



NOTICE OF PROPOSED AMENDMENT 2017-04

Issue 01

Date of issue: 08th May 2017

SUBJECT:

UAE STANDARDISED PHRASEOLOGY

REASON:

ICAO has introduced Amendment 7 to PANS-ATM as of November 2016. The GCAA has taken this opportunity to review CAAP 69, CAR PART II, CAR PART III, CAR PART IV, and CAR PART VIII in order to reflect the changes introduced in the amendment

The GCAA has also considered the elements introduced in Safety Alert 2016-01 (STANDARDISED PHRASEOLOGY AND THE USE OF PLAIN LANGUAGE), Safety Alert -2016-09 (REPORTING OF WINDSHEAR BY AIR TRAFFIC SERVICE UNITS) as well as DG-DIRECTIVE 12-2016 (ADDITIONAL REQUIREMENTS TO MITIGATE CALL-SIGN SIMILARITY AND CONFUSION, AND GNSS INTERFERENCE OPERATIONAL RISKS).

The impact assessment has shown the following:

- recommendations addressed in Safety Alert 2016-01 are covered in CAR Part VIII Subpart 4
- recommendations addressed in Safety Alert 2016-01 to be reflected in CAAP 69 and other CARs herein referred
- recommendations addressed in Safety Alert 2016-09 to be reflected in CAAP 69 and CAR Part VIII Subpart 4
- recommendation addressed in DG-Directive 2016-12 regarding CALL SIGN SIMILARITY are covered in CAAP 69 and CAR Part VIII subpart 4
- All other CARs herein referred and addressing radio phraseology will reflect the changes in CAAP 69

Affected Rules:

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Affected stakeholders: All Air Operators and Air Traffic Service Providers

The text of the NPA is arranged to show deleted text with a line through it and new text highlighted with grey shading, as shown below:

Text to be deleted is shown with a line through it.	Text to be deleted
New text to be inserted is highlighted with grey shading.	New text to be inserted:
Text to be deleted is shown with a line through it followed or preceded by the replacement text which is highlighted with grey shading.	Existing text to be replaced by new text

RECOMMENDATION:

This NPA is published to announce to the public this amendment and to entitle all concerned parties to:

- Review the attached proposed changes to CAR-PART II, CAR PART III, CAR PART IV, CAR-PART VIII Subpart 4 and CAAP 69;
- Agree on the date of applicability for those changes set to 01st August 2017; and
- Submit their comments on the changes and date of applicability online through the GCAA website by 1st July 2017.

Comments must be submitted through the GCAA Website – E-Publication – Notice of Proposed Amendment, using the Action of “Submit NPA Feedback Request”. Any comments submitted using another means will not be considered.

Comments and Responses may be viewed in the Comments Response Document CRD pertaining to this NPA on the GCAA website.



PROPOSED AMENDMENT UAE STANDARDISED PHRASEOLOGY



PROPOSAL 1: CAR-PART II – CHAPTER 2 – FLIGHT CREW LICENSING CAR FCL

---- START PROPOSAL 1 ----

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SUBPART B – LIGHT AIRCRAFT PILOT LICENCE - LAPL)

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FCL.115 LAPL - Training course

Applicants for an LAPL shall complete a training course within an ATO. The course shall include theoretical knowledge and flight instruction appropriate to the privileges given.

FCL.120 LAPL - Theoretical knowledge examination

Applicants for an LAPL shall demonstrate a level of theoretical knowledge appropriate to the privileges granted, through examinations on the following:

(a) common subjects:

- (1) Air law,
- (2) Human performance,
- (3) Meteorology,
- (4) Communications;

...

AMC1 FCL.115; FCL.120

SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE LAPL

- (a) The training and examination should cover aspects related to non-technical skills in an integrated manner, taking into account the particular risks associated with the licence and the activity. The theoretical knowledge instruction provided by the ATO should include a certain element of formal classroom work but may also include other methods of delivery for example interactive video, slide or tape presentation, computer-based training and other media distance learning courses. The training organisation responsible for the training has to check if all the appropriate elements of the training course of theoretical knowledge instruction have been completed to a satisfactory standard before recommending the applicant for the examination.
- (b) The following tables contain the syllabi for the courses of theoretical knowledge, as well as for the theoretical knowledge examinations for the LAPL(B) and LAPL(S). The syllabi for the theoretical knowledge instruction and examination for the PPL(A) and PPL(H) in AMC1 FCL.210 and FCL.215 should be used for the LAPL(A) and the LAPL(H), respectively.

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GM FCL.115; FCL.120 Training course; Theoretical Knowledge examination

The General operating procedures related to Standard words and phrases mentioned in **AMC1 FCL.115; FCL.120** should be based on CAAP-69



SUBPART C – PRIVATE PILOT LICENCE (PPL), SAILPLANE PILOT (SPL) AND BALLOON PILOT LICENCE (BPL)

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FCL.210 Training course

Applicants for a BPL, SPL or PPL shall complete a training course at an ATO. The course shall include theoretical knowledge and flight instruction appropriate to the privileges given.

