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Since these notes were prepared, information has been received from the CAA that a student pilot on making an initial call when flying solo should pre-fix the aircraft call sign with the word *STUDENT*. For example... *STUDENT, GOLF OSCAR FOXTROT ROMEO YANKEE*... Once the initial call has been acknowledged the pre-fix should no longer be used with that particular station – unless, of course, the student is asked to do something with which the student is unfamiliar. A relevant Aeronautical Information Circular will refer.

## GUIDANCE NOTES FOR USERS OF DUNKESWELL A/ G STATION

1. Aim of these Notes:

At the culmination of the PPL/NPPL Course, in addition to receiving the Private Pilot's Licence the applicant will also receive a Radio Telephony Licence, authorizing the user to operate aircraft VHF equipment. Before that takes place the student pilot has to learn the procedures and gain the experience to pass a multiple-choice written examination and the practical R/T Test. These notes, therefore, have been prepared to provide the first stepping stone to that end. The information in these notes will, in conjunction with the data contained in the under-mentioned publications, will greatly assist in understanding the techniques required during the early solo flying both in the circuit and in the local training area. As will be seen, the techniques using an A/G Station such as Dunkeswell do differ slightly from those required at the larger airports equipped with full Air Traffic Control (A.T.C) facilities.

- First, read these Notes.
- Second, read General Aviation Safety Sense Leaflet 22 'Radiotelephony.'
- Third, use CAP 413, Radio Telephony Manual as a reference document.
- Fourth, with your instructor's help look up the relevant sections of UK A.I.P, 'En-Route.'

Now for a brief outline of the Various A.T.C services.

2. Air /Ground Communication(A/G)

Dunkeswell being an aerodrome free from the trials and tribulations of much commercial aircraft traffic requires only a simple method of radio communication called Air / Ground with the call sign 'Radio,' i.e. in our case 'Dunkeswell Radio.' The person on the ground, licensed to operate the equipment, is normally a member of the School staff. Although authorized to provide information to aircraft both on the ground and in the air, the ground operator is not permitted to 'control' the aircraft concerned. With this service, aircraft pilots can request information, and normally self-announce their location and intentions. Normally, only one VHF radio frequency is involved, and that at Dunkeswell is 123.475 MHz.

3. Aerodrome Flight Information Service

Another service may be encountered – but less common – is one operated by a Flight Information Officer with a call sign of 'Information.' The procedures are very similar to those described above for Dunkeswell. Again this would be on a smallish aerodrome with one VHF frequency.

In fact, the service offered is a sort of halfway house between the Air / Ground service and the full ATC service, which is described below. It will be seen that the Flight Information Service Officer can give instructions to the pilot on the aerodrome up to and including the holding point, what to do but only in specific instances and always at the pilot's discretion.

4. Air Traffic Control (A.T.C)

At larger airfields, mostly airports with commercial aircraft traffic, there is normally a purpose-built Air Traffic Control building with several staff operating several frequencies with call signs such as 'Ground' 'Tower' 'Approach' 'Radar' etc. When using these services although the basic aspects of radiotelephony (R/T) that the student learns at Dunkeswell for A/G remains the same, the regime is different in that the aircraft are controlled and it is a totally different 'ball-game.'

These techniques will be learned during the navigation stage of training. In fact, on the landing away cross-country flights, the student will use both methods. There is nothing difficult about it once the techniques are known. The student will also encounter ATIS. This automated service is described at the rear of this publication.

5. Phraseology

Before actually using the radio in the aircraft, the student should read the CAP 413 in order to learn some of the basics. Typical aspects include the phonetic alphabet, call signs and their abbreviations, microphone techniques, listening out procedure, read-back, and so on. In addition, before flying solo the student must be able to select a given frequency, adjust the volume, set the squelch if applicable, and know how to use the SSR transponder. (Secondary Surveillance radar)

At last, below are examples of the typical R/T phraseology that the student pilot will need to know. The aircraft call sign G-ABCD is used, but clearly pilots are to use the call sign appropriate to their particular aircraft.

