

RADIOTELEPHONY MANUAL

State Civil Aviation Agency of the Republic of Azerbaijan

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0. ADMINISTRATION AND CONTROL OF THE DOCUMENT

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0.4 DISTRIBUTION CONTROL

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1	**(S)**	Quality Control And Rulemaking	SCAA Library/ Intranet	

(S) Soft Copy - (electronic version)

(H) Hard Copy – (printed version)

Note: *Electronic and hard copies are considered "uncontrolled" if they are printed or not included into this distribution list.*

0.5 RECORD OF AMENDMENTS AND REVISIONS

Edition / Revision №	Date of issue/revision	Inserted by	Para/Page	Effective date
Edition № 02	01.11.2019	QC	All	01.11.2019

Edition: - Release of a document having incorporated all previous revisions until the current version. New edition of a document will not show revised text in blue color. Current edition of a document shown on each page in footer.

Revision: - A change made to a part of document, where it is reflected with blue text or accompanied with a vertical line on right side of a document. Basic information on revisions (number and date) given in the List of effective Pages and indicated in header of affected page and in context itself.

0.6 TERMS AND DEFINITIONS

Absolute Minima A theoretical value, calculated according to the instrument approach and facilities available at the aerodrome, which will be equal to or less than the specified operating RVR for a category A aircraft carrying out that instrument approach.

Aerodrome Any area of land or water designed, equipped, set apart or commonly used for affording facilities for the landing and departure of aircraft and includes any area or space, whether on the ground, on the roof of a building or elsewhere, which is designed, equipped or set apart for affording facilities for the landing and departure of aircraft capable of descending or climbing vertically, but shall not include any area the use of which for affording facilities for the landing and departure of aircraft has been abandoned and has not been resumed.

Aerodrome Flight Information Service (AFIS) A flight information service provided to aerodrome traffic.

Aerodrome Operating Minima In relation to the operation of an aircraft at an aerodrome means the cloud ceiling and runway visual range for take-off, and the decision height or minimum descent height, runway visual range and visual reference for landing, which are the minimum for the operation of that aircraft at that aerodrome.

Aerodrome Traffic All traffic on the manoeuvring area of an aerodrome and all aircraft operating in the vicinity of an aerodrome.

Airborne Collision Avoidance System (ACAS) An aircraft system based on SSR transponder signals which operates independently of groundbased equipment to provide advice to the pilot on potential conflicting aircraft that are equipped with SSR transponders.

Air-ground Communications Two-way communication between aircraft and stations or locations on the surface of the earth.

AIRPROX A situation in which, in the opinion of a pilot or controller, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved was or may have been compromised.

Air Traffic All aircraft in flight or operating on the manoeuvring area of an aerodrome.

Air Traffic Control Clearance Authorisation for an aircraft to proceed under conditions specified by an air traffic control unit.

Air Traffic Service (ATS) A generic term meaning variously: flight information service, alerting service, air traffic advisory service, air traffic control service, (area control service, approach control service or aerodrome control service).

Airway A control area or portion thereof established in the form of a corridor.

Altitude The vertical distance of a level, a point or an object considered as a point, measured from mean sea level.

Area Control Centre An air traffic control unit established to provide an area control service to aircraft flying within a notified flight information region which are not receiving an aerodrome control service or an approach control service.

ATS Surveillance Service A service provided directly by means of an ATS surveillance system.

Automatic Terminal Information Service (ATIS) The automatic provision of current, routine information to arriving and departing aircraft throughout 24 hours or a specified portion thereof.

Base Turn A turn executed by the aircraft during the initial approach between the end of the outbound track and the beginning of the intermediate or final approach track. The tracks are not reciprocal.

Blind Transmission A transmission from one station to another station in circumstances where two-way communication cannot be established but where it is believed that the called station is able to receive the transmission.

Broadcast A transmission of information relating to air navigation that is not addressed to a specific station or stations.

Clearance Limit The point to which an aircraft is granted an air traffic control clearance. A clearance limit shall be described by specifying the name of the appropriate significant point, or aerodrome or controlled airspace boundary.

Control Area Controlled airspace which has been further notified as a control area and which extends upwards from a notified altitude or flight level.

Controlled Airspace Airspace which has been notified as Class A, Class B, Class C, Class D or Class E airspace.

Control Zone Controlled airspace which has been further notified as a control zone and which extends upwards from the surface.

Cruising Level A level maintained during a significant portion of a flight.

Decision Altitude In relation to the operation of an aircraft at an aerodrome means a specified altitude/height in a precision approach at which a missed approach must be initiated if the required visual reference to continue the approach to land has not been established.

Elevation The vertical distance of a point or level on, or affixed to, the surface of the earth measured from mean sea level.

Estimated Time of Arrival For IFR flights, the time at which it is estimated that the aircraft will arrive over that designated point, defined by reference to navigation aids, from which it is intended that an instrument approach procedure will be commenced, or, if no navigation aid is associated with the aerodrome, the time at which the aircraft will arrive over the aerodrome. For VFR flights, the time at which it is estimated that the aircraft will arrive over the aerodrome.

Flight Level One of a series of levels of equal atmospheric pressure, separated by notified intervals and each expressed as the number of hundreds of feet which would be indicated at that level on a pressure altimeter calibrated in accordance with the International Standard Atmosphere and set to 1013.2 millibars.

Flight Plan Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

General Air Traffic Flights operating in accordance with civil air traffic procedures.

Heading The direction in which the longitudinal axis of an aircraft is pointed, usually expressed in degrees from North (true, magnetic, compass or grid).

Identification The situation which exists when the position indication of a particular aircraft is seen on a situation display and positively identified.

IFR Flight A flight conducted in accordance with the Instrument Flight Rules.

Instrument Meteorological Conditions (IMC) Weather precluding flight in compliance with the Visual Flight Rules.

Level A generic term relating to the vertical position of an aircraft in flight and meaning variously: height, altitude or flight level.

Level Bust Any deviation from assigned altitude, height or flight level in excess of 300 feet.

Minimum Descent Altitude In relation to the operation of an aircraft at an aerodrome means the altitude in a non-precision approach below which descent may not be made without the required visual reference.

Missed Approach Point (MAPt) The point in an instrument approach procedure at or before which the prescribed missed approach procedure must be initiated in order to ensure that the minimum obstacle clearance is not infringed.

Missed Approach Procedure The procedure to be followed if the approach cannot be continued.

Procedure Turn A manoeuvre in which a turn is made away from a designated track followed by a turn in the opposite direction to permit the aircraft to intercept and proceed along the reciprocal of the designated track.

Radar Contact The situation which exists when the radar position of a particular aircraft is seen and identified on a situation display.

Reporting Point A specified geographical location in relation to which the position of an aircraft can be reported.

Runway A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Runway Visual Range The range over which the pilot of an aircraft on the centre line of a runway can expect to see the runway surface markings, or the lights delineating the runway or identifying its centre line.

Special VFR Flight A flight made at any time in a control zone in IMC or at night, in respect of which the appropriate air traffic control unit has given permission for the flight to be made in accordance with special instructions given by that unit, instead of in accordance with the Instrument Flight Rules and in the course of which flight the aircraft complies with any instructions given by that unit and remains clear of cloud and with the surface in sight.

Threshold The beginning of that portion of the runway useable for landing.

Traffic Alert and Collision Avoidance System (TCAS) See Airborne Collision Avoidance System.

Vectoring Provision of navigational guidance to aircraft in the form of specific headings, based on the use of an ATS surveillance system.

VFR Flight A flight conducted in accordance with the visual flight rules.

Visual Meteorological Conditions (VMC) Weather permitting flight in accordance with the Visual Flight Rules.

0.7 ABBREVIATION

The following abbreviations are those in common use in Azerbaijan. If RTF transmission of an abbreviation is required, and the format is not specified in this document, the format specified by ICAO (see ICAO PANS-ABC Doc. 8400) should be used. If no format is defined, the abbreviation should be described using the phonetic alphabet.

The abbreviations annotated with an asterisk are normally spoken as complete words. The remainder are normally spoken using the constituent letters rather than the spelling alphabet.

GLONASS	Global Orbiting Navigation Satellite System (pronounced Glo-NAS)
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
H24	Continuous day and night service (H24 pronounced Aitch Twenty Fower)
HF	High Frequency
IAF	Initial Approach Fix
IAS	Indicated Air Speed
ICAO	International Civil Aviation Organisation
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
Kg	Kilogramme(s)
kHz	Kilohertz
Km	Kilometre(s)
Kt	Knot(s)
MAPt	Missed Approach Point
Mb	Millibars
MDA	Minimum Descent Altitude
MET	Meteorological or Meteorology
METAR	Routine aviation aerodrome weather report
MHz	Megahertz
NDB	Non-Directional Radio Beacon
OCA	Obstacle Clearance Altitude
PAPI	Precision Approach Path Indicator (pronounced PAPI)
POB	(Total) Persons on Board
QDM	Magnetic heading (zero wind) (Sometimes employed to indicate magnetic heading of a runway)

QDR	Magnetic bearing
QFE	Altimeter subscale setting to indicate height above either aerodrome elevation, or threshold elevation, or helideck elevation
QNE	Landing altimeter reading when subscale set 1013 millibars
QNH	Altimeter subscale setting to indicate elevation (AMSL) when on the ground and altitude in the air
QTE	True Bearing
RA	Resolution Advisory (see TCAS)
RTF	Radiotelephone/Radiotelephony
RVR	Runway Visual Range
RVSM	Reduced Vertical Separation Minima (pronounced Ahh Vee Ess Emm)
RTF	Radiotelephone/Radiotelephony
RVR	Runway Visual Range
RVSM	Reduced Vertical Separation Minima (pronounced Ahh Vee Ess Emm)
SAR	Search and Rescue
SID	Standard Instrument Departure
SIGMET	Significant information concerning en-route weather phenomena which may affect the safety of aircraft operations
SSR	Secondary Surveillance Radar
STAR	Standard Instrument Arrival
TA	Traffic Advisory (see TCAS)
TAF	Terminal Aerodrome Forecast
TCAS	Traffic Alert and Collision Avoidance System (pronounced Tee-kas) (see ACAS)
TMA	Terminal Control Area
UAS	Upper Airspace

UHF	Ultra-High Frequency
UIR	Upper Flight Information Region
UTC	Co-ordinated Universal Time
VDF	Very High Frequency Direction-Finding Station
VFR	Visual Flight Rules
VHF	Very High Frequency (30 to 300 MHz)
VMC	Visual Meteorological Conditions
VOLMET	Meteorological information for aircraft in flight
VOR	VHF Omnidirectional Radio Range
VORTAC	VOR and TACAN combination

0.8 DOCUMENT PURPOSE

The aim of Azerbaijan Aviation Rules Radiotelephony Manual (AAR RM) is to provide Air Traffic Services personnel, pilots and other ground personnel, with a compendium of clear, concise, standardised phraseology and associated guidance, for radiotelephony (RTF) communication in Azerbaijan Republic.

0.9 DOCUMENT APPLICABILITY

0.9.1 All users of RTF in Azerbaijan are expected to comply with the phraseology described in this manual

0.9.2 AAR RM is also a useful reference for students of National Aviation Academy.

0.10 DOCUMENT SOURCE

The AAR RM is based on ICAO Annex 10 Volume 2 (Communications Procedures) to the Convention on International Civil Aviation and ICAO PANS-ATM (Procedures for Air Navigation Services - Air Traffic Management) Doc. 4444.

0.11 DOCUMENT FORMAT

0.11.1 Examples of phraseology in AAR RM are intended to be representative of communications in common use. The initial call in a series of messages is shown on the left side of the page; subsequent messages appear in chronological order on the right side of the page.

0.11.2 Black text and grey-scale illustrations are used to facilitate printing on monochrome printers.

0.11.3 The agency making the transmission is identified by the line style of the frame and a representative symbol (e.g. Aircraft) as follows:








VEHICLE


GROUND STATION
(ATC, AFIS, AGCS)

0.11.4 In this document the following protocol is used:

(a) The words '**must**' or '**shall**' indicate that compliance is compulsory.
(b) The word '**should**' indicates a recommendation.
(c) The word '**may**' indicates an option.
(d) The word '**will**' is used to express the future

0.11.5 Any reference in this document to the male gender should be understood to include both male and female persons.

0.12 TERMS SHALL, SHOULD, MAY

The following terms shall have the meaning outlined below:

“Shall” - An action verb in the imperative sense means that the application of a rule or procedure or provision is mandatory.

“Should” - Means that the application of a procedure or provision is recommended.

“May” - Means that the application of a procedure or provision is optional.

0.13 ADMINISTRATION AND CONTROL

This document is published as a book on A4-sized sheets. The PDF files will be locked and signed to prevent changes.

This document is regularly revised and amended. All personnel must be familiarized with all revisions done.

This document will be Amended and Revised in accordance with requirements of “Documentation and Control” procedure.

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1. GENERAL

1.1 INTRODUCTION

1.1.1 Radiotelephony provides the means by which pilots and ground 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 TRANSMITTING TECHNIQUE

1.2.1 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 there will be no interference with a transmission from another station.

(b) Be familiar with microphone operating techniques and do not turn your head away from it while talking or vary the distance between it and your mouth. Severe distortion of speech may arise from:

(i) talking too close to the microphone;
(ii) touching the microphone with the lips; or
(iii) holding 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 not exceeding 100 words per minute. When it is known that elements of the message will be written down by the recipients, 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) Avoid excessive use of courtesies and entering into non-operational conversations.

(i) 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 transmit switch until ready to speak.

(j) Speak clearly and use standard radiotelephony (RTF) words and phrases wherever possible.

(k) Messages should not contain more than three specific phrases, comprising a clearance, instruction or pertinent information. In cases of doubt, e.g. pilot having difficulty with the English language or an inexperienced pilot unsure of the procedures, the controller should reduce the number of items and if

necessary these should be passed, and acknowledged, singly.

1.2.2 One of the most irritating and potentially dangerous situations in radiotelephony is a 'stuck' microphone button. Operators should always ensure that the button is released after a transmission and the microphone placed in an appropriate place that will ensure that it will not inadvertently be switched on.

1.2.3 After a call has been made, a period of at least 10 seconds should elapse before a second call is made. This should eliminate unnecessary transmissions while the receiving station is getting ready to reply to the initial call.

1.3 TRANSMISSION OF LETTERS

1.3.1 The words in the table below shall be used when individual letters are required to be transmitted. The syllables to be emphasised are underlined.

Table 1

Letter	Word	Appropriate pronunciation
A	Alpha	AL FAH
B	Bravo	BRAH VOH
C	Charlie	CHAR LEE
D	Delta	DELL TAH
E	Echo	ECK OH
F	Foxtrot	FOKS TROT
G	Golf	GOLF
H	Hotel	HOH TELL
I	India	IN DEE AH
J	Juliett	JEW LEE ETT
K	Kilo	KEY LOH
L	Lima	LEE MAH
M	Mike	MIKE
N	November	NO VEM BER
O	Oscar	OSS CAH
P	Papa	PAH PAH
Q	Quebec	KEH BECK
R	Romeo	ROW ME OH
S	Sierra	SEE AIR RAH
T	Tango	TANG GO
U	Uniform	YOU NEE FORM
V	Victor	VIK TAH
W	Whiskey	WISS KEY
X	X-ray	ECKS RAY
Y	Yankee	YANG KEE

1.4 TRANSMISSION OF NUMBERS

The syllables to be emphasised are underlined.

Table 2

Numeral or numeral element	Latin alphabet representation
0	ZERO
1	WUN
2	TOO
3	TREE
4	FOWER
5	FIFE
6	SIX
7	SEVEN
8	AIT
9	NINER
Decimal	DAYSEEMAL
Hundred	HUN DRED
Thousand	TOUSAND

1.4.1 All numbers, except those contained in paragraph 1.4.2 (b) shall be transmitted by pronouncing each digit separately as follows:

(a) When transmitting messages containing aircraft callsigns, altimeter settings, flight levels (with the exception of FL100, 200, 300 etc. which are expressed as 'Flight Level (number) HUN DRED'), headings, wind speeds/directions, pressure settings, airspeed, transponder codes and frequencies, each digit shall be transmitted separately; examples of this convention are as follows:

Number	Transmitted as	Pronounced as
AHY 003	Azal Zero Zero Three	AZAL ZERO ZERO TREE
FL100	Flight Level One Hundred	FLIGHT LEVEL WUN HUN DRED
FL180	Flight Level One Eight Zero	FLIGHT LEVEL WUN AIT ZERO
150 Degrees	One Five Zero Degrees	WUN FIFE ZERO DEGREES
18 Knots	One Eight Knots	WUN AIT KNOTS
122.1	One Two Two Decimal One	WUN TOO TOO DAYSEEMAL WUN
(Squawk) 6500	Six Five Zero Zero	SIX FIFE ZERO ZERO

Table 3

Number	Transmitted as	Pronounced as
AHY 003	Azal Zero Zero Three	AZAL ZERO ZERO TREE
FL100	Flight Level One Hundred	FLIGHT LEVEL WUN HUN DRED
FL180	Flight Level One Eight Zero	FLIGHT LEVEL WUN AIT ZERO
150 Degrees	One Five Zero Degrees	WUN FIFE ZERO DEGREES
18 Knots	One Eight Knots	WUN AIT KNOTS
122.1	One Two Two Decimal One	WUN TOO TOO DAYSEEMAL WUN
(Squawk) 6500	Six Five Zero Zero	SIX FIFE ZERO ZERO

(b) All numbers used in the transmission of altitude, height, cloud height, visibility and runway visual range information which contain whole hundreds and whole thousands shall be transmitted by pronouncing each digit in the number of hundreds or thousands followed by the word HUNDRED or TOUSAND as appropriate. Combinations of thousands and whole hundreds shall be transmitted by pronouncing each digit in the number of thousands followed by the word TOUSAND and the number of hundreds followed by the word HUNDRED; examples of this convention are as follows

Table 4

Number	Transmitted as	Pronounced as
10	One Zero	WUN ZERO
100	One Hundred	WUN HUN DRED
2 500	Two Thousand Five Hundred	TOO TOUSAND FIFE HUNDRED
11 000	One One Thousand	WUN WUN TOUSAND
25 000	Two Five Thousand	TOO FIFE TOUSAND

Numbers containing a decimal point shall be transmitted as prescribed in 1.4.1 with the decimal point in appropriate sequence being indicated by the word decimal.

All six figures shall be used when identifying frequencies irrespective of whether they are 25 kHz or 8.33 kHz spaced. Exceptionally, when the final two digits of the frequency are both zero, only the first four digits need be given.

Table 5

Frequency	Transmitted as	Pronounced as
118.125	One One Eight Decimal One Two Five	WUN WUN AIT DAY SEE MAL WUN TOO FIFE
119.050	One One Nine Decimal Zero Five Zero	WUN WUN NINER DAY SEE MAL ZERO FIFE ZERO
122.500	One Two Two Decimal Five	WUN TOO TOO DAY SEE MAL FIFE
118.000	One One Eight Decimal Zero	WUN WUN AIT DAY SEE MAL ZERO

1.4.2 When it is necessary to verify the accurate reception of numbers the person transmitting the message shall request the person receiving the message to read back the numbers.

1.5 TRANSMISSION OF TIME

1.5.1 When transmitting time, only the minutes of the hour are normally required. However, the hour should be included if there is any possibility of confusion. Time checks shall be given to the nearest minute and preceded by the word 'TIME'. Co-ordinated Universal Time (UTC) is to be used at all times, unless specified. 2400 hours designates midnight, the end of the day, and 0000 hours the beginning of the day.

Table 6

Number	Transmitted as	Pronounced as
0823	Two Three or Zero Eight Two Three	TOO TREE (or ZERO AIT TOO TREE)
1300	One Three Zero Zero	WUN TREE ZERO ZERO
2057	Five Seven or Two Zero Five Seven	FIFE SEVEN (or TOO ZERO FIFE SEVEN)

1.6 STANDARD WORDS AND PHRASES

1.6.1 The following words and phrases shall be used in radiotelephony communications as appropriate and shall have the meaning given below:

Table 7

Word/Phrase	Meaning
ACKNOWLEDGE	Let me know that you have received and understood this message.
AFFIRM	Yes.
APPROVED	Permission for proposed action granted.
BREAK	Indicates the separation between messages.

Word/Phrase	Meaning
BREAK BREAK	Indicates the separation between messages transmitted to different aircraft in a busy environment.
CANCEL	Annul the previously transmitted clearance.
CHANGING TO	I intend to call . . . (unit) on . . . (frequency).
CHECK	Examine a system or procedure. (Not to be used in any other context. No answer is normally expected.)
CLEARED	Authorised to proceed under the conditions specified.
CLIMB	Climb and maintain.
CONFIRM	I request verification of: *(clearance, instruction, action, information)*.
CONTACT	Establish communications with ... (your details have been passed).
CORRECT	True or accurate.
CORRECTION	An error has been made in this transmission (or message indicated). The correct version is ...
DESCEND	Descend and maintain.
DISREGARD	Ignore.
FANSTOP	I am initiating a practice engine failure after take-off. (Used only by pilots of single engine aircraft.) The response should be, “REPORT CLIMBING AWAY”.
HOLD SHORT	Stop before reaching the specified location. *Note: Only used in limited circumstances where no defined point exists (e.g. where there is no suitably located holding point), or to reinforce a clearance limit*.
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, e.g. “Maintain VFR”.
MONITOR	Listen out on (frequency).
NEGATIVE	No; or Permission not granted; or That is not correct; or Not capable.
OUT	This exchange of transmissions is ended and no response is expected.
OVER	My transmission is ended and I expect a response from you.
GO AHEAD	Proceed with your message.

