



# Advisory Circular AC 91-9 & AC172-1

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## Radiotelephony Manual

Revision 10  
09 August 2016

### General

Civil Aviation Authority Advisory Circulars contain information about standards, practices, and procedures that the Director General has found to be an Acceptable Means of Compliance (AMC) with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director General. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate Advisory Circular.

An Advisory Circular may also include Guidance Material (GM) to facilitate compliance with the rule requirements. Guidance material must not be regarded as an acceptable means of compliance.

### Purpose

This Advisory Circular provides examples of standard radiotelephony phraseology for use by pilots and Air Traffic Services (ATS) and is based on the following ICAO documents:

- Annex 10, *Aeronautical Telecommunications Volume 2 (Communication Procedures including those with PANS status)*
- Doc 4444 *Procedures for Air Navigation Services – Air Traffic Management*
- Doc 9432-AN/925 *Manual of Radiotelephony* contains examples, based on the above documents, which are intended to be representative of radio telephony in common use.

Civil Aviation Rules Part 172 *Air Traffic Service Organisations – Certification*, rule 172.105 *Radio and telephone procedures* lists the above order of precedence for these documents to be used in determining standard phraseology when communicating with pilots.

**Related Rules**

This Advisory Circular relates to Mongolian Civil Aviation Rule Parts 91 and 172 regarding communications requirements between pilots and ATS.

**Change Notice**

Subject to “Memorandum for Technical Cooperation” between the CAA of Mongolia and New Zealand on mutual cooperation in implementation of Assembly Resolution A29-3: Global Rule Harmonization, 29<sup>th</sup> ICAO Assembly, 1992, which urges States to promote global harmonization of national rules, dated 6<sup>th</sup> of May, 1999, Mongolian Civil Aviation Safety Regulation has been reconciled to the Civil Aviation Regulation of New Zealand.

Amendment 164 of Annex 1 to the Chicago Convention on International Civil Aviation urges flight crew members, ATC personnel and aircraft maintenance engineers to comply with the language proficiency requirements; and

Under Article 14 of the Civil Aviation Law of Mongolia 1999, “Use of foreign language in civil aviation” the AC has been released in English version only, in order to prevent any mistranslation and misuse of the aviation safety related documents.

This AC 91-9 was developed based on NZAC 91-9 revision 10, dated on 14 June 2013.

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## 1. INTRODUCTION

1.1 Radiotelephony (RTF) provides the means by which pilots and air traffic services 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 The following phraseology has been established for the purpose of ensuring uniformity in RTF communications. Obviously, it is not practicable to detail phraseology examples suitable for every situation which may occur. However, if standard phrases are adhered to when composing a message, any possible ambiguity will be reduced to a minimum. Concise and unambiguous phraseology used at the correct time is vital to the safe and expeditious operation of air traffic.

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.

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

- “SURFACE” in relation to surface wind direction and speed
- “DEGREES” in relation to radar headings
- “VISIBILITY”, “CLOUD”, and “HEIGHT” in MET reports
- “HECTOPASCALS” when giving pressure settings.



1.5 The use of courtesies should be avoided.

1.6 The word “IMMEDIATELY” should only be used when immediate action is required for safety reasons.

## 2. GLOSSARY

2.1 Relevant definitions and abbreviations can be found in Mongolian Civil Aviation Rules, Part 1 *Definitions and Abbreviations*.

### 3. KEY

<i>Symbol</i>	<i>Meaning</i>
	AIRCRAFT (includes aeroplanes, helicopters, gliders, balloons, microlights)
	AIR TRAFFIC SERVICES (Air Traffic Control, Flight Information, AFIS)

3.1 In the examples, the aircraft or ground station transmitting is identified by the symbols shown above.

3.2 Aircraft in this Advisory Circular may be further identified by the callsign examples; MONGOLIAN representing an airliner, AEROMONGOLIA an IFR aircraft, and XYZ a VFR aircraft. It must be remembered that these are just examples and that in many cases the aircraft involved could be any of these.

3.3 In this Advisory Circular the title of the ground station addressed is generally omitted.

## 4. GENERAL PROCEDURES AND PHRASEOLOGY

### 4.1 Transmitting Technique

4.1.1 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 your transmission will not interfere with a transmission from another station.
- b) Be familiar with microphone operating techniques and do not turn your head away from the microphone whilst talking, or vary the distance between it and your mouth. Severe distortion of speech may arise from talking too close to the microphone, touching the microphone with the lips, or holding on to 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, slightly slower than conversational speed. When it is known that elements of the message will be written down by the recipient, 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) 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 the transmit switch until ready to speak.
- i) It is important to speak slowly and clearly and use standard words and phrases as much as possible – remember that English may be a second language for some.

4.1.2 One of the most irritating, and potentially dangerous, situations in radiotelephony is a ‘stuck’ microphone button. Always ensure the button is released after a transmission and the microphone is placed in an appropriate place to ensure it cannot inadvertently be activated.



## 4.2 Phonetic Alphabet

4.2.1 The following table lists the Phonetic Alphabet for transmitting letters and the corresponding Morse Code identifier. Syllables to be emphasised are in upper case.

<b>A</b>	<b>ALFA</b>	AL fah	..	<b>N</b>	<b>NOVEMBER</b>	no VEM ber	..
<b>B</b>	<b>BRAVO</b>	BRAH voh	... .	<b>O</b>	<b>OSCAR</b>	OSS cah	---
<b>C</b>	<b>CHARLIE</b>	CHAR lee or SHAR lee	... .	<b>P</b>	<b>PAPA</b>	pah PAH	....
<b>D</b>	<b>DELTA</b>	DELL tah	---	<b>Q</b>	<b>QUEBEC</b>	keh BECK	....
<b>E</b>	<b>ECHO</b>	ECK ho	.	<b>R</b>	<b>ROMEO</b>	ROW meoh	---
<b>F</b>	<b>FOXTROT</b>	FOKS trot	... .	<b>S</b>	<b>SIERRA</b>	see AIR rah	---
<b>G</b>	<b>GOLF</b>	GOLF	---	<b>T</b>	<b>TANGO</b>	TANG go	-
<b>H</b>	<b>HOTEL</b>	ho TELL	... .	<b>U</b>	<b>UNIFORM</b>	YOU nee form or OO nee form	---
<b>I</b>	<b>INDIA</b>	IN dee ah	..	<b>V</b>	<b>VICTOR</b>	VIK tah	....
<b>J</b>	<b>JULIETT</b>	JEW lee ETT	... -	<b>W</b>	<b>WHISKEY</b>	WISS key	---
<b>K</b>	<b>KILO</b>	KEY loh	---	<b>X</b>	<b>X-RAY</b>	ECKS ray	....
<b>L</b>	<b>LIMA</b>	LEE mah	... .	<b>Y</b>	<b>YANKEE</b>	YANG key	....
<b>M</b>	<b>MIKE</b>	MIKE	--	<b>Z</b>	<b>ZULU</b>	ZOO loo	....

### 4.3 Pronunciation of Numbers

4.3.1 The following table lists the phonetic spelling of numbers and number terms, and the corresponding Morse code identifier. Syllables to be emphasised are in upper case.

0	ZE-RO	-----	5	FIFE	.....
1	WUN	.....	6	SIX	.....
2	TOO	.....	7	SEVen	.....
3	TREE	.....	8	AIT	.....
4	FOWer	.....	9	NINer	.....