6. When Ready to Taxi

A/c: Dunkeswell Radio (This is) Golf Alpha Bravo Charlie Delta, requesting radio check on 123.475 and airfield data.

*(The a/c is adjacent to the School and the radio operator can probably see the aircraft. However, if the aircraft were ¾ mile away at the hangar it would be helpful to say so. Note also full call signs are used).*

A/G: Golf Charlie Delta. (This is) Dunkeswell Radio. You are readability five. Runway 22, Quebec Foxtrot Echo (or QFE) one Thousand. Quebec November Hotel (or QNH) one zero three one.

*(Ground has abbreviated the aircraft call sign. No clearance to taxi has been given and must not. The pilot must now read back the information)*

A/c: Five's also, Runway 22, QFE one thousand, QNH one zero three one. Golf Charlie Delta.

*(Note further omissions and abbreviations and the place of aircraft call sign. Pilot checks altimeter and decides location of runway).*

*(If the pilot reads back incorrectly he/she will be told. Pilot decides if it is safe to taxi).*

7. Aircraft Taxi

A/c: Golf Charlie Delta taxiing to the hold of 22.

*(Pilot is telling all aircraft on the frequency and Air/Ground what is happening. Normally there would be no reply to this message unless there was traffic information).*

*(If the aircraft has to cross an active runway en route to the holding point this action must be announced and also when vacated. The word 'clear' must not be used).*

A/c: Golf Charlie Delta. Crossing Runway 22 (or the active). Will call when vacated.

*(On an airfield with full A.T.C. permission would be needed).*

A/c: Golf Charlie Delta. Runway vacated.

8. Aircraft ready to 'depart'

After a very good lookout – all round the circuit and not before: -

A/c: Golf Charlie Delta ready for departure. Lining up Runway 22.

*(This is brief and to the point, no reply from A/G is expected unless information is to be provided. Thus:)*

A/G: Golf Charlie Delta. One aircraft joining overhead from the North.

*(In which case aircraft acknowledges)*

A/c: Roger. Golf Charlie Delta.

*(On departure aircraft departs with minimum delay. If an aircraft is close in on Final it might be helpful to make the following call)*

A/c: Golf Charlie Delta rolling.

*(This will help the other pilot to know that the runway will very soon be available).*

Another form of R/T call might be required where an aircraft has to enter and back track a runway before lining up. This can be necessary when requiring Runway 04, 35 or 17 for departure at Dunkeswell. A typical call would be: -

A/c: Golf Charlie Delta entering Runway 17 for back track and immediate departure.

*(When backtracking, the aircraft 'sterilises' the runway for a lengthy period of time and it is good airmanship to get airborne with minimum delay).*

9. Airborne / leaving the circuit to the North

A/c: Dunkeswell. Golf Charlie Delta leaving the circuit to the North. Will call on rejoin.

*(If the frequency is busy the call sign 'Dunkeswell' should be omitted).*

If the Air/Ground operator has any information to impart, the pilot might hear something along the lines of the following:

A/G: Golf Charlie Delta. Roger. Caution there is one aircraft joining from the North.

A/c: Roger. Golf Charlie Delta.

In any event, the pilot looks for the traffic and listens out on the frequency 123.475 unless for any reason a change is to be made to another en route frequency.

10. Leaving the circuit to the South – Returning from the North

This is what happens on the student pilot's first cross-country flight. Because the aircraft doesn't fly South of Honiton the aircraft can remain on the Air/Ground frequency 123.475. This is good in that for this first navigation flight, the R/T workload on the student is kept low. The phraseology on this flight is similar to leaving the circuit to the North as described in the preceding paragraph merely substituting the word 'South.' Then to keep Dunkeswell informed of the aircraft's position a very basic call is made at each turning point. R/T for rejoin is as para. 16 below. All very straightforward.

11. Airborne / leaving the Circuit to the South

A/c: Dunkeswell. Golf Charlie Delta leaving the circuit to the South. Changing to Exeter Approach 128.975.