Word/Phrase	Meaning
READ BACK	Repeat all, or the specified part, of this message back to me exactly as received.
REPORT	Pass requested information.
REQUEST	I should like to know ... or I wish to obtain ...
ROGER	I have received all your last transmission. *Note: Under no circumstances to be used in reply to a question requiring a direct answer in the affirmative (AFFIRM) or negative (NEGATIVE).*
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. *Note: No onward clearance to be assumed. The caller would normally re-establish contact if the delay is lengthy. STANDBY is not an approval or denial.*
UNABLE	I cannot comply with your request, instruction or clearance. *Unable is normally followed by a reason.*
WILCO	I understand your message and will comply with it (abbreviation for will comply)
WORDS TWICE	*As a request:* Communication is difficult. Please send every word twice. *As Information:* Since communication is difficult, every word in this message will be sent twice.

1.7 CALLSIGNS FOR AERONAUTICAL STATIONS

1.7.1 Aeronautical stations are identified by the name of the location followed by a suffix except that the name of the rig/platform is normally used by offshore mineral extraction agencies. The suffix indicates the type of service being provided.

Table 8

Service	Suffix
Area Control	CONTROL
Approach Control	APPROACH
Circle Control	RADAR
Aerodrome Control	TOWER
Ground Movement Control	GROUND
Flight Information	INFORMATION

1.7.2 It is an offence to use a callsign for a purpose other than that for which it has been notified.

1.7.3 When satisfactory communication has been established, and provided that it will **not be confusing**, the name of the location or the callsign suffix may be omitted.

1.8 CALLSIGNS FOR AIRCRAFT

1.8.1 When establishing communication, an aircraft shall use the full callsigns of both stations.

✈ Baku Control, AHY 004, position	Baku Control, AHY 004, go ahead

1.8.2 After satisfactory communication has been established and provided that no confusion is likely to occur, the ground station may abbreviate callsigns (see table below). A pilot may **only** abbreviate the callsign of his aircraft if it has **first** been abbreviated by the aeronautical station.

Table 9

Full callsign	Abbreviation
4KAZ76	AZ76
TCMMG	T-MG
Speedbird GBGDC	Speedbird DC
N31029	N029
N769VA	N9VA
AZAL 003	No abbreviation

1.8.3 An aircraft shall not change its callsign type during a flight. **However**, where there is a likelihood that confusion may occur because of similar callsigns, an aircraft may be instructed by an air traffic service unit (ATSU) to change the type of its callsign temporarily.The similarity of some aircraft callsigns on the same frequency can cause confusion which may lead to an incident. The following are particularly liable to be confused:

1.8.4.1 Callsigns which have in common three or more digits, especially when the flight numbers are the same, e.g. AUA 25 and SIA 25;

1.8.4.2 Aircraft with similar registrations, e.g. G-GHRE and G-GHRM

1.8.4.3 Controllers are to warn the pilots concerned and, if necessary, instruct one or both aircraft to use alternative or full callsigns while they remain on the frequency.

1.8.4.4 On initial contact, student pilots who are flying solo shall use the callsign prefix ‘STUDENT’. Once acknowledged, it will not normally be necessary for student pilots to use the prefix in subsequent transmissions until making initial contact with other ATSUs, unless they feel they are being instructed to do something with which they are unfamiliar.

1.8.5 Controllers will acknowledge the initial call, again using the prefix, and can be expected, in so far as is practicable, to make due allowance for the limited experience and ability of student pilots in determining the pace and complexity of instructions and/or information which are subsequently passed.

Baku Tower, STUDENT 4KAZ75, on the apron, request taxi for local VFR flight	STUDENT 4KAZ75, Baku Tower, taxi holding point Alpha, runway 36

1.8.6 Flight Instructors must brief students, specifically, on the use of this callsign prefix as part of their pre-solo briefing. The use of this callsign prefix is not intended to remove the additional requirement for flight instructors to notify ATSUs separately of 'first solo' flights where this is normal practice.

1.9 CONTINUATION OF COMMUNICATION

1.9.1 The placement of the callsigns of both the aircraft and the ground station within an established RTF exchange should be as follows:

Ground to Air: Aircraft callsign – message or reply.

Air to Ground:

(a) Initiation of new information/request etc. – Aircraft callsign then message;
(b) Reply – Repeat of pertinent information/readback/acknowledgement then aircraft callsign.

AHY 004, descend FL80	Descend FL80, AHY 004
	AHY 004, maintaining FL80
	AHY 004
AHY 004, request descent	AHY 004, descend FL40
	Descend FL40, AHY 004

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

1.9.4 When a ground station wishes to broadcast information to all aircraft likely to receive it, the message should be prefaced by the call 'All stations'.

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

All stations Baku control, GYD VOR on test

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

Table 10

Phrase	Meaning
Say again	Repeat entire message
Say again ... (item)	Repeat specific item
Say again all before ... (the first word satisfactorily received)	
Say again all after ... (the last word satisfactorily received)	
Say again (word before missing portion) to (word after missing portion)	

1.9.6 When a station is called but is uncertain of the identification of the calling station, the calling station should be requested to repeat its callsign until identification is established.

Baku Control, AHY 004	Station calling Baku Control say again your callsign

1.10 CORRECTIONS AND REPETITIONS

1.10.1 When an error is made in a transmission the word 'CORRECTION' shall be spoken, the last correct group or phrase repeated and then the correct version transmitted.

AHY 004, ED 51 FL350 LUSAL 07 correction LUSAL	AHY 004, Roger

1.10.2 If a correction can best be made by repeating the entire message, the operator shall use the phrase 'CORRECTION I SAY AGAIN' before transmitting the message a second time.

1.11 ACKNOWLEDGEMENT OF RECEIPT

1.11.1 Acknowledgements of information should be signified by the use of the receiving stations' callsign or Roger callsign.

1.12 TRANSFER OF COMMUNICATIONS

1.12.1 To transfer communications with an aircraft to another unit, controllers shall pass instructions giving:

(a) the identity of the unit to be contacted;
(b) the frequency to be used for contact.

1.12.3 Transfer of communication instructions should be passed in a single message. Items which require a read-back should normally be passed in a separate transmission before transfer.

1.12.4 If no further communication is received from the pilot after an acknowledgement, satisfactory transfer of communication may be assumed.

1.12.5 An aircraft will normally be advised by the appropriate aeronautical station to change from one radio frequency to another in accordance with agreed procedures.

AHY 003, contact Tbilisi Control 125.125	Tbilisi Control 125.125 AHY003

1.12.6 **In the absence of such advice, the aircraft shall notify the aeronautical station before such a change takes place.** Aircraft flying in controlled airspace must obtain permission from the controlling authority before changing frequency.

1.12.7 An aircraft may be instructed to 'standby' on a frequency when it is intended that the ATSU will initiate communications, and to monitor a frequency on which information is being broadcast.

AHY 003, standby for Baku Control 129.0	Standby for Baku Control 129.0, AHY 003
AHY 004, monitor ATIS 126.4	Monitor ATIS 126.4, AHY 004

1.12.8 The controller may instruct the pilot to contact another agency on passing a specific point or when passing, leaving or reaching a specified level.

AHY 004, over SAGIL contact Baku Approach 129.3	Over SAGIL contact Baku Approach 129.3, AHY 004
AHY 003, when passing FL140 contact Baku Control	When passing FL140 contact Baku Control 129.0, AHY 003

1.12.9 Where the aircraft is transferred to another agency while on a radar heading, the controller will instruct the pilot to report the radar heading to the next agency.

AHY 003, report radar heading to Baku Control

1.12.10 If the airspace does not dictate that an aircraft must remain in contact with a specific ATSU and the pilot wishes to freecall another agency he should request, or notify such an intention.

Baku, 4KAZ76, request change to Ganja

1.13 CLEARANCE ISSUE AND READ BACK REQUIREMENTS

1.13.1 Provisions governing clearances are contained in the PANS-ATM (ICAO Doc 4444). A clearance may vary in content from a detailed description of the route and levels to be flown to a brief standard instrument departure (SID) according to local procedures.

1.13.2 Controllers will pass a clearance slowly and clearly since the pilot needs to write it down; wasteful repetition will thus be avoided. Whenever possible, a route clearance should be passed to an aircraft before start up and the aircraft's full callsign will

always be used. Generally, controllers will avoid passing a clearance to a pilot engaged in complicated taxiing manoeuvres and on no occasion when the pilot is engaged in line up or take-off manoeuvres.

1.13.3 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. At all other times the word 'DEPARTURE' is used.

1.13.4 The stringency of the read back requirement is directly related to the possible seriousness of a misunderstanding in the transmission and receipt of ATC clearance and instructions. ATC route clearances shall always be read back unless otherwise authorised by the appropriate ATS authority in which case they shall be acknowledged in a positive manner. Read backs shall always include the aircraft callsign.

1.13.5 The ATS messages listed below are to be read back in full by the pilot/driver. If a readback is not received the pilot/driver will be asked to do so. Similarly, the pilot/ driver is expected to request that instructions are repeated or clarified if any are not fully understood.

- Taxi/Towing Instructions
- Level Instructions
- Heading Instructions
- Speed Instructions
- Airways or Route
- Clearances Approach
- Clearances Runway-in-Use
- Clearance to Enter, Land On, Take-Off On, Backtrack, Cross, or Hold Short of any Active Runway
- SSR Operating Instructions
- Altimeter Settings
- VDF Information
- Frequency Changes
- Type of ATS Service

- Transition Levels

AHY 003, hold position	Holding, AHY 003
AHY 004, contact Ground 121.7	Ground on 121.7, AHY 004
AHY 003, Squawk 1302	1302, AHY 003

1.13.6 Items which do not appear in the above list may be acknowledged with an abbreviated read back.

1.13.7 If an aircraft read back of a clearance or instruction is incorrect, the controller shall transmit the word 'NEGATIVE' followed by the correct version.

AZ76, QNH 1013	QNH 1003, AZ76
AZ76, Negative, QNH 1013	
QNH 1013, AZ76	

1.13.8 If at any time a pilot receives a clearance or instruction with which he cannot comply, he should advise the controller using the phrase 'UNABLE' (COMPLY) and give the reason(s).

AHY 003, Baku Control climb FL340 cross GINET FL200 or above	Baku Control, AHY 003, unable cross GINET FL200 due weight

1.13.9 When an correction is made to a clearance the new clearance shall be read in full to the pilot and shall automatically cancel any previous clearance. Controllers must be aware, therefore, that if the original clearance included a restriction, e.g. “cross SAGIL FL150 or below” then the issue of a revised clearance automatically cancels the earlier restriction, unless it is reiter`ated with the revised clearance.

1.13.10 When any doubt exists as to whether a message containing critical information has been passed by the controller or received and understood by the pilot, the message must be repeated. Critical information is information, other than that required to enable routine flight, which must be received by pilots to ensure the safety and effective operation of their aircraft.

1.13.11 The following can be considered as examples of critical information:

(a) Low Visibility Procedures
(b) Windshear Warnings
(c) Essential Aerodrome Information
(d) Equipment serviceability (i.e. ILS/navigational aids)
(e) Weather hazards (thunderstorms, hail, icing, etc.)

1.14 WITHHOLDING CLEARANCES

1.14.1 It may be considered expedient by Government to withhold an ATC clearance to aircraft, particularly if the aircraft has not entered Azerbaijan airspace. When authorised, the following phraseology is to be used.

TCMMG, you are not clear to entry into Baku FIR. What are your intentions?
TCMMG, Landing clearance has been refused for any airfield within the Azerbaijan. What are your intentions?

1.14.2 The Aerodrome Authority and certain other persons are empowered to prohibit flight and they may instruct a controller to withhold a clearance. If a controller has not been instructed to withhold clearance but has reason to believe that a planned flight is liable to endanger life or involve a breach of legislation, the controller is to warn the pilot of the hazardous condition or apparent infringement and obtain an acknowledgement of the message. The hazardous condition may be reported by an outside agency or observed by the controller. Because of possible legal action when pilots disregard the warnings described above, it is essential that clear and precise messages are passed to the pilots concerned and acknowledgements obtained. Further transmissions may be necessary to ascertain the intentions of the pilot.

	AHY 003, I am informed that there may be damage to the port wing tip of your aircraft. It appears that your planned flight is liable to endanger life. Acknowledge

	4KAZ76, you are advised surface wind 280 degrees 37 knots gusting 50. It appears that your planned flight is liable to endanger life.

1.14.3 In the case of an anticipated infringement of legislation the controller is to warn the pilot that if he does take-off the facts will be reported to the appropriate authority.

	4KAZ76, your planned flight appears to contravene legislation because the required minima for VFR flight are not present. If you take off I shall be required to report

1.15 SIMULTANEOUS TRANSMISSIONS

1.15.1 Direct communications between pilots and ATSUs can be adversely affected by simultaneous transmissions which, effectively, block all or part of intended messages. Moreover, while the situation may be apparent to the controller or another pilot, the individuals who inadvertently make such transmissions may be unaware. On hearing a simultaneous transmission it can be helpful for the controller (or another pilot if it is the controller's transmission which has been blocked) to draw attention to the situation using the word 'blocked'.

1.15.1.1 Controller Example (where pilots have transmitted simultaneously):

	Transmission Blocked – (callsign if known) say again

1.15.1.2 Pilot Example (where another pilot has blocked a controller's transmission):

✈	Transmission Blocked – Baku say again, AHY 003

1.16 COMPLYING WITH CLEARANCES AND INSTRUCTIONS

1.16.1 Pilots are expected to comply with clearances and instructions promptly, commensurate with normal aircraft operations. If, for any reason, a pilot does not wish to comply with an instruction promptly, the pilot should advise the ATS unit and give an indication of when he intends to comply.

1.16.2 If an ATS unit wishes to indicate that time of compliance is at the pilot's discretion, the ATS message will include the phrase 'when ready'.

1.16.3 If an ATS unit wishes to indicate that the clearance or instruction is required to be complied with at a particular point in the flight, the message will include the phrase 'after passing'.

1.16.4 If an ATS unit wishes to indicate that the instruction or clearance must be complied with at once, the controller's message will include the word 'now' or 'immediately'. Use of the word 'now' indicates that the instruction should be complied with in accordance with normal aircraft operating procedures, but without delay. Use of the word 'immediately' indicates a further degree of urgency. In such circumstances, the pilot should take action to comply with the instruction as soon as practicable, subject to the safety of the aircraft.

1.16.5 In order to ensure any restriction is not blocked by a pilot acknowledgement, the phrase or word, indicating when a clearance or instruction should be complied with, will normally be placed before the executive instruction (Paragraph 1.16.6, 1st and 2nd examples), but in certain cases the phrase or word may be placed between the instruction and the value of the instruction (Paragraph 1.16.6, 3rd and 4th examples).

1.16.6 The phrases and words described in this section are most commonly used in association with level instructions (see also Chapter 3, Level Reporting, Paragraph 1.2), but may be used in other circumstances if appropriate. Examples are shown below:

AHY 004, *after passing* LUSAL, descend FL80	✈ *After passing* LUSAL, descend FL80, AHY 004
AHY 004, *when ready* descend FL170, Report	✈ *When ready* descend FL170. Report leaving FL210, AHY
AHY 004, reduce speed *now* 210 kt	✈ Reducing speed *now* 210 kt, AHY 004
AHY 003, climb *immediately* FL330	✈ Climbing *immediately* FL330, AHY 003

1.17 COMMUNICATION FAILURE

1.17.1 Air – Ground

(a) Check the following points:

(i) The correct frequency has been selected for the route being flown.
(ii) The Aeronautical Station being called is open for watch.
(iii) The aircraft is not out of radio range.
(iv) Receiver volume correctly set.

(b) If the previous points are in order it may be that the aircraft equipment is not functioning correctly. Complete the checks of headset and radio installation appropriate to the aircraft.

(c) When an aircraft station is unable to establish contact with the aeronautical station on the designated frequency it shall attempt to establish contact on another frequency appropriate to the route being flown. If this attempt fails, the aircraft station shall attempt to establish communication with other aircraft or other aeronautical stations on frequencies appropriate to the route.

(d) The pilot may still be unable to establish communication on any designated aeronautical station frequency, or with any other aircraft. The pilot is then to transmit his message twice on the designated frequency, including the addressee for whom the message is intended, preceded by the phrase 'TRANSMITTING BLIND' in case the transmitter is still functioning.

(e) In the case of a receiver failure transmit reports twice at the scheduled times or positions on the designated frequency preceded by the phrase 'TRANSMITTING BLIND DUE TO RECEIVER FAILURE'.

(f) An aircraft which is being provided with air traffic control service or aerodrome flight information service is to transmit information regarding the intention of the pilot in command with respect to the continuation of the flight. Specific procedures for the action to be taken by pilots of IFR and Special VFR flights are contained in the appropriate AIP ENR and/or AD sections.

1.17.2 Ground – Air

1.17.2.1 After completing checks of ground equipment (most airports have standby and emergency communications equipment) the ground station will request other aeronautical stations and aircraft to attempt to communicate with the aircraft which has failed to maintain contact.

1.17.2.2 If still unable to establish communication the aeronautical station will transmit messages addressed to the aircraft by blind transmission on the frequency on which the aircraft is believed to be listening.

1.17.2.3 These will consist of:

(a) The level, route and EAT (or ETA) to which it is assumed the aircraft is adhering.

(b) The weather conditions at the destination aerodrome and suitable alternate and, if practicable, the weather conditions in an area or areas suitable for descent through cloud procedure to be effected. (See AIP ENR Section.)

1.18 TEST TRANSMISSIONS

1.18.1 All radio transmissions for test purposes shall be of the minimum duration necessary for the test and shall not continue for more than 10 seconds. The recurrence of such transmissions shall be kept to the minimum necessary for the test.The nature of the test shall be such that it is identifiable as a test transmission and cannot be confused with other communications. To achieve this the following format shall be used:

- the callsign of the aeronautical station being called;
- 'the aircraft identification';
- the words 'RADIO CHECK';
- 'the frequency' being used;

1.18.3 The operator of the aeronautical radio station being called will assess the transmission and will advise the aircraft making the test transmission in terms of the readability scale (Table 11), together with a comment on the nature of any abnormality noted (i.e. excessive noise) using the following format:

(a) 'the aircraft identification';
(b) 'the callsign' of the aeronautical station replying;
(c) 'READABILITY x' (where 'x' is a number taken from Table 11);
(d) 'additional information' with respect to any noted abnormality;

Note: *For practical reasons it may be necessary for the operator of an aeronautical station to reply with 'STATION CALLING (frequency or 8.33 channel) UNREADABLE'.*

Table 11

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

1.19 AIR TRAFFIC SERVICE COMPLAINTS CONCERNING AIRCRAFT COMMUNICATIONS

1.19.1 Aircraft radio faults including technical failure, incorrect operating procedures and misuse of specific radio channels may result in the aircraft operator receiving a communication from the CAA detailing the fault condition inviting the operator to explain and/or state what corrective action has been taken.

1.20 HOURS OF SERVICE AND COMMUNICATIONS WATCH

1.20.1 The hours of service of the radio facilities available in Azerbaijan are published in the AR AIP (ENR and AD) which also details those periods set aside for maintenance.

1.20.2 Aircraft stations shall, if possible, communicate directly with the ATSU appropriate to the area in which the aircraft are flying. If unable to do so, aircraft stations shall use any relay means available and appropriate to transmit messages to the ATSU.

1.20.3 When normal communications from an aeronautical station to an aircraft station cannot be established, the aeronautical station shall use any relay means available and appropriate to transmit messages to the aircraft station.

1.20.4 When an aircraft has established communication with an ATSU it is required to maintain a listening watch with that ATSU and advise the ATSU when the listening watch is about to cease. Aircraft should not cease to maintain a listening watch, except for reasons of safety, without informing the ATSU concerned. A time at which it is expected that the watch will be resumed must be stated.

1.21 RECORD OF COMMUNICATIONS

All ATC units have automatic equipment to record air-ground communications.

1.22 CATEGORIES OF MESSAGE

1.22.1 The categories of messages handled by the aeronautical mobile service are in the following order of priority:

(a) Distress message	See Chapter 8 – Emergency Phraseology
(b) Urgency messages	See Chapter 8 – Emergency Phraseology
(c) Flight safety messages	See Chapter 9 paragraph 1.6
(d) Meteorological messages	See Chapter 4 paragraph 7
(e) Flight Regularity messages	See Chapter 9 paragraph 1.6.

2. GENERAL PHRASEOLOGY

2.1 INTRODUCTION

2.1.1 The phraseology detailed in this manual has been established for the purpose of ensuring uniformity in RTF communications. Communications shall be concise and unambiguous, using standard phraseology for all situations for which it is specified. Obviously, it is not practicable to detail phraseology examples suitable for every situation. However, if standard phrases are adhered to when composing a message, any possible ambiguity will be reduced to a minimum. Only when standard phraseology cannot serve an intended transmission, shall plain language be used.

2.1.2 Some abbreviations, which by their common usage have become part of aviation terminology, may be spoken using their constituent letters rather than the spelling alphabet, for example, ILS, QNH, RVR, etc., (see Chapter 1, paragraph 1.2).

2.1.3 For all transmissions, with the exception of those used for surveillance radar approaches or precision radar approaches, the word 'degrees' shall be appended to heading figures where the heading ends in zero, or in cases where confusion or ambiguity may result.

2.1.4 For all transmissions, the word 'millibar' shall be appended to figures when transmitting a pressure setting below 1000 mb, or in cases where confusion or ambiguity may result.

2.1.5 The following words may be omitted from transmissions provided that no confusion or ambiguity may result:

(a) 'Surface' and 'knots' in relation to surface wind direction and speed.
(b) 'Degrees' in relation to surface wind direction.
(c) 'Visibility', 'cloud' and 'height' in meteorological reports.