Decimal	DAY MAL	SEE	Hunder	HUN dred
Thousand	TOU SAND			

4.3.2. All numbers, except as prescribed in section 4.3.3 must be pronounced by transmitting each digit separately. The following examples indicate the application of this procedure.

<i>Application</i>	<i>Example</i>	<i>Transmitted as</i>	<i>Pronounced as</i>
Aircraft callsign	MGL 223	Mongolian two two three	Mongolian TOO TOO TREE
	CCA 901	Air china nine zero one	Air china NINer ZE-RO WUN
Flight levels	FL 10100	flight level one zero thousand one hundred	flight level WUN ZE-RO TOUSAND WUN HUN dred
	FL 5700	flight level five thousand seven hundred	flight level FIFE TOU SAND SEVen HUN dred
	FL 180	flight level one eight zero (in feet)	flight level WUN AIT ZE-RO
Headings	150	heading one five zero	heading WUN FIFE ZE-RO
	080	heading zero eight zero	heading ZE-RO AIT ZE-RO
	300	heading three zero zero	heading TREE ZE-RO ZE-RO
Wind direction and speed	020 degrees 110 km/h	wind zero two zero degrees one one zero kilometres per hour	wind ZE-RO TOO ZE-RO degrees WUN WUN ZE-RO kilometres per hour
	320 degrees 8 m/s	wind three two zero degrees 8 metres per second	wind TREE TOO ZE-RO degrees AIT metres per second
	240 degrees 9 m/s gusting 13 m/s	wind two four zero degrees 9 metres per second gusting one three metres per second	wind TOO FOWer ZE-RO degrees NINer metres per second gusting WUN TREE metres per second
	100 degrees 18 knots	wind one zero zero degrees one eight knots	wind WUN ZE-RO ZE-RO degrees WUN AIT knots
Runway designator	14	runway one four	Runway WUN FOWer
	32	runway three two	runway TREE TOO
	23L	runway two three left	runway TOO TREE left
Mach number	0.84	Mach decimal eight four	Mach DAY SEE MAL AIT FOWer
Altimeter setting	984 hPa	QNH nine eight four	QNH NINer AIT FOWer
	1027 hPa	QNH one zero two seven	QNH WUN ZE-RO TOO SEVen
	29.95 inches	QNH two nine decimal nine five	QNH TOO NINer DAY SEE MAL Niner FIFE
Time	1634	three four or one six three	TREE FOWer or WUN SIX

		four	TREE FOWer
Frequencies	126.5 MHz	one two six decimal five	WUN TOO SIX DAY SEE MAL FIFE
	134.25 MHz	one three four decimal two five	WUN TREE FOWer DAY SEE MAL TOO FIFE
	5680 kHz	five six eight zero	FIFE SIX AIT ZE-RO

4.3.3 All numbers used in the transmission of altitude, visibility, cloud height, and runway visual range (RVR) information must be transmitted by pronouncing each digit separately, except that those numbers which contain whole hundreds and/or whole thousands only must be transmitted by pronouncing each digit of the hundreds or thousands followed by the word HUNDRED or THOUSAND as appropriate. Combinations of whole hundreds and thousands must be transmitted by pronouncing each digit in the number of thousands followed by the word THOUSAND followed by the number of hundreds followed by the word HUNDRED.

<i>Application</i>	<i>Example</i>	<i>Transmitted as</i>	<i>Pronounced as</i>
Altitude	300 m (ft)	three hundred metres (feet)	TREE HUN dred metres (feet)
	1869 m (ft)	one eight six nine metres (feet)	WUN AIT SIX NINer metres (feet)
	1500 m (ft)	one thousand five hundred metres (feet)	WUN TOU SAND FIFE HUN dred metres (feet)
	10,700 m (ft)	one zero thousand seven hundred metres (feet)	WUN ZE-RO TOU SAND SEVen HUN dred metres (feet)
	13,000 m (ft)	one three thousand metres (feet)	WUN TREE TOU SAND metres (feet)
Visibility	200 m	two hundred metres	TOO HUN dred metres
	1500 m	one thousand five hundred metres	WUN TOU SAND FIFE HUN dred metres
	3000 m	three thousand metres	TREE TOU SAND metres
	10 km	one zero kilometres	WUN ZE-RO kilometers
Cloud Height	700 m (ft)	seven hundred metres (feet)	SEVen HUN dred metres (feet)
	2200 m (ft)	two thousand two hundred metres (feet)	TOO TOU SAND TOO HUN dred metres (feet)
	4300 m (ft)	four thousand three hundred metres (feet)	FOWer TOU SAND TREE HUN dred metres (feet)
Runway	700 m	RVR seven hundred metres	RVR SEVen HUN dred metres

visual range	1600 m	RVR one thousand six hundred metres	RVR WUN TOU SAND SIX HUN dred metres
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#### 4.4 Transmission of Time

4.4.1 When transmitting time, each digit should be pronounced separately. Only the minutes of the hour are normally required. However, the hour should be included if there is any possibility of confusion. (For this reason, transmission of a SARTIME should always include the hour.)

<i>Time</i>	<i>Transmitted as</i>	<i>Pronounced as</i>
0803	zero three or zero eight zero three	ZE-RO TREE or ZE-RO AIT ZE-RO TREE
1300	one three zero zero	WUN TREE ZE-RO ZE-RO
2057	five seven or two zero five seven	FIFE SEVen or TOO ZE-RO FIFE SEVen

**Note:** Co-ordinated universal time (UTC) must be used

4.4.2 Pilots may check the time with the appropriate ATS unit. Time checks must be given to the nearest half minute.

MONGOLIAN 223 REQUEST TIME CHECK

MONGOLIAN 223 TIME 0611

Or

MONGOLIAN 223 TIME 0715 AND A HALF

#### 4.5 Standard Words and Phrases

4.5.1 The following words and phrases must be used in radiotelephony communications as appropriate and when used have the meaning given below.

<i>Word/Phrase</i>	<i>Meaning</i>
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<b>ACKNOWLEDGE</b>	Let me know that you have received and understood this message
<b>AFFIRM</b>	Yes
<b>APPROVED</b>	Permission for proposed action granted
<b>BREAK</b>	I hereby indicate the separation between portions of the message <i>(to be used where there is no clear distinction between the text and other portions of the message)</i>
<b>BREAK BREAK</b>	I hereby indicate separation between messages transmitted to different aircraft in a very busy environment
<b>CANCEL</b>	Annul the previously transmitted clearance
<b>CHECK</b>	Examine a system or procedure <i>(not to be used in any other context – no answer is normally expected)</i>
<b>CLEARED</b>	Authorised to proceed under the conditions specified
<b>CONFIRM</b>	I request verification of: <i>(clearance, instruction, action, information)</i>
<b>CONTACT</b>	Establish communications with...
<b>CORRECT</b>	True or Accurate
<b>CORRECTION</b>	An error has been made in this transmission <i>(or message indicated)</i> the correct version is...
<b>DISREGARD</b>	Ignore
<b>HOW DO YOU READ</b>	What is the readability of my transmission?
<b>I SAY AGAIN</b>	I repeat for clarity or emphasis
<b>MAINTAIN</b>	Continue in accordance with the condition(s) specified, or in its literal sense, eg. "Maintain VFR"
<b>MONITOR</b>	Listen out on <i>(frequency)</i>
<b>NEGATIVE</b>	No <i>or</i> Permission is not granted <i>or</i> That is not correct <i>or</i> Not capable
<b>OVER</b>	My transmission is ended and I expect a response from you <i>(not normally used in VHF communication)</i>
<b>OUT</b>	My transmission is ended and I expect no response from you <i>(not normally used in VHF communication)</i>