*(Normally Dunkeswell Radio will not reply but pilot is advised to listen out for a short while, just in case Dunkeswell has information to pass. Pilot re-sets frequency or changes to another Com. set, already set up for 128.975. It will also be necessary for the pilot to listen to the ATIS on 119.325, if not already done)*

12. Local flying to the South – Exeter Approach 128.975

The procedure for clearing to the South is slightly different from clearing to the North or to the East, because of proximity to Exeter air traffic. So instead of just listening out to Dunkeswell, the aircraft must make an initial or opening call to Exeter. This is as follows, and must be made before crossing Honiton because of the Exeter Instrument Approach Path. The pilot is to listen out, re-adjust the volume as required and transmit. The initial call should be brief:

A/c: Exeter Approach (this is) Golf Alpha Bravo Charlie Delta. Requesting Basic Service. Information ..... copied.

*(Full call signs are used on an initial or opening call, and what the pilot requires. That's all. On early cross-country flights or if just operating to the South a Basic Service is the most likely requirement). In any event, once communication has been established the Approach controller will then say something like 'Pass your message'.*

App: Golf Alpha Bravo Charlie Delta. Pass your message.

*(If Approach abbreviates the a/c call sign the pilot can do the same. Otherwise full call sign is to be used. Pilot then transmits something on the lines of the following).*

*(On the other hand, if told to 'Standby' the pilot would acknowledge with 'Wilco' and wait for a further call. Aircraft would have to remain North of Honiton.)*

A/c: (Exeter). Golf Alpha Bravo Charlie Delta. Cessna 152. Out of Dunkeswell. Position 3 miles South of the field. 2,000ft on 1031. General Handling East of Sidmouth between 2,000 and 3,000ft. Request Basic Service.

*(Pilot has described intentions to Exeter who must always be contacted if the a/c flies South of Honiton due to the instrument Approach path to Exeter Airport or indeed at any time the a/c flies within say 8-10 miles of Exeter Airport.*

App: Golf Alpha Bravo Charlie Delta. Basic Service. Not above 3,000ft on 1030. Call on return to Dunkeswell.

A/c: Basic Service. Not above 3,000ft on 1030. Wilco. Golf Alpha Bravo Charlie Delta.

*(Pilot must listen out. Exeter may pass traffic information).*

App: Golf Alpha Bravo Charlie Delta. We have traffic information for you.

A/c: Exeter. Golf Alpha Bravo Charlie Delta. Go ahead.  
*(By this stage, communication may be on an abbreviated call sign basis).*

App: Golf Charlie Delta. Traffic 10 o'clock. 5 miles crossing left to right.  
Height unknown.

A/c: Exeter. Golf Charlie Delta. Contact.

*(If the pilot cannot immediately see the conflicting aircraft he/she should acknowledge the message by saying the following).*

A/c: Exeter. Golf Charlie Delta. Negative Contact.

*(A/c continues to listen out until time to call for return to Dunkeswell).*

13. Local Cross-country to the South West and South – Exeter Approach 128.975  
Once clear of the Dunkeswell circuit and with 128.975 set, the pilot is to listen out, readjust the volume as required and transmit. The initial call is brief: -

A/c: Exeter approach. (This is) Golf Alpha Bravo Charlie Delta.  
Requesting Basic Service. Information..... copied.

App: Golf Alpha Bravo Charlie Delta. (This is) Exeter Approach. Pass your message.

*(If Approach abbreviates aircraft call sign the pilot can do the same. Otherwise, full call sign is to be used. Pilot then sends the following information. In the early days of training this could be prepared in advance on one of the School's training forms. Note that although ETA's/Timings are not quoted in the R/T calls pilots should be aware of such timings from their nav. logs should ATC request same).*

A/c: (Exeter). Golf Alpha Bravo Charlie Delta. Cessna 152, 2 miles SW of Dunkeswell. Altitude 2,000ft on Regional Setting 1030. VFR Cross-country Dunkeswell – Crediton – Exmouth – Sidmouth – Dunkeswell.

*(If a/c has not been given a Basic Service pilot would add on the end 'Requesting Basic Service').*

App: Golf Alpha Bravo Charlie Delta. Basic Service. Maintain 2,000ft on 1030. Report overhead Crediton.