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AMC1 FCL.210; FCL.215

SYLLABUS OF THEORETICAL KNOWLEDGE FOR PPL(A) AND PPL(H)

The following tables contain the syllabi for the courses of theoretical knowledge, as well as for the theoretical knowledge examinations for the PPL(A) and PPL(H). The training and examination should cover aspects related to non-technical skills in an integrated manner, taking into account the particular risks associated to the licence and the activity. An approved course shall comprise at least 100 hours of theoretical knowledge instruction. This theoretical knowledge instruction provided by the ATO should include a certain element of formal classroom work but may include also such facilities as interactive video, slide or tape presentation, computer-based training and other media distance learning courses. The training organisation responsible for the training has to check if all the appropriate elements of the training course of theoretical knowledge instruction have been completed to a satisfactory standard before recommending the applicant for the examination.

The applicable items for each licence are marked with 'x'. An 'x' on the main title of a subject means that all the sub-divisions are applicable.

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GM FCL.210 Training course

The General operating procedures related to Standard words and phrases mentioned in AMC1 FCL.210; FCL.215 should be based on CAAP-69

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SUBPART D – COMMERCIAL PILOT LICENCE- CPL

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FCL.310 CPL – Theoretical Knowledge examination

(a) An applicant for a CPL shall demonstrate a level of knowledge appropriate to the privileges granted in the following subjects:

- (1) Air Law,
- (2) Aircraft General Knowledge - Airframe/Systems/Powerplant,
- (3) Aircraft General Knowledge - Instrumentation,
- (4) Mass and Balance,
- (5) Performance,
- (6) Flight Planning and Monitoring,
- (7) Human Performance,
- (8) Meteorology,



- (9) General Navigation,
- (10) Radio Navigation,
- (11) Operational Procedures,
- (12) Principles of Flight,
- (13) Visual Flight Rules (VFR) Communications.

FCL.315 CPL - Training course

An applicant for a CPL shall have completed theoretical knowledge instruction and flight instruction at an ATO, in accordance with Appendix 3 to this regulation.

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FCL.515 ATPL - Training course and theoretical knowledge examinations

(a) Course. Applicants for an ATPL shall have completed a training course at an ATO. The course shall be either an integrated training course or a modular course, in accordance with Appendix 3 to this regulation.

(b) Examination. Applicants for an ATPL shall demonstrate a level of knowledge appropriate to the privileges granted in the following subjects:

- (1) Air Law,
- (2) Aircraft General Knowledge - Airframe/Systems/Power plant,
- (3) Aircraft General Knowledge - Instrumentation,
- (4) Mass and Balance,
- (5) Performance,
- (6) Flight Planning and Monitoring,
- (7) Human Performance,
- (8) Meteorology,
- (9) General Navigation,
- (10) Radio Navigation,
- (11) Operational Procedures,
- (12) Principles of Flight,
- (13) VFR Communications,
- (14) IFR Communications.

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FCL.615 IR - Theoretical knowledge and flight instruction

(a) Course. Applicants for an IR shall have received a course of theoretical knowledge and flight instruction at an ATO. The course shall be:

- (1) an integrated training course which includes training for the IR, in accordance with Appendix 3 to this regulation; or
- (2) a modular course in accordance with Appendix 6 to this regulation.

(b) Examination. Applicants shall demonstrate a level of theoretical knowledge appropriate to the privileges granted in the following subjects:

- (1) Air Law,



- (2) Aircraft General Knowledge - Instrumentation,
- (3) Flight Performance and Monitoring,
- (4) Human Performance,
- (5) Meteorology,
- (6) Radio Navigation,
- (7) IFR Communication

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AMC1 FCL.310; FCL.515; FCL.615

SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE ATPL, CPL AND IR

The following tables contain the detailed theoretical knowledge syllabus for the ATPL, CPL and IR.

Aspects related to non-technical skills shall be included in an integrated manner, taking into account the particular risks associated to the licence and the activity.

The applicable items for each licence or rating are marked with 'x'. An 'x' on the main title of a subject means that all the sub-divisions are applicable.

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GM FCL.310; FCL.315; FCL.515; FCL.615

The General operating procedures related to VFR and IFR communication with regards to Standard words and phrases mentioned in AMC1 FCL.310; FCL.515; FCL.615 should be based on CAAP-69

SUBPART E– MULTI-CREW PILOT LICENCE- MPL

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FCL.410.A MPL - Training course and theoretical knowledge examinations

(a) Course. An applicant for an MPL shall have completed a training course of theoretical knowledge and flight instruction at an ATO in accordance with Appendix 5 to this regulation.

(b) Examination. An applicant for an MPL shall have demonstrated a level of knowledge appropriate to the holder of an ATPL(A), in accordance with FCL.515, and of a multi-pilot type rating. This may be achieved through the conduct of a Mastery of Competence examination(s) in a GCAA approved MPL training course.

