**\*\*\*NOT FOR OPERATIONAL USE\*\*\***  
This document is designed as a basis for the phraseology workshop at the International Flight Information Service Association - 7th International FISO Seminar 2016. This document is NOT a statement of intended policy, but to give a standard basis for phraseology worldwide.

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# Abbreviations

2.1.1. Abbreviations used in this document can be found in DOC 4444 Chapter 1 definitions. In additions to these the following abbreviations are used:

***AFISO.*** Aerodrome Flight Information Service Officer. The name of the officer providing flight information service.

# Communication procedures

3.1.1 The communication procedures shall be in accordance with volume II of Annex 10 – aeronautical

telecommunications, and pilots, ATS personnel and other ground personnel shall be thoroughly familiar with the radiotelephony procedures contain therein. A list of national differences is described in section 9.

* + 1. Most phraseologies contained show the text of a complete message without call signs. They are not intended to be exhaustive, and when circumstances differ, pilots, ATS personnel and other ground personnel will be expected to use plain language, which should be as clear and concise as possible, to the level specified in the ICAO language proficiency requirements contained in Annex 1 — *Personnel Licensing*, in order to avoid possible confusion by those persons using a language other than one of their national languages.
    2. All phraseologies shall be used in conjunction with call signs (aircraft, ground vehicle, AFIS or other) as appropriate. In order that the phraseologies listed should be readily discernible, call signs have been omitted. Provisions for the compilation of RTF messages, call signs and procedures are contained in Annex 10, Volume II, chapter 5.

3.1.4 The call sign of the AFIS unit shall be the name of the aerodrome followed by “AFIS”.

3.1.5 The phraseology in Sections 3 does not include phrases and regular radiotelephony procedure words contained in Annex 10, Volume II.

3.1.6 Words in parentheses indicate that specific information, such as a level, a place or a time, etc., must be inserted to complete the phrase, or alternatively that optional phrases may be used. Words in square parentheses indicate optional additional words or information that may be necessary in specific instances.

3.1.7 For aircraft in the heavy wake turbulence category, the word “HEAVY” shall be included in all communications with AFIS.

3.1.8 When relaying ATC clearances, the AFISO shall ensure that the flight crew reads back the safety-related parts of ATC clearances and instructions which are transmitted by voice. The following items shall always be read back:

a) ATC route clearances; and

b) Runway-in-use, altimeter settings, SSR codes, level instructions, heading and speed instructions and, whether issued by the ATS unit or contained in automatic terminal information service (ATIS) broadcasts, transition levels.

*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/QFE, the figures are followed by the word “METRES” or “FEET”, as appropriate.*

3.1.9 Other clearances or instructions shall be read back or acknowledged in a manner to clearly indicate that they have been understood and will be complied with.

3.1.10 The AFISO shall listen to the read-back to ascertain that the clearance or instruction has been correctly acknowledged by the flight crew and shall take immediate action to correct any discrepancies revealed by the read-back.