(d) 'over', 'Roger' and 'out'.

2.1.6 The excessive use of courtesies should be avoided.

2.2 LEVEL REPORTING

2.2.1 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.

1. 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. For example, levels may be reported as altitude, height or flight levels according to the phase of flight and the altimeter setting. Therefore, when passing level messages, the following conventions apply:

(a) The word 'to' is to be omitted from messages relating to FLIGHT LEVELS.

(b) All messages relating to an aircraft's climb or descent to ALTITUDE employ the word 'to' followed immediately by the word ALTITUDE. Furthermore, the initial message in any such RTF exchange will also include the appropriate QNH.

(c) When transmitting messages containing flight levels each digit shall be transmitted separately. However, in an endeavour to reduce 'level busts' caused by the confusion

between some levels (100/110, 200/220 etc.), levels which are whole hundreds e.g. FL100, 200, 300 shall be spoken as “Flight level (number) HUN DRED”. The word hundred must not be used for headings.



AHY 004, report your level



AHY 004, maintaining FL150



AHY 004, descend FL110



Descend FL110, AHY 004



4KAZ76, report your level



4KAZ76, maintaining altitude 2000 feet



4KAZ76, descend to altitude 2000 feet QNH 1000



Descend to altitude 2000 feet QNH 1000, AZ76



AZ76, descend to altitude 1500 feet



Descend to altitude 1500 feet,AZ76

Note: *Use of the word 'millibars' for pressures lower than 1000.*

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



AHY 004, report passing FL80



Report passing FL80, AHY 004



AHY 004, passing FL80



AHY 004, maintain altitude 2000 feet



Maintaining altitude 2000 feet, AHY 004



AHY 003, climb FL100



Climb FL100, AHY 003

	AHY 003, reaching FL100
AHY 004, request descent	AHY 004, descend FL70
	Descend FL70, AHY 004
AHY 004, not below FL70	Not below FL70, AHY 004
AHY 004, after passing SAGIL descend FL90	After passing SAGIL descend FL90, AHY 004
AHY 004, stop descent at FL210	Stop descent at FL210, AHY 004
AHY 003, climb FL300, level at time 47	Climb FL300, level at time 47, AHY 004

2.2.1.2 Where the controller requires the aircraft to achieve a specific rate of climb or descent, the controller shall use the phraseology shown below.

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3. AERODROME CONTROL – SERVICE PHRASEOLOGY

3.1 INTRODUCTION

3.1.1 Concise and unambiguous phraseology used at the correct time is vital to the smooth, safe and expeditious running of an aerodrome and associated ATZ. It is not only the means by which instructions and information are passed but it also assists pilots in maintaining an awareness of other traffic in their vicinity, particularly in poor visibility conditions.

3.1.2 Messages will not be transmitted to an aircraft during take-off, the last part of final approach or the landing roll, unless it is necessary for safety reasons, because it will be distracting to the pilot at a time when the cockpit workload is often at its highest.

3.1.3 Local procedures vary from aerodrome to aerodrome and it is impossible to give examples to cover every situation which may arise at the multiplicity of different types of aerodrome. Information in addition to that shown in the examples, e.g. time checks, etc. may be provided as necessary.

3.2 DEPARTURE INFORMATION AND ENGINE STARTING PROCEDURES

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

Baku Ground, AHY 003, request departure information	AHY 003, Baku Ground, departure runway 36 wind 290 4, QNH 1008, temperature -2, dewpoint -3, RVR 550 550 600 metres time 07
Runway 36, QNH 1008, will call for start up, AHY 003	

3.2.2 Requests to start engines are normally made to facilitate ATC planning and to avoid excessive fuel wastage by aircraft delayed on the ground. At certain aerodromes, along with the request, the pilot will state the location of the aircraft and acknowledge receipt of the departure ATIS broadcast identifying letter together with the QNH.

Baku Ground, AHY 003, stand 5 information Bravo, QNH 1022 request start up	AHY 003, Baku Ground, start up at time 43

3.2.3 When there will be a delay to the departure of the aircraft the controller will normally indicate a time to start up or expect to start up.

Baku Ground, AHY 003, information Charlie QNH 1022, request start up	AHY 003, Baku Ground, start up approved

or,

AHY 003, Baku Ground, expect start up at 35

or,

AHY 003, Baku Ground, expect departure at 49 start up at own discretion

3.3 PUSHBACK AND POWERBACK

3.3.1 At many aerodromes at which large aircraft operate, the aircraft are parked nose-in to the terminal in order to save parking space. Aircraft have to be pushed backwards by tugs before they can taxi for departure. Some aircraft also have the capability to reverse from a nose-in position to the terminal under their own power. This procedure is known as powerback. Requests for pushback or powerback are made to ATC depending on the local procedures.

AHY 003, stand 5 request pushback/powerback

AHY 003, pushback/ powerback approved

or,

AHY 003, standby. Expect one minute delay due B747 taxiing behind

3.4 TAXI INSTRUCTIONS

3.4.1 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. For departing aircraft, the clearance limit will normally be the holding point of the runway in use, but it may be any other position on the aerodrome depending on the prevailing traffic. Taxi clearances should, wherever possible, is noted down by pilots.

Baku Tower, 4KAZ76, request taxi for VFR flight to Ganja.

4KAZ76, taxi to holding position runway 36 via taxiway Bravo, Alpha QNH

Taxi to holding position runway 36 via taxiway Bravo, Alpha QNH 1010 millibars, 4KAZ76

4KAZ76, request surface wind

AZ 76, surface wind 220 degrees 6 knots

AZ 76, request runway 34

AZ 76, after the Cessna coming from your left, taxi to holding position runway 34

Following the Cessna from the left, taxi to holding position runway 34, AZ 76

Baku Tower, 4KAZ76, at the fuel station VFR to Ganja request taxi

AZ 76, runway 36, QNH 1008, taxi to holding position via taxiway Alpha

AZ 76, taxi to holding position runway 36 via taxiway Bravo

QNH 1008, AZ 76, request taxiway Bravo, and backtrack runway 36

Taxi to holding position runway 36 via taxiway Bravo, AZ 76

Baku Tower, 4KAZ76, at the fuel station request taxi to hungar

AZ 76, taxi holding position runway 36 via Bravo Alpha

Taxi holding position runway 36 via Bravo Alpha, AZ 76

AZ 76, holding position runway 36 request cross

AZ 76, negative. Hold position.

Holding, AZ 76

AZ 76, taxi to the hungar cross runway 36 report

Taxi to the hungar cross runway 36 will report vacated, AZ 76

AZ 76, runway vacated

AZ 76

Note: *1. Instruction to report vacated may be omitted when aerodrome control has continuous sight of the aircraft crossing.*

Note: *2. For helicopters the phrase "Air-taxi...." may be used in place of "Taxi....".*

3.4.2 If the instructions given to surface traffic involve crossing a runway in use, clearance to cross should normally be withheld until no confliction exists. However, to achieve greater efficiency of operation, clearance to cross may be given subject to aircraft, which are landing or taking off. The conditional clearance shall contain sufficient information to enable the pilot of the taxiing aircraft or vehicle driver to identify the other traffic and should be related to one movement only.

AHY 003, after landing A320, cross runway 36 to Bravo. Report vacated

AHY 003, after landing A320, cross runway 36 to Bravo. Report vacated

After landing A320, cross runway 36 at Bravo, wilco, AHY 003

AZ76, after landing A319 cross and report vacated

After landing A319, cross, wilco, AZ76

3.4.3 When a clearance to cross a runway in use is issued, a report vacated instruction shall be included. However, this instruction may be omitted when the controller has continuous sight of the aircraft or vehicle crossing.

AZ76, after departing ATR, cross runway 34 to Bravo	After departing ATR, cross runway 34 at Bravo, AZ76

3.4.4 When passing taxi instructions that will position an aircraft to cross a runway the controller may, optionally, insert the phrase 'hold short of' prior to the runway designator. This phrase is intended to reinforce the need to stop at the holding position.

AHY 003, taxi to holding position, hold short of runway	Taxi to holding position hold short of runway 36, AHY 003

3.4.5 Where an ATIS broadcast is established the controller does not need to pass departure information to the pilot when giving taxi instructions. He will, however, check that the aircraft is in possession of the latest QNH.

AHY 003, information Bravo, QNH 1020 request taxi	AHY 003, now information Charlie, new QNH 1021, after the B747 passing left to right taxi to holding position runway
QNH 1021, after B747 from left to right taxi to holding position runway 36, AHY	

3.5 PRE-DEPARTURE MANOEUVRING

3.5.1 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. This is to avoid any misunderstanding in the granting or acknowledgement of take-off clearances and the serious consequences that could result.

3.5.2 At busy aerodromes with a separate ground and tower function, aircraft are usually transferred to the tower frequency at or approaching the holding point.

AHY 003, contact Tower 119.2	Tower 119.2, AHY 003

3.5.3 It may be necessary for the controller to instruct the pilot to hold at a specified holding position. Where appropriate the controller should include the reason for the instruction.

AHY 003, hold at taxiway Bravo	Hold at taxiway Bravo, AHY 003

AHY 003, hold at taxiway Bravo, 2 aircraft to depart before you from runway 34	Hold at taxiway Bravo, AHY 003

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

AZ 76, report ready for departure	Wilco, AZ 76
AZ 76, ready for departure	AZ 76, line up runway 34
	Lining up, AZ 76

3.5.5 When line-up will take place at a position other than for a full-length runway departure the intermediate 'Holding Point' designator shall be included in the line-up instruction. Controllers may include the runway 'Holding Point' designator in any other line-up instruction when considered necessary.

	AZ 76, ready for departure
	AZ 76, via Bravo line-up runway 36
AZ 7, lining-up via 6 Bravo runway 36	

3.6 TAKE-OFF CLEARANCE

3.6.1 Except in cases of emergency, messages will not be transmitted to an aircraft in the process of taking off or in the final stages of an approach and landing.

3.6.2 Controllers will use the following phraseology for take-off.

AZ 76, cleared for take-off	Cleared for take-off, AZ 76

Note: *The surface wind will be passed if there is a significant difference to that already passed.*

3.6.3 A take-off clearance shall be issued separately from any other clearance message.

3.6.4 For traffic reasons a controller may consider it necessary for an aircraft to take off without any delay. Therefore, when given the instruction 'cleared for immediate take-off', the pilot is expected to act as follows:

(a) At the holding position: taxi immediately on to the runway and commence take-off without stopping the aircraft.

(b) If already lined up on the runway: take-off without delay. Should an immediate take-off not be possible, the pilot is to advise the controller?

AHY 003, cleared for immediate take-off	Cleared for immediate take-off, AHY 003
AZ 76, Cessna 2 miles on final approach. Cleared for immediate take-off wind 240 degrees 8 knots	Cleared for immediate take-off, AZ 76 wind 240 degrees 8 knots

3.6.5 For reason of expedition a controller may wish to line-up an aircraft for departure before conditions allow take-off.

AHY 003, line-up runway 18 and wait – vehicle crossing	Lining-up runway 18 and wait, AHY 003
AHY 003, cleared for take-off runway 18	Cleared for take-off runway 18, AHY 003

3.6.6 In poor visibility the controller may prefix the clearance with the runway designator and request the pilot to report when airborne.

AHY 003, runway 36 cleared for take-off report airborne	Runway 36 cleared for take-off. Wilco, AHY 003
AHY 003, airborne	
AHY 003, contact Approach 129.3	
Approach 129.3, AHY 003	

3.6.7 Conditional clearances are only to be provided subject to conditions specified by the relevant authority. Conditional phrases will not be used for movements affecting the active runway(s), except when the aircraft or vehicles concerned are seen by the controller and pilot. Conditional clearances are to relate to one movement only and, in the case of landing traffic, this must be the first aircraft on approach. A conditional instruction shall be given as follows:

(a) callsign;
(b) the condition;
(c) identification of subject of the condition;

(d) the instruction.

AHY 003, after the landing A319, line up runway 34	After the landing A319 lining-up runway 34, AHY 003

3.6.8 When several runways are in use and/or there is any possibility that the pilot may be confused as to which one to use, the runway number will be stated prior to the clearance.

AHY 003, runway 36 cleared for take-off	Runway 36 cleared for take-off, AHY 003

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

AHY 003, after departure climb straight ahead	After departure climb straight ahead, AHY 003
AZ 76, after departure right hand circuit	After departure right hand circuit, AZ 76
AZ 76, after departure track 270 degrees from GYD until reaching altitude 2000 feet before setting course	After departure track 270 degrees from GYD until reaching altitude 2000 feet before setting course, AZ 76

3.6.10 Revised clearances and post departure instructions for aircraft on the runway or at the holding position shall be prefixed with an instruction to hold position.

AHY 003, Hold position, after departure climb straight ahead to altitude 2000 feet QNH 1014 before turning right	AHY 003, Holding, after departure climb straight ahead to altitude 2000 feet, before turning right QNH 1014.
AHY 003, Cleared for take-off	
Cleared for take-off, AHY 003	
AZ 76, after departure request turn	AZ 76, Hold position, right turn approved

AZ 76, Holding, right turn approved

AZ 76, Cleared for take-off

Cleared for take-off, AZ 76

3.6.11 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.

AHY 003, take-off immediately or vacate runway

Taking-off, AHY 003

AHY 003, take-off immediately or hold short of runway

Holding, AHY 003

3.6.12 When an aircraft is about to take-off or has commenced the take-off roll, and it is necessary that the aircraft should abandon take-off, the aircraft will be instructed to cancel take-off or stop immediately; these instructions will be repeated.

AZ 76, hold position, cancel take-off I say again cancel take-off, acknowledge

Holding, AZ 76

AHY 003, stop immediately I say again, AHY003, stop immediately, acknowledge

Stopping, AHY 003

3.6.13 When a pilot abandons take-off he should, as soon as practicable, inform the tower that he is doing so. Likewise, as soon as practicable, he should inform the tower of the reasons for abandoning take-off if applicable, and request further manoeuvring instructions.

AHY 003, stopping

AHY 003

AHY 003, request backtrack for another departure

AHY 003, backtrack approved

3.7 AERODROME TRAFFIC CIRCUIT

Designated Positions in the Traffic Circuit

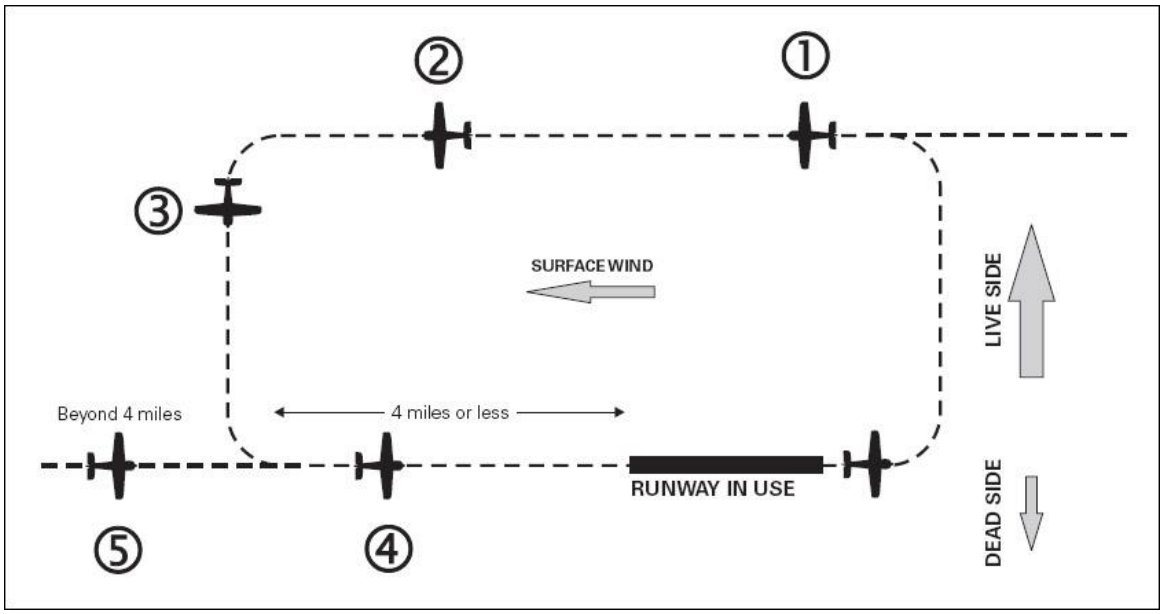

Figure 1 Designated positions in the traffic circuit

Typical Left-Hand Circuit

Position 1 Aircraft reports on '**Downwind**' leg.

Position 2 Aircraft reports '**Late downwind**' if it is on the downwind leg, has been unable to report '**Downwind**' and has passed the downwind end of the runway.

Position 3 Aircraft reports '**Base**' leg (if required).

Position 4 Aircraft reports '**Final**'. Clearance to land issued here.

Position 5 Aircraft reports '**Long final**' (between 8 and 4 miles) when aircraft is on a straight in approach.

Note 1: *For light aircraft operations, circuit dimensions may be reduced but the relative RTF reporting points are maintained.*

Note 2: *For details of the standard overhead joining procedure see Aerodrome Traffic Circuit (Chapter 4 Paragraph 1.8.3)*

3.7.1 Requests for circuit-joining instructions should be made in sufficient time for a planned entry into the circuit taking other traffic into account. Where ATIS is established, receipt of the broadcast should be acknowledged in the initial call to an aerodrome. When the traffic circuit is a right-hand pattern it shall be specified. A left-hand pattern need not be specified although it is essential to do so when the circuit direction is variable.

Baku Tower, 4KAZ76, request join	4KAZ76, Baku Tower, go ahead

4KAZ76, 10 miles south Baku altitude 2000 feet QNH1008	AZ 76, join righthand downwind runway 36 descent to altitude 1000 feet QNH 1006
Join righthand downwind runway 36 descent to altitude 1000 feet QNH 1006, AZ 76	

3.7.2 In some circumstances, an aircraft may be instructed to complete a standard overhead join which comprises the following:

(a) Overfly at 2000 ft above Aerodrome Elevation.
(b) If not already known, determine the circuit direction from the signals square, other traffic or windsock.
(c) Descend on the 'dead side' to circuit height.
(d) Join the circuit by crossing the upwind end of the runway at circuit height.
(e) Position downwind.

Note: *Pilots should ensure they have checked beforehand whether specific joining procedures apply; otherwise an 'overhead join' (which actually takes a joining aircraft around the aerodrome) is the preferred method of joining the circuit pattern. Aerodromes where specific procedures apply will notify such differences in the Azerbaijan AIP.*

4KAZ76, join overhead runway 34 altitude 2000 feet QNH 1008 millibars, report aerodrome in sight	Join overhead runway 34 altitude 2000 feet QNH 1008 millibars, wilco, AZ 76

3.7.3 Depending on prevailing traffic conditions and the direction from which an aircraft is arriving, it may be possible to make a straight-in approach.

Baku Tower, 4KAZ76, request join	4KAZ76, Baku Tower, go ahead
4KAZ76, 10 miles south Baku altitude 2000 feet QNH 1008 request straight in approach runway 34	AZ 76, cleared straight in approach runway 34 wind 260 degrees 5 knots QNH 1006 report final
Cleared straight in approach runway 34 QNH 1006, wind 260 degrees 5 knots AZ 76	

3.7.4 The pilot having joined the traffic circuit makes routine reports as required by local procedures.

AZ 76, downwind	AZ 76, number 2 follow the Cessna on base

Number 2, Cessna in sight,AZ 76

AZ 76, base

AZ 76

AZ 76, final

AZ 76, runway 34 cleared to land wind 270 degrees 7 knots

Cleared to land runway 34, wind 270 degrees 7 knots AZ 76

3.7.5 Where necessary the controller may instruct the pilot to report at a specified position.

AZ 76, report overhead

Wilco, AZ 76

AZ 76, report downwind

Wilco, AZ 76

AZ 76, report long final

Wilco, AZ 76

AZ 76, report base

Wilco, AZ 76

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

AZ 76, extend downwind number 2 to land Cessna 4 miles final

Extend downwind, number 2, AZ 76

AZ 76, for spacing make right orbit report again on

Right orbit, for spacing will report on base, AZ 76

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

AZ 76, downwind touch and go

AZ 76, report final

AZ 76, final

AZ 76, runway 34 cleared touch and go wind calm

Runway 34 cleared touch and go, AZ 76

or,

AZ 76, unable to approve due traffic, make full stop landing runway 34 cleared to land, wind calm

Runway 34 cleared to land, AZ 76

3.7.8 It is helpful for circuit management purposes if a controller is informed when an aircraft which has been engaged in multiple approaches is on his last circuit.

AZ 76, downwind full stop

AZ 76, report final

3.7.9 It is helpful for circuit management purposes if a controller is informed when an aircraft which has been engaged in multiple approaches is on his last circuit.

AZ 76, downwind full stop

AZ 76, report final

3.8 FINAL APPROACH AND LANDING

3.8.1 A 'final' report is made when an aircraft has turned onto final approach. If the turn on is made at a distance greater than 4 NM from touchdown a 'long final' report is made. The landing/touch and go/low approach clearance will include the runway designation.

AZ 76, final

AZ 76, runway 34 cleared to land surface wind 270 degrees 7

Runway 34 cleared to land, wind 270 degrees 7 knots AZ 76

AHY 004, long final

AHY 004, report final

Wilco, AHY 004

AHY 004, final

AHY 004, cleared to land runway 36, wind 320 degrees 18 knots

Cleared to land, runway 36, wind 320 degrees 18 knots AHY 004.