A/c: (Exeter). Basic Service. Maintain 2,000ft on 1030. Wilco. Golf Alpha Bravo Charlie Delta.

*(Note the read back. Pilot to listen out, Exeter may pass traffic information, which must be acknowledged. Examples have been described above).*

Pilot has to fly the aircraft, navigate, keep a lookout for other aircraft, and listen out. As the aircraft approaches the first turning point e.g. Crediton the workload increases. The instructor will teach the student pilot to institute a mini-drill so that nothing is overlooked. As regards radio the pilot should report at the first turning point if so requested.

A/c: Exeter (Approach). This is Golf Alpha Bravo Charlie Delta. Position Crediton. 2,000ft on 1030. Will report Exmouth.

App: Golf Charlie Delta. Exeter. Roger. Call overhead Exmouth.

A/c: Wilco. Golf Charlie Delta.

*(Note that abbreviation of call sign has taken place. The same procedure would be carried out at Exmouth and Sidmouth on such a training flight. The eventual rejoin would be on the lines of para. 14 below).*

14. Aircraft receiving Exeter Basic Service South of Honiton intends to return to Dunkeswell for rejoin

A/c: Exeter Approach. Golf Charlie Delta. Abeam Charmouth 2,000ft on 1030. Returning to Dunkeswell.

App: Golf Charlie Delta. Roger. Report abeam Honiton.

A/c: Wilco. Golf Charlie Delta.

A/c: (Exeter Approach) Golf Charlie Delta, abeam Honiton maintaining 2,000ft on 1030. Dunkeswell in sight.

App: Golf Charlie Delta Roger. Contact / Change to Dunkeswell 123.475. Thank you for the call.

A/c: 123.475. Golf Charlie Delta.

*(Alternatively the pilot could take the initiative and say something on the lines of the following).*

A/c: (Exeter Approach). Golf Charlie Delta abeam Honiton. 2,000ft on 1030 Dunkeswell in sight. Request change to 123.475.

*(In any event, pilot changes the frequency on the com. Set and makes an initial call to Dunkeswell as described below for rejoin procedure).*

15. Local Cross-country to the North east and east with MATZ penetration  
This cross-country is invariably an alternative to the cross-country Crediton – Exmouth – Sidmouth. It is however preferred since it introduces the student pilots to Military Air Traffic Zone (MATZ) procedure, which must be learned in any event especially for a long landing away cross-country. As regards R/T the phraseology is similar to that for the above mentioned cross-country to the Southwest except that the flight proceeds through an area of Intense Aerial Activity (AIAA) and a MATZ. The student is advised to read the subject in CAP 413 and refer to the U.K A.I.P En Route section for the details. In addition, the student should have an understanding of the Lower Airspace Radar Service (LARS) and of the services on offer to the pilot such as Basic Service or Traffic Service – especially the differences between the services and the responsibilities of the pilot when using the services.

Due to the not uncommon practice of naming navigation facilities after a prominent town or feature not always in the immediate vicinity e.g. Brecon, Daventry, etc pilots should be aware that the Yeovilton Radar facility has a call sign ‘Yeovil Radar’ (based on the name of the nearby town) and the Yeovil Airfield callsign is not ‘Yeovil’ but ‘Westland’ after the name of the original aircraft manufacturers occupying the airfield. Hopefully, this will clarify the situation. Now to the R/T.

Initially the R/T is the same as para. 9 above, especially as regards taxi / take-off / and clearing the circuit i.e. to the North / Northeast. Once clear of the airfield and in level flight: -

A/c: Dunkeswell. Golf Charlie Delta leaving the circuit to the North. Will call again on re-join. Changing to Yeovil Radar 127.350.

*(Pilot listens out in case there is a reply from Dunkeswell Radio. If no reply, Com. Set is returned to the new frequency. Then listens out further to gain information or any new relevant altimeter settings – then transmitting):*

A/c: Yeovil Radar. This is Golf Alpha Bravo Charlie Delta. For Traffic Service and MATZ penetration.