# Phraseology regarding the provision of information

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| **Circumstances** | **Pilot phraseology** | **AFIS** |
| **Description of levels** | 1. FLIGHT LEVEL (number) 2. (number) FEET | |
| **Runway in use** |  | 1. RUNWAY IN USE (number) |
| **Traffic information** | 1. LOOKING FOR TRAFFIC 2. TRAFFIC IN SIGHT 3. NEGATIVE CONTACT [reasons] | 1. NO REPORTED TRAFFIC 2. TRAFFIC (information)  * (aircraft type) * (position) * [time] * [altitude/level] * (intentions)  1. [ADDITIONAL] TRAFFIC (direction)BOUND (type of aircraft)(level) ESTIMATED (or OVER)(significant point) AT (time) |
| **Meteorological conditions**  **…For multiple RVR observations**  **…in the event that RVR information on any position is not available this information will be included in the appropriate sequence** |  | 1. [SURFACE] WIND (number) DEGREES (speed) KNOTS 2. WIND AT (level) (number) DEGREES (speed) KNOTS  * Note: Wind Is always expressed by giving the mean direction and speed and significant variations thereof  1. VISIBILITY (distance) KILOMETERS (or METERS) [direction] 2. RUNWAY VISUAL RANGE (or RVR) RUNWAY (number) (distance) METERS 3. RUNWAY VISUAL RANGE (or RVR) NOT AVAILABLE (or NOT REPORTED) 4. RUNWAY VISUAL RANGE (or RVR) RUNWAY (number) [TOUCHDOWN] distance) METERS [MIDPOINT] (distance) METERS [END ZONE] (distance) METERS  * Multiple RVR observations are always representative of the touchdown zone, midpoint zone and the roll-out/stop end zone, respectively * Where reports for three locations are given, the indication of these locations may be omitted, provided that the reports are passed in the order of touchdown zone, followed by mid-point zone and ending with roll-out/stop end zone report.  1. RUNWAY VISUAL RANGE (or RVR) RUNWAY (number) [TOUCHDOWN] distance) METERS [MIDPOINT] NOT AVAILABLE [END ZONE] (distance) METERS 2. [PRESENT WEATHER] (details) 3. [CLOUD] (amount) [type] (height of base) FEET (or SKY CLEAR) 4. NO SIGNIFICANT CLOUDS 5. CAVOK   Pronounced CAV-O-KAY   1. TEMPERATURE [MINUS] (number) (and/or DEWPOINT [MINUS] (number) 2. QNH (number) [HECTOPASCAL] 3. QFE (number) [HECTOPASCAL] 4. (aircraft type) REPORTED (description) ICING (or TURBULENCE) [IN CLOUDS] (area)(time) 5. REPORT FLIGHT CONDITIONS |
| **Additional reports**  **…To request a report at a specified place or distance**  **… To report at a specified place or distance**  **…To request a report of present position**  **… To report present position** | 1. DME (distance) [FROM] (name of DME station) 2. (distance) MILES [FROM] (significant point) 3. (distance) MILES (GNSS or DME) FROM (name of DME station) (or significant point) | 1. REPORT PASSING (significant point or altitude) 2. REPORT DISTANCE (miles) [FROM] (name of DME station) 3. REPORT (distance) MILES [FROM] (significant point) 4. REPORT PASSING (three digits) RADIAL (name of VOR) VOR 5. REPORT POSITION 6. REPORT (GNSS or DME) DISTANCE (number) FROM (significant point) (or name of DME station) |
| **Aerodrome conditions** |  | 1. [location] RUNWAY SURFACE CONDITIONS RUNWAY (number) (conditions) 2. [location] RUNWAY SURFACE CONDITIONS RUNWAY (number) NOT CURRENT 3. LANDING SURFACE (condition) 4. CAUTION CONSTRUCTION WORK (location) 5. CAUTION (specify reasons) RIGHT (or LEFT or BOTH) SIDE (or SIDES) OF RUNWAY (number) 6. CAUTION WORK IN PROGRESS (or OBSTRUCTION) (position and any necessary advice) 7. RUNWAY REPORT AT (observation time) RUNWAY (number) (depth of precipitant) MILLIMETERS (type of precipitant). BRAKING ACTION GOOD (or MEDIUM TO GOOD, or MEDIUM, or MEDIUM TO POOR, or POOR, or UNRELIABLE) [and/or BRAKING COEFFICIENT (equipment and number)] 8. BRAKING ACTION REPORTED BY (aircraft type) AT (time) GOOD (or MEDIUM, or POOR) 9. RUNWAY (or TAXIWAY) (number)  * WET * DAMP * WATER PATCHES * FLOODED (depth) * SNOW REMOVED (length and width as applicable) * TREATED WITH (chemicals) * (PATHCES OF) DRY SNOW * (PATCHES OF) WET SNOW * (PATCHES OF) COMPACTED SNOW * (PATCHES OF) SLUSH * (PATCHES OF) ICE * ICE UNDERNEATH * (PATCHES OF) ICE AND SNOW * SNOWDRIFTS * (PATCHES OF) FROZEN RUTS AND RIDGES  1. TOWER OBSERVES (weather information) 2. PILOT REPORTS (weather information) |
| **Operational status of visual and non-visual aids** |  | 1. (specify visual or non-visual aid) RUNWAY (number) (description of deficiency) 2. (type) LIGHTING (unserviceability) 3. GBAS/SBAS/MLS/ILS CATEGORY (category)(serviceability state) 4. TAXIWAY LIGHTING (description of deficiency) 5. (type of visual approach slope indicator) RUNWAY (number) (description of deficiency) |