Note: *Where established, an 'outer marker' instead of a 'final' report may be made.*

3.8.2 The runway may be obstructed when the aircraft makes its 'final' report at 4 NM or less from touchdown but is expected to be available in good time for the aircraft to make a safe landing. On these occasions, the controller will delay landing clearance.

AZ 76, final

AZ 76, continue approach, wind 270 degrees 5 knots

Continue approach, AZ 76

3.8.3 The controller may or may not explain why the landing clearance has been delayed but the instruction to 'continue' IS NOT an invitation to land and the pilot must wait for landing clearance or initiate a missed approach (see Chapter 4, paragraph 1.10.3).

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

3.8.5 If the low pass is made for the purpose of observing the undercarriage, one of the following replies could be used to describe its condition but these examples are not exhaustive:

(a) landing gear appears down;
(b) right (or left, or nose) wheel appears up (or down);
(c) wheels appear up;
(d) right (or left, or nose) wheel does not appear up (or down).

3.8.6 A pilot may request permission to make a low approach along the runway, without intending to land.

AZ 76, request low approach	AZ 76, runway 34 cleared low approach

3.8.7 If the runway in use is occupied by aircraft or vehicles, an approaching aircraft may be cleared to carry out a low approach which includes a descent not below a specified altitude. The minimum altitude is defined in regulatory documentation and/or local instructions as appropriate. In such circumstances, the pilot is to be informed of the aircraft or vehicles on the runway.

AHY 004, request low approach	AHY 004 runway 18 cleared low approach, not below altitude (number) feet, vehicle on runway
Runway 18 cleared low approach, not below altitude (number) feet, AHY 004	

3.9 MISSED APPROACH

3.9.1 Instructions to carry out a missed approach may be given to avert an unsafe situation. When a missed approach is initiated cockpit workload is inevitably high. Any transmissions to aircraft going around shall be brief and kept to a minimum.

AHY 004, go around I say again go around,	Going around, AHY 004

3.9.2 An aircraft on an instrument approach is to carry out the published missed approach procedure and an aircraft operating VFR is to continue into the normal traffic circuit unless instructions are issued to the contrary.

3.9.3 In the event of missed approach being initiated by the pilot, the phrase ‘going around’ shall be used.

AZ76, going around	AZ76, Roger

3.10 RUNWAY VACATING AND COMMUNICATING AFTER LANDING

3.10.1 Unless absolutely necessary, controllers will not give taxi instructions to pilots until the landing roll is complete. Unless otherwise advised, pilots should remain on tower frequency until the runway is vacated.

AHY 004, landing at 05 vacate to the left via taxiway Bravo	Vacate to the left via taxiway Bravo, AHY 004
AHY 004, when vacated contact Baku Ground 121.7	When vacated contact Baku Ground 121.7, AHY 004

✈	Baku Ground, AHY 004, runway vacated

🚦	AHY 004, Baku Ground, taxi to stand 27 via taxiway Bravo route 7

✈	Taxi to stand 27 via taxiway Bravo route 7 AHY 004

3.11 ESSENTIAL AERODROME INFORMATION

3.11.1 Essential Aerodrome Information is information regarding the manoeuvring area and its associated facilities which is necessary to ensure the safe operation of aircraft. Essential Aerodrome Information is passed to aircraft whenever possible prior to start-up or taxi and prior to the commencement of final approach.

🚦	AHY 004, caution construction work at the end of Stand 27

🚦	... caution work in progress ahead north side of taxiway Alpha

🚦	... caution centre line taxiway lighting unserviceable

🚦	... caution large flock of birds north of runway 36 near taxiway Alpha

🚦	… message from aerodrome authority, fire and rescue services reduced. The aerodrome can only accept aircraft up to and including category (number)

4. AERODROME PHRASEOLOGY FOR HELICOPTERS

4.1 INTRODUCTION

4.1.1 Rotary-wing flight characteristics mean that helicopter operations at aerodromes can differ significantly from fixed-wing operations. This section describes standard phraseology and procedures to address the different requirements for helicopter lifting, taxiing, taking-off and landing (including the approach and departure phases), particularly at aerodromes where rotary-wing and fixed-wing operations are integrated.

4.1.2 Standard phraseology should be used in all situations for which it is specified. When standardised phraseology cannot serve an intended transmission, plain language should be used. The use of plain language may further assist when describing rotary-wing aircraft manoeuvres. Care should be exercised to ensure that all parties involved achieve clear understanding.

4.1.3 The phraseology described in this section is intended for general use. However, the examples of taxiing phraseology describe communications specific to aerodromes at which ATC or AFIS is provided. Phraseology examples for take-off and landing are specific to communications at aerodromes with ATC.

4.2 HELICOPTER CALLSIGNS

4.2.1 Aircraft callsigns to be used are described in Chapter 2 paragraph 1.8. Provision is made for the name of the aircraft manufacturer, or the aircraft model, to be used before the aircraft registration (in full or abbreviated form).

Table 12.

Full callsign	Abbreviation
CGHRE	C-RE

4.3 HELICOPTER PHRASEOLOGY FOR TAXIING

4.3.1 These procedures are for helicopters taxiing for departure, or after landing, or for general manouevring on the aerodrome. Phraseology and procedures for specific manouevring on the aerodrome, for example for training purposes, should be described in local procedures.

4.3.2 The term 'LIFT' shall describe a manoeuvre where the helicopter gets airborne and enters a 'HOVER'.

4.3.3 'HOVER' describes a manoeuvre where the helicopter holds position while airborne in ground effect, waiting to proceed. Hover allows spot/axial turns (i.e. about the central axis of the helicopter). When required, further instructions should subsequently be transmitted to permit the helicopter to proceed.

4.3.4 The term 'AIR TAXI' shall be used when it is necessary for a helicopter to proceed at a slow speed above the surface, normally below 20 knots and in ground effect (ICAO).

4.3.5 The instruction 'GROUND TAXI' shall be used for the movement of a helicopter, in contact with the surface of the aerodrome, under its own power. This could be required for a helicopter fitted with wheels, to reduce rotor downwash (ICAO).

4.3.6 An instruction to 'TAXI' leaves the pilot free to select the most appropriate method, either ground taxi or air taxi. Pilots and controllers should use the term AIR TAXI or GROUND TAXI when required to differentiate between air taxiing and ground taxiing (for helicopters equipped with wheels).

Note 1: *Air taxiing helicopters at aerodromes where ATC and AFIS are provided will be issued with detailed taxi routes and instructions as appropriate to prevent collisions with other aircraft and vehicles. Helicopters are expected to follow procedures/routes on aerodromes appropriate to aeroplanes unless otherwise authorised.*

Note 2: *ATC and AFIS units will normally avoid issuing instructions that result in taxiing helicopters coming into close proximity with small aircraft or helicopters and will normally give consideration to the effect of turbulence from taxiing helicopters on arriving and departing light aircraft (ICAO).*

4.3.7 For a helicopter taxiing, the instruction 'HOLD' shall indicate a requirement to come to a standstill.

4.3.7.1 A helicopter air taxiing and instructed to 'HOLD', may hold in the hover or may touch down and hold on the ground at the pilot's discretion. If touch down is not authorised, a helicopter may be instructed by the ATSU to 'HOLD IN THE HOVER'.

4.3.7.2 A helicopter ground taxiing and instructed to 'HOLD' shall hold on the ground, unless a hover manoeuvre is specifically authorised or requested by the ATS unit.

4.3.8 ATC and AFIS will normally avoid issuing a frequency change instruction to a single-pilot helicopter hovering or air taxiing. If required and whenever possible, control instructions from the next ATS unit will be relayed until the pilot is able to change frequency (ICAO).

4.4 HELICOPTER PHRASEOLOGY FOR TAKE-OFF AND LANDING (ATC ONLY)

4.4.1 At aerodromes, helicopter take-offs and landings may not be restricted to designated runways or landing areas. With appropriate permission helicopters may take-off and land at any location on the aerodrome. At aerodromes with an air traffic control service, all movements are subject to the permission of the ATC unit.

4.4.2 At aerodromes with air traffic control service, when helicopters land or take-off on the manoeuvring area, and within sight of the VCR the terms 'CLEARED TO LAND' and 'CLEARED FOR TAKE-OFF' shall be used to authorise the manoeuvres.

4.4.3 At aerodromes with air traffic control service, when helicopters land or take-off at locations not on the manoeuvring area (e.g. apron, maintenance area, sites adjacent the aerodrome), or locations not in sight of the VCR, or unlit locations at night, the appropriate phrase 'LAND AT YOUR DISCRETION' or 'TAKE-OFF AT YOUR DISCRETION' shall be used to authorise the manoeuvres. Relevant traffic information on other aircraft (airborne or on the ground) shall also be passed.

4.4.4 The term 'TOUCH DOWN' shall be used to describe an aircraft (helicopter or fixed-wing) coming into contact with the surface in accordance with normal operation. A clearance to land leaves the pilot of a helicopter free to either enter a low hover, or to touch down, as appropriate.

4.5 HELICOPTER HOVER PHRASEOLOGY EXAMPLES (ATC AND AFIS ONLY)

Baku Tower, CGHRE request lift	CGHRE, Baku Tower, lift and hover, surface wind 040 degrees 6 knots

4.6 HELICOPTER TAXING PHRASEOLOGY EXAMPLES (ATC AND AFIS ONLY)

4.6.1 Taxi Instruction

Baku Tower, CGHRE, request TAXI for departure runway 36	CGHRE, Baku Tower, TAXI to holding position, runway 36, via taxiway Golf
Taxi holding position runway 36 via taxiway Golf, CGHRE *Note: The use of 'taxi' indicates the pilot is free to air taxi or ground taxi at his/her discretion*	

4.6.2 Air Taxi Instruction (if required)

Baku Tower, CGHRE, request Air Taxi for departure runway 36	C-RE, Baku, Air Taxi to holding position, runway 36, via taxiway Golf
Air Taxi holding position runway 36 via taxiway Golf, C-RE	

4.6.3 Ground Taxi Instruction (if required)

Baku Tower, CGHRE, request ground taxi for departure runway 36	CGHRE, Baku Tower, ground taxi to holding position runway 36 via taxiway Golf

4.7 HELICOPTER TAKE-OFF AND LANDING PHRASEOLOGY EXAMPLES (ATC ONLY)

4.7.1 Take-off on the Runway

CGHRE, ready for departure	CGHRE, Runway 36, Cleared for take-off wind 060 degrees 10 knots

Cleared for take-off, C-RE wind 060 degrees 10 knots

4.7.2 Landing on the Runway

C-RE, final runway 36

C-RE, Runway 36, Cleared to land, surface wind 060 degrees 10 knots

Cleared to land, C-RE wind 060 degrees 10 knots

4.7.3 Take-off from a designated Helicopter Landing Area on the Manoeuvring Area

C-RE, on intersection runway 34 and taxiway Bravo ready for departure

C-RE, cleared for take-off from intersection runway 34 and taxiway Bravo

Cleared for take-off, C-RE

Cleared for take-off, C-RE

4.7.4 Landing at a designated Helicopter Landing Area on the Manoeuvring Area.

CGHRE, request landing on intersection runway 34 and taxiway Bravo

C-RE, cleared to land, on intersection runway 34 and taxiway Bravo surface wind 060 degrees 10 knots

Cleared to land, C-RE wind copy

4.7.5 Take-off from the Apron (or location not on the Manoeuvring Area) for a Direct Departure (i.e. not following the visual circuit for departure).

Baku Tower, CGHRE, beside the south side hangars ready for direct departure to Ganja

C-RE, Baku Tower, direct departure, surface wind 060 degrees 10 knots, QNH 1010 millibars, no reported traffic, Take-off at your discretion

Taking-off, departing direct, QNH 1010 millibars, C-RE

4.7.6 Direct Arrival to the Apron (or location not on the Manoeuvring Area) for Landing.

Baku Tower, CGHRE, 5 miles east inbound to land south side hangars

CGHRE, Baku Tower, join to the south side hangars via the highway, report at the highway, QNH 1010 millibars, runway 36 in use

Join to the south side hangars via the highway, report at the highway, QNH 1010 millibars, runway 36 in use C-RE

C-RE at the highway

C-RE, traffic is a C172 taxiing from Stand 22 by taxiway Bravo, Land at your discretion, wind 060 degrees 10 knots

Roger, Landing south side hangars C-RE

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5. AERODROME PHRASEOLOGY FOR VEHICLES (ATC ONLY)

5.1 INTRODUCTION

5.1.1 The expeditious movement of vehicles plays an essential supporting role in the operation of an aerodrome. Whenever possible the areas in which vehicles and aircraft operate are segregated. However, there are many occasions when vehicles need to move on the manoeuvring area either for maintenance purposes or in direct support of aircraft operations.

5.1.2 Procedures governing the movement of vehicles vary widely from aerodrome to aerodrome, but certain factors to be taken into account when driving on an aerodrome are common to all:

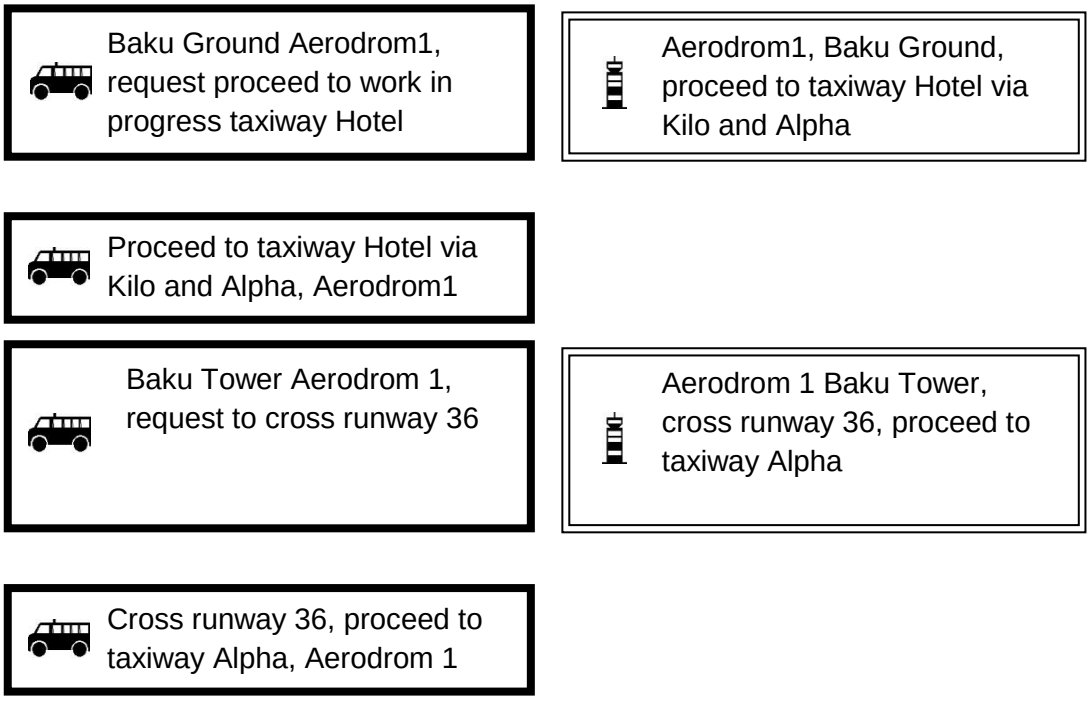
(a) in general, aircraft are by no means as manoeuvrable as ground vehicles;

(b) the visibility from an aircraft cockpit for ground movement purposes is often restricted compared with a vehicle.

5.1.3 Correct RTF operating technique must be observed by all users. For all vehicles on the movement area, it is important that a continuous listening watch is maintained, not only in case of further instructions or information from the tower, but also so that drivers can be aware of the movements, and intended movements, of other traffic thereby reducing the risk of confliction.

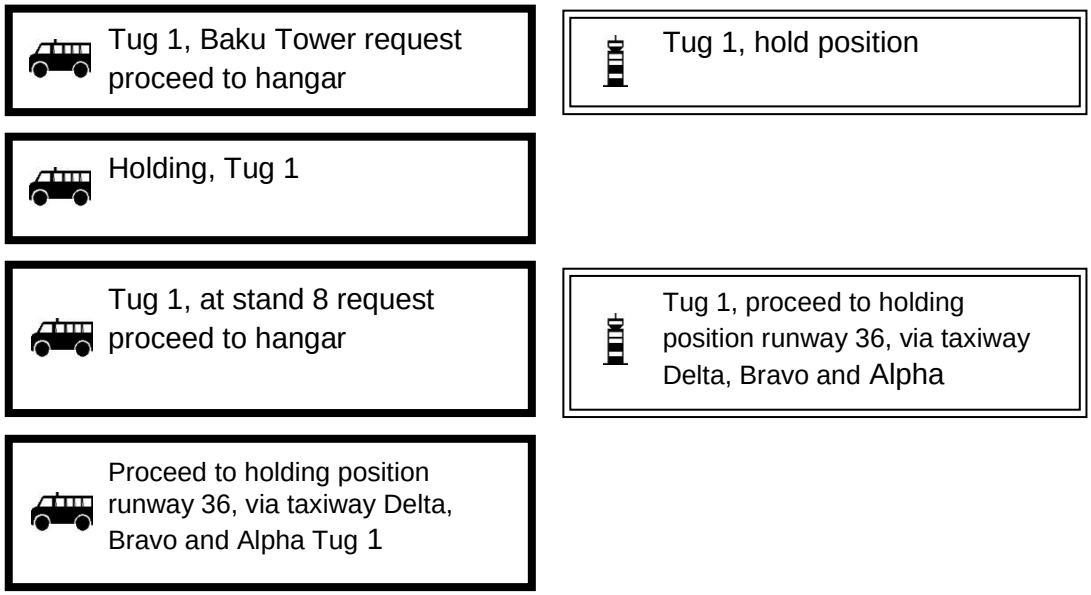
5.2 MOVEMENT INSTRUCTIONS

5.2.1 Drivers on first call should state the ground station they are calling, identify themselves by their vehicle call sign and state their position and intended destination. Where the planned route includes crossing a runway, this should be included in the initial call.



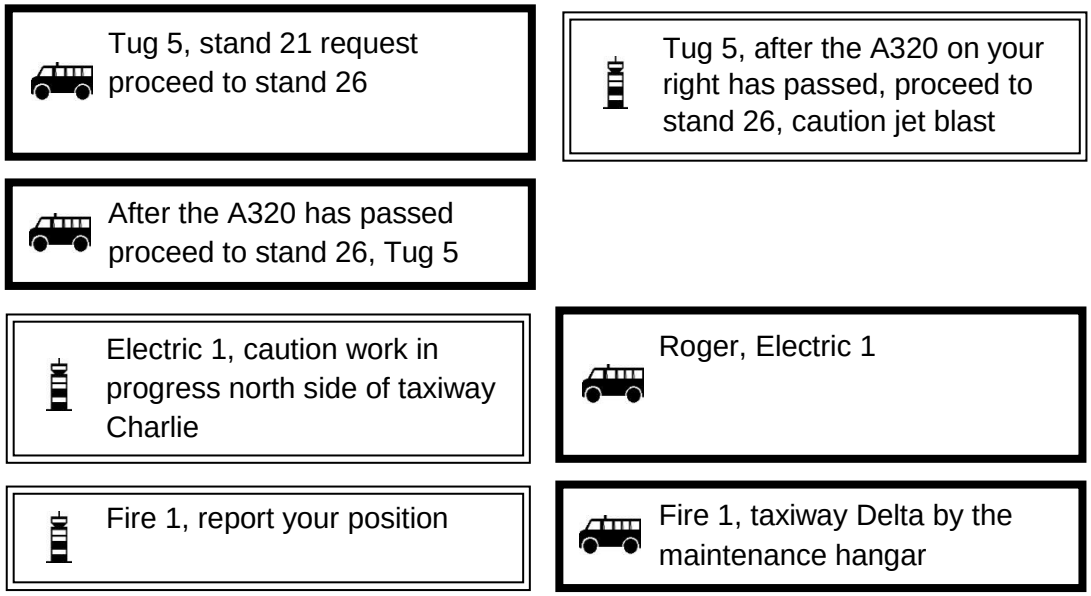
5.2.2 If the controller is too busy he will reply 'standby'. This means that the driver should wait until the controller calls back. The driver shall not proceed until permission is given.

5.2.3 When there is conflicting traffic the controller may reply 'hold position'. This means that the driver shall not proceed until the controller calls back with permission. All other replies should contain a clearly defined point to which the driver may proceed; this may or may not be the intended destination. If it is not the intended destination drivers must stop at this point and further permission shall be requested.



Note: *The vehicle has only been cleared as far as the holding position to await runway crossing clearance and permission to proceed to hangar.*

5.2.4 Permission to proceed on the apron may include instructions to ensure safe operations.



5.3 TO CROSS A RUNWAY

5.3.1 Drivers should note carefully the position to which they may proceed, particularly where the intended route involves crossing a runway. Some aerodromes may have procedures that will allow vehicles to proceed to a holding point on the movement area and then request runway crossing instructions. Under no circumstances shall a driver cross a runway unless positive permission has been given and acknowledged. A runway vacated report should not be made until the vehicle (and tow) is clear of the designated runway area.

5.3.2 In order to prevent unauthorised runway incursions, when an ATS Unit issues an instruction to cross a runway, the appropriate holding position designator shall be included in the instruction. A vehicle driver should query any instruction that identifies a holding position designator inconsistent with the vehicle location, or the driver's request, before proceeding onto the runway.