*(Equally the pilot could request Lower Airspace Radar Service and be more precise later).*

Y/R: Golf Alpha Bravo Charlie Delta. Yeovil Radar. Standby. (This will not always happen, but could. The pilot should not acknowledge but wait until called. If no reply within a reasonable period pilot should make a further brief call).

Y/R: Golf Alpha Bravo Charlie Delta. Yeovil Radar. Squawk 3363. Pass your message.

*(No abbreviation yet but a squawk has been allocated. Write down and read back in the reply).*

A/c: Yeovil Radar. Golf Alpha Bravo Charlie Delta. Squawk 3363. Cessna 152 abeam Taunton. 2,000ft on 1030. Out of Dunkeswell for Bridgwater – Yeovilton – Chard – Dunkeswell. Estimating Bridgwater 36 requesting Traffic Service and MATZ penetration after Bridgwater.

*(New squawk acknowledged and set. No abbreviation yet. Details and route passed. All as standard format. It can be seen why an initial call must be brief).*

Y/R: Golf Alpha Bravo Charlie Delta. (Yeovil Radar). Traffic Service. Continue at 2,000ft on Portland Regional Pressure Setting 1030. Report Bridgwater.

A/c: Traffic service. Continue 2,000ft on 1030. Wilco. Golf Alpha Bravo Charlie Delta.

*(There are now a few minutes available to attend to navigation and prepare for the turn at Bridgwater. The pilot must use his mini-drill as for previous cross-country flights – Time, Turn, Talk, or whatever).*

A/c: Yeovil radar. Golf Alpha Bravo Charlie Delta . Position Bridgwater 46. 2,000ft on 1030.

*(This is standard format. If no MATZ clearance is given the pilot must ensure that one is given before entering the MATZ. One useful tip is to make the zone boundary one of the 'way points' in the Nav. Log. The boundary estimate will already be known if asked).*

In all probability, the next call would be from Yeovilton as follows: -

Y/R: Golf Alpha Bravo Charlie Delta. (Yeovil Radar). Roger. You are cleared to transit the MATZ at 2,500ft on Yeovilton QFE 1028.

*(Pilot resets altimeter to QFE and acknowledges the clearance. Even if the call signs had been abbreviated the clearance would be on a full call sign basis).*

A/c: Yeovil Radar. Golf Alpha Bravo Charlie Delta is cleared to transit the MATZ (or zone) at 2,500ft on Yeovilton QFE1028.

Y/R: Golf Alpha Bravo Charlie Delta that is correct.

*(You may or may not receive an acknowledgement. Note also that you might have to climb the aircraft slightly to maintain 2,500ft on the QFE).*

The next call will depend upon the traffic situation. If Yeovil/Westlands airfield is not very busy it is likely that the aircraft will remain on the Yeovil Radar Frequency even when over flying Yeovil/Westlands until such time as the pilot is ready to call Dunkeswell for re-join.

Alternatively, if the Yeovil/Westland Airfield has conflicting traffic the aircraft might be handed over to Westlands ATC. Fortunately Yeovil has a direct line with Yeovil/Westlands Airfield and can pass the aircraft's details which keeps the R/T fairly brief.

Yeovil will normally ensure that the aircraft has sufficient altitude to avoid conflicts with Yeovil/Westlands ATZ. The most likely scenario, however, is that the aircraft remains with Yeovil Radar in which case as the a/c sets course over Yeovil/Westlands for Dunkeswell, the following call will be made:

A/c: Yeovil Radar. Golf Alpha Bravo Charlie Delta. Position Yeovil 08. 2,500ft on Yeovilton QFE 1028.

*(By now the aircraft would no doubt be clear of the zone).*

Y/R: Golf Alpha Bravo Charlie Delta. Yeovil Radar. You are now clear of the zone. Continue 2,000ft on Portland setting 1030. Call abeam Chard or leaving the frequency.

A/c: Continue 2,000ft 1030. Wilco. Golf Alpha Bravo Charlie Delta.