<i>Word/Phrase</i>	<i>Meaning</i>
<b>READ BACK</b>	Repeat all, or the specified part, of this message back to me exactly as received
<b>RECLEARED</b>	A change has been made to your last clearance and this new clearance supersedes your previous clearance or part thereof
<b>REPORT</b>	Pass me the following information
<b>REQUEST</b>	I should like to know or wish to obtain
<b>ROGER</b>	I have received all of your last transmission ( <i>under NO circumstances to be used in reply to a question requiring READBACK or a direct answer in the affirmative or negative</i> )
<b>SAY AGAIN</b>	Repeat all or the following part of your last transmission
<b>SPEAK SLOWER</b>	Reduce your rate of speech
<b>STANDBY</b>	Wait and I will call you
<b>UNABLE</b>	I cannot comply with your request, instruction or clearance ( <i>normally followed by a reason</i> )
<b>WILCO</b>	I understand your message and will comply with it
<b>WORDS TWICE</b>	(a) as a request Communication is difficult. Please send every word or group of words twice  (b) as information Since communication is difficult every word group of words in this message will be sent twice

## 4.6 Callsigns

### 4.6.1 Ground Station Callsigns

4.6.1.1 Ground stations are identified by the name of the location followed by the service available as follows:

<b>CONTROL</b>	Area and approach control, including area and approach radar
<b>APPROACH</b>	Approach control where provided as a separate function
<b>ARRIVAL</b>	Approach control radar arrivals
<b>DEPARTURE</b>	Approach control radar departures
<b>TOWER</b>	Aerodrome control or aerodrome and approach/area control where these services are provided from an aerodrome control tower
<b>GROUND</b>	Surface movement control including clearance delivery
<b>RADAR</b>	Area or approach control radar on a discrete frequency
<b>FLIGHT SERVICE</b>	Aerodrome flight information service (AFIS)
<b>INFORMATION</b>	Area flight information service
<b>DELIVERY</b>	Clearance delivery
<b>RADIO</b>	Air-ground service

4.6.1.2 The name of the location or the service may be omitted provided that satisfactory communication has been established.

### 4.6.2 Aircraft Callsigns

4.6.2.1 Information on aircraft callsigns for operations within Mongolia are contained in MCAR 91.



4.6.2.2 An aircraft callsign does not change during flight except for a temporary period on the instruction of ATC in the interests of safety.



	
<b>MONGOLIAN 223 CHANGE YOUR CALLSIGN TO MONGOLIAN ALFA TANGO MIKE</b>	<b>MONGOLIAN ALFA TANGO MIKE WILCO</b>
<b>MONGOLIAN ALFA TANGO MIKE REVERT TO YOUR FLIGHT PLAN CALLSIGN AT (TIME/REP)</b>	<b>MONGOLIAN ALFA TANGO MIKE WILCO</b>



#### 4.7 Establishment and Continuation of Communications

4.7.1 The responsibility of establishing communications rests with the station having traffic to transmit. When establishing communications, an aircraft should use the full callsign of both the aircraft and the aeronautical station. Use of the name of the manufacturer, or of the aircraft model or type, is optional. (Pilots can assess whether aircraft type could be helpful to the recipient for recognition or sequencing purposes). The use of the calling station's callsign and the receiving station's callsign is considered an invitation to proceed with the transmission.

	
<b>XYZ ULAANBAATAR TOWER, GO AHEAD</b>	<b>ULAANBAATAR TOWER CESSNA XYZ</b>

4.7.2 After contact has been established, continuous two-way communication is permitted without further identification or callsign until termination of the contact provided no mistake of identity is likely to occur.

4.7.3 When a ground station wishes to broadcast information, or an aircraft wishes to broadcast information to aircraft in its vicinity, the message should be prefaced by the call "ALL STATIONS".



	
<p><b>ALL STATIONS ULAANBAATAR TOWER FUEL DUMPING COMPLETE</b></p>	<p><b>ALL STATIONS MONGOLIAN 223 WESTBOUND UDA VOR TO BULAG LEAVING FL3600 NOW DESCENDING TO FL3000</b></p>

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

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

<i>Phrase</i>	<i>Meaning</i>
<b>SAY AGAIN</b>	<b>Repeat entire message</b>
<b>SAY AGAIN ... (item)</b>	<b>Repeat specific item</b>
<b>SAY AGAIN ALL BEFORE ... (the first word satisfactorily received)</b> <b>SAY AGAIN ALL AFTER ...</b> <b>SAY AGAIN ALL BETWEEN ... AND ...</b>	<b>Repeat part of message</b>

4.7.6 When an error is made in a transmission, the word “CORRECTION” is used. The last correct group or phrase is repeated and then the correct version transmitted.

	
<p><b>MONGOLIAN 224 ROGER</b></p>	<p><b>MONGOLIAN 224 INTIK 47 FL10400 SND 11 CORRECTION SND 01</b></p>



4.7.7 If a correction can best be made by repeating the entire message, the operator should use the phrase “CORRECTION I SAY AGAIN” before transmitting the message a second time.

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



**ULAANBAATAR APPROACH XYZ WORDS  
TWICE BLUESKY 2500 METRES, BLUESKY  
2500 METRES, ENGINE LOSING POWER**

4.7.9 Aircraft for which a flight plan – flight rules **Z** – has been filed, departing from an unattended aerodrome, should call nearest ATS unit as soon as practical to confirm activation of flight plan, advise flight rules, and provide an estimate for the point where flight rules change.



**BLUESKY AIRBORNE HARNUUR 40 ON  
FLIGHT RULES Z FLIGHT PLAN ESTIMATE  
BORNUUR AT 52**

**BLUESKY TUUL QNH 1028**

**QNH 1028 BLUESKY**

## 4.8 Transfer of Communications



4.8.1 When instructed, controlled flights must change frequency and contact the new ATS unit.



<b>MONGOLIAN 223 CONTACT ULAANBAATAR CONTROL 126.0</b>	<b>126.0 MONGOLIAN 223</b>
<b>MONGOLIAN 223 AT (TIME/REP) CONTACT ULAANBAATAR CONTROL 126.0</b>	<b>126.0 AT (TIME/REP) MONGOLIAN 223</b>

**4.9 Clearances**

4.9.1 An ATC route clearance is not an instruction to take off or enter an active runway. The word “TAKEOFF” is used only when an aircraft is cleared for takeoff, or when cancelling a takeoff clearance. At other times the word “DEPARTURE” or “AIRBORNE” is used.



	
<b>MONGOLIAN 223 CLEARED TO MOSKOW VIA BULAG ONE ALFA DEPARTURE FLIGHT PLANNED ROUTE FL10400 SQUAWK 0301</b>	<b>CLEARED TO MOSKOW VIA BULAG ONE ALFA DEPARTURE FLIGHT PLANNED ROUTE FL 10400 SQUAWK 0301 MONGOLIAN 223</b>
-----	
<b>XYZ CLEARED TO KHOVD AFTER DEPARTURE CLIMB ALTITUDE 2000 METRES BULAG 1 ALFA DEPARTURE SQUAWK 0304</b>	<b>CLEARED TO KHOVD AFTER DEPARTURE CLIMB ALTITUDE 2000 METRES BULAG 1 ALFA DEPARTURE SQUAWK 0304 XYZ</b>

4.9.2 If an aircraft readback of a clearance or instruction is incorrect, the controller will transmit the word “NEGATIVE” followed by the correct version.