Ops 1, on the hungar request proceed to Apron, via runway 36

Ops 1, proceed to holding position runway 36, hold short of runway 36

Proceed to holding position runway 36, hold short of runway 36, Ops 1

Ops 1, holding position runway 36 request cross

Ops 1, cross runway 36 then via taxiway Alpha and Bravo, report vacated

Cross runway 36, then taxiway Alpha and Bravo, report when vacated, Ops 1

Ops 1, runway 36 vacated

Ops 1, proceed to Apron

Proceed to Apron, Ops 1

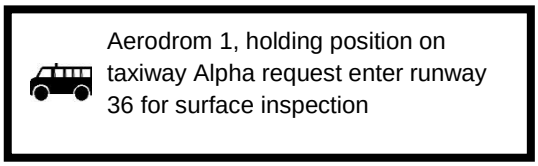
Where it is not possible for the controller to issue permission to cross the runway, alternative instructions may be given.

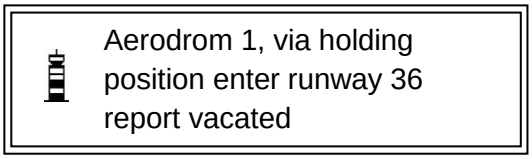
Ops 1, on the Apron request proceed to hungar via runway

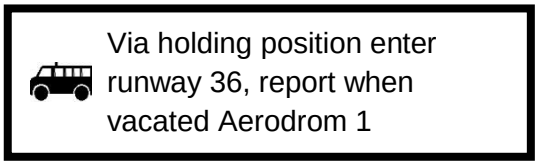
Ops 1, negative, proceed to hungar via Perimeter Road

Proceed to hungar via Perimeter Road, Ops 1

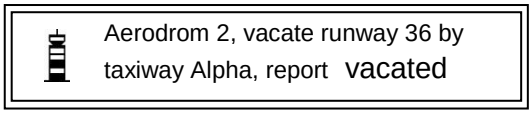
Positive permission must be given and acknowledged before a vehicle driver enters a runway to carry out a specialised task.

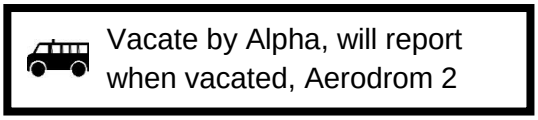


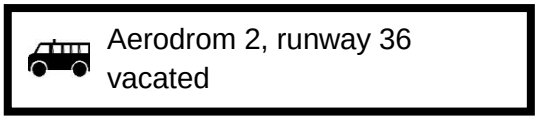


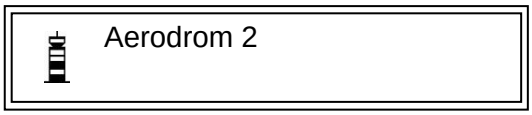


5.3.3 If a vehicle is operating on the runway, it will be instructed to vacate the runway whenit is expected that an aircraft will be landing or taking off.

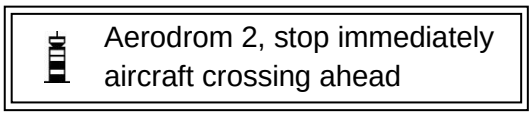


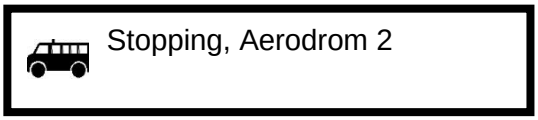






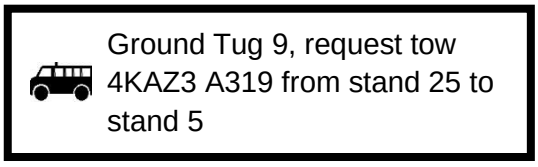
5.3.4 When a vehicle is moving on the movement area it may be necessary to inform the vehicle of a potentially dangerous situation and to tell it to stop.

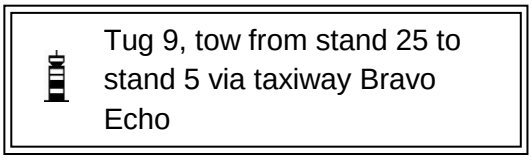


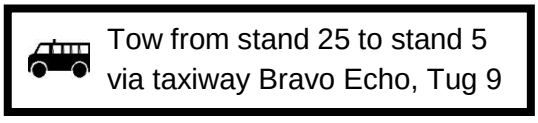


5.4 VEHICLES TOWING AIRCRAFT

5.4.1 Drivers of vehicles required to tow aircraft should not assume that the receiving station is aware that an aircraft is to be towed. The performance and manoeuvrability of ground vehicles is obviously considerably reduced when towing aircraft and this is taken into account when instructions to such vehicles are issued. Therefore, in order to avoid any confusion, and as an aid to identification, drivers should state the type, and where applicable the operator, of the aircraft to be towed in the first call.







Where it is necessary for the tug to push an aircraft back from a parking standing before towing, this should be included.



Tug 5, request push back and tow Silk Way Boeing 747 from stand 10 A to hangar

5.5 LOW VISIBILITY PROCEDURESD

5.5.1 Arrangements for notifying low visibility procedures vary between aerodromes and may include a broadcast by the controller.



All stations, Baku Tower, low visibility procedures in force

or



All stations, Baku Tower, low visibility procedures in

5.6 MESSAGES REGARDING WILDLIFE

5.6.1 Drivers should follow the procedures for their particular aerodrome when reporting sightings of wildlife.



Fire 3, large flock of birds on grass north of taxiway Bravo

5.7 DRIVER UNSURE OF POSITION

5.7.1 If a driver is lost or unsure of the vehicle's location he should inform the controller/ FISO immediately and follow instructions.



Tug 8, unsure of position



Tug 8, hold position I will call for assistance



Holding, Tug 8

5.8 BROKEN DOWN VEHICLE

5.8.1 The driver of a broken down vehicle should inform the controller immediately, including precise information regarding the vehicle's location and follow the aerodrome's procedures for broken down vehicles.



Leader 2, on holding position taxiway Charlie, broken down unable to move

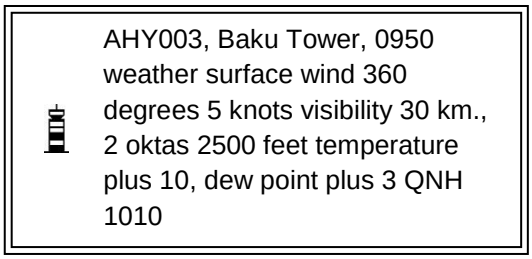
5.9 RADIO FAILURE

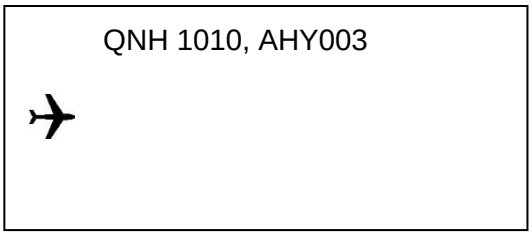
5.9.1 In the event of a radio failure, drivers should follow the procedures for their aerodrome and comply with any light signals by the controller.

6. AERODROME INFORMATION

6.1 METEOROLOGICAL CONDITIONS

6.1.1 Meteorological information in the form of reports, forecasts or warnings is made available to pilots using the aeronautical mobile service either by broadcast (e.g. VOLMET) or by means of specific transmissions from ground personnel to pilots. Standard meteorological abbreviations and terms should be used and the information should be transmitted slowly and enunciated clearly in order that the recipient may record such data as is necessary.





Note: *Cloud may also be reported as follows:*

(a) 'Scattered at five hundred feet, scattered cumulonimbus at one thousand feet, broken at two thousand five hundred feet.'

(b) In the above example 'scattered' equates to 3 or 4 Octas and 'broken' equates to 5–7 Octas

6.2 VOICE WEATHER BROADCAST (VOLMET)

6.2.1 The content of a VOLMET broadcast is as follows:

(a) Aerodrome identification (e.g. Baku)
(b) Surface wind
(c) Visibility (Note 1)
(d) RVR (if applicable) (Note 1)
(e) Weather
(f) Cloud (Note 1)
(g) Temperature
(h) Dewpoint
(i) QNH
(j) Trend (if applicable)

Notes:

a) Non essential words such as 'surface wind', 'visibility' etc. are not spoken.

b) 'SNOCLO' is used to indicate that aerodrome is unusable for take-off/landings due to heavy snow on runways or snow clearance.

c) All broadcasts are in English.

6.3 RUNWAY VISUAL RANGE (RVR)/VISIBILITY/ABSOLUTE MINIMUM

6.3.1 When transmitting the runway visual range the abbreviation RVR will be used without using the phonetic word for each letter, e.g. RVR runway 34, 800 metres. The runway designator may be omitted if there is no possibility of confusion.

6.3.2 If the assessed value is more than the maximum reportable value, controllers are to advise the pilot.

	AHY 004, RVR is greater than 1200 metres

6.3.3 If no lights are visible controllers are to state "RVR less than (number) metres, inserting the value corresponding to one light.

	AHY 004, RVR less than 60 metres

6.3.4 Where RVR is not available the pilot is to be advised.

	AHY 004, RVR runway 34 not available

6.3.5 Where instrumented runway visual range (IRVR) observations are available, more than one reading may be transmitted.

AHY 004, RVR runway 36, 650 600 600 metres	AHY 004
AHY 004, RVR runway 36, touchdown not available, midle	AHY 004

6.3.6 Should a pilot indicate that he or she intends to commence an instrument approach when the reported RVR/visibility is less than the notified 'absolute minimum' value, the controller should inform the pilot using the following RTF phraseology:

	AHY 004, you are advised that the current RVR/visibility is (number) metres which is below the absolute minimum for a (name) approach to runway (number). What are

6.3.7 This shall be followed at the appropriate times by the following transmissions.



AHY 004, there is no known traffic to affect you making a (name) approach to runway



AHY 004, there is no known traffic to affect you landing, surface wind 280 degrees 16 knots

6.4 RUNWAY SURFACE CONDITIONS

6.4.1 When conditions of standing water, with or without reports of braking action, are brought to the attention of ATS, the available information will be passed to aircraft likely to be affected.

6.4.2 The presence or otherwise of surface water on a runway is reported in RTF and ATIS broadcasts using the following descriptions:

Table 13

Reporting Term	Surface conditions
DRY	The surface is not affected by water, slush, snow, or ice. ***Note:*** *Reports that the runway is dry are not normally to be passed to pilots. If no runway surface report is passed, pilots should assume the surface to be dry.*
DAMP	The surface shows a change of colour due to moisture. ***Note:*** *If there is sufficient moisture to produce a surface film or the surface appears reflective, the runway will be reported as WET.*
WET	The surface is soaked but no significant patches of standing water are visible. ***Note:*** *Standing water is considered to exist when water on the runway surface is deeper than 3mm. Patches of standing water covering more than 25% of the assessed area will be reported as WATER PATCHES.*
WATER PATCHES	Significant patches of standing water are visible. ***Note:*** *Water patches will be reported when more than 25% of the assessed area is covered by water more than 3mm deep.*
FLOODED	Extensive patches of standing water are visible. ***Note:*** *Flooded will be reported when more than 50% of the assessed area is covered by water more than 3mm deep.*

6.4.3 Reports originated by the Aerodrome Authority are based on runway inspections and include the conditions in each third of the assessed area, sequentially, for the runway to be used.

	AHY 004, Runway 36 surface is DAMP, WATER PATCHES, WET

	AHY 004, Runway 34 surface is WET, WET, WET

6.4.4 Additional information, based on observations from the control tower or from pilot reports that indicate that the amount of water present on the runway surface is greater than that assessed, may be passed to pilots. Such additional information will be prefixed by the words “Unofficial observation”. In this case, the runway surface conditions will be advised using a single term for the entire runway.

	AHY 004, Unofficial observation based on pilot report. The runway 34 surface condition appears to be WET

6.4.5 When suitable equipment is available reports of braking action on wet runways will be passed to pilots.

6.4.6 Other runway surface conditions, which may be of concern to a pilot, will be passed by ATS.

	AHY 004, displaced threshold runway 36 500 feet due broken surface

	AHY 004, braking action reported by B737 at 1456 poor

7. GENERAL RADAR PHRASEOLOGY

7.1 INTRODUCTION

7.1.1 This Chapter contains general radar phraseology, which is commonly used in communications between aircraft and all types of radar unit. Phraseology which is more applicable to approach radar control or area control is to be found in Chapters 6 and 7 as appropriate.

7.1.2 The phrase 'radar control' shall only be used when a radar control service is being provided. Normally however, the callsign suffix used by the radar unit is sufficient to indicate its function.

Baku Control, AHY 004 over BARAD, FL350	AHY 004, Baku Control radar contact, mantain FL 350
	Or
	AHY 004, Baku Control negative radar contact, mantain FL 350

7.1.3 In a radar environment heading information given by the pilot and heading instructions given by controllers are normally in degrees magnetic.

7.2 RADAR IDENTIFICATION OF AIRCRAFT

7.2.1 An aircraft must be identified before it can be provided with an ATS surveillance service. However, the act of identifying aircraft is not a service in itself and pilots should **not** assume that they are receiving an ATS surveillance service, particularly when they are flying outside controlled airspace.

4KAZ76, report heading	4KAZ76, heading 350
	AZ 76, for identification turn left heading 320 degrees
	Left heading 320 degrees, AZ 76
	or,
	AZ 76, not identified. Resume own navigation
	Resume own navigation, AZ 76

7.2.2 The instruction to report heading may be expanded to “report heading and level”.



AZ 76, report heading and level



AZ 76, heading 350 altitude 2000 feet

7.3 SECONDARY SURVEILLANCE RADAR PHRASEOLOGY

7.3.1 The following phrases are instructions which may be given by controllers to pilots regarding the operation of SSR transponders. The phrases used by controllers are given together with their meanings; assignment of a code **does not** constitute the provision of ATS surveillance service.

Table 14

Phrase	Meaning
Squawk (code)	Set the code as instructed
Confirm squawk	Confirm the code set on the transponder
Reset squawk (code)	Reselect assigned code
Squawk Ident	Operate the special position identification feature
Squawk Mayday	Select Emergency
Squawk Standby	Select the standby feature
Squawk Charlie	Select altitude reporting feature
Check altimeter setting and confirm (level)	Check pressure setting and confirm your level
Stop squawk Charlie	Deselect altitude reporting
Stop squawk Charlie, wrong indication	Stop altitude report, incorrect level readout
* Confirm (level)	Check and confirm your level
** Check selected level. Cleared level is (correct cleared level)	Check and confirm your cleared level
Confirm you are squawking assigned code (code assigned to the aircraft by ATC)	To verify that 7500 has been set intentionally

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

**Where selected flight level is seen to be at variance with an ATC clearance, controllers shall not state on the frequency the incorrect selected FL as observed on the situation display. However,

controllers may query the discrepancy using this phraseology. For ATC purposes, the generic phrase 'selected level' is used to encompass both altitude and flight level.

7.3.2 The pilot must respond to SSR instructions, reading back specific settings.

AHY 003, squawk 1301	1301, AHY 003
AHY 003, squawk ident	Squawk ident, AHY 003
AHY 003, squawk 1301 and ident	1301 and ident, AHY 003
AHY 003, confirm squawk	1301, AHY 003
AHY 003, reset squawk 1301	Reseting 1301, AHY 003
AHY 003, check altimeter setting	1013 set, AHY 003
AHY 003, confirm transponder operating	AHY 003, negative, transponder unserviceable

7.4 RADAR VECTORING

7.4.1 Aircraft may be given specific vectors to fly in order to establish separation. Pilots may be informed of the reasons for radar vectoring.

AHY 003, for spacing turn left heading 050 degrees	Left heading 050 degrees, AHY 003

7.4.2 It may be necessary for a controller to know the heading of an aircraft as separation can often be established by instructing an aircraft to continue on its existing heading.

AHY 004, continue present heading	Continue heading, AHY 004
AHY 004, Report heading	AHY 004, heading 050 degrees
AHY 004, continue present heading and report that heading	Continue heading 050 degrees, AHY 004

AHY 004, continue heading 050 degrees	Continue heading 050 degrees, AHY 004

7.4.3 Heading instructions may also be combined with a turn instruction.

AHY 004, turn left 30 degrees and report	Turning left 30 degrees, wilco, AHY 004
AHY 004, stop turn heading 240 degrees	Stop turn heading 240 degrees, AHY 004
AHY 004, continue turn heading 240 degrees	Continue turn heading 240 degrees, AHY 004

7.4.4 A controller may not know the aircraft's heading but does require the aircraft to fly a particular heading.

AHY 004, fly heading 275	Roger, turning left heading 275, AHY 004

or,

Roger, turning right 20 degrees heading 275, AHY 004

7.4.5 The controller may instruct the aircraft to fly a particular heading after passing a specific point.

AHY 003, leave SAGIL heading 110	Leave SAGIL heading 110,AHY 003

7.4.6 When vectoring is complete, pilots will be instructed to resume their own navigation, given position information if considered necessary by the controller and appropriate instructions as necessary. Where a direct route is required, the controller shall include this in the instructions.

AHY 003, resume own navigation direct to ADEKI, position is 15 miles soutwest of SAGIL	Resume own navigation direct to ADEKI, AHY 003

7.4.7 Occasionally an aircraft may be instructed to make a complete turn (known as an orbit or a 360 degree turn), for delaying purposes or to achieve a required spacing behind preceding traffic.

AZ 76, for spacing orbit left	Left, orbit AZ 76

AHY 004, for spacing make a 360 turn left	360 turn left, AHY 004

Note: *360 turn spoken as "TREE SIXTY TURN"*

7.5 Traffic Information and Avoiding Action Phraseology

7.5.1 Whenever practicable, information regarding traffic on a possible conflicting path should be given in the following form:

(a) relative bearing of the conflicting traffic in terms of the 12 hour clock with the optional prefix 'left or right' as appropriate;
(b) distance from the conflicting traffic;
(c) direction of flight of the conflicting traffic; and
(d) type of aircraft and level if this is known or relative speed of the conflicting traffic.

7.5.2 Relative movement and level should be described by using one of the following terms as applicable:

(a) 'closing, converging, parallel, same direction, opposite direction diverging, overtaking, crossing left to right, crossing right to left';
(b) 'indicating level (if known), unverified or 1000 feet above/below'; or,
(c) (when giving traffic information to an aircraft which is climbing or descending) '… 1000 feet above/below cleared level.'

7.5.3 The controller will inform the pilot when the conflict no longer exists.

AZ 76, traffic 10 o'clock 6 miles crossing left to right height unknown fast moving. If not sighted turn left heading 270 degrees	Left heading 270 degrees, AZ 76
AZ 76, clear of traffic resume own navigation direct SAGIL distance 33 miles	Resume own navigation direct to SAGIL, AZ 76

7.5.4 Avoiding action to be taken by the pilot is given when the controller considers that an imminent risk of collision will exist if action is not taken immediately

AZ 76, avoiding action, turn left immediately heading 270 degrees traffic left 10 o'clock 5 miles crossing left to right indicating 2000 feet unverified	Left heading 270 degrees, AZ 76

or,

AHY 004, avoiding action descend immediately FL280. Traffic 12 o'clock, 10 miles opposite direction, same level	Descend immediately FL280, AHY 004

7.6 ACAS/TCAS PHRASEOLOGY

7.6.1 ACAS/TCAS equipment reacts to transponders of other aircraft in the vicinity to determine whether or not there is a potential confliction. The warning (Traffic Advisory), based on the time to an assumed collision enables the pilot to identify the conflicting traffic, and if necessary, take avoiding action (Resolution Advisory). In the Azerbaijan, this equipment is mainly referred to as 'TCAS', however, the use of 'ACAS' is an acceptable alternative in phraseology terms.

7.6.2 Pilots should report TCAS manoeuvres.

AHY 004, TCAS RA	AHY 004, Roger
AHY 004, clear of conflict, returning to (assigned clearance)	AHY 004, Roger

(Controllers may issue a revised clearance at this point.)

7.6.3 The pilot should report a TCAS manoeuvre even if it was not possible to notify the Controller that an Resolution Advisory had occurred.

AHY 004, clear of conflict, returning to (assigned	AHY 004, Roger

or,

AHY 004, clear of conflict, (assigned clearance) resumed	AHY 004, Roger

(Controllers may issue a revised clearance at this point.)

7.6.4 Pilots should report that they are unable to comply with a clearance as a result of a TCAS alert.

AHY 004, unable TCAS RA	AHY 004, Roger

In these circumstances the pilot should report when clear of the TCAS conflict.

7.7 COMMUNICATIONS AND LOSS OF COMMUNICATIONS

7.7.1 When a controller suspects that an aircraft is able to receive but not transmit messages, the radar may be used to confirm that the pilot has received instructions. When further instructions are given they should be passed slowly, clearly and be repeated.

PHONE	AHY 003, reply not received, if you read Baku turn left heading 040 degrees I say again turn left heading 040 degrees

PHONE	AHY 003, turn observed 10 miles north of Baku I will continue to pass instructions

or,

PHONE	AHY 003, reply not received, if you read Baku squawk ident I say again squawk ident

PHONE	AHY 003, squawk observed 13 miles east of GYD will continue to pass instructions

Notes:

(a) An aircraft experiencing a radio communications failure is expected to select the appropriate SSR code.

(b) See also Chapter 8.

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8. APPROACH CONTROL SERVICE PHRASEOLOGY - APPROACH PHRASEOLOGY

8.1 IFR DEPARTURE

8.1.1 Pilots of all aircraft flying Instrument Departures shall include the following information on initial with the first en-route ATS unit (see also Chapter 3, General Phraseology, paragraph 1.4.1):

(a) Call sign;
(b) SID or Standard Departure Route Designator (where appropriate);
(c) Current or passing level; **PLUS**
(d) Initial climb level (i.e. the first level at which the aircraft will level off unless otherwise cleared. For example, on a Standard Instrument Departure that involves a stepped climb profile, the initial climb level will be the first level specified in the profile.)