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---- END PROPOSAL 1 ----



PROPOSAL 2: CAR-PART III – GENERAL REGULATIONS

---- START PROPOSAL 2----

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CHAPTER 1 RULES OF AIR

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1.8 R/T COMMUNICATIONS AND STANDARD PHRASEOLOGY

Any pilot operating in the Emirates Flight Information Region (FIR) shall adhere to the standardised phraseology established by the GCAA which are contained in CAAP-69

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---- END PROPOSAL 2 ----



PROPOSAL 3: CAR-PART IV – AIRCRAFT OPERATIONS - AEROPLANES

---- START PROPOSAL 3----

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CAR-OPS 1 – COMMERCIAL AND PRIVATE AIR TRANSPORTATION- AEROPLANES

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CAR-OPS 1.025 – COMMON LANGUAGE

(See GM OPS 1.025)

- (a) An operator must ensure that all crew members can communicate in a common language.
- (b) An operator must ensure that all operations personnel are able to understand the language in which those parts of the Operations Manual which pertain to their duties and responsibilities are written.
- (c) Aeroplane pilots who are required to use the radio telephone aboard an aircraft shall demonstrate the ability to:
 - (1) speak and understand the English language as used for radiotelephony communications; and
 - (2) use the radiotelephony phraseology standard established by the State where flight operations take place.
- (d) As of 05 March, 2008, aeroplane pilots, shall demonstrate the ability to speak and understand the English language to the level specified in the language proficiency requirements in ICAO Annex 1, Appendix.
- (e) As of 05 March, 2008, the language proficiency of aeroplane pilots, who demonstrate proficiency below the Expert Level (Level 6) as stated in the ICAO Annex 1, Appendix, shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:
 - (1) those demonstrating proficiency at the Operational Level (Level 4) shall be evaluated once every three years; and
 - (2) those demonstrating proficiency at the Extended Level (Level 5) shall be evaluated once every six years.

GM OPS 1.025(c)(2)– COMMON LANGUAGE

See CAR-OPS 1.025

The instructions and procedure should include the radiotelephony phraseology established by the States where operations takes place. In the UAE, those standards are described in CAAP-69

CAR-OPS 1.085 – Crew responsibilities

(See GM OPS 1.085)



- (a) A crew member shall be responsible for the proper execution of his duties that:
- (1) Are related to the safety of the aeroplane and its occupants; and
 - (2) Are specified in the instructions and procedures laid down in the Operations Manual.

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GM OPS 1.085 – Crew responsibilities

(See CAR OPS 1.085)

The instructions and procedure should include the radiotelephony phraseology established by the States where operations takes place. In the UAE, those standards are described in CAAP-69

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---- END PROPOSAL 3----



PROPOSAL 4: CAR-PART IV – AIRCRAFT OPERATIONS - HELICOPTERS

---- START PROPOSAL 4----

CAR-OPS 3 – COMMERCIAL AND PRIVATE AIR TRANSPORTATION- HELICOPTERS

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CAR-OPS 3.025 – COMMON LANGUAGE

(See GM OPS 3.025)

- (a) An operator must ensure that all crew members can communicate in a common language.
- (b) An operator must ensure that all operations personnel are able to understand the language in which those parts of the Operations Manual which pertain to their duties and responsibilities are written.
- (c) pilots who are required to use the radio telephone aboard an aircraft shall demonstrate the ability to:
 - (1) speak and understand the English language as used for radiotelephony communications; and
 - (2) use the radiotelephony phraseology standard established by the State where flight operations take place.
- (d) As of 05 March, 2008, pilots, shall demonstrate the ability to speak and understand the English language to the level specified in the language proficiency requirements in ICAO Annex 1, Appendix.
- (e) As of 05 March, 2008, the language proficiency of aeroplane pilots, who demonstrate proficiency below the Expert Level (Level 6) as stated in the ICAO Annex 1, Appendix, shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:
 - (1) those demonstrating proficiency at the Operational Level (Level 4) shall be evaluated once every three years; and
 - (2) those demonstrating proficiency at the Extended Level (Level 5) shall be evaluated once every six years.

GM OPS 3.025 (c)(2)– COMMON LANGUAGE

(See CAR-OPS 3.025)

The instructions and procedure should include the radiotelephony phraseology established by the States where operations takes place. In the UAE, those standards are described in CAAP-69

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CAR-OPS 3.085 – Crew responsibilities

(See GM OPS 3.085)

- (a) A crew member shall be responsible for the proper execution of his duties that:
 - (1) Are related to the safety of the aeroplane and its occupants; and
 - (2) Are specified in the instructions and procedures laid down in the Operations Manual

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GM OPS 3.085 – Crew responsibilities



(See CAR OPS 3.085)

The instructions and procedure should include the radiotelephony phraseology established by the States where operations takes place. In the UAE, those standards are described in CAAP 69

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---- END PROPOSAL 4----



PROPOSAL 5: CAR-PART IV – CAR-FOR - FOREIGN OPERATORS REGULATION (FOR)

---- START PROPOSAL 5 ----

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SECTION GEN – GENERAL REQUIREMENTS

FOR.GEN.001 Applicable Standards

- (a) No Operator shall undertake a flight within the Emirates FIR unless the State of the Operator and State of Registry are ICAO Contracting States; and it remains in compliance with the provisions/limitations of:
- 1) Chicago Convention and its Annexes;
 - 2) UAE - Civil Aviation Law;
 - 3) Air Service Agreement (relevant agreement between UAE and the State of the Operator);
 - 4) Applicable UAE publications in particular but not limited to:
 - i. this CAR or any other applicable CAR;
 - ii. Part VII (Aviation Security Regulations);
 - iii. Civil Aviation Regulations Part VI (Transport of Dangerous Goods by Air);
 - iv. the UAE AIP;
 - v. Safety Alerts; and
 - vi. Information Bulletins published by GCAA.
- (b) The Operator shall notify the GCAA any non-compliance with (a).
- (c) Notwithstanding point (a), the GCAA may authorise an Operator whose State of Registry or State of the Operator is not an ICAO Contracting State.
- (d) standardised phraseology contained in CAAP-69