	
<b>XYZ QNH 1003</b>	



<b>NEGATIVE QNH 1003</b>	<p data-bbox="901 212 1089 239"><b>QNH 1013 XYZ</b></p> <p data-bbox="901 312 1089 340"><b>QNH 1003 XYZ</b></p>
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4.9.3 If at any time a pilot receives a clearance or instruction which cannot be complied with, the pilot should advise the controller using the word “UNABLE” and give the reasons.

 <p data-bbox="277 762 800 825"><b>MONGOLIAN 223 CROSS ANIKU FL10100 OR ABOVE</b></p>	 <p data-bbox="901 842 1479 905"><b>MONGOLIAN 223 UNABLE TO CROSS ANIKU FL10100 DUE WEIGHT</b></p>
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#### 4.10 Reclearance

4.10.1 When an ATC route clearance is changed for ATC reasons or following an aircraft request, instructions will be passed in the form of a reclearance.

 <p data-bbox="277 1444 695 1507"><b>MONGOLIAN 223 CLIMB TO NON STANDARD FL10300</b></p>	 <p data-bbox="901 1335 1479 1398"><b>MONGOLIAN 223 WE HAVE TURBULENCE AT FL10100 REQUEST NON STANDARD FL10300</b></p> <p data-bbox="901 1524 1390 1587"><b>LEAVING FL10100 CLIMBING TO NON STANDARD FL10300 MONGOLIAN 223</b></p>
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#### 4.11 Conditional Clearances

4.11.1 Conditional phrases, such as “BEHIND LANDING AIRCRAFT”, or “AFTER DEPARTING AIRCRAFT” should 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 should be the first aircraft/vehicle to pass in front of the aircraft receiving the conditional clearance.

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

- a) identification;
- b) the condition;
- c) the clearance;
- d) brief reiteration of the condition, for example:
  - "AIR CHINA 901, BEHIND BOEING 737 ON SHORT FINAL, LINE UP BEHIND"
  - "KOREAN AIR 868, AFTER DEPARTING AIRBUS, LINE UP BEHIND"

4.11.3 These require the aircraft receiving the conditional clearance to identify the aircraft or vehicle causing the condition and not accept the clearance until this is achieved.

#### 4.12 Readback Requirements

4.12.1 A pilot is required to acknowledge receipt of the following ATC clearances, information or instructions, which are transmitted by voice, by **a full readback followed by the aircraft callsign**:

- ATC route, approach and departure clearances including any amendment thereof;
- clearances to VFR flights to operate within controlled airspace, including entering or vacating the circuit;
- clearances (including conditional clearances) to operate on the manoeuvring area at a controlled aerodrome including:
  - clearances to land on or take off from any runway;
  - clearances to enter, cross, taxi or backtrack on any runway;
  - instructions to remain on or hold clear of any runway;
  - taxi instructions including a taxi route and holding point where specified;
- runway-in-use;
- SSR codes;
- level instructions;
- heading and speed instructions;
- altimeter settings; and
- frequency, after frequency change instructions.

4.12.2 The following exceptions are permitted: (*Note:* in all cases conditional clearances must be read back in full.)

- Aircraft waiting to cross a runway may acknowledge a clearance to cross with the phrase "CROSSING (callsign)"
- When a VFR aircraft is cleared by ATC to route via a published arrival or departure procedure that is identical to that **INITIALLY** requested by the pilot, there is no requirement for the pilot to read back the clearance in full. The aircraft must transmit its callsign as an acknowledgment.

4.12.3 Where a route clearance is passed to another ATS unit or aircraft for relay, a readback must be made by the receiver to the originator of the clearance.

4.12.4 ATC, or a relaying aircraft or ATS unit, will acknowledge a correct readback of an ATC route clearance to IFR and VFR aircraft.

4.12.5 When instructions are received that do not require a full readback they must be acknowledged in a manner which clearly indicates that they have been understood and accepted. "WILCO" will generally suffice in this case.

4.12.6 Messages that do not require a readback must be acknowledged by the aircraft transmitting its callsign.

4.12.7 Where there is difficulty in reading a transmission a readback should be made or requested to verify the content.

#### **4.13 Traffic Information**

4.13.1 Within class C or D airspace, traffic information is to be acknowledged by the phrase "COPIED THE TRAFFIC (callsign)" or "TRAFFIC IN SIGHT (callsign)" as appropriate.

4.13.2 Traffic information passed to an IFR aircraft about another IFR aircraft in class G airspace is to be acknowledged as follows:

- where "NO REPORTED TRAFFIC" is passed the pilot replies "NIL TRAFFIC (callsign)"
- where traffic information is passed the pilot replies "COPIED THE TRAFFIC (callsign)"

#### **4.14 Essential Traffic**

4.14.1 Essential traffic is that controlled traffic to which the provision of separation is applicable, but is not separated by the prescribed minima. Essential traffic includes flights which are maintaining own separation in VMC and flights affected as a result of an aircraft responding to a TCAS RA.

4.14.2 Essential traffic information of the aircraft concerned will include:

- a) the words "ESSENTIAL TRAFFIC"
- b) direction of flight
- c) type of aircraft
- d) altitude, and
- e) position information.

#### 4.15 Radio Test Procedures

4.15.1 Test transmissions should take the following form:

- a) The identification of the station being called;
- b) The aircraft callsign;
- c) The words RADIO CHECK;
- d) The frequency being used.

4.15.2 Replies to test transmissions should be as follows:

- a) The identification of the station calling;
- b) The identification of the station replying;
- c) Information regarding the readability of the transmission.

4.15.3 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





**STATION CALLING ULAANBAATAR  
TOWER READABILITY TWO**

or

**XYZ TOWER READABILITY THREE LOUD  
BACKGROUND WHISTLE**

or

**XYZ TOWER READABILITY FIVE**

**ULAANBAATAR TOWER CESSNA XYZ RADIO  
CHECK 120.0**

4.15.4 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.



#### **4.16 Level Instructions**

4.16.1 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.


4.16.2 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.

4.16.3 Level is a general term used when referring to altitude or flight level.

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

	
<b>XYZ REPORT YOUR LEVEL</b>	<b>XYZ PASSING FL3300 (or XYZ MAINTAINING 2700 METRES)</b>
<b>XYZ REPORT PASSING FL3600</b>	<b>REPORT PASSING FL3600 XYZ PASSING FL3600</b>
<b>XYZ MAINTAIN 3000 METRES</b>	<b>MAINTAINING 3000 METRES XYZ</b>
<b>XYZ CLIMB TO FL4200 REPORT PASSING FL3600</b>	<b>LEAVING 3000 METRES CLIMBING TO FL4200 WILCO XYZ</b>
<b>XYZ DESCEND TO FL3300</b>	<b>XYZ REQUEST DESCENT LEAVING FL3900 DESCENDING TO FL3300</b>
<b>MONGOLIAN 223 AFTER PASSING ANIKU CLIMB (/DESCEND) TO FL9800</b>	<b>AFTER ANIKU CLIMB (/DESCEND) TO FL9800 MONGOLIAN 223</b>
<b>MONGOLIAN 223 CLIMB (/DESCEND) AT 300 METRES PER MINUTE MINIMUM (/MAXIMUM)</b>	<b>CLIMB (/DESCEND) AT 300 METRES PER MINUTE MINIMUM (/MAXIMUM) MONGOLIAN 223</b>

4.16.5 Once given an instruction to climb or descend, a further overriding instruction may be given to a pilot.

	
<b>MONGOLIAN 223 STOP DESCENT AT FL 7200</b>	<b>STOPPING DESCENT AT FL7200 MONGOLIAN 223</b>
<b>MONGOLIAN 223 CLIMB TO FL7500</b>	<b>CLIMBING TO FL7500 MONGOLIAN 223</b>
<b>MONGOLIAN 223 CONTINUE TO CLIMB TO</b>	<b>CONTINUING CLIMB TO FL9100 MONGOLIAN</b>

<b>FL9100</b>	<b>223</b>
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4.16.6 Occasionally, for traffic reasons, a higher than normal rate of climb or descent may be required.