Baku Approach, AHY 004, SAGIL 1D, Passing Altitude 2000 feet climbing FL80	AHY 004, Baku Approach, Radar contact

8.1.2 On departure from Azerbaijan aerodrome at which a maximum IAS restriction has been promulgated in SIDs, the crew of an aircraft who, for configuration reasons, find it necessary to request ATC to approve an acceleration to a minimum clean speed which is higher than the restricted value, may use phraseology shown in the following examples:

Baku Approach, AHY 003, request (number) knots due configuration	AHY 003, (number) knots approved or, AHY 003, no ATC speed restriction or , AHY 003, negative, maintain 250 knots
Speed (number) knots, AHY003 or, No speed restriction, AHY003 or, Maintaining 250 knots, AHY003	

8.1.3 Where it is necessary to request cancellation of the departure speed restriction for overriding safety reasons other than aircraft configuration, pilots should request this in plain language according to the specific circumstances.

8.2 VFR DEPARTURES

8.2.1 Departing VFR flights, when handled by radar control, may be passed information on relevant known traffic in order to assist the pilot in maintaining his own separation. Pilots should report leaving the area of jurisdiction of the radar control units.

Baku Approach, AZ76, passing the zone boundary

AZ 76, Contact Baku Information 118.8

Baku Information 118.8, AZ 76

8.2.2 Special VFR flights will be given specific instructions in the clearance to leave the control zone.

AZ76, cleared to the zone boundary, Special VFR not above altitude 1500 feet

Cleared to the zone boundary, Special VFR not above altitude 1500 feet, AZ 76

AZ 76, correct

8.3 IFR ARRIVALS

8.3.1 Aircraft flying within controlled airspace will normally receive descent clearance to the clearance limit from the ACC prior to transfer to an approach control unit. On transfer to approach control further descent instructions may be given

Baku Approach, AHY 074, descending FL140 information Charlie

AHY 074, Baku Approach, direct to BUNIS descend FL60 expect BUNIS 1B arrival runway 34

Direct to BUNIS descend FL60 expect BUNIS 1B arrival runway 34, AHY 003

8.3.2 On occasions IFR aircraft do not complete the instrument approach procedure but request permission to make a visual approach.

AZ 76 over GYD FL40 field in sight, request visual approach

AZ 76, cleared visual approach runway 36

Cleared visual approach runway 36, AZ 76

8.3.3 Normally a holding procedure is published. However, the pilot may require a detailed description of a specific holding procedure.



AHY 003, hold at BUNIS FL60 expect futher clearance at time 40



Hold at BUNIS FL60, request holding instructions, AHY 003



AHY 003, hold at BUNIS FL60 inbound track 350 degrees turns right outbound time 1

It should be noted that the above information is passed in the following order and is for holds other than VOR/DME:

(a) Fix
(b) Level
(c) Inbound track
(d) Right or left turns
(e) Time of leg

8.4 VFR ARRIVALS

8.4.1 Depending on the procedures in use, the pilot of an arriving VFR flight may be required to establish contact with the approach control unit and request instructions before entering its area of jurisdiction e.g. before entering a control zone. Where there is an ATIS broadcast the pilot should acknowledge that he has received it; where no ATIS broadcast is provided the approach controller will pass the aerodrome data.



Baku Approach, 4KAZ76, Request join



4KAZ76, Baku Approach, Go Ahead



4KAZ76, Cessna 172 inbound from (name of enter point) VFR 1000 feet QNH 1011 estimating zone boundary 52 Baku 05 information golf



AZ 76, cleared from the (name of enter point) to Baku VFR, not above 1000 feet QNH 1012. Traffic is a eastbound Sikorski 76 last reported 1500 feet VFR

Cleared from the zone boundary to Baku VFR at 2500 feet QNH 1012, traffic in sight, AZ 76

AZ 76 report aerodrome in sight

Will report, AZ 76

AZ 76, aerodrome in sight

AZ 76, contact Tower 119.2

Tower 119.2, AZ 76

Note: *The phraseology for joining the aerodrome traffic circuit is detailed in Chapter 4, paragraph 1.8.*

8.5 VECTORING TO FINAL APPROACH

8.5.1 Radar vectors are given to arriving flights to position them onto a pilot interpreted approach aid, to a point from which a radar-assisted approach can be made or to a point from which a visual approach is made.

8.5.2 In the following example an identified aircraft inbound to Baku is given radar vectors to the ILS.

Baku Approach, AHY 003, FL60 information golf

AHY 003, Baku Approach, vectoring for ILS approach runway 36

Vectoring for ILS runway 36 AHY 003

AHY 003, leave SAGIL heading 110 degrees

Leave SAGIL heading 110 degrees, AHY 003

AHY 003, report speed

AHY 003, speed 260 knots

AHY 003, for spacing reduce speed to 210 knots

AHY 003, for spacing reduce speed to 210 knots

210 knots, AHY 003

AHY 003, leaving SAGIL heading 110 degrees

AHY 003, Roger, descend to altitude 2000 feet QNH 1011

Descend to altitude 2000 feet QNH 1011, AHY 003

AHY 003, position 10 miles northeast of GYD turn right heading 190 degrees no speed restrictions

Turn right heading 190 degrees. No speed restriction,

Note: *The following two ground station instructions may be given in more than one transmission. Controllers may additionally use the phrases 'Report established on localiser' or 'Report established on glidepath' where it is judged that this will aid situational awareness.*

AHY 003, 12 miles from touchdown turn left heading 030 degrees cleared ILS approach runway 36 report established on localiser.

Turn left heading 030 degrees cleared ILS runway 36 approach report established on localiser AHY 003

Localiser established runway 36

AHY 003, contact Tower 119.2

Tower 119.2, AHY 003

8.5.3 In the example above the approach speed of the aircraft is reduced to maintain separation between aircraft in an approach sequence. Where speed adjustment would be insufficient, it may be necessary to issue additional vectors.

AHY 003, for spacing make a 360 turn left

360 turn left, AHY 003

AHY 003, for spacing turn left heading 220 degrees

Left heading 220 degrees, AHY 003

Note: *360 spoken as "TREE SIXTY"*

8.5.4 Where it is necessary, e.g. for traffic separation purposes, to ensure that an aircraft joining the ILS does not commence descent until specifically cleared, the controller may use the following alternative form of phraseology:.

AHY 003, (vectoring instructions as above) … report established on localiser, maintain (level)

(Readback of vectoring instructions) …report established on localiser, maintaining (level),

Localiser established, AHY 003

8.6 VOR PROCEDURES

8.6.1 VOR instrument approach procedures are pilot interpreted procedures notified for particular aerodromes and runways where procedural tracks are defined by VOR radials. Some VOR procedures may include marker beacons or DME to provide ranging information. Aircraft may also be radar vectored to a VOR final approach track.

Baku Approach, 4KAZ76, inbound Baku, information Delta

4KAZ76, Baku Approach, Go Ahead

4KAZ76, 20 miles south of Baku, FL40, IFR, estimating GYD 47, request VOR approach

4KAZ76, direct to GYD at FL40, expect VOR approach

Direct to GYD FL40. AZ 76

8.7 CLEARANCE TO ENTER CONTROL ZONES (CTR)

8.7.1 The all of CTRs in the Azerbaijan are designated Class D, C airspace, which permits VFR flight subject to an ATC clearance.

Baku Tower, 4KAZ76, request zone transit	
	4KAZ76, Baku Tower, Go Ahead
4KAZ76, Cessna 172, from east to west, overhead (name of enter point), altitude 1000 feet QNH 1010 millibars, estimating (name of exit point) 54, request zone transit	
	AZ 76, remain outside controlled airspace, expect joining clearance at 45. Time
Remain outside controlled airspace, AZ 76	
	AZ 76, squawk 1320
Squawk 1320, AZ 76	
	AZ 76, identified 15 miles west of GYD Clearance
Go Ahead, AZ 76	
	AZ 76, cleared to cross the Baku Zone, routing via (name of enter point), and (name of exit point), VFR not above altitude 1000 feet QNH 1010

	Cleared to cross the Baku Zone, routing via (name of enter point), and (name of exit point), VFR not above altitude 1000 feet QNH 1010, AZ 76
	AZ 76, report (name of exit point)
	Will report, AZ 76
	AZ 76, overhead (name of exit point)
	AZ 76, Roger, leaving controlled airspace conact Zabrat Tower 123.4
	Zabrat Tower 123.4 AZ 76

8.8 AERODROME TRAFFIC ZONE (ATZ) ASSOCIATED WITH ANOTHER AERODROME

8.8.1 Controllers who are uncertain as to whether a pilot will either route around or transit through an ATZ for which they are not the controlling authority should advise the pilot of the ATZ status and confirm the pilot's intentions. Controllers may advise pilots to change to the published aerodrome frequency to obtain information from an AFIS unit.

	AZ 76, approaching Tonqal ATZ, confirm your intentions.
	AZ 76, approaching Tonqal ATZ, monitor (or contact) Tonqal Information frequency 122.775

9. AREA CONTROL SERVICE PHRASEOLOGY- AREA PHRASEOLOGY

9.1 GENERAL

9.1.1 The following examples of phraseology are suitable for use at area control centres according to the requirements of the prevailing traffic situation.

AHY 004, request descent	
	AHY 004, maintain FL310 expect descent after LUSAL
	Maintaining FL310, AHY 004
AHY 004, descend FL150. Cross GINET FL170 or above	
	Descend FL150. Cross GINET FL170 or above, AHY
AHY 004, confirm able to cross GINET at time 52	
	Affirm, AHY 004
	AHY 004, cross GINET 52 or before
Cross GINET 52 or before, AHY 004	

9.2 POSITION REPORTING

AHY 004, report LUSAL	
	AHY 004
AHY 004, LUSAL 47 FL270 descending FL150, AU at 52	
	AHY 004
AHY 004, report 50 miles DME from Baku	
	Wilco, AHY 004
AHY 004, report your DMEdistance from Baku	
	AHY 004, 55 miles
AHY 004, report passing radial	
	Wilco, AHY 004

9.3 FLIGHTS HOLDING EN-ROUTE

9.3.1 When an aircraft is required to hold en-route, the controller will issue holding instructions and a time at which onward clearance can be expected. Where it is not self-evident, the reason for the delay should also be given.

AHY 004, hold at SAGIL FL170, expect futher clearance at 03, landing delays at Baku 20 minutes	Hold at SAGIL FL170 expect futher clearance at time 03, AHY 004

9.4 REDUCED VERTICAL SEPARATION MINIMUM (RVSM) PHRASEOLOGY

9.4.1 The following phraseology is applicable for RVSM operations:

Table 15

Message	Phraseology (italics indicates a pilot transmission)
To ascertain the RVSM approval status of a flight	CONFIRM RVSM APPROVED
Pilot indication of RVSM Approved status Pilot indication of non RVSM approval status	*AFFIRM RVSM* *NEGATIVE RVSM (supplementary information e.g. State aircraft)*
To deny ATC clearance into RVSM airspace	UNABLE ISSUE CLEARANCE INTO RVSM AIRSPACE, MAINTAIN [or DESCEND or CLIMB] (level)
For the case of an individual aircraft reporting severe turbulence or other severe weather related phenomenon	*UNABLE RVSM DUE TURBULENCE*
The phraseology required for a pilot to communicate those circumstances which would cause an aircraft's equipment to degrade to below altimetry Minimum Aircraft Systems Performance Specification (MASPS) compliance levels ***Note:*** *The phrase is to be used to convey both the initial indication of the non-altimetry MASPS compliance and, henceforth, on initial contact on all frequencies within the lateral limits of the RVSM airspace until such time as the problem ceases to exist*	*UNABLE RVSM DUE EQUIPMENT*

Message	Phraseology (italics indicates a pilot transmission)
To request an aircraft provide information as soon as RVSM approved status has been regained or the pilot is ready to resume RVSM operations	REPORT WHEN ABLE TO RESUME RVSM
To request confirmation that an aircraft has regained RVSM approved status or the pilot is ready to resume RVSM operations	CONFIRM ABLE TO RESUME RVSM
The pilot shall communicate his/her ability to resume operation within the RVSM airspace after an equipment related contingency, or his/her ability to resume RVSM operations after a weather related contingency	*READY TO RESUME RVSM*

Note: *Should there be reason to believe that an aircraft's declared RVSM status is in doubt, then the controller shall ask the RVSM status in accordance with in the table above.*

Example: A non-RVSM compliant aircraft maintaining FL350 making an initial call on a new frequency:

Pilot: (callsign) MAINTAINING FL350, NEGATIVE RVSM

9.4.2 During operations in, or vertical transit through, reduced vertical separation minimum (RVSM) airspace with aircraft not approved for RVSM operations, pilots shall report non-approved status at initial call on any channel within RVSM airspace.

9.4.3 Air traffic controllers shall explicitly acknowledge receipt of messages from aircraft reporting RVSM non-approved status.

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10. DISTRESS AND URGENCY COMMUNICATION PROCEDURES – EMERGENCY PHRASEOLOGY

10.1 INTRODUCTION

10.1.1 This Chapter describes the RTF procedures which should be used by civil pilots under the Aeronautical Mobile Service during an emergency in Azerbaijan. Additional information is published in the Azerbaijan AIP (GEN) section and AICs.

10.2 STATES OF EMERGENCY

10.2.1 The states of emergency are classified as follows:

(a) Distress A condition of being threatened by serious and/or imminent danger and of requiring immediate assistance.

(b) Urgency A condition concerning the safety of an aircraft or other vehicle, or of some person on board or within sight, but does not require immediate assistance.

10.2.2 The pilot should start the emergency call with the appropriate international RTF prefix as follows:

(a) Distress ‘MAYDAY, MAYDAY, MAYDAY’

(b) Urgency ‘PAN PAN, PAN PAN, PAN PAN’

10.3 EMERGENCY MESSAGE

10.3.1 The emergency message shall contain the following information (time and circumstance permitting) and, whenever possible, should be passed in the order given:

(a) 'MAYDAY/MAYDAY/MAYDAY' (or 'PAN PAN/PAN PAN/PAN PAN');

(b) Name of the station addressed (when appropriate and time and circumstances permitting);

(c) Callsign;

(d) Type of aircraft;

(e) Nature of the emergency;

(f) Intention of the person-in-command;

(g) Present or last known position, flight level/altitude and heading;

(h) Any other useful information e.g. endurance remaining, number of people on board (POB), aircraft colour/markings, any survival aids.

MAYDAY MAYDAY MAYDAY Baku Tower, 4KAZ76, Cessna engine fire losing height intend an immediate forced landing 20 miles south of Baku. Passing 3000 feet heading 360 degrees 1 POB	4KAZ76, Baku Tower, Roger MAYDAY ..... (any pertinen information)

MAYDAY MAYDAY MAYDAY Baku Tower, 4KAZ76, Cessna engine failed. Will attempt to land Baku, 10 miles south, 4000 feet heading 360 degrees, Student pilot	4KAZ76, Milthorpe Tower, Roger MAYDAY cleared straight-in runway 36 wind 260 10 knots QFE 1008 you are number one

10.4 RADIO PROCEDURES – PRACTICE EMERGENCIES

10.4.1 Pilots may simulate emergency incidents (BUT NOT THE STATE OF DISTRESS) on 121.5 MHz to enable them to gain experience of the ATC service provided. Before calling, pilots should listen out on the emergency frequency to ensure that no actual or practice incident is already in progress. Practice calls need not disrupt a planned flight or involve additional expense in fuel or time since the pilot can request 'diversion' to his intended destination or cancel the exercise when necessary. Simulated emergency calls must be prefixed 'PRACTICE' and should be brief, e.g:

PRACTICE PAN, PRACTICE PAN, PRACTICE PAN, Baku Centre, AHY 004

10.4.2 The Emergency Controller will then indicate acceptance of the Practice Pan by transmitting:

AHY 004, Baku Centre, PRACTICE PAN acknowledged, pass details when ready

10.4.3 The Emergency Controller may instruct the pilot to call at another time, if the practice cannot be accommodated.

10.4.4 If a practice is accepted, the pilot should then pass his details. SSR Code 7700 should *not* be selected during a practice emergency exercise unless required by the Emergency Controller. Mode C should be switched on, if available.

10.5 RELAYED EMERGENCY MESSAGE

10.5.1 Any aeronautical station or aircraft knowing of an emergency incident may transmit a distress message whenever such action is necessary to obtain assistance for the aircraft or vessel in distress. In such circumstances, it should be made clear that the aircraft transmitting is not itself in distress.

MAYDAY MAYDAY MAYDAY Baku Tower, AHY 004, have intercepted MAYDAY from 4KAZ76, I say again 4KAZ76 Cessna 172 engine failure forced landing 10 miles west of GYD VOR, 1000 feet descending, heading 120, IMC rating, over	AHY 004, Baku Tower, Roger your relayed MAYDAY from 4KAZ76

10.6 IMPOSITION OF SILENCE

10.6.1 Transmissions from aircraft in distress have priority over all other transmissions. On hearing a distress call, all stations must maintain radio silence on that frequency unless the distress is cancelled or the distress traffic is terminated; all distress traffic has been transferred to other frequencies; the station controlling communications gives permission; it has itself to render assistance. Any station which has knowledge of distress traffic, and which cannot itself assist the station in distress, shall nevertheless continue listening to such traffic until it is evident that assistance is being provided. Stations should take care not to interfere with the transmission of urgency calls.

10.6.2 The aircraft in distress or the station in control of a distress incident may impose silence either on all stations in the area or on any particular station that interferes with distress transmissions. In either case, the message should take the following form:

All stations, Baku Tower, stop transmitting. MAYDAY

or,

4KAZ76, stop transmitting. MAYDAY

10.6.3 The aeronautical station acknowledging a distress message on a particular frequency may consider it prudent to transfer other aircraft from that frequency in order to avoid any disruption of transmission from or to the emergency aircraft.

MAYDAY, 4KAZ76, remain this frequency, Break, Break, all other aircraft contact Baku Tower on 119.2 out

10.7 EMERGENCY DESCENT

10.7.1 When an emergency descent is in progress controllers may broadcast an emergency message on appropriate frequencies to warn other aircraft. The broadcast may include specific instructions, clearances or traffic information as necessary.

Attention all aircraft in the vicinity of LUSAL, emergency descent in progress from FL310 passing FL230

AHY 004, direct to SAGIL

Direct to SAGIL, AHY 004

10.8 TERMINATION OF DISTRESS COMMUNICATIONS AND OF RTF SILENCE

10.8.1 When an aircraft is no longer in distress it shall transmit a message cancelling the emergency condition.



Baku Tower, 4KAZ76, cancel MAYDAY, engine restarted, runway in sight. Request landing



AZ76, runway 36 cleared to land. Surface wind 320 6



Runway 36 cleared to land, AZ76

10.8.2 When an distress incident has been resolved, the station which has been controlling the emergency traffic will transmit a message indicating that normal working may be resumed.



All stations, Baku Tower, distress traffic ended

11. OTHER COMMUNICATIONS – MISCELLANEOUS PHRASEOLOGY

11.1 WAKE TURBULENCE

11.1.1 ATC will provide the appropriate separation between IFR flights. When instructions are issued to regain wake turbulence separation, the controller shall use the following phraseology to make this apparent to the pilot.

4KAZ76, for wake turbulence separation turn left heading 270 degrees	Turning left heading 270 degrees, 4KAZ76

11.1.2 If a pilot elects to execute a visual approach, or is arriving as a VFR flight, it is his responsibility to ensure an adequate distance from the preceding aircraft, although ATC will pass the appropriate distance.

4KAZ76, caution wake turbulence the recommended distance is (number) miles	4KAZ76

11.1.3 For departing flights ATC will issue take-off clearance when the required wake turbulence separation minima will be achieved. The minima to be applied at the time the aircraft are airborne is dependent on aircraft sequence, wake turbulence categories, and runway departure configuration.

4KAZ76, Ready	4KAZ76, Hold position, (number) minutes delay due to wake turbulence
	Holding, 4KAZ76

11.2 WIND SHEAR

11.2.1 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.

AZ76, at 0745 a departing B757 reported windshear at 800 feet. Airspeed loss 20 knots, strong right drift

11.3 AIRPROX REPORTING

11.3.1 An AIRPROX Report should be made by any pilot flying in Azerbaijan airspace when in his opinion, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved was or may have been compromised.

11.3.2 The initial report is made by RTF to the ATSU in communication with the aircraft except that if the controllers workload is such that he is not able to accept the report the pilot will be requested to file details after landing.

11.3.3 The Pilot's RTF report should commence with words 'AIRPROX REPORT' and should include the following items:

- Aircraft Callsign
- SSR Code
- Position of AIRPROX

11.3.3.1 Aircraft heading

- Flight level, altitude or height

11.3.3.2 Altimeter setting

- Aircraft attitude (level/climbing/descending/turning)
- Weather conditions
- Date and time (UTC) of the AIRPROX

11.3.3.3 Description of other aircraft

First sighting distance and details of flight paths of reporting and reported aircraft.

11.3.4 RTF AIRPROX reports are to be confirmed in writing within ten days of the incident to allow follow up action to be taken. (See Azerbaijan AIP ENR Section)

11.4 OIL POLLUTION REPORTING

11.4.1 Pilots sighting substantial patches of oil are requested to make reports by RTF to the ATSU with whom they are in communication or the appropriate FIS in order that action can be taken.