*(Next call would be abeam Chard with a position report and a request for a frequency change. Yeovilton would confirm and ask the pilot to revert to squawk 7000).*

*The pilot then carries out re-join R/T procedures as described in para. 16 except that the rejoin is from the East with an appropriate position such as abeam Chard).*

#### 16. Re-join Procedure

Assuming the aircraft to be on the Dunkeswell frequency 123.475 the general R/T procedures are much the same irrespective of the direction of join. If the aircraft has been on the Dunkeswell frequency all the time the rejoin call would not technically be an initial call, however, if the aircraft has just returned to the frequency from Exeter Approach or Yeovilton then it would be an initial call. A fine point but it could affect the phraseology. As the aircraft has not been in communication with Air / Ground for some time, in either case full call sign might be advisable, abbreviating later as necessary.

A/c: Dunkeswell Radio. This is Golf Alpha Bravo Charlie Delta for re-join. Overhead Wellington 2,000ft. Request airfield information.

*(Note, aircraft cannot ask for 'instructions' in this re-join. FREDAL checks would have been completed prior to the call including correct frequency set and volume turned up).*

A/G: Golf Charlie Delta. Runway 22. QFE 1000. Parachuting in progress.

*(Traffic information might be given, in any event pilot should be aware of parachuting. There cannot be overhead joins if there is parachuting in progress).*

A/c: Runway 22. QFE 1000. Parachuting. Golf Charlie Delta.

*(A/G will make further response if the read back is incorrect. Aircraft should descend to circuit height before reaching the circuit if a direct join is to be made, as in this case).*

A/c: Golf Charlie Delta will be joining crosswind for R/W 22 in 4 minutes.

*(This call is not always necessary but may be helpful if the circuit is busy).*

A/c: Golf Charlie Delta joining crosswind runway 22.

*(Sharp lookout essential; next call 'Downwind').*

A/c: Golf Charlie Delta. Downwind Runway 22.

*(As before, no reply is expected for any of these self announced calls. However all aircraft on the frequency including those 10 miles away or more will know what is happening).*

#### 17. The Circuit

The circuit pattern at Dunkeswell is standard i.e. the same pattern as used at all other airfields likely to be encountered during the PPL course. Clearly the first thing to understand is the structure or layout of the circuit and the names of the four 'legs.' There are several mandatory radio calls to be made whether the radio is Air /Ground or full A.T.C. At Dunkeswell as stated above the calls are self announced; there is no control as such. The pilot has to make his or her own decisions.

In the circuit the first call is normally downwind. This call must be immediately followed by the pilot completing the downwind landing checks and making a good lookout check ahead and around the circuit to see if there is an aircraft ahead. Or two or even three! Other calls that might be needed are as follows.

If due to busy traffic it is not possible to call at the correct downwind position the pilot must still call and it may be necessary to make a call on the following lines: -

A/c: Golf Charlie Delta. Downwind Late call. Runway 22.

*(Other aircraft on the frequency will know where to look).*

Another correction that can be made is to extend downwind – not advisable however, in poor visibility in case the runway is ‘lost.’

A/c: Golf Charlie Delta. Extending downwind.

There would normally be no further calls as the aircraft turns on to base leg but a base leg call may be needed if the visibility is poor. The next call is ‘Final.’ This is a mandatory call. If an aircraft is joining straight in an earlier call is made called ‘Long Final.’ This term is used for aircraft at ranges greater than 4 miles from touchdown.

A/c: Golf Charlie Delta. Final. To land. (Or touch and go)

*(This will tell everyone in the circuit the pilot’s intentions i.e. if not done on the downwind leg).*

Another call could be made as follows: -

A/c: Golf Charlie Delta. Final for go-around.

*(In which case a further call will be necessary when the manoeuvre is initiated).*

A/c: Golf Charlie Delta going around.

Assuming the aircraft lands there will be other calls depending upon the runway in use. For example:

A/c: Golf Charlie Delta Backtracking runway 22.

A/c: Golf Charlie Delta. Runway Vacated.

If backtracking has to be delayed because of traffic on final a further call may be necessary:

A/c: Golf Charlie Delta. Vacating at the intersection.