 <p><b>MONGOLIAN 223 EXPEDITE DESCENT TO FL8100</b></p> <p><b>MONGOLIAN 223 CLIMB TO FL10100 EXPEDITE UNTIL PASSING FL8100</b></p>	 <p><b>EXPEDITING DESCENT TO FL8100 MONGOLIAN 223</b></p> <p><b>CLIMBING TO FL10100 EXPEDITING UNTIL PASSING FL8100 MONGOLIAN 223</b></p>
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**4.17 Change from IFR to VFR flight rules**



4.17.1 During a flight a pilot may change from IFR to VFR flight. Any changes to the flight plan are to be included in the message. Pilots are required to provide a SARTIME (in hours and minutes) for destination and aircraft registration if not already passed.

**Note:** This is not a termination of flight plan but merely a change of flight rules.



 <p><b>XYZ IFR FLIGHT CANCELLED AT 47 LEAVE CONTROLLED AIRSPACE BY DESCENT VIA LAKE ACHIT REPORT PASSING FL6000 REQUEST SARTIME FOR KHOVD</b></p> <p><b>XYZ SARTIME 0320</b></p>	 <p><b>XYZ CANCELLING IFR FLIGHT REQUEST DESCENT TO TRACK VIA LAKE ACHIT AND KHAR US TO KHOVD</b></p> <p><b>LEAVE CONTROLLED AIRSPACE BY DESCENT VIA ACHIT WILCO SARTIME 0320 XYZ</b></p>
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## 4.18 Position Reporting —IFR

4.18.1 Position reporting procedures are set out in *AIP Mongolia* ENR, ENR 1.3, Section 9.

	
<p><b>AEROMONGOLIA 89 1200 METRES CLIMBING TO ALTITUDE 3000 METRES</b></p>	
<p>-----  <b>MONGOLIAN 135 SET HEADING AT 18 PASSING 3000 METRES CLIMBING TO FL9200 BULAG AT 35</b></p>	
<p>-----  <b>MONGOLIAN 501 ARGAT 14 FL9500 POLHO 38</b></p>	
<p><b>MONGOLIAN 501 ROGER</b></p>	



4.18.2 Where distance information is provided in a position report, the distance reference is to be included.



	
<p><b>MONGOLIAN 135 20 UDA DME ...</b></p>	
<p>-----  <b>MONGOLIAN 302 31 GPS SND VOR ...</b></p>	
<p>-----  <b>MONGOLIAN 223 15 KILOMETRES FROM ANIKU ...</b></p>	
<p>-----  <b>MONGOLIAN 502 12 KILOMETRES FROM TOUCHDOWN ...</b></p>	
<p>-----  <b>MONGOLIAN 297 3 KILOMETRES FROM FINAL APPROACH FIX ...</b></p>	
<p>-----</p>	

## MONGOLIAN 223 ROGER

### 4.19 Position Reporting —VFR

4.19.1 Visual position reports should contain the appropriate elements of those listed in AIP Mongolia ENR 1.2, Section 6.

 <p>Information</p>	
<p>XYZ TUUL QNH 1024</p>	<p>XYZ 10 KILOMETRES HALZAN AT 35 MAINTAINING 2400 METRES UULBAYAN 58 QNH 1024 XYZ</p>
<p>XYZ ARTSAT QNH 1014 SARTIME NOW 0305</p>	<p>-----</p> <p>XYZ AIRBORNE BULGAN SUM AT 0144 ON FLIGHT PLAN TO KHOVD ESTIMATING KHOVD AT 0235 AMEND SARTIME 0305 QNH 1014 XYZ</p>
<p>XYZ FLIGHT PLAN TERMINATED</p>	<p>-----</p> <p>XYZ OVERHEAD ALTAI TERMINATE FLIGHT PLAN</p>

 <p>Tower</p>	
<p>XYZ CLEARED TO ENTER CONTROL ZONE AT 2700 METRES TRACK TO ZAHIR REPORT AT ZAHIR QNH 1018 TRAFFIC IS ...</p>	<p>XYZ TSANT 2700 METRES REQUEST CLEARANCE TO ENTER CONTROL ZONE FOR TOUCH AND GO</p>
	<p>CLEARED TO ENTER CONTROL ZONE AT 2700 METRES TRACK TO ZAHIR WILCO 1018 COPIED THE TRAFFIC XYZ</p>



### 4.20 Transponder Reporting

4.20.1 Pilots are required to operate a transponder when in transponder-mandatory airspace controlled airspace under ATIS surveillance) unless otherwise authorised by ATC. Refer to Section 6.7 for transponder operating phrases.

4.20.2 When requesting an ATC authorisation to operate without a transponder pilots should append their request with “NEGATIVE TRANSPONDER”.

	
<p>XYZ ENTER CONTROL ZONE VIA A575 FL3900 METRES OR BELOW HOLD AT DA REPORT SIGHTING ....</p>	<p>XYZ BULAG FL3900 METRES FOR LANDING AT CHINGGIS KHAAN POB 1 NEGATIVE TRANSPONDER</p>

4.20.3 ATC may request confirmation of transponder operation.



	
<p>9991 CONFIRM TRANSPONDER OPERATING</p>	<p>9991 NEGATIVE, TRANSPONDER UNSERVICEABLE</p>

## 4.21 Runway Designator

4.21.1 At controlled aerodromes the phraseology “RUNWAY (number)” will be used.

4.21.2 Where there are two parallel runways with different surfaces (paved and unpaved) and the runway designators are the same;

- The phraseology “GRASS (number)” will be used to describe the unpaved or partially paved runway, and either
- The phraseology “SEAL (number)” will be used to describe the paved runway; or
- The phraseology “RUNWAY (number)” is used to describe the paved runway if the aircraft in question is **not** capable of landing on the unpaved parallel runway.



	
<b>XYZ LINE UP GRASS 33</b>	<b>LINE UP GRASS 33 XYZ</b>

## 4.22 Minimum Fuel

4.22.1 A declaration from a pilot of "MINIMUM FUEL" informs ATC that all planned aerodrome options have been reduced to a specific aerodrome of intended landing and any change to the existing clearance may result in landing with less than planned final reserve fuel. This is not an emergency situation but an indication that an emergency situation is possible should any delay occur.

4.22.2 When a pilot reports a state of minimum fuel, the controller shall inform the pilot as soon as practicable of any anticipated delays or that no delays are expected. Any change to expected delays will be passed to the aircraft as soon as practicable.

4.22.3 No priority will be provided to aircraft that have declared minimum fuel. If there is a fuel situation that is an emergency then an emergency call in accordance with section 13 of the AC must be used.