The RTF reports should contain the following:

- 'OIL POLLUTION REPORT' or 'POLLUTION REPORT'
- Time and date (if required) pollution was observed and identify of reporting aircraft.
- Position and extent of pollution
- Tide, windspeed and direction
- Weather conditions and Sea state
- Characteristics of pollution
- Name and nationality or description, including any distinctive markings, of any vessel seen discharging oil or other harmful substances; also estimated course and speed of vessel and if pollution is observed ahead of the discharging ship and the estimated length of pollution in her wake
- Identity of any other vessels in the immediate vicinity
- Whether photographs taken.

11.5 INTERCEPTIONS BY MILITARY AIRCRAFT

11.5.1 Pilots are warned that should they become involved in an interception by military aircraft they should follow the international procedures.

11.6 AIRCRAFT OPERATING AGENCY MESSAGES

11.6.1 Introduction

An aeronautical radio station which is licensed and established for company operational control communications (OPC) may be used only for communication with company aircraft or aircraft for which the company is the operating agency. A radio operator's certificate of competence issued by the Azerbaijan CAA is not required for the use of this radio station.

11.6.2 Limitations

Personnel authorised to use an aircraft operating agency radio must not hold themselves out as providing an air traffic control service, i.e. they must not pass instructions to aircraft which could be construed in any way to be such a service. Similar constraints apply with regard to flight information services provided by an FISO for specific ground movements at aerodromes. Flight safety messages must be confined to messages originated by the agency which are of immediate concern to an aircraft in flight or just about to depart. This may include meteorological information.

11.6.3 Aircraft operating agency radio stations may only transmit and receive flight regularity and flight safety messages.

11.6.4 Air traffic service units using direct pilot-controller communication channels shall only be required to handle flight regularity messages provided this can be achieved without interference with their primary role and no other channels are available for the handling of such messages.

11.6.5 Flight regularity messages comprise the following:

(a) Messages regarding the operation or maintenance of facilities essential for the safety or regularity of aircraft operation;
(b) Messages concerning the servicing of aircraft;
(c) Instructions to aircraft operating agency representatives concerning changes in requirements for passengers and crew caused by unavoidable deviations from normal operating schedules. Individual requirements of passengers or crew are not admissible in this type of message;
(d) Messages concerning non-routine landings to be made by the aircraft;
(e) Messages concerning aircraft parts and materials urgently required;
(f) Messages concerning changes in aircraft operating schedules.

11.6.6 Flight safety messages shall comprise the following:

(a) Movement and control messages (e.g. flight plans, clearances);
(b) Messages originated by an aircraft operating agency, or by an aircraft, of immediate concern to an aircraft in flight;
(c) Meteorological advice of immediate concern to an aircraft in flight or about to depart (individually communicated or for broadcast);
(d) Other messages concerning aircraft in flight or about to depart.

11.6.7 It is permissible for aircraft operating agency messages to be handled by the aerodrome communication facility provided this can be achieved without interference with its primary role and no other channels are available for the handling of such messages.

11.6.8 Public correspondence messages are not permitted on VHF frequencies in the aeronautical mobile service.

11.7 USE OF ATS FREQUENCIES FOR AIRCRAFT OPERATING AGENCY MESSAGES

11.7.1 When requested by a company representative, controllers may transmit specific operational messages to aircraft subject to normal air traffic service requirements and shall prefix the transmission "Company advise/request….". When passing such messages the controller must ensure that doing so will not compromise the safe provision of an air traffic service and such messages should not be passed when they could act as a distraction to pilots during critical phrases of flight.Where messages of a technical and complicated nature are involved it may be found advisable to permit direct speech between the originator of the message and the pilot. In such cases the company's representative may be permitted to use the RTF himself provided that his identity is announced before the message is passed and that the controller continues to monitor the frequency.

11.7.3 A message affecting the safety of an aircraft in flight, e.g. bomb warning, suspected damage to the aircraft etc., is to be passed to the commander immediately using the company representative's precise wording. An abbreviation or précis could be misunderstood and lead to a wasteful operation or even a dangerous situation.

11.7.4 Prolonged company messages could prevent controllers from providing a safe air traffic service and the use of a discrete frequency for the passing of such messages should be considered.

11.8 8.33 KHZ PHRASEOLOGY

11.8.1 As a solution to severe VHF spectrum congestion, ICAO has split the VHF communications band from 25 kHz to 8.33 kHz channel spacing.

11.8.2 The following phraseology shall only be used when referring to 8.33 kHz channels to request the capability of the radio equipment:

AHY 004, confirm eight point three three	AHY 004, affirm eight point three three
	or,
	AHY 004, negative eight point three three

To request the status regarding exemption:

AHY 004, confirm eight point three three exempted	AHY 004, affirm eight point three three exempted
	or,
	AHY 004, negative eight point three three exempted

11.8.3 To indicate that a certain clearance is given because otherwise a non-equipped aircraft would enter the airspace of mandatory carriage.

	AHY 004 (Clearance/Instruction) Due eight point three three requirement

11.9 OPERATIONS BY AIRCRAFT DEPLOYING BRAKE CHUTES

11.9.1 Some military and ex-military aircraft may use brake chutes to slow the aircraft on landing; this procedure is known as streaming. When the pilot deploys the equipment, a small parachute should inflate and trail from the back of the aircraft, thereby slowing its landing run. When the aircraft has slowed sufficiently and is under control, the pilot will jettison the brake chute to detach it from the aircraft.

11.9.2 It is important that pilots who intend to deploy a brake chute advise the aerodrome staff so that appropriate ground procedures can be put in place in order to reduce the flight safety hazard posed to other aerodrome users. Additionally, in certain circumstances, a brake chute may fail to deploy correctly and it is important that, where possible, the pilot is advised of the failure.

11.9.3 When the aircraft is downwind or on final to land, the pilot should advise the ATSU if he intends to deploy the brake chute using the word 'stream' or 'streaming' to indicate that the chute will be deployed:

Baku Tower, TUAF 405 downwind to land and stream	TUAF 405, Baku Tower, Roger, report final

11.9.4 If there is any doubt about the pilot's intentions, the ATSU should ascertain whether or not the pilot intends to deploy a brake chute:

TUAF 405, Baku, confirm streaming	Affirm streaming, TUAF 405

11.9.5 To ensure that other pilots using the aerodrome are aware of the intention to stream, an all-stations broadcast may be made as follows:

All Stations, Baku Tower, aircraft on final will be deploying a brake chute

11.9.6 On landing, it is important that, where possible, the pilot is kept informed if the chute does not deploy in the correct manner. The following phraseology may be used according to the situation:

"*Callsign* streamed and candled" To be used when the chute is seen to deploy but fails to inflate.

"*Callsign* negative stream" To be used when the chute fails to deploy

Note: *Pilots must be aware the ATS will not always be able to advise the malfunction of a chute and that the pilot remains responsible for the safety of the aircraft.*

11.9.7 Unless otherwise instructed, or where there is a designated area for jettisoning the chute, the pilot should jettison the chute at a suitable location, taking account of the wind speed and direction, preferably when the aircraft has vacated the runway. The term ‘drop’ or ‘dropping’ should be used in communications relating to jettisoning the chute as shown in the examples below:

Baku Tower, dropping the chute now, TUAF 405	Roger TUAF 405

or,

TUAF 405, Baku Tower, vacate via taxiway C and drop the chute after runway	TUAF 405

11.10 FREEZING INJUNCTIONS

11.10.1 A Freezing injunction is a court order, which prevents a defendant from removing assets from the Azerbaijan and thus the jurisdiction of the court.

11.10.2 Where an aircraft subject to a Freeing injunction is being provided with an air traffic service, controllers should inform the pilot that the aircraft is prohibited from leaving Azerbaijan, and request the pilot's intentions. The transmission is to be made irrespective of whether the aircraft is conducting an internal Azerbaijan or an international flight.

TCMMG, you are subject to a Court Order prohibiting your aircraft from leaving Azerbaijan, request your intentions

11.11 AERODROME EMERGENCY SERVICES

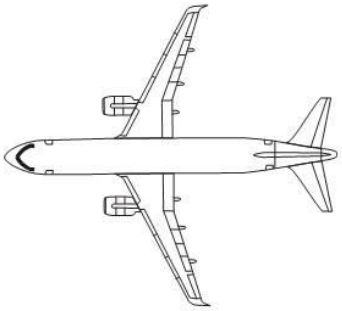
11.11.1 Changes in the level of rescue and firefighting service (RFFS) protection normally available at an aerodrome will be notified by the Aerodrome Authority to the appropriate ATSU to enable the necessary information to be provided to arriving and departing aircraft.ATS units shall ensure that flight crew are notified of unplanned reductions in the RFFS category, as advised by the Aerodrome Authority, either via ATIS or directly by RTF. On receipt of such information, flight crew will decide whether to continue their flight or to divert. Normal ATS and clearances will be provided in response to flight crew intentions.

AZ 76, Message from the Aerodrome Authority, rescue and fire facilities reduced to category (number). Request your intentions	AZ 76, Message from the Aerodrome Authority, no rescue and fire facilities. Request your intentions

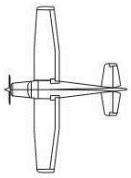
12. EXAMPLES OF TYPES OF FLIGHTS – PHRASEOLOGY EXAMPLES

12.1 INTRODUCTION

12.1.1 An example of an IFR flight from one major airport to another, and an example of a VFR flight from a provincial aerodrome to a landing site, are given in graphic form in this Chapter. The latter then changes to an IFR flight on departure again to illustrate the differences between Deconfliction Service and Traffic Service (see Chapter 6). The agencies are described in Figure 2.



AHY 004



4KAZ76



GROUND/TOWER/APPROACH

BAKU ACC (CONTROL/ INFORMATION)

Figure 2 Diagram key

12.2 AN IFR FLIGHT – DEPARTURE

12.2.1 Start up





Figure 3

12.2.2 IFR – Start Up Approval

Baku Ground, AHY 003, Radio check 121.7	
	Station calling Baku Ground say again your callsign
	Baku Ground, AHY 003, Radio check 121.7
	AHY 003, Baku Ground, readability 5
	Baku, AHY 003, stand 5, information bravo, QNH 1011 request start up
	AHY 003, start up *approved*

Note: *The word 'APPROVED' is used - not 'CLEARED'.*

12.2.3 ATC Clearance



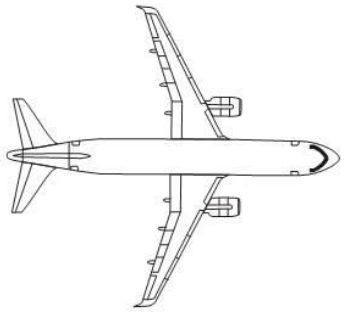


Figure 4 IFR – ATC Clearance

AHY 003 cleared to Ankara, via flight plan route; initially climb FL 140 via SAGIL 1B departure, squawk 1301	
	Cleared to Ankara via flight plan route, initially climb FL 140 via SAGIL 1B departure, squawk 1301, AHY 003

	AHY 003, correct

Notes:

1. The word CLEARED is introduced.

2. A full readback of a clearance is required.

12.2.4 Pushback

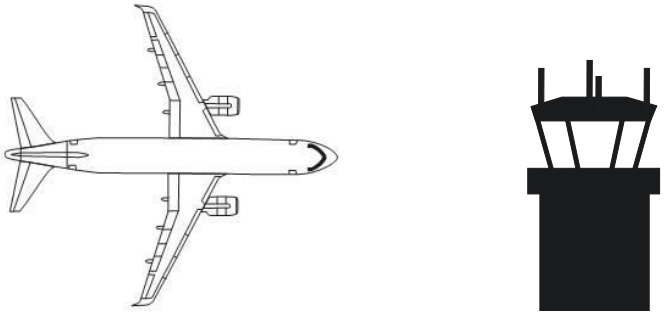


Figure 5 IFR – Pushback Approval

Ground, AHY 003, request pushback	AHY 003, pushback approved

Note: *The word 'APPROVED' is used - not 'CLEARED'.*

12.2.5 Taxiing

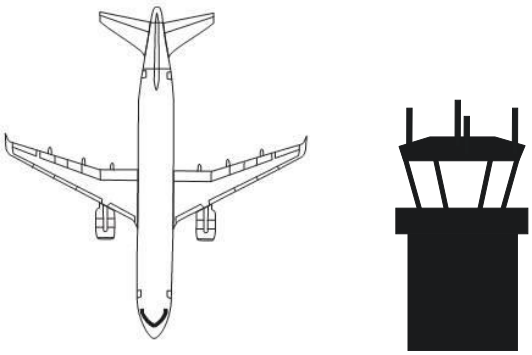


Figure 6 IFR – Taxi Instructions

Baku Ground, AHY 003, information Charlie QNH 1011 request taxi	AHY 003, taxi to holding position runway 36 via route 7, taxiway B, A

Taxi to holding position runway 36, via route 7 taxiway B, A AHY 003

Baku Ground, AHY 003 approaching holding position

AHY 003, contact Baku Tower 119,2

Baku Tower 119,2, AHY 003

12.2.6 Pre-departure and Take-off

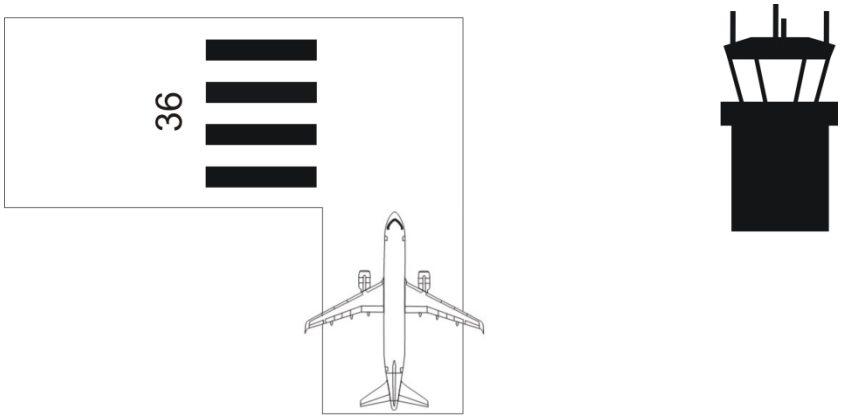


Figure 7 IFR – Departure Instructions and Line-up (i)

Baku Tower, AHY 003, ready for *departure*

AHY 003, *line up and wait. Vehicle is crossing runway*

Line up and wait, AHY 003

Notes:

(a) 'DEPARTURE' employed and not 'TAKE-OFF'.
(b) 'CLEARED' is not used in these cases – see next 'Notes'.
(c) Full readback is required for instructions to ENTER, LAND, TAKE-OFF ON, BACKTRACK, HOLD SHORT OF, OR CROSS a runway.

'LINE UP AND WAIT' (plus reason) is employed; 'LINE UP' (only) may also be used.

12.2.7 Take-off Clearance

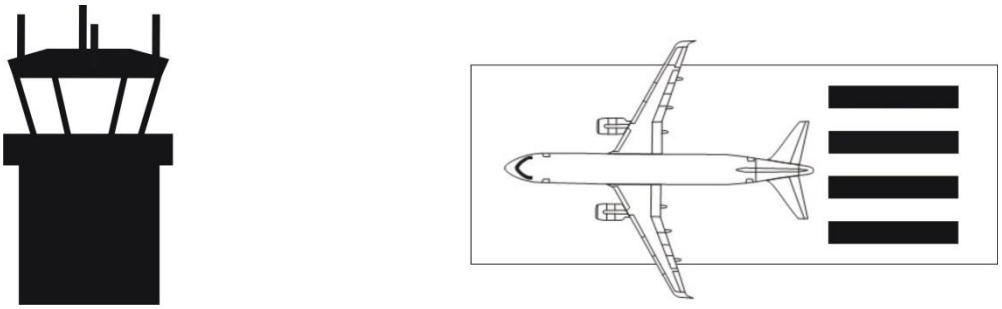


Figure 8 IFR – Take-off Clearance

AHY 003, cleared for take-off surface wind calm, after departure contact Baku Radar 120.8	Cleared for take-off, after departure contact 120.8 AHY 003

Notes:

1. *TAKE-OFF – these words are only used when an aircraft is cleared for TAKE-OFF.*
2. *TAKE-OFF clearance requires readback.*
3. *Use of CLEAR is restricted to:*
   - *i) ATC clearances.*
   - *ii) Departure and Approach instructions.*
   - *iii) Take-off and landing clearances.*

12.2.8 Airborne

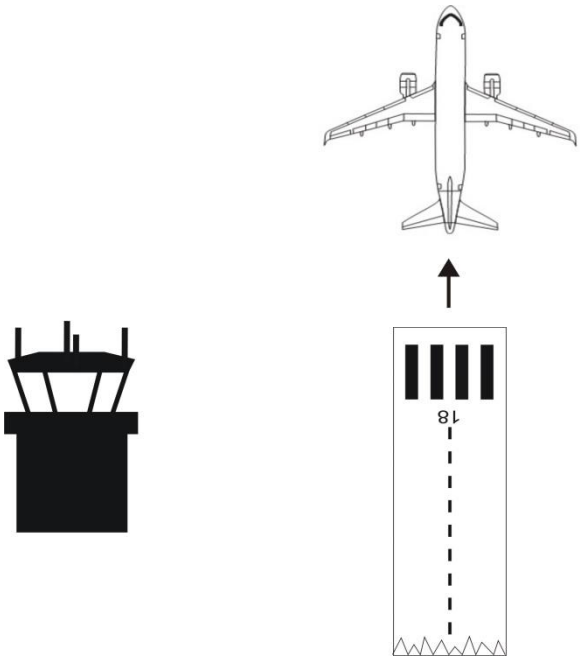


Figure 9 IFR – Airborne Report

Baku Radar AHY 003, Airborne	AHY 003, Radar Contact when passing FL40 contact Baku Approach 129,3
When passing FL40 contact Baku Approach 129.3 AHY 003	

Notes: *Full readback of frequency change*

12.2.9 Departure report

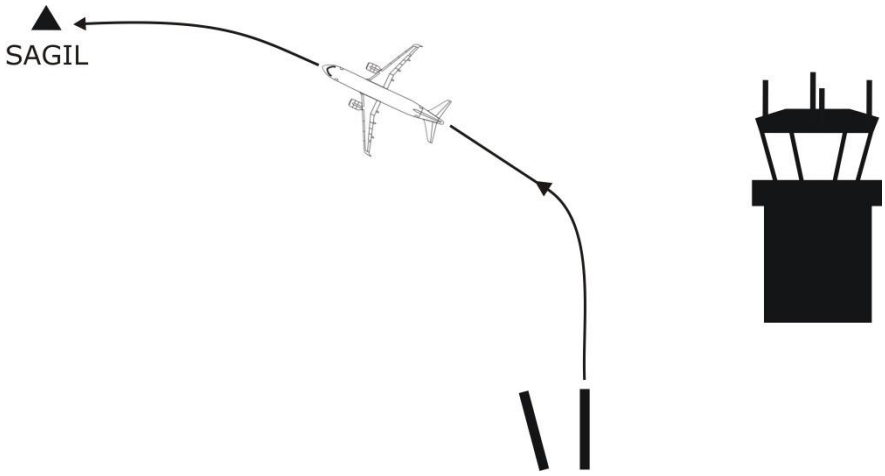


Figure 10 IFR – Departure Report (i)

Baku Approach AHY 003 passing FL 40 climbing FL 140	AHY 003, Baku Approach radar contact, climb FL 140 via SAGIL 1B departure, when passing FL 130 contact Baku Control 129,0
When passing FL 130 contact Baku Control 129,0, AHY 003	

Notes:

1. *Full readback of level instruction.*
2. *REPORT instruction employed.*

12.2.10 En Route

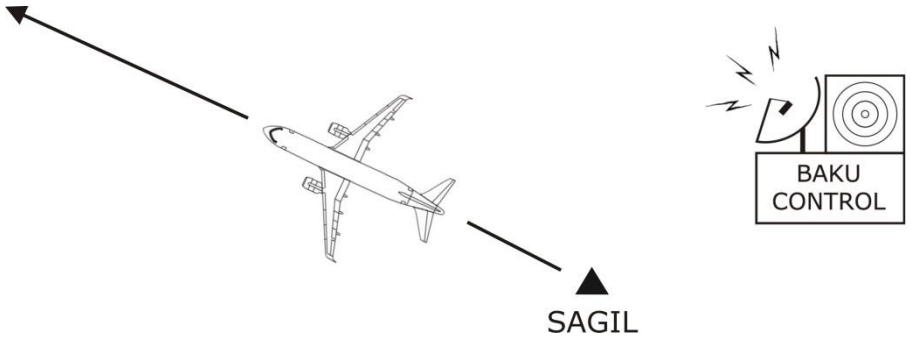


Figure 11 IFR – En route

Baku Control, AHY 003, climbing FL 140, request higher.	AHY 003, Baku Control radar contact, climb FL 320
	Roger Climb FL 320, AHY 003

12.3 LEVEL REPORT

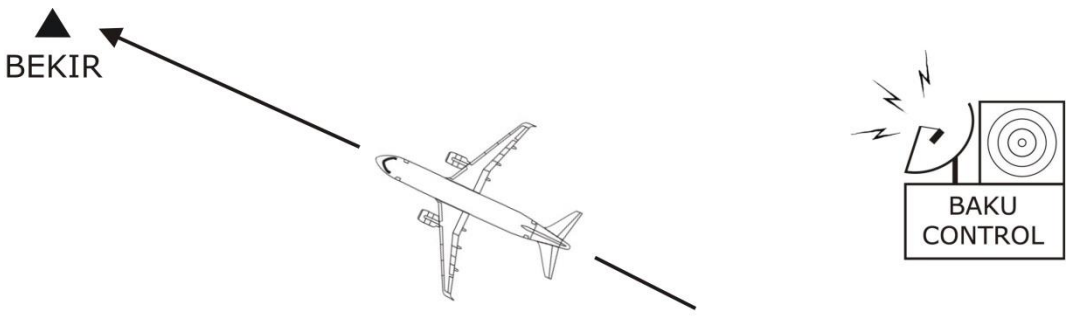


Figure 12 IFR – Level Report

AHY 003, reaching FL320	AHY 003

Note: *For passing instructions/reports regarding height/altitude or flight level, use CLIMB(ING), DESCEND(ING), PASSING, REACHING or LEAVING but not CLEARED/RE-CLEARED.*

