoken numbers (ONE, TWO, THREE, etc.) followed by the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

#### 4.5 Issue of Clearance and Read Back Requirements

Provisions governing clearances are contained in PANS-ATM. A clearance may vary in content from a detailed description of the route and levels to be flown to a brief landing clearance. Controllers should pass a clearance slowly and clearly since the pilot needs to write it down and wasteful repetition will thus be avoided. Whenever possible a route clearance should be passed to an aircraft before start up. In any case controllers should avoid passing a clearance to a pilot engaged in complicated taxi manoeuvres and on no occasion should a clearance be passed when the pilot is engaged in line up or takeoff manoeuvres.

**An ATC route clearance is not an instruction to take-off or enter an active runway. The words “TAKE-OFF” are 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.**

Read back requirements have been introduced in the interests of flight safety. The stringency of the read back requirement is directly related to the possible seriousness of a misunderstanding in the transmission and receipt of ATC clearances and instructions. Strict adherence to read back procedures ensures not only that the clearance has been received correctly but also that the clearance was transmitted as intended. It also serves as a check that the right aircraft, and only that aircraft, will take action on the clearance.



Clearances to enter, land on, take-off on, cross and backtrack on the runway in use shall be read back.

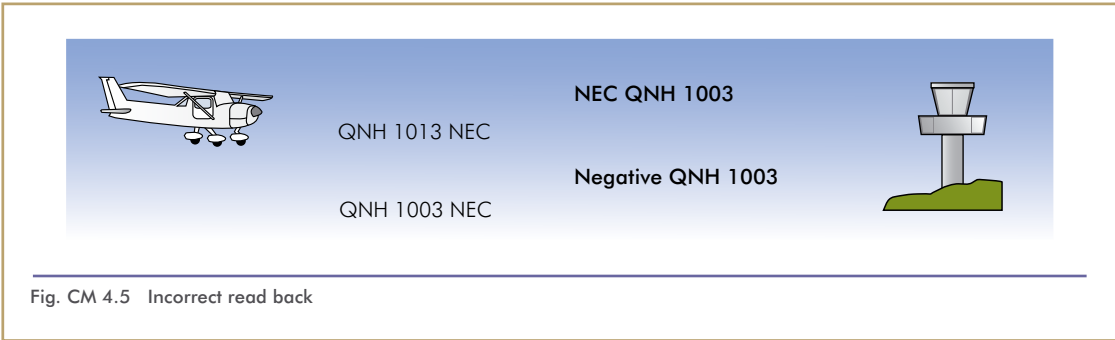
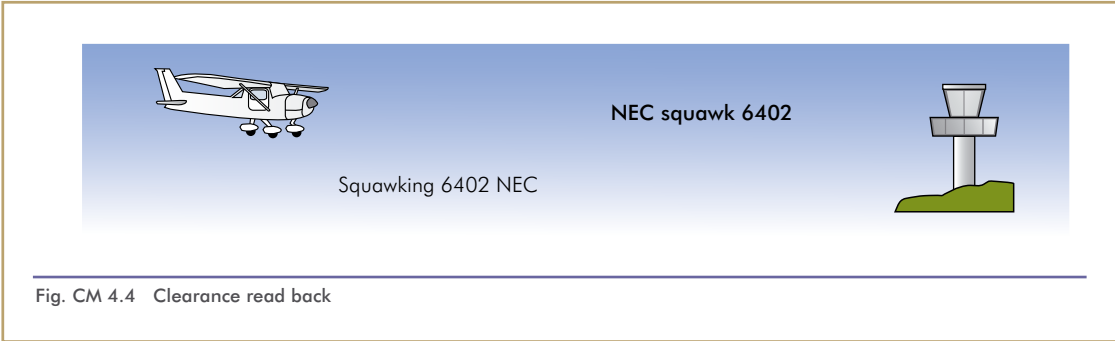
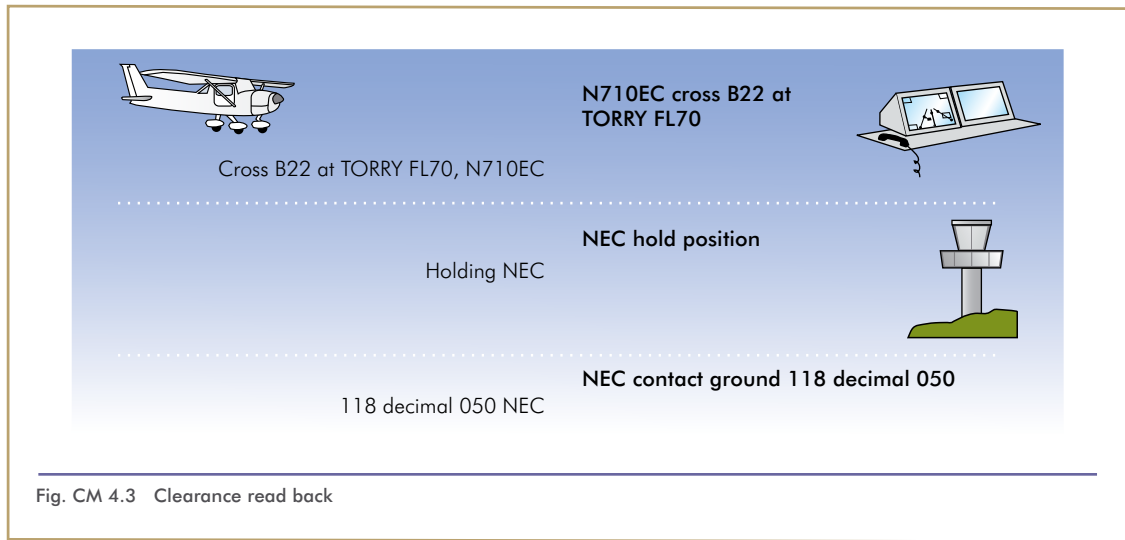
**ATC route clearances shall always be read back unless otherwise authorized by the appropriate ATS authority in which case they shall be acknowledged in a positive manner.**