	
<b>MONGOLIAN 502 ROGER MINIMUM FUEL (NO DELAY EXPECTED or EXPECT delay information)</b>	<b>ULAANBAATAR TOWER MONGOLIAN 502 ADVISING MINIMUM FUEL</b>

## 5. AERODROME CONTROL

### 5.1 General

5.1.1 Except for reasons of safety, controllers should not transmit to an aircraft in the process of taking off or in the final stages of an approach and landing.

## 5.2 Departure Information and Engine Starting Procedures

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

<p><b>MONGOLIAN 135 RUNWAY 32 WIND 240 DEGREES 5 METRES PER SECOND TEMPERATURE 7 QNH 1018</b></p>	<p><b>ULAANBAATAR TOWER MONGOLIAN 135 REQUEST DEPARTURE INFORMATION</b></p>
	<p><b>RUNWAY 32, QNH 1018 MONGOLIAN 135</b></p>

5.2.2 Requests to start engines are normally made to facilitate ATC planning and to avoid fuel wastage by aircraft delayed on the ground. The pilot must state, along with the request, the location of the aircraft and acknowledge receipt of the ATIS broadcast.

<p><b>MONGOLIAN 135 START UP APPROVED BRAVO QNH 1019</b></p>	<p><b>ULAANBAATAR GROUND MONGOLIAN 135 STAND 3 REQUEST START UP FL9500 MOSKOW INFORMATION BRAVO</b></p>
	<p><b>QNH 1019 MONGOLIAN 135</b></p>

5.2.3 During busy periods the normal response to a start request is “standby”. ATC internal coordination follows. Maintain a listening watch for your start approval or update.

	<p><b>MONGOLIAN 135 STAND 2 REQUEST START</b></p>



	UP
<b>MONGOLIAN 135 STANDBY</b>	
<b>MONGOLIAN 135 START UP AT 35</b>	
or	<b>MONGOLIAN 135</b>
<b>MONGOLIAN 135 EXPECT START UP AT 35</b>	
or	<b>MONGOLIAN 135</b>
<b>MONGOLIAN 135 EXPECT DEPARTURE AT 49 START UP AT OWN DESCRETION</b>	
	<b>MONGOLIAN 135</b>

### 5.3 Pushback

5.3.1 At some aerodromes aircraft are parked nose-in to the terminal and have to be pushed backwards by tugs before they can taxi for departure. Requests for pushback are to be made according to local procedures.

	
<b>MONGOLIAN 135 PUSHBACK APPROVED</b>	<b>MONGOLIAN 135 STAND 2 REQUEST PUSHBACK</b>
or	
<b>MONGOLIAN 135 STANDBY, EXPECT ONE MINUTE DELAY DUE 767 TAXIING BEHIND</b>	

### 5.4 Taxi Instructions

5.4.1 In all cases pilots of departing aircraft must state the location of the aircraft when requesting to either start engines, push back, or when requesting taxi clearance.

5.4.2 When an aircraft wishes to operate off a non-duty runway, IFR flights must make this request prior to starting, and VFR aircraft must include this in the request for taxi clearance.

5.4.3 When an aircraft requires a reduced length for takeoff, or backtrack from a runway entry point, this request must be included in the request for taxi clearance, along with any other intentions of a pilot which are significant to ATC.

5.4.4 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. The clearance limit may not necessarily be a position from which an aircraft can enter the runway for departure, or enter the apron, but may be some other position on the aerodrome depending on prevailing circumstances. Taxi instructions may also include a taxi route.

5.4.5 A taxi clearance containing a limit beyond a runway will contain an explicit clearance to cross that runway or an instruction to hold short of that runway. This will include unlit runways at night and runways that are promulgated as closed or not available.

5.4.6 A clearance to cross must be requested if one has not been given.

5.4.7 When issuing clearances to aircraft to cross a runway ATC may require an aircraft to report when it has vacated and is clear of the runway.



**XYZ TAXI TO HOLDING POINT GRASS  
33 WIND 250 DEGREES 4 METRES PER  
SECOND QNH 1022 TIME 16**

**XYZ BEHIND THE FOKKER 50 COMING  
FROM YOUR LEFT RECLEARED TO  
HOLDING POINT RUNWAY 32 CROSS  
GRASS 33**

**MONGOLIAN 302 RUNWAY 06 WIND 080  
DEGREES 5 METRES PER SECOND  
QNH 1012 TIME 23 TAXI TO HOLDING  
POINT GOLF ONE VIA ALFA HOLD  
SHORT OF RUNWAY 14**

**MONGOLIAN 302 ROGER TAXI VIA**

**ULAANBAATAR TOWER C208 XYZ SOUTH SIDE  
OF HANGARS REQUEST TAXI 20 MINUTES  
CIRCUITS POB 2**

**XYZ QNH 1022 REQUEST RUNWAY 32**



**BEHIND THE FOKKER 50 TAXI TO HOLDING  
POINT RUNWAY 32 CROSS GRASS 33 XYZ**

**MONGOLIAN 302 STAND 2 REQUEST TAXI POB  
135**

**MONGOLIAN 302 RUNWAY 06 QNH 1012  
REQUEST TAXIWAY BRAVO AND BACKTRACK**

<b>BRAVO BACKTRACK AND LINE UP RUNWAY 06</b>	<b>BRAVO BACKTRACK AND LINE UP RUNWAY 06 MONGOLIAN 302</b>
-----	
<b>BLUESKY EXPEDITE TAXI TRAFFIC ON FINAL RUNWAY 14</b>	<b>EXPEDITING BLUESKY BLUESKY RUNWAY 14 VACATED</b>
-----	
<b>XYZ ROGER TAXI TO HOLDING POINT RUNWAY 32 VIA FOXTROT AND CHARLIE</b>	<b>ULAANBAATAR TOWER XYZ AT STAND 11 REQUEST TAXI TO BLUESKY HANGAR</b>
<b>XYZ HOLD SHORT OF RUNWAY 32</b>	<b>HOLDING POINT OF RUNWAY 32 XYZ APPROACHING HOLDING POINT REQUEST CROSS RUNWAY 32</b>
<b>XYZ CROSS RUNWAY 32 REPORT VACATED CONTINUE TO BLUESKY HANGAR</b>	<b>HOLDING SHORT XYZ</b>
<b>XYZ ROGER</b>	<b>CROSSING XYZ</b>
	<b>XYZ RUNWAY VACATED</b>

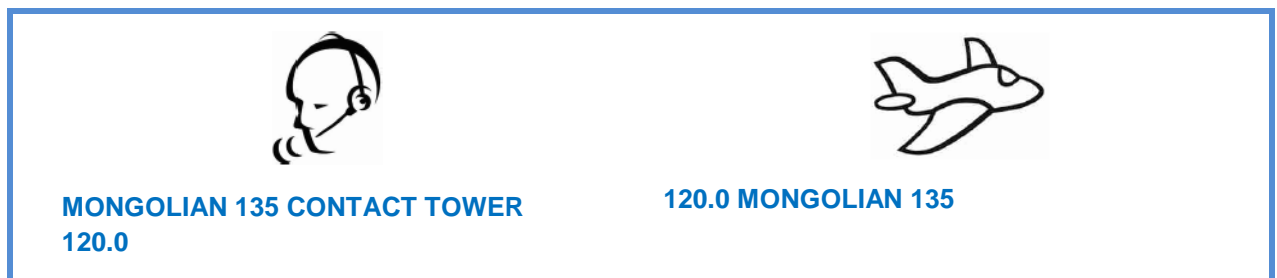
5.4.8 Where an aircraft acknowledges receipt of the ATIS broadcast or acknowledges receipt of conditions just recently broadcast to other aircraft, the controller does not need to pass departure information to the pilot when giving taxi instructions.