# Phraseologies for use on and in the vicinity of the aerodrome

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| **Circumstances** | **Vehicle/Person phraseology** | **AFIS phraseology** |
| **Identification of aircraft** |  | 1. SHOW LANDING LIGHTS |
| **Acknowledgement by visual means** |  | 1. ACKNOWEDGE BY MOVING AILERONS (or RUDDER) 2. ACKNOWLEDGE BY ROCKING WINGS 3. ACKNOWLEDGE BY FLASHING LANDING LIGHTS |
| **Starting procedures and pushback (states without GMC)**  **...at aerodrome where AFIS can issue start up**  **…at aerodrome where AFIS can control start up**    **…at aerodromes With GMC** | 1. REQUEST START UP INFORMATION 2. STARTING UP 3. STARTING PUSHBACK | 1. (start-up information)  * RWY IN USE (number) * WIND (direction and speed) * QNH (number) [HECTOPASCAL] * [TEMPERATURE [MINUS] (number)] * [VISIBILITY (number) METERS] * CORRECT TIME (number)  1. START UP AT OWN DISCRETION (start-up information as above) 2. START UP APPROVED  (start-up information as above) 3. EXPECT DEPARTURE (time) [reason] START UP AT OWN DISCRETION  (start-up information as above) 4. EXPECT DEPARTURE (time) [reason] START UP APPROVED (start-up information as above) 5. PUSHBACK AT OWN DISCRETION 6. PUSHBACK APPROVED |
| **TAXI** | 1. [position] READY TO TAXI 2. WILL LINE UP (or TAXI, or TOW) RUNWAY (number) [VIA BACKTRACK] 3. WILL TAXI TO HOLDING POINT (name or, RUNWAY (number) VIA TAXIWAY (name) 4. HOLDING POSITION | 1. (traffic (details) RUNWAY AVAILABLE FOR LINE UP (or TAXI, or TOWING) 2. RUNWAY OCCUPIED (reason) |
| **TAXI …FOR AFIS AERODROMES WITH GMC** |  | 1. [[GIVE WAY TO] or [FOLLOW] (details)] TAXI HOLDING POINT [(name)] RUNWAY (number) [VIA TAXIWAY (name)] 2. RUNWAY OCCUPIED (reason) 3. [[GIVE WAY TO] or [FOLLOW] (details)] TAXI HOLDING POINT [(name)] RUNWAY (number) [VIA TAXIWAY (name)]; 4. HOLD POSITION; CROSS RUNWAY (number) [REPORT VACATED]; 5. BACKTRACK RUNWAY (number) [REPORT VACATED]. |
| **Relaying clearance** |  | 1. (ATC unit) CLEARS (details of clearance) 2. READBACK CORRECT (or NEGATIVE [I SAY AGAIN] (as appropriate) |
| **Take-off** | READY FOR DEPARTURE | 1. [REPORT READY] 2. RUNWAY [number] FREE 3. RUNWAY [number] OCCUPIED (reason) |
| **After Take-off** |  | 1. REPORT AIRBORNE 2. AIRBORNE (time) |
| **Frequency change** |  | 1. CONTACT (unit) [FREQUENCY] (frequency) |
| **Entering the traffic information zone/area** | [aircraft type] (position)(level) FOR LANDING (or other intentions as appropriate) | 1. (Traffic information) (arrival information;  * RWY IN USE (number) * WIND (direction and speed) * [VISIBILITY (number) METERS] * [PRESENT WEATHER] * [CLOUDS (amount, height) FEET * [CAVOK ] * [TEMPERATURE [MINUS](number)] * [DEWPOINT MINUS](number)] * QNH (number) [HECTOPASCAL]) |
| **Approach and landing procedures** | 1. (position) 2. MISSED APPROACH 3. GOING AROUND | 1. REPORT (position) 2. RUNWAY [number] FREE 3. RUNWAY [number] OCCUPIED (reason) |
| **Runway vacating and communication after landing** |  | 1. ON GROUND (time)   YOUR STAND (or GATE)(designator) |
| **Information to aircraft** |  | 1. LANDING GEAR APPEARS DOWN 2. WHEELS APPEARS UP 3. RIGHT (or LEFT or NOSE) WHEEL APPEAR UP (or DOWN) 4. RIGHT (or LEFT or NOSE) WHEEL DOES NOT APPEAR UP (or DOWN) 5. CAUTION WAKE TURBULENCE [FROM] ARRIVING (or DEPARTING) (type of aircraft) (additional information) 6. CAUTION JET BLAST (additional information) 7. CAUTION SLIPSTREAM (additional information) |

# Phraseology for vehicles/persons on the manouvering rea

General phraseologies for vehicles/persons on the manoeuvring area

The instructions CROSS, ENTER, PROCEED, HOLD, HOLD POSITION and HOLD SHORT OF (position) requires acknowledgement by the vehicle/person. The acknowledgement shall be by the phraseology CROSSING (position, route), ENTERING, PROCEEDING (route) HOLDING or HOLDING SHORT as appropriate.