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---- END PROPOSAL 5----



PROPOSAL 6: CAR-PART IV – SPECIAL PURPOSE OPERATIONS

---- START PROPOSAL 6 ----

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SECTION C – PARACHUTING OPERATIONS

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SUB-SECTION 2.0 – OPERATING RULES

2.1 GENERAL

- (a) No person may make a parachute jump, and no pilot in command of an aircraft may allow a parachute jump to be made from that aircraft, if that jump creates a hazard to air traffic or to persons or property on the surface.
- (b) No person may make a parachute jump unless under the direct control of a GCAA approved parachute jumping organisation and in accordance with the Operations Manual of that organisation.
- (c) No person under the age of 18 years may make a parachute jump.
- (d) No passengers other than parachutists shall be carried on flights intended for parachute jump operations.
- (e) No organisation or person shall conduct a parachute jump without the approval of the Department of Civil Aviation of the Emirate concerned

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2.7 R/T COMMUNICATIONS AND STANDARD PHRASEOLOGY

Any operator performing parachute jump in the Emirates Flight Information Region (FIR) shall ensure the flight crew complies with the radiotelephony phraseology established by the States where operations takes place. In the UAE, those standards are described in CAAP-69

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---- END PROPOSAL 6----



**PROPOSAL 7: CAR-PART VIII – AIR NAVIGATION REGULATION
---- START PROPOSAL 7----**

SUBPART 4 – AIR TRAFFIC SERVICES ORGANISATIONS

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APPENDIX 2 – TRAINING AND COMPETENCY REQUIREMENTS

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A.2.9 INITIAL TRAINING

- (a) ATCUs shall ensure that the initial training programmes for ATC Students are comprehensive and meets the ICAO Annex 1 requirements. In addition, the objectives of the EUROCONTROL Common Core Content specification and ICAO Trainair Plus guidelines should be considered to form part of initial training.
1. ATC Basic course (ICAO 051)
 - i. This course is mandatory for ab-initio ATC Students. Student Air Traffic Contr Assistants should also attend this course.
 2. Aerodrome Control course (ICAO 052)
 - i. This course is mandatory for ab-initio ATC Students prior to commencing unit training and OJT in Aerodrome Control;
 - ii. To successfully pass this course the ATC Student shall be able to manage the workload and provide ATS within a defined aerodrome area of responsibility and, apply aerodrome control techniques and operational procedures to aerodrome traffic.
 3. Approach Control Procedural course (ICAO 053)
 - i. This course is mandatory for ab-initio ATC Students prior to commencing unit training and OJT in Approach Control Procedural.
 - ii. To successfully pass this course the ATC Student shall be able to manage the workload and provide ATS within a defined approach control area of responsibility and, apply procedural approach control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.
 4. Approach Control Surveillance course (ICAO 054)
 - i. This course is mandatory for ab-initio ATC Students prior to commencing unit training and OJT in Approach Control Surveillance.
 - ii. To successfully pass this course the ATC Student shall be able to manage the workload and provide ATS within a defined approach control area of responsibility and, apply approach surveillance control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.
 5. Area Control Surveillance course (ICAO 054)



- i. This course is mandatory for ab-initio ATC Students prior to commencing unit training and OJT in Area Control Surveillance.
- ii. To successfully pass this course the ATC Student shall be able to manage the workload and provide ATS within a defined area control area of responsibility and, apply area surveillance control, planning techniques and operational procedures to a rea traffic

Note: The General operating procedures related to radiotelephony with regards to Standard words and phrases mentioned in the content of the initial training should be based on CAAP 69.

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A.2.10 UNIT TRAINING

- (a) Prior to attending unit training the ATC Student or ATCO shall have completed the appropriate course(s) listed in A.2.9 (a) 2 to 5 successfully.
- (b) Prior to commencing OJT the licence holder shall have completed training and assessment in the following subjects:
 1. Operational procedures;
 2. Task specific aspects;
 3. Abnormal and emergency situations, i.e. ECT;
 4. Working position equipment;
 5. Human factor including Team Resource Management, fatigue management and stress management;
 6. Safety Management Systems (SMS);
 7. Low Visibility Operations (LVO) where applicable;
 8. Radiotelephony and call sign similarity.

Note: (1) The use of simulator training should form part of unit training.
(2) The General operating procedures related to radiotelephony with regards to Standard words and phrases mentioned in the content of the Unit training should be based on CAAP 69.

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A.2.13 DEVELOPMENT AND CONTINUATION TRAINING

- (a) Developing and maintaining the competence of ATC personnel through periodic refresher and emergency training is a fundamental requirement for a safe, orderly and expeditious air traffic control service.
- (b) The ATCU shall ensure that ATCOs complete the following training courses annually:
 1. Unit Safety Management Systems (SMS);
 2. Emergency Continuation Training (ECT);



3. Low Visibility Operations (LVO) where applicable;
4. Radiotelephony and call sign similarity;
5. Go-around training (where applicable).