*(Backtracking would follow when traffic permits).*

Note: CAP 413 has many pages devoted to this topic. Clearly they should be read.

18. Distress and Urgency

Now to phraseology and emergency procedures that a pilot will probably never use in anger, but aspects that must be known, firstly, because one day they might be needed and secondly, because these aspects will need to be thoroughly understood for the R/T examinations.

What must be learned applies to any situation and not merely in the Air / Ground regime with which these notes are concerned.

The information is too lengthy to be included here, therefore pilots will have to study CAP 413. The contents of a Mayday (M'aidez) message and of a Pan message must be learned. Fortunately they are virtually identical. However there won't necessarily be time to do everything 'by the book' because in an emergency at low level there may only be time for a brief message. In an emergency such as an engine failure the pilot should concentrate on flying the aeroplane to achieve a safe touchdown. In such cases a brief distress call such as the following could suffice:-

A/c: Mayday Mayday Mayday. Dunkeswell Radio (or Exeter Approach or whatever). This is Golf Alpha Bravo Charlie Delta. Engine Fire.  
Forced landing 5 miles west of Wellington. Out.

*(The call would be on the frequency in use, it would be brief ending with 'out' if time is of the essence. The pilot cannot at low level get involved in communication. Flying the aircraft is important for safety reasons. If time, the SSR could be set to 7700 without going back to Standby!)*

However at altitude with more time available the full Mayday message should be transmitted and this must be learned. Certainly in the written and practical R/T examinations towards the end of the PPL course this knowledge will require to be demonstrated. A mnemonic will easily help you to remember the format of the call.

19. Some final advice

- After engine start-up with radio ON always select 'Test' when setting the volume. Not doing this could lead to problems. Ask your instructor.
- Always listen out before transmitting. On the other hand when there is a 'gap' you must talk otherwise events will overtake the pilot.
- Listening out before transmitting gives you the opportunity of listening to other calls and of finding out information that you might need.
- Remember that the controller or frequency operator is only another human being and not 'God!'
- Do not talk quickly like a professional. The operator on the other end doesn't know who you are and will talk back just as quickly. If necessary say you are a student pilot.

- Know what you are going to say before you say it. If necessary write things down on your flight plan or on a separate piece of paper.
- Always have a biro / pencil in your hand when talking on the R/T. You never know what information you might be given.
- If the controller asks you for information not immediately at your finger tips – don't panic or 'dry up.' Just say 'standby' and then decide what to say in your own time.

20. ADDENDUM

Automatic Terminal Information Service – ATIS

When carrying out navigation flights in the Exeter area, students will need to listen to the Exeter Airport ATIS facility. This is good training practice because it will prepare them for flights into Cardiff, Bournemouth and other major airports. Brief mention has already been made in the relevant R/T messages quoted earlier in this publication but the description which now follows will no doubt clarify the procedures involved.

ATIS is an automated facility transmitted continuously on an appropriate VHF frequency to broadcast routine airfield arrival and departure information. All the pilot has to do is to select the appropriate frequency, listen out, and write down the relevant information, carefully noting the code letter of the transmission. Then after selecting the required airfield approach frequency make the normal opening call but taking care to quote the code letter of the ATIS broadcast. This will tell ATC that the pilot is aware of the airfield and weather data and thus reduce the amount of 'talk' on the R/T.

Information on frequencies can be obtained from the UK AIP. Typical data which will be transmitted includes: message ident. e.g. Information Alpha; time of origin; weather; runway in use; any other information concerning the airfield and its facilities. For further information students should read CAP 413.

Transmission of VHF Frequencies

Due to the implementation of 8.33 khz spacing, w.e.f 1<sup>st</sup> May 2006, in accordance with ICAO requirements, all six digits of communication frequencies are to be used in RTF messages.

The new procedure is to be adopted irrespective of whether 25 khz or 8.33 khz spacing is used. The only exception to the rule is where the final two digits are both zero, in which case only the first four digits need to be transmitted e.g. 132.00 would be transmitted 132.0. AIC 38/2006 refers.