The procedure words ROGER or WILCO are insufficient acknowledgements of these instructions

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| **Circumstances** | **Vehicle/Person phraseology** | **AFIS phraseology** |
| **Entering the runway** | 1. REQUEST TO ENTER RUNWAY VIA (position) [intentions] 2. VACATING RUNWAY VIA (position) 3. RUNWAY VACATED [AT (position)] 4. EXPEDITING | 1. ENTER RUNWAY VIA (position) REPORT RUNWAY VACATED 2. PROCEED TO HOLDING POINT (number) HOLD SHORT OF RUNWAY (reason) 3. STOP AND HOLD POSITION [reason] 4. VACATE RUNWAY VIA (position) 5. EXPEDITE [reason] |
| **Crossing of runway** | 1. [Position] REQUEST TO CROSS RUNWAY (number) AT (position) [or FROM (position) TO (position)] 2. RUNWAY VACATED [AT (position)] | 1. CROSS RUNWAY (number) AT (position) REPORT RUNWAY VACATED 2. CROSS RUNWAY (number) FROM (position) TO (position) REPORT RUNWAY VACATED 3. PROCEED TO HOLDING POINT RUNWAY (number) [VIA (route to be followed)] HOLD SHORT OF RUNWAY 4. EXPEDITE CROSSING RUNWAY (number) TRAFFIC (aircraft type) (distance or position) 5. VACATE RUNWAY VIA (position) TRAFFIC (aircraft type) (distance or position) |
| **Vehicles/persons on the manoeuvring area, but not on the runway** | 1. REQUEST PROCEED TO (position)[VIA (route)] 2. REQUEST DETAILED INSTRUCTIONS 3. GIVING WAY TO (traffic) 4. (name of taxiway) VACATED | 1. PROCEED TO (location)[VIA (route)] 2. PROCEED VIA (route to be followed) (or RUNWAY) TO (position) 3. PROCEED TO HOLDING POINT [number] [RUNWAY (number)] VIA (specific route)] [HOLD SHORT OF RUNWAY [number]](or CROSS RUNWAY (number) 4. TAKE (or TURN) FIRST (or SECOUND) LEFT (or RIGHT) 5. PROCEED VIA (taxiway) 6. PROCEED STRAIGHT AHEAD 7. PROCEED WITH CAUTION 8. GIVE WAY TO (traffic) 9. FOLLOW (description of other aircraft or vehicle) 10. VACATE (name of taxiway)[VIA (route)] |

# Coordination between ATS units

IFR phraseologies concerning coordination between AFIS and adjacent ATC unit.

The ATC clearances, estimates and exchanged information require read-back by the receiving unit. The read-back shall be done by repeating the complete message and confirmation shall be made by the sender as “read-back correct” or corrected as appropriate.

The procedure words ROGER or WILCO are insufficient acknowledgements of these coordinating phrases.

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| **Circumstances** | **Adjacent ATC unit** | **AFIS phraseology** |
| **Estimate**  **…** if flight plan details are available | 1. ESTIMATE (aircraft call sign) ESTIMATING (significant point) (time) LEVEL (or DECENDING FROM (level) [TO (level] | 1. RUNWAY IN USE (number) QNH (number) TRANSITION LEVEL (number) |
| **Estimate**  **…** if flight plan details not are available | 1. INBOUND ESTIMATE (aircraft call sign)(aircraft type)(departure aerodrome)[destination/diversion] ESTIMATING (significant point) (time) LEVEL (or DECENDING FROM (level) [TO (level] | 1. RUNWAY IN USE (number) QNH (number) TRANSITION LEVEL (number) |
| **Revisions** | 1. REVISION (aircraft callsign)(details) | 1. (Changes in previous given runway in use, QNH or transition level) |
| **Clearance requests** | 1. (aircraft callsign) CLEARED TO (clearance limit) VIA (route) LEVEL (or ALTITUDE)(number) SQUAWK (number) | 1. REQUEST CLEARANCE (aircraft call sign) RUNWAY (number) ETD (number) |
| **ETD revisions** | 1. CLEARANCE STILL VALID 2. (aircraft callsign) NEW CLEARANCE (clearance) | 1. REVISION (aircraft call sign) NEW ETD TIME (number) |