Note: (1) *ATCUs shall ensure that scheduled annual training plans are documented in the Training and Competency Manual.*

(2) *The General operating procedures related to radiotelephony with regards to Standard words and phrases mentioned in the content of the development and continuation training should be based on CAAP 69.*

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PARAGRAPH A.6.6.17.7 - WINDSHEARS

A.6.6.17.7.1 Windshears are dangerous to aircraft on final approach and immediately after becoming airborne.

A.6.6.17.7.2 A flight crew experiencing a sudden downburst will apply maximum power and configure the aircraft for a maximum rate of climb. The crew will not be able to comply with ATC manoeuvring instructions until the windshear effect has abated. If the aircraft is on final approach, there is a likelihood of a go around.

A.6.6.17.7.3 An ATCO should relay ~~Descriptions of windshears notified by aircraft~~ should be relayed to following arriving aircraft and to departing aircraft ~~any windshears reported by an aircraft~~ using the standard sequence described in CAAP-69.

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---- END PROPOSAL 7----



PROPOSAL 8: CAAP 69 – UAE RADIOTELEPHONY STANDARDS

---- START PROPOSAL 8----

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CHAPTER 1. - INTRODUCTION

1.1 SUMMARY

1.1.1 UAE RTF standards are developed to provide efficient, clear, concise and unambiguous communications between pilots and ATS personnel. And constant attention should be given to the current use of ICAO phraseologies in all instances in which they are applicable.

1.1.2 It is not possible to provide phraseologies to cover every situation which may arise and the examples contained in this CAAP are not exhaustive, but merely representative of radio telephony phraseology in common use, however if standard phrases are adhered to any possible ambiguity will be reduced to minimum.

1.1.3 Some abbreviations, which by their common usage have become part of aviation terminology, may be spoken using their constituent letters rather than the phonetic alphabet, for example, ILS, QNH and RVR.

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

- i. "SURFACE" in relation to surface wind direction and speed
- ii. "DEGREES" in relation to radar headings
- iii. "VISIBILITY", "CLOUD", and "HEIGHT" in meteorological reports
- iv. "HECTOPASCALS" when giving pressure settings, except when the setting is less than 1000, e.g.QNH 998 hectopascals.

1.1.5 The use of excessive courtesies should be avoided.

1.1.6 The word "IMMEDIATELY" should only be used when immediate action is required for safety reasons.

1.1.7 Standardised phraseology shall be used in all situations for which it has been specified. Plain language shall be used only when standardised phraseology cannot serve an intended transmission

1.1.8 The use of plain language to clarify, explain or emphasise the message in combination with standard phraseology may mitigate confusion or misunderstanding.

1.1.9 Using appropriate transmitting techniques will assist in ensuring that transmitted speech is clearly and satisfactorily received. Speech transmitting technique should be adapted to the prevailing communications conditions.



1.1.10 ATC should instruct flight crews and drivers to retransmit their message, clearance or instruction whenever a transmission has been, or suspected to have been, blocked by two or more aircraft/vehicles, or a transmission was incomplete or garbled.

1.1.11 The expression TAKE-OFF shall only be used in radiotelephony when an aircraft is cleared for take-off or when cancelling a take-off clearance.

1.1.12 The expression TORA, pronounced TOR-AH, may be used to indicate take-off run available.



CHAPTER 2 – GENERAL PROCEDURES AND PHRASEOLOGY

2.1 – ESTABLISHMENT AND CONTINUATION OF COMMUNICATIONS

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

2.1.5 Repeat the clearance or instruction using standard phraseology whenever there is a concern that the intended clearance or instruction may have been misunderstood or misheard by the flight crew, or the situation warrants.

2.1.5 2.1.6 If there is doubt that a message has been correctly received, a repetition of the message should be requested in full or in part.

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2.2 – TRANSMITTING TECHNIQUE

2.2.1 The following transmitting techniques will assist in ensuring that transmitted speech is clearly and satisfactorily received.

- i. Before transmitting listen out on the frequency to be used to ensure that there will be no interference with a transmission from another station.
- ii. Be familiar with good microphone operating techniques.
- iii. Use a normal conversation tone, speak clearly and distinctly.
- iv. 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 recipient, speak at a slightly slower rate.
- v. Maintain the speaking volume at a constant level.
- vi. A slight pause before and after numbers will assist in making them easier to understand.
- vii. Avoid using hesitation sounds such as “er”.
- viii. Be familiar with microphone operating techniques, particularly in relation to the maintenance of a constant distance from the microphone if a modulator with a constant level is not used.
- ix. Suspend speech temporarily if it becomes necessary to turn the head away from the microphone.
- x. Depress the transmit switch fully before speaking and do not release it until the message is completed, this will ensure that the entire message is transmitted.
- xi. The transmission of long messages should be interrupted momentarily from time to time to permit the transmitting operator to confirm that the frequency in use is clear, and if necessary to permit the receiving operator to request repetition of parts not received

xii Exercise particular caution when language difficulties exist, particularly when dealing with pilots whose first language is seemingly not English.

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2.4 – TRANSMISSION OF NUMBERS

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2.4.1 The following table lists the phonetic spelling of numbers and number terms, syllables to be emphasised are in upper case.