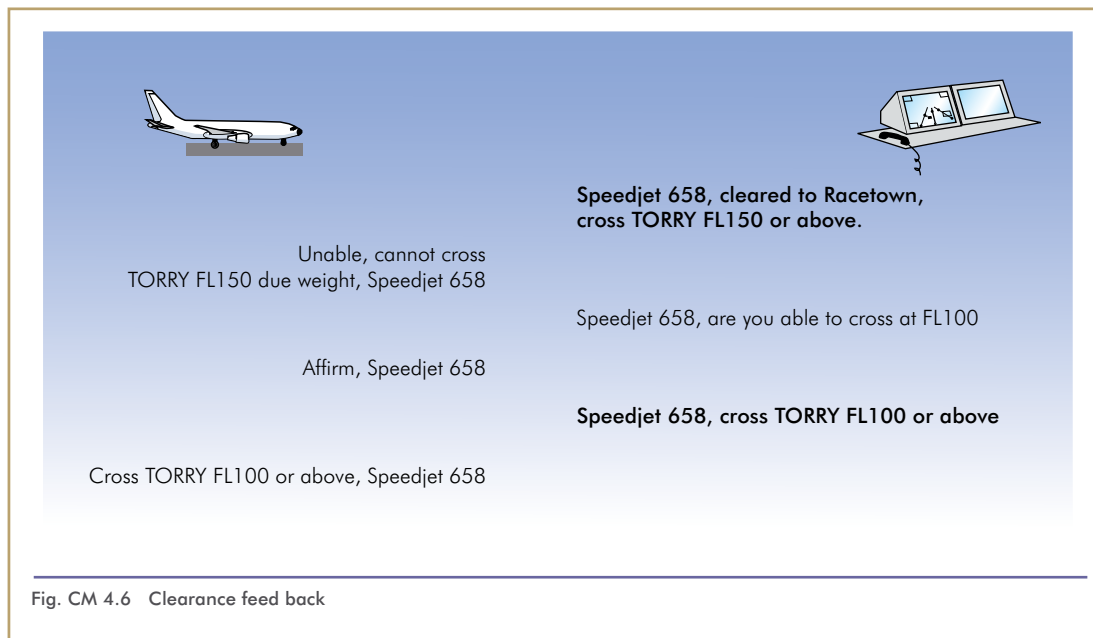
The runway in use, heading and speed instructions, level instructions, altimeter settings and SSR codes shall always be read back, *see fig. CM 4.2*.

Other clearances and instructions (including conditional clearances) shall be read back or acknowledged in a manner which clearly indicates that they have been understood and accepted.

An aircraft should terminate the read back by its call sign, *see fig. CM 4.3* and *fig. CM 4.4*. If an aircraft read back of a clearance or instruction is incorrect, the controller shall transmit the word "NEGATIVE" followed by the correct version, *see fig. CM 4.5*.

If there is a doubt as to whether a pilot can comply with an ATC clearance or instruction, the controller may follow the clearance or instruction by the phrase "if unable advise", and subsequently offer an alternative. If at any time a pilot receives a clearance or instruction which cannot be complied with, that pilot should advise the controller using the phrase "UNABLE" and give the reasons, *see fig. CM 4.6*.





## 4.6 Conditional Phrases

Conditional phrases, such as “behind landing aircraft” or “after aircraft on final”, shall not be used for movements affecting the active runway(s), except when the aircraft or vehicles concerned are seen by the appropriate controller and pilot(s). In all cases a conditional clearance shall be given in the following order and consists of:

- i) Identification
- ii) The condition (specify)
- iii) The clearance
- iv) Brief reiteration of the condition.

For example: “Swissair 941, BEHIND A 340 ON SHORT FINAL, LINE UP BEHIND”.

More examples will follow in the next chapter.

Runway-in-use, altimeter settings, SSR codes, level instructions, heading and speed

instructions and - where so required by the appropriate ATS authority, Transition Levels - shall always be read back, e.g.:

Air Traffic Services: “(aircraft call sign) *SQUAWK THREE FOUR TWO FIVE*”

Aircraft reply: “*SQUAWKING THREE FOUR TWO FIVE* (aircraft call sign)”.

## 4.7 Reporting Flight Conditions

Sometimes ATC needs to know whether you are flying in Instrument Meteorological Conditions (IMC) or in Visual Meteorological Conditions (VMC). ATC needs to know what you are able to see. In such cases the phrase “report flight conditions” is used.

The term flight conditions is not related to turbulence.