DEP and ARR messages between AFIS and other units

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| **Circumstances** | **Adjacent unit** | **AFIS phraseology** |
| **Departure message** |  | 1. DEPARTURE MESSAGE (aircraft callsign) DEPARTED (departure airport) (time) DESTINATION (destination airport) |
|  |  | 1. ARRIVAL MESSAGE (aircraft callsign) DEPARTED (departure airport) [TO (intended arrival airport)] LANDED (actual arrival airport) (time) |

# AFIS surveillance service phraseologies

General AFIS surveillance service phraseologies

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| **Circumstances** | **Pilot phraseology** | **AFIS phraseology** |
| **Identification** |  | 1. RADAR CONTACT [Position] 2. IDENTIDIFED [Position] 3. NOT IDENTIFIED [Reason] |
| **Position information** |  | 1. POSITION (Distance) (direction) OF (Significant point) 2. POSITION OVER (or ABEAM) (Significant point) |
| **Traffic information** |  | 1. TRAFFIC (number) O’CLOCK (distance) (direction of flight) (Any other pertinent information)    1. UNKNOWN    2. SLOW MOVING    3. FAST MOVING    4. CLOSING    5. OPPOSITE (or SAME) DIRECTION    6. OVERTAKING    7. CROSSING LEFT TO RIGHT ( or RIGHT TO LEFT)    8. (aircraft type)    9. (level)    10. CLIMBING (or DECENDING) |
| **Communication and loss of communication**  If loss of communication is suspected |  | 1. IF YOU READ SQUAWK (code or IDENT) 2. SQUAWK (or IDENT) OBSERVED (position of aircraft) |
| **Termination of radar/ADS-B service** |  | 1. RADAR SERVICE (or IDENTIFICATION) TERMINATED [DUE (Reasons)] 2. WILL SHORTLY LOSE RADAR CONTACT (or IDENTIFICATION) (appropriate information or instructions) 3. RADAR CONTACT (or IDENTIFICATION) LOST [reasons] (appropriate information or instructions) |
| **Radar and/or  ADS-B equipment degradation** |  | 1. SECOUNDARY RADAR OUT OF SERVICE (appropriate information as necessary) 2. ADS-B OUT OF SERVICE (appropriate information as necessary) |

SSR and ADS-B phraseologies

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| **Circumstances** | **Pilot phraseology** | **AFIS phraseology** |
| **To request the capability of the SSR equipment** | 1. TRANSPONDER (as shown in the flight plan) 2. NEGATIVE TRANSPONDER | 1. ADVISE TRANSPONDER CAPABILITY |
| **To request the capability of the ADS-B equipment** | 1. ADS-B TRANSMITTER (data link) 2. ADS-B RECIEVER (data link) 3. NEGATIVE ADS-B | 1. ADVISE ADS-B CAPABILITY |
| **To instruct setting of transponder** |  | 1. SQUAWK (code) |
| **To request the pilot to reselect the assigned mode and code** | 1. RESETTING [mode] (code) | 1. RESET SQUAWK [mode] (code) |
| **To request reselection of aircraft identification** |  | 1. RE-ENTER ADS-B (or MODE S) AIRCRAFT IDENTIFICATION |
| **To request the pilot to confirm the code selected on the aircraft’s transponder** | 1. SQUAWKING (code) | 1. CONFIRM SQUAWK (code) |
| **To request the operation of the IDENT feature** |  | 1. SQUAWK [(code) AND] IDENT 2. TRANSMIT ADS-B IDENT |
| **To request temporary suspension of transponder operation** |  | 1. SQUAWK STANDBY |
| **To request emergency code** |  | 1. SQUAWK MAYDAY [CODE SEVEN-SEVEN-ZERO-ZERO] |
| **To request termination of transponder and/or ADS-B transmitter operation** |  | 1. STOP SQUAWK [TRANSMIT ADS-B ONLY] 2. STOP ADS-B TRANSMISSION [SQUAWK (code) ONLY] |
| **To request transmission of pressure-altitude** |  | 1. SQUAWK CHARLIE 2. TRANSMIT ADS-B ALTITUDE |
| **To request pressure setting check and confirmation of level** |  | 1. CHECK ALTIMETER SETTING AND CONFIRM (level) |
| **To request termination of pressure-altitude transmission because of faulty operations** |  | 1. STOP SQUAWK CHARLIE WRONG INDICATION 2. STOP ADS-B ALTITUDE TRANSMISSION [WRONG INDICATION or reason] |
| **To request level check** |  | 1. CONFIRM (level) |