12.3.1 Position Report

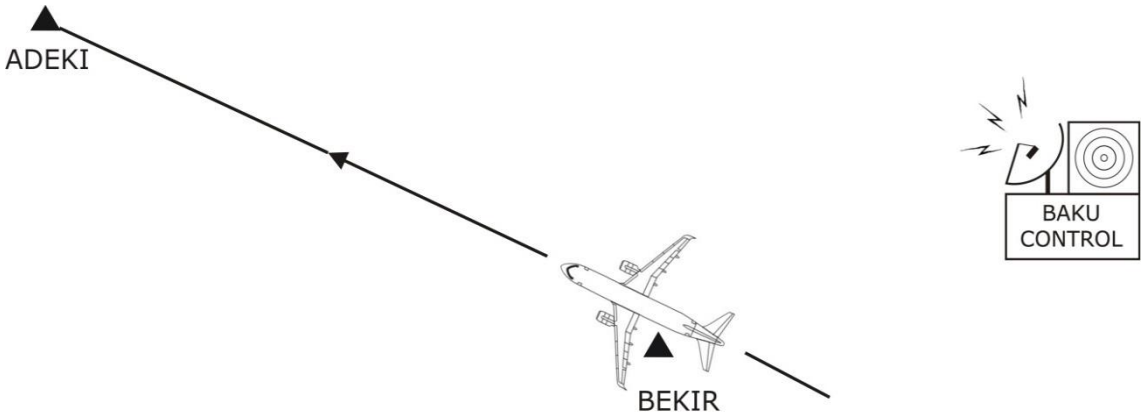


Figure 13 IFR – Position Report

AHY 003, BEKIR 47 FL 320 ADEKI 57	AHY003, Report ADEKI

Note: *Position report consists of:*

1. Aircraft identification.
2. Position.
3. Time.
4. Level.
5. Next position and ETA.

12.3.2 Position Report (continuation)

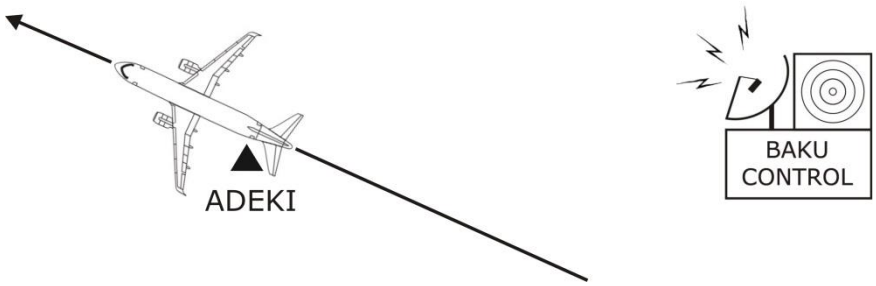


Figure 14 IFR – Position Report

Contact Tblisi 125, 125 AHY 003

12.4 IFR ARRIVAL

12.4.1 En route

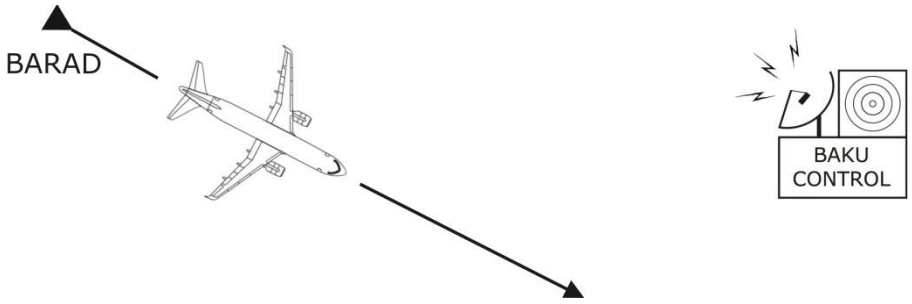


Figure 15 IFR – Position report

Baku Control AHY 004, over BARAD FL 330	AHY 004, Radar Contact, mantain FL 330

12.4.2 Descent Clearance

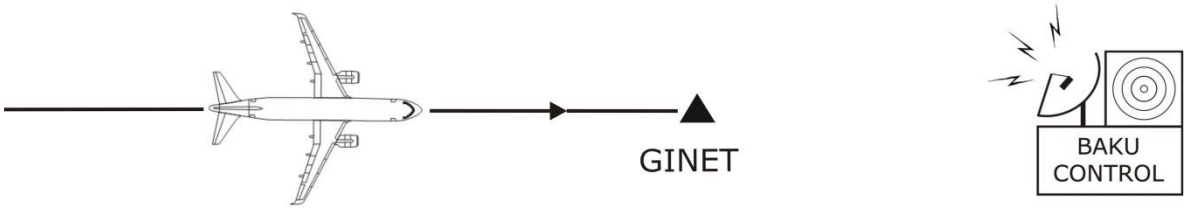


Figure 16 IFR – Descent Clearance

AHY 004, request descent	AHY 004, descend FL150
	Descending FL150, AHY 004
AHY 004 passing FL 160	AHY 004, contact Baku Approach 129.3
	Baku Approach 129.3 AHY 004

12.4.3 Approach

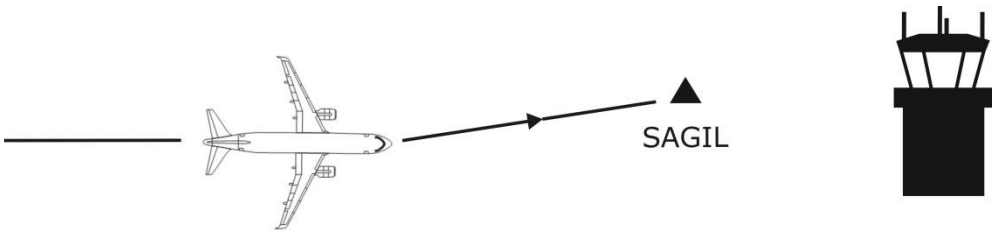


Figure 17 IFR – ATC Request and Instruction

Baku Approach, AHY 004 descending FL 150 request futher descend, information G	AHY 004, Baku Approach direct to SAGIL descend FL 90 RW in use 36
	Direct to SAGIL, descend FL 90 RW 36 AHY 004
	or,
	AHY 004, Baku Approach descend FL 60, expect SAGIL 1D arrival RW 36, pass SAGIL at FL 90 or above
	Descend FL 60, SAGIL 1D arrival RW 36, SAGIL at FL 90 or above AHY 004
Baku, AHY 004 approaching FL 60	AHY 004, via SAGIL 1D ARRIVAL descent to altitude 2000f QNH 1010
	Via SAGIL 1D ARRIVAL descent to altitude 2000f QNH 1010, AHY 004

12.4.4 In case when radar vectoring is applied

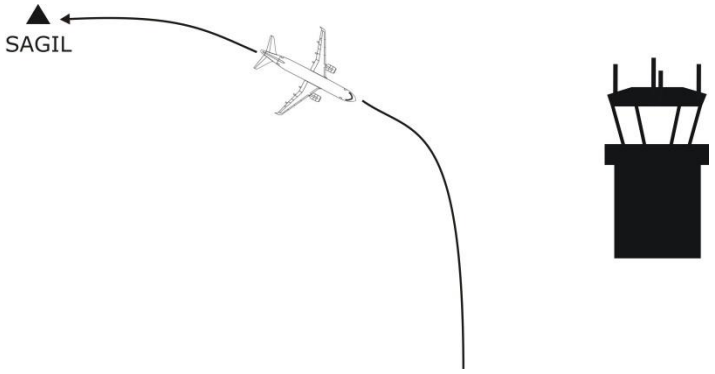


Figure 18 IFR – Radar vectoring

Baku, AHY 004 crossing SAGIL descending FL 60	
	AHY 004, descent to altitude 2000f QNH 1010
	Descent to altitude 2000f QNH 1010
	AHY 004, Radar vectoring for ILS RW 36 for spacing, turn right heading 180
	Radar vectoring for ILS RW 36, turning right heading 180 AHY 004
	AHY 004 turn left heading 090
	Left heading 090, AHY 004
	AHY 004 turn left heading 025 cleared to ILS Approach RW 36, report established
	Turn left heading 025, cleared to ILS Approach RW 36, will report established AHY 004

Baku AHY 004, ILS established RW 36	AHY 004 contact Baku tower 119.2
	Contact Baku Tower 119.2

Note: *Full readback of HEADING (and speed) instructions; also runway identifier.*

12.4.5 Landing clearance

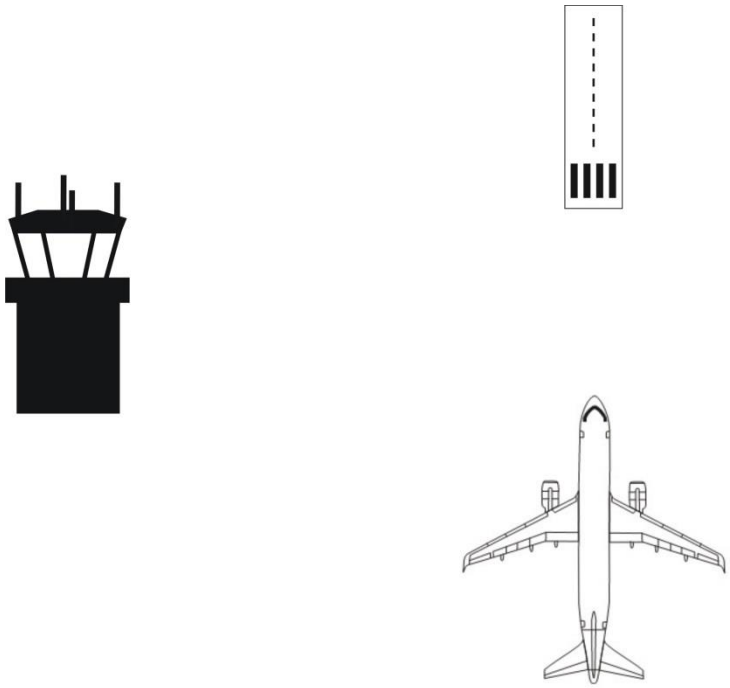


Figure 19 IFR – Landing Clearance

Baku Tower, AHY 004 on final RW 36	AHY 004, Baku Tower, runway 36 cleared to land surface wind 240 10
	Runway 36 cleared to land, AHY 004

Note: *Surface wind: 'Degrees' and 'Knots' may be omitted.*

12.4.6 Runway vacating

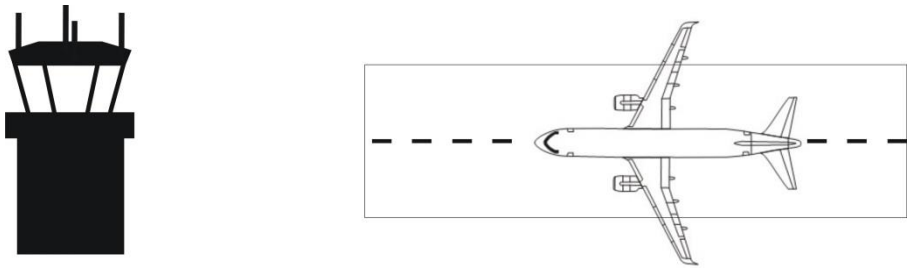


Figure 20 IFR – Vacate the Runway

AHY 004, vacate runway to left via taxiway C, when vacated contact Baku Ground 121.7	Vacate via taxiway C to left. When vacated contact Baku Ground 121.7 AHY 004

12.4.7 Runway vacating (continuation)

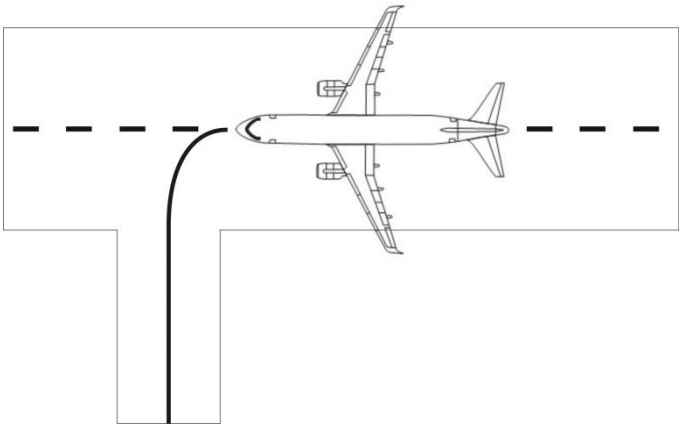


Figure 21 IFR – Runway Vacated

Baku Ground, AHY 003, runway *vacated*	AHY 004, Follow the Follow me car via taxiway C,B,D Route 7 stand number 5
	Stand number 5, AHY 004
	AHY 004, out

Note: *VACATE runway and not CLEAR runway.*

12.5 A VFR FLIGHT

12.5.1 Engine Start and Departure Information



Figure 22 VFR – Start up and Taxi

Baku Ground, 4KAZ76, radio check 121.7	
	4KAZ76, Baku Ground, readability 5
	Baku, AZ 76, stand 1, information bravo, request start up
	AZ 76, start up *approved*
AZ 76 cleared to Ganja, after departure climb to altitude 2000 feet heading 175	
	Cleared to Ganja, after departure climb to altitude 2000 feet heading 175 AZ 76
	AZ 76, correct
Baku Ground AZ76, request taxi	
	AZ 76, taxi to holding position runway 36 via taxiway Bravo, Alpha.
	Taxi to holding position RW 36 via taxiway Bravo, Alpha AZ76
	AZ 76, taxi to holding position runway 36 via taxiway Bravo, Alpha.
Baku Ground, AZ 76 approaching holding position	
	AZ 76, contact Baku Tower 119.2

Baku Tower 119.2 AZ 76

12.5.2 Pre-departure and Take-off

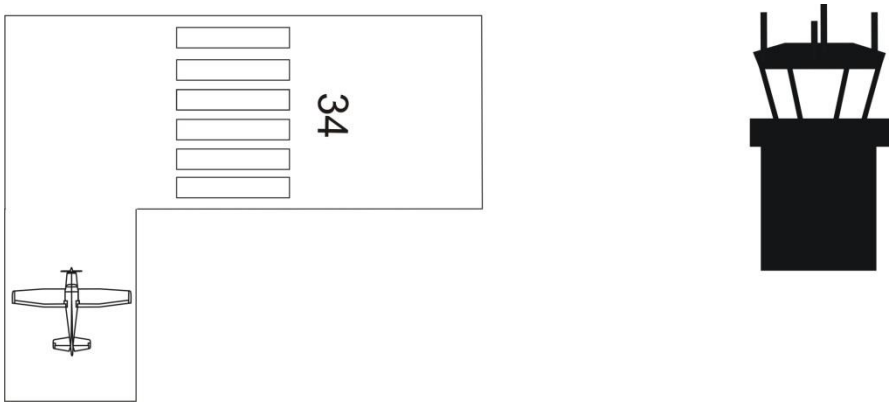


Figure 23 VFR – Departure Instructions and Take-off Clearance

AZ 76, ready for *departure*

AZ 76, cleared for take-off surface wind calm, after departure contact Baku Radar 120.8

After departure Baku Radar 120.8 AZ 76

Notes:

1. *DEPARTURE used not TAKE-OFF.*
2. *APPROVED used not CLEARED.*
3. *Full readback of departure clearance.*
4. *Runway identified as in this case it is not the runway in use.*
5. *Readback of take-off clearance.*

12.5.3 Post Departure Flight

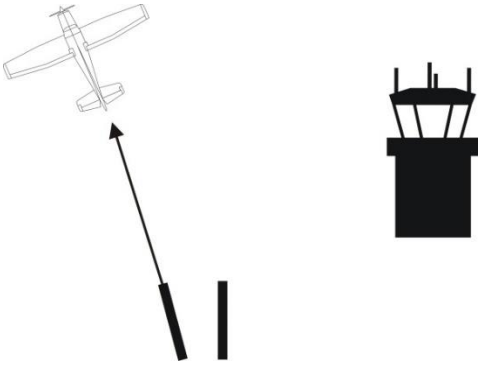


Figure 24 VFR – Departure Report

Baku Radar, AZ 76 airbone runway 34 climbing to altitude 2000 feet heading 175	AZ 76, Radar Contact, *Report* reaching 2000 feet
	Wilco, AZ 76
AZ 76, reaching altitude 2000 feet	AZ 76, Roger *report* at the zone boundary
	Wilco, AZ 76
AZ76, over (name of point)	AZ 76 Contact Baku Information 122.2
	Baku Information 122.2, AZ 76

12.5.4 En-route Flight

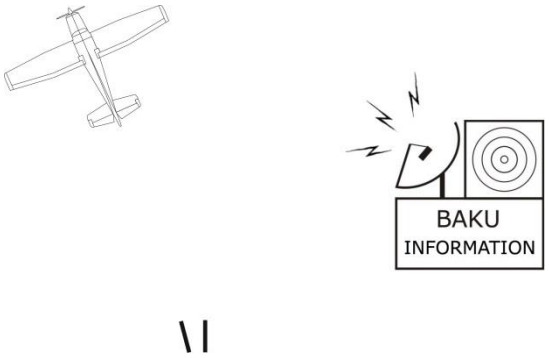


Figure 25 VFR – En route

Baku Information, AZ 76 over NARBI altitude 2000 feet	AZ 76, Maintain 2000 feet QNH 1014 Report SOTAN
	QNH 1014 will report SOTAN AZ 76
AZ 76, over SOTAN at 2000 feet	AZ 76, Contact Ganja 129.3
	Contact Ganja 129.3 AZ 76

12.5.5 Arrival VFR Flight

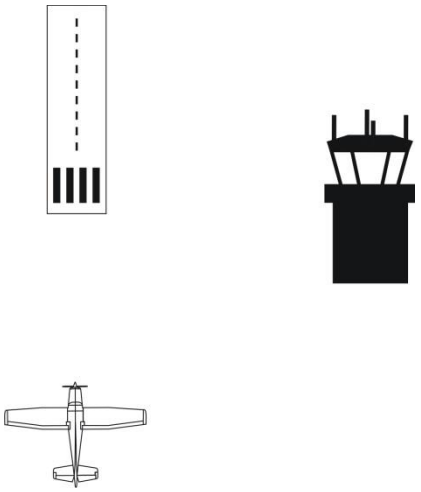


Figure 26 VFR – Arrival

Ganja, 4KAZ76, over SOTAN at 2000 feet	4KAZ76, direct ZW maintain 2000 feet QNH 1010 report aerodrome in sight
	Maintain 2000 feet QNH 1010, will report aerodrome in sight AZ 76
AZ 76, aerodrome in sight	AZ 76, Cleared to land runway 12 left
	Cleared to land runway 12 left, AZ 76
AZ 76, landing at 05 vacate via taxiway Delta	Vacate via taxiway Delta, AZ 76
	Runway vacated, AZ 76
	AHY 004, taxi to stand 2 via taxiway Delta
	Taxi to stand 2 via taxiway Delta AZ 76
	Stand number 2, AZ 76

AZ 76, out

12.6 AZERBAIJAN DIFFERENCES TO ICAO RADIOTELEPHONY PROCEDURES

1. ICAO sets out standard international phraseology for communications between air traffic services and pilots in several documents including Annex 10 Volume 2 (Communications Procedures) to the Convention on International Civil Aviation and ICAO PANS-ATM (Procedures for Air Navigation Services – Air Traffic Management) Doc. 4444.

2. When communicating with air traffic service units in other States pilots should use phraseology and procedures set out by ICAO (subject to any differences notified by that State.

3. Significant differences between the ICAO standard phraseology and that specified for use in Radiotelephony manual are described in the table (below).

Details of ICAO/Azerbaijn Difference	Reason/Remarks
Phraseology **FLIGHT LEVEL ONE ZERO ZERO** (ICAO) is not used in the Azerbaijan. In the Azerbaijan flight levels ending in hundreds are transmitted as **HUNDRED e.g. FLIGHT LEVEL ONE HUNDRED.**	To avoid potential confusion with adjacent flight levels and misidentification of cleared levels e.g. FLIGHT LEVEL ONE ZERO ZERO with FLIGHT LEVEL ONE ONE ZERO.
Atmospheric Pressure The term **HECTOPASCAL** is not used in Azerbaijan	When describing atmospheric pressure, the term **MILLIBAR** (mb) is used in the Azerbaijan in place of **HECTOPASCAL** (hPa). (One Millibar being equal to one Hectopascal).
For level changes and reports, **TO** shall only be used in connection with altitude e.g. **DESCEND TO ALTITUDE 3000 FEET.** It is not used when describing Flight Levels, e.g. **CLIMB FLIGHT LEVEL 250**.	**TO** is not used in connection with Flight Levels, in order to reduce th possibility of misunderstanding in circumstances where the Flight Level includes the figure two, e.g. **FLIGHT LEVEL 220**.
Student Pilots In Azerbaijan, pilots may hear the term 'STUDENT' as part of the RTF callsign.	The use of this term has been introduced to alert controllers and other airspace users to the presence of student pilots flying solo.