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2.4.2 All numbers used in the transmission of aircraft call-signs, flight levels, headings, wind direction and speed, transponder codes, runway/taxiway designators, altimeter settings, time, and frequencies must be transmitted by pronouncing each digit separately.

2.4.2.1 Taxiway designators - First option – Standard Phraseology

i. MIKE ONE THREE ALPHA

2.4.2.2 Taxiway designators - Second option – Standard Phraseology combined with Repeated Standard Phraseology

i. MIKE ONE THREE ALPHA, I SAY AGAIN, MIKE ONE THREE ALPHA

2.4.2.3 Taxiway designators - Third option – Standard Phraseology combined with Plain Language

i. MIKE ONE THREE ALPHA, I SAY AGAIN, MIKE THIRTEEN ALPHA

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2.8 – AIRCRAFT CALL SIGNS

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2.8.2 An aircraft shall not change its call sign during flight except when there is a likelihood that confusion may occur because of similar call signs, and the aircraft has been instructed by an air traffic control unit to change its call sign temporarily.

2.8.2.1 First option – Standard Phraseology

i. AIRLINE ONE TWO THREE

2.8.2.2 Second option – Standard Phraseology combined with Repeated Standard Phraseology

i. AIRLINE ONE TWO THREE, I SAY AGAIN, AIRLINE ONE TWO THREE

2.8.2.3 Third option – Standard Phraseology combined with Plain Language

i. AIRLINE ONE TWO THREE, I SAY AGAIN, AIRLINE ONE TWENTY THREE

2.8.3 Aircraft in the heavy wake turbulence category shall include the word “HEAVY/ SUPER” as applicable immediately after the aircraft call sign in the initial contact between such aircraft and ATS units.

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2.10 – CLEARANCES AND READ BACK REQUIREMENTS

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2.10.4 A pilot is required to acknowledge receipt of the following ATC clearances, information or instruction by a full readback followed by the aircraft call sign:

i. ATC route, taxi, approach and departure clearances and amendments thereto ;

ii. Clearances to VFR aircraft to operate within controlled airspace, to enter or vacate the circuit;

iii. Clearances and instructions to enter, land on, take off from, hold short of, cross and backtrack on any runway;



iv. Runway in use, altimeter settings, SSR codes, level instructions, heading and speed instructions, transition levels and frequency change instructions whether these have been issued by the controller or contained in an ATIS broadcast;

v. Instructions to push back and taxi on the movement area; and

vi. Conditional clearances

...

2.10.5 If an aircraft readback of a clearance or instruction is incorrect, the controller will transmit the word "NEGATIVE I SAY AGAIN" followed by the correct version.

2.10.6 ATC shall actively listen to and insist upon a correct read back to ascertain that the clearance or instruction has been correctly acknowledged, and shall take immediate action to correct any discrepancies revealed by the read back or lack thereof.

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2.12 CONDITIONAL CLEARANCES

2.12.1 Conditional phrases, such as "BEHIND LANDING AIRCRAFT", or "AFTER DEPARTING AIRCRAFT" shall not be used for movements affecting the active runway(s), except when the aircraft or vehicles concerned are seen by the controller and the pilot. The aircraft or vehicle causing the condition in the clearance shall be the first aircraft/vehicle to pass in front of the other aircraft concerned. Conditional clearances shall not be given to vehicles.

2.12.2 In all cases a conditional clearance will be given in the following order and consist of:

- i. identification; (callsign)
- ii. the condition;
- iii. the clearance;
- iv. brief reiteration of the condition;

2.13 RADIO TEST PROCEDURES

~~2.12.3~~ 2.13.1 Test transmissions should take the following form:

- i. The identification of the station being called;
- ii. The aircraft/ vehicle callsign;
- iii. The words RADIO CHECK;
- iv. The frequency being used;

~~2.12.4~~ 2.13.2 Replies to test transmissions should be as follows:

- i. The identification of the station calling;
- ii. The identification of the station replying; and
- iii. Information regarding the readability of the transmission;

2.13.3 The readability of the transmission should be classified in accordance with the following readability scale:

1. Unreadable;



2. Readable now and then;
3. Readable but with difficulty;
4. Readable;
5. Perfectly readable;

...

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

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2.14 LEVEL INSTRUCTIONS

2.14.1 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.

2.14.2 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.

2.14.2.1 First option – Standard Phraseology

- i) CLIMB TO ONE ZERO THOUSAND FEET
- ii) DESCEND TO FLIGHT LEVEL TWO ZERO ZERO

2.14.2.2 Second option – Standard Phraseology combined with Repeated Standard Phraseology

- i) CLIMB TO ONE ZERO THOUSAND FEET, I SAY AGAIN, CLIMB TO ONE ZERO THOUSAND FEET
- ii) DESCEND TO FLIGHT LEVEL TWO ZERO ZERO, I SAY AGAIN, DESCEND TO FLIGHT LEVEL TWO ZERO ZERO

2.14.2.3 Standard Phraseology combined with Plain Language

- i) CLIMB TO ONE ZERO THOUSAND FEET, I SAY AGAIN, CLIMB TO TEN THOUSAND FEET
- ii) DESCEND TO FLIGHT LEVEL TWO ZERO ZERO, I SAY AGAIN, DESCEND TO FLIGHT LEVEL TWO HUNDRED

2.14.3 When a change is made to any part of a level clearance, then the entire level clearance shall be re-stated.

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

...