	
<b>MONGOLIAN 135 GIVE WAY TO 767 PASSING LEFT TO RIGHT TAXI TO HOLDING POINT RUNWAY 32 QNH 1019 TIME 19</b>	<b>ULAANBAATAR GROUND MONGOLIAN 135 STAND 3 REQUEST TAXI INFORMATION DELTA POB 128</b>
	<b>HOLDING POINT RUNWAY 32 QNH 1019</b>

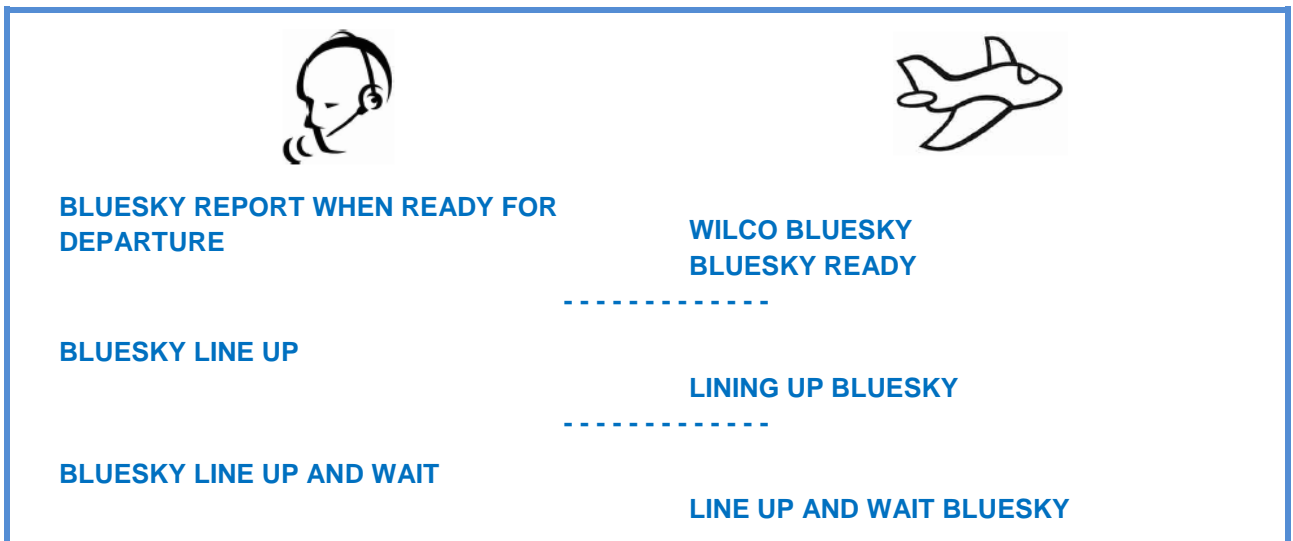
**TRAFFIC IN SIGHT MONGOLIAN 135**

## 5.5 Pre-Departure Manoeuvring

5.5.1 At busy aerodromes with separate ground and tower functions, aircraft are usually transferred to the control tower at or approaching the runway holding point. Since misunderstandings in the granting and acknowledgement of takeoff clearances can result in serious consequences, 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 takeoff clearance.

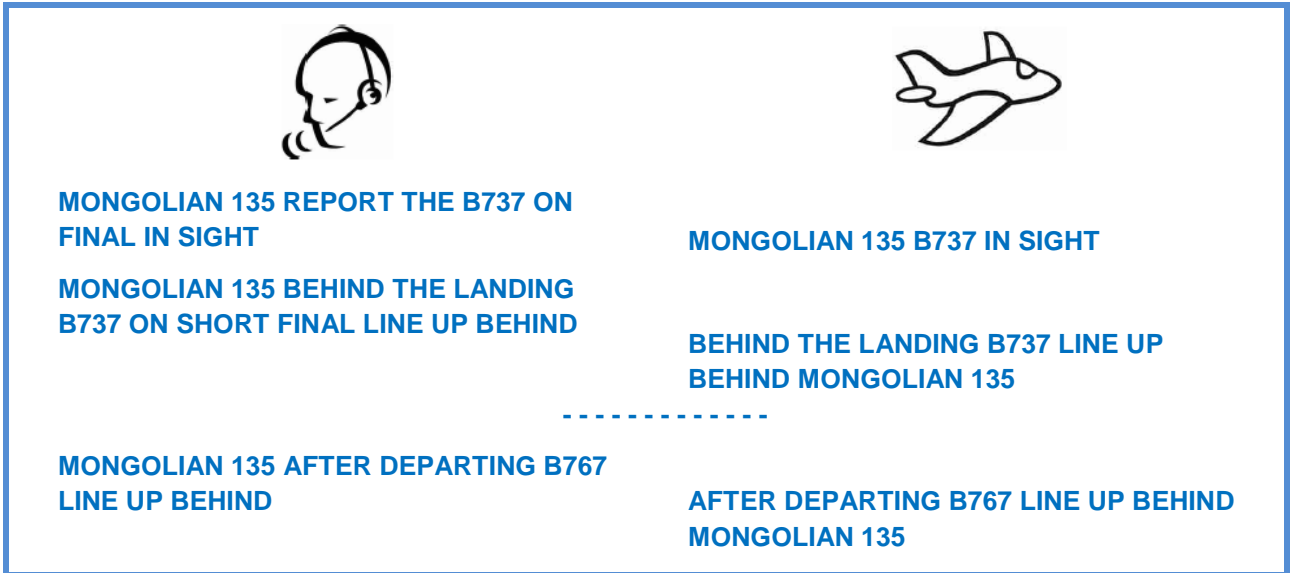


5.5.2 Many types of aircraft carry out engine or other pre-takeoff checks prior to departure and are not always ready for takeoff when they reach the runway holding point.



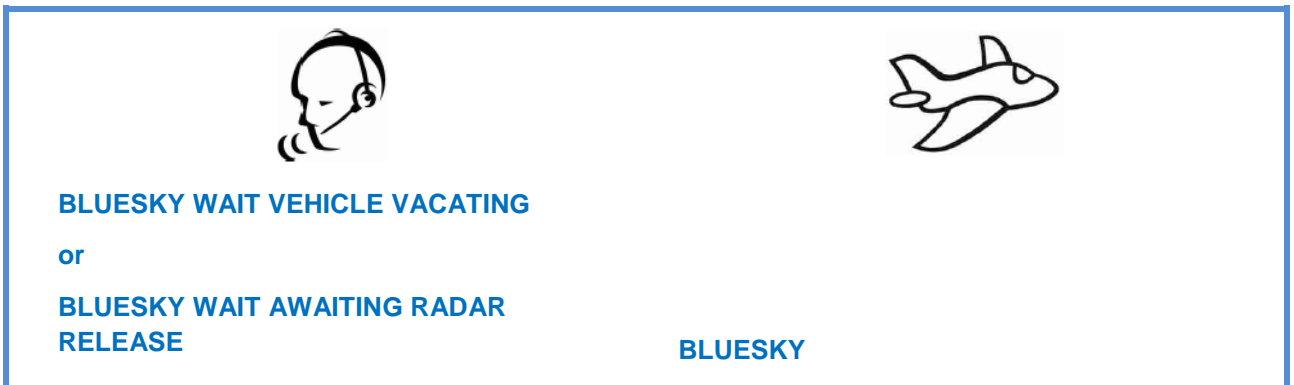
5.5.3 Conditional clearances affecting the active runway will only be used when both the pilot and the controller have the conflicting traffic in sight, and the traffic causing the conditional clearance is the first to pass the affected aircraft. When the conditional clearance involves a departing aircraft and an arriving aircraft or two departing aircraft, the clearance will be given as follows:

- callsign
- the condition
- the clearance
- a brief reiteration of the condition.