2.14.6 Occasionally, for traffic reasons, a higher than normal rate of climb or descent may be required.

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2.17 MANDATORY BROADCAST AIRSPACE

Broadcast Position, altitude and intentions should be broadcast on entry and at regular time intervals required by the MBA/MBZ

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2.18 CLEARANCES ON A STANDARD INSTRUMENT DEPARTURE (SID)

2.18.1 Clearances to aircraft on a SID with remaining published level and/or speed restrictions shall indicate if such restrictions are to be followed or are cancelled. The following phraseologies shall be used with the following meanings:

- a) CLIMB VIA SID TO (level):
 - i) climb to the cleared level and comply with published level restrictions;
 - ii) follow the lateral profile of the SID; and
 - iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- b) CLIMB VIA SID TO (level), CANCEL LEVEL RESTRICTION(S):
 - i) climb to the cleared level, published level restrictions are cancelled;
 - ii) follow the lateral profile of the SID; and
 - iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- c) CLIMB VIA SID TO (level), CANCEL LEVEL RESTRICTION(S) AT (point(s)):
 - i) climb to the cleared level, published level restriction(s) at the specified point(s) are cancelled;
 - ii) follow the lateral profile of the SID; and
 - iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- d) CLIMB VIA SID TO (level), CANCEL SPEED RESTRICTION(S):
 - i) climb to the cleared level and comply with published level restrictions;
 - ii) follow the lateral profile of the SID; and
 - iii) published speed restrictions and ATC-issued speed control instructions are cancelled.
- e) CLIMB VIA SID TO (level), CANCEL SPEED RESTRICTION(S) AT (point(s)):
 - i) climb to the cleared level and comply with published level restrictions;
 - ii) follow the lateral profile of the SID; and
 - iii) published speed restrictions are cancelled at the specified point(s).
- f) CLIMB UNRESTRICTED TO (level) or CLIMB TO (level), CANCEL LEVEL AND SPEED RESTRICTION(S):
 - i) climb to the cleared level, published level restrictions are cancelled;
 - ii) follow the lateral profile of the SID; and
 - iii) published speed restrictions and ATC-issued speed control instructions are cancelled.



2.18.2 If there are no remaining published level or speed restrictions on the SID, the phrase CLIMB TO (level) should be used.

2.18.3 When subsequent speed restriction instructions are issued, and if the cleared level is unchanged, the phrase CLIMB VIA SID TO (level) should be omitted.

2.18.4 When a departing aircraft is cleared to proceed direct to a published waypoint on the SID, the speed and level restrictions associated with the bypassed waypoints are cancelled. All remaining published speed and level restrictions shall remain applicable.

2.18.5 When a departing aircraft is vectored or cleared to proceed to a point that is not on the SID, all the published speed and level restrictions of the SID are cancelled and the controller shall:

- a) reiterate the cleared level;
- b) Provide speed and level restrictions as necessary; and
- c) notify the pilot if it is expected that the aircraft will be instructed to subsequently rejoin the SID.

2.18.6 ATC instructions to an aircraft to rejoin a SID shall include:

- a) the designator of the SID to be rejoined unless advance notification of rejoin has been provided in accordance with 2.13.5 above;
- b) the cleared level on rejoining the SID in accordance with 2.13.1 above; and
- c) the position at which it is expected to rejoin the SID.

Phraseology on rejoin instructions:

A. CLEARED DIRECT (waypoint), CLIMB TO (level), EXPECT TO REJOIN SID [(sid designator)] [AT (waypoint)]

then

REJOIN SID [(sid designator)] [AT (waypoint)]

B. CLEARED DIRECT (waypoint), CLIMB TO (level)

then

REJOIN SID (sid designator) AT (waypoint)

2.19 CLEARANCES ON A STANDARD INSTRUMENT ARRIVAL (STAR)

2.19.1 Clearances to aircraft on a STAR with remaining published level and/or speed restrictions shall indicate if such restrictions are to be followed or are cancelled. The following phraseologies shall be used with the following meaning:

- a) DESCEND VIA STAR TO (level):
 - i) descend to the cleared level and comply with published level restrictions;
 - ii) follow the lateral profile of the STAR; and
 - iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- b) DESCEND VIA STAR TO (level), CANCEL LEVEL RESTRICTION(S):
 - i) descend to the cleared level, published level restrictions are cancelled;
 - ii) follow the lateral profile of the STAR; and
 - iii) comply with published speed restrictions or ATC-issued speed control instructions as applicable.



- c) DESCEND VIA STAR TO (level), CANCEL LEVEL RESTRICTION(S) AT (point(s)):
- descend to the cleared level, published level restriction(s) at the specified point(s) are cancelled;
 - follow the lateral profile of the STAR; and
 - comply with published speed restrictions or ATC-issued speed control instructions as applicable.
- d) DESCEND VIA STAR TO (level), CANCEL SPEED RESTRICTION(S):
- descend to the cleared level and comply with published level restrictions;
 - follow the lateral profile of the STAR; and
 - published speed restrictions and ATC-issued speed control instructions are cancelled.
- e) DESCEND VIA STAR TO (level), CANCEL SPEED RESTRICTION(S) AT (point(s)):
- descend to the cleared level and comply with published level restrictions;
 - follow the lateral profile of the STAR; and
 - published speed restrictions are cancelled at the specified point(s).
- f) DESCEND UNRESTRICTED TO (level) or DESCEND TO (level), CANCEL LEVEL AND SPEED RESTRICTION(S):
- descend to the cleared level, published level restrictions are cancelled;
 - follow the lateral profile of the STAR; and
 - published speed restrictions and ATC-issued speed control instructions are cancelled.
- 2.19.2 If there are no remaining published level or speed restrictions on the STAR, the phrase DESCEND TO (level) should be used.
- 2.19.3 When subsequent speed restriction instructions are issued and if the cleared level is unchanged, the phrase DESCEND VIA STAR TO (level) should be omitted.
- 2.19.4 When an arriving aircraft is cleared to proceed direct to a published waypoint on the STAR, the speed and level restrictions associated with the bypassed waypoints are cancelled. All remaining published speed and level restrictions shall remain applicable.
- 2.19.5 When an arriving aircraft is vectored or cleared to proceed to a point that is not on the STAR, all the published speed and level restrictions of the STAR are cancelled and the controller shall:
- reiterate the cleared level;
 - Provide speed and level restrictions as necessary; and
 - notify the pilot if it is expected that the aircraft will be instructed to subsequently rejoin the STAR.
- 2.19.6 ATC instructions to an aircraft to rejoin a STAR shall include:
- the designator of the STAR to be rejoined, unless advance notification of rejoin has been provided in accordance with 2.14.5 above;
 - the cleared level on rejoining the STAR in accordance with 2.14.1 above; and
 - the position at which it is expected to rejoin the STAR.
- Phraseology on rejoin instructions:



- A. CLEARED DIRECT (waypoint), DESCEND TO (level), EXPECT TO REJOIN STAR [(star designator)] [AT (waypoint)] then
REJOIN STAR [(star designator)] [AT (waypoint)]
- B. CLEARED DIRECT (waypoint), DESCEND TO (level)
then
REJOIN STAR (star designator) AT (waypoint)

2.20 ATC TELEPHONE COORDINATION MESSAGES

2.20.1 ATS personnel shall read back any clearances, instructions or operationally significant information contained in direct verbal or telephone coordination messages, including (but not limited to):

- i) Levels;
- ii) Headings;
- iii) Speed Restrictions;
- iv) Airways or route instructions;
- v) Runway in use;
- vi) SSR Codes;
- vii) Pressure Settings;
- viii) Frequencies; and
- ix) Release and contact points

2.20.2 Positive coordination is deemed to be successful and effective once the receiver has read back correctly. A receiver not reading back coordination messages shall be requested to do so, otherwise such coordination cannot be considered completed.

Note: Read back of coordination messages from Military units and non-UAE ATCUs may be challenging and should therefore be detailed in letters of agreement

2.20.3 Controllers shall insist upon and listen to the read back to ascertain that the clearance or instruction has been correctly acknowledged by the flight crew/vehicle driver and shall take immediate action to correct any discrepancies revealed by the read-back.

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CHAPTER 3– AERODROME CONTROL

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3.12 – WIND SHEAR

3.12 WIND SHEAR

3.12.1 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. On receipt of an air-report of wind shear or other weather hazards, the ATSU should:

- i. immediately relay the report to other aircraft concerned by hazardous weather phenomena;
 - ii. pass the full report to the associated MET unit; and
 - iii. pass the information to other ATSUs that may be affected by hazardous weather phenomena.
- Note: A warning may be broadcast on ATIS (if available).

3.12.2 Wind shear reports should be relayed using the following standard sequence, the contents depending upon the details of the original report:



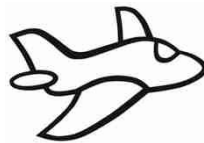
- i. wind shear — identifier;
- ii. aircraft type — added if not included in the original report;
- iii. description of event — no change to the report as received from the pilot. See also h) below;
- iv. height wind shear encountered — no change to the report as received from the pilot;
- v. phase of flight — no change to the report as received from the pilot;
- vi. runway — added if not included in the original report;
- vii. time of encounter — no change to the report as received from the pilot; and
- viii. MET/operational information (speed loss or speed gain) — no change to the report as received from the pilot.

Examples of such a report is:

"CAUTION WIND SHEAR. AT 0937 B747 REPORTED STRONG WIND AT 300 FT ON APPROACH RWY 27. MAX THRUST WAS REQUIRED".

"CAUTION WIND SHEAR. AT 0745 A320 REPORTED AFTER DEPARTING RUNWAY 30R AT 800 FEET AIRSPEED LOSS OF 20 KNOTS, STRONG RIGHT DRIFT".

3.12.3 ATSU should continue to transmit information on wind shear conditions until it is confirmed, either by subsequent aircraft reports or by advice from the associated MET unit, that conditions are no longer a hazard to ensure safe operations at the aerodrome.



XYZ CAUTION WIND SHEAR. AT 0745 AIRBUS 320 REPORTED
AFTER DEPARTURE RUNWAY 30 RIGHT AT 800 FEET AIRSPEED
LOSS OF 20 KNOTS, STRONG RIGHT DRIFT ~~THREE MILE FINAL~~

ROGER XYZ

---- END PROPOSAL 8----