**5.6 Takeoff Procedures**

5.6.1 If ATC is unable to issue a takeoff clearance the reason will be given.



5.6.2 The takeoff clearance will include the runway designator.



<b>CLEARED FOR TAKEOFF</b>	<b>RUNWAY 12 LEFT CLEARED FOR TAKE OFF MONGOLIAN 136</b>
-----	
<b>BLUESKY GRASS 33 CLEARED FOR TAKEOFF</b>	<b>GRASS 33 CLEARED FOR TAKEOFF BLUESKY</b>

5.6.3 For traffic reasons it may be necessary for the aircraft to takeoff immediately after lining up.

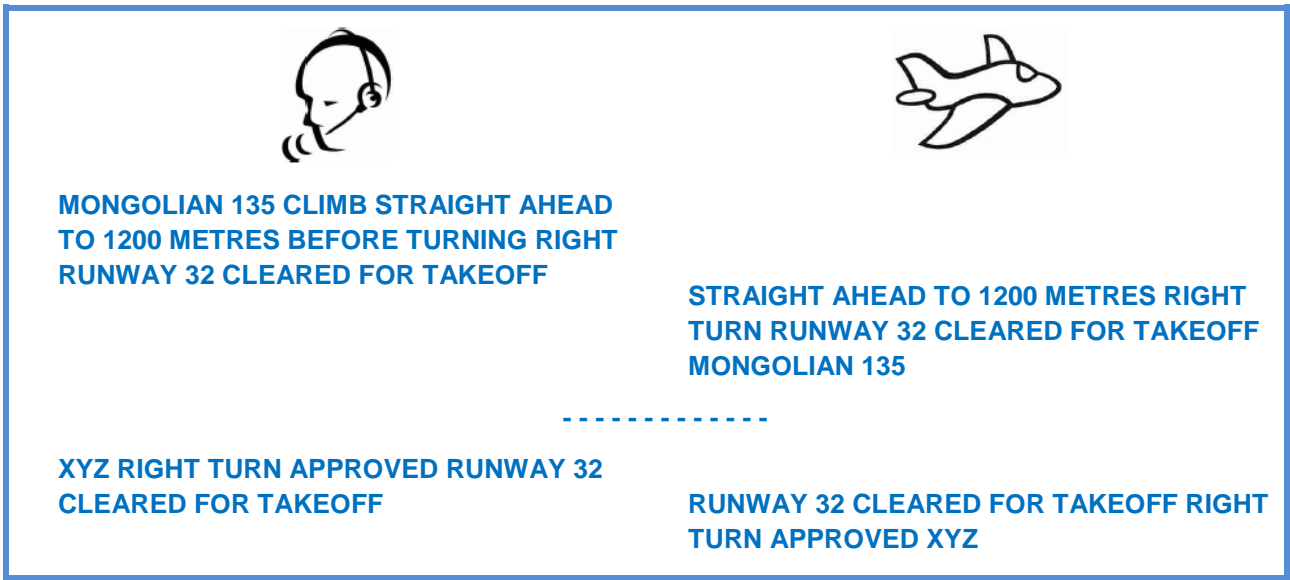
	
<b>MONGOLIAN 135 ARE YOU READY FOR IMMEDIATE DEPARTURE</b>	<b>MONGOLIAN 135 AFFIRM</b>
<b>MONGOLIAN 135 RUNWAY 32 CLEARED FOR IMMEDIATE TAKEOFF</b>	<b>RUNWAY 32 CLEARED FOR IMMEDIATE TAKEOFF MONGOLIAN 135</b>
-----	
<b>MONGOLIAN 135 LINE UP BE READY FOR IMMEDIATE DEPARTURE</b>	<b>LINING UP MONGOLIAN 135</b>
<b>MONGOLIAN 135 RUNWAY 32 CLEARED FOR IMMEDIATE TAKEOFF</b>	<b>RUNWAY 32 CLEARED FOR IMMEDIATE TAKEOFF MONGOLIAN 135</b>

5.6.4 In poor visibility the controller may request the pilot to report when airborne.

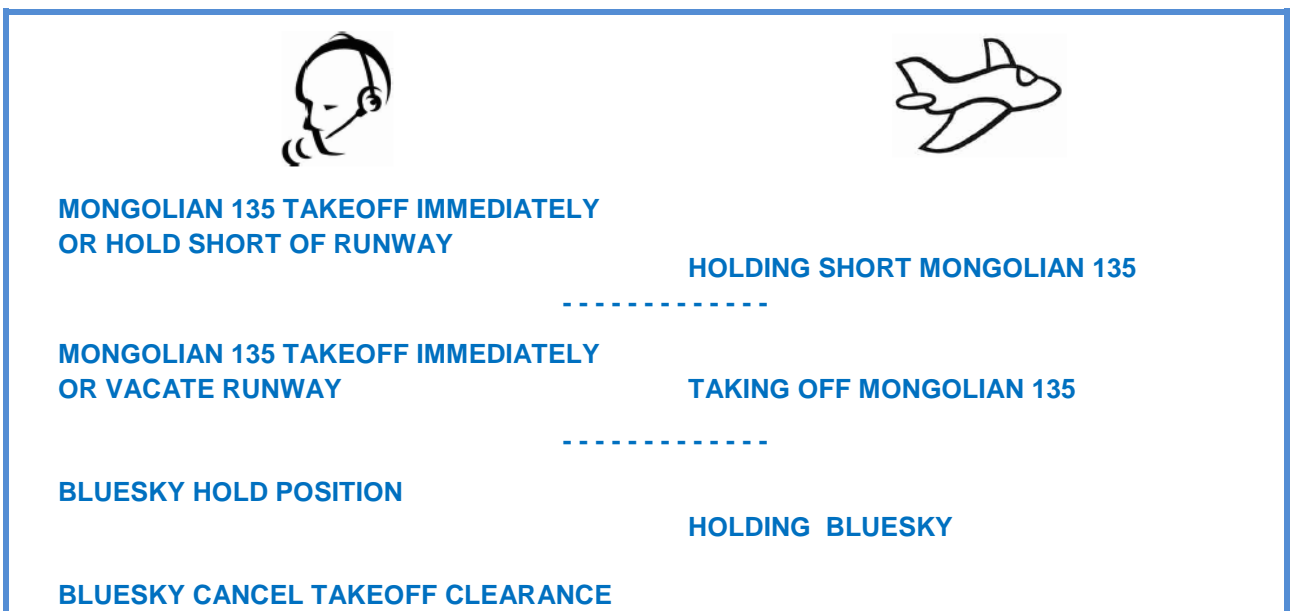
	
<b>MONGOLIAN 301 RUNWAY 32 CLEARED FOR TAKEOFF REPORT AIRBORNE</b>	<b>RUNWAY 32 CLEARED FOR TAKEOFF WILCO MONGOLIAN 301</b>
<b>MONGOLIAN 301 CONTACT CONTROL</b>	<b>MONGOLIAN 301 AIRBORNE 57</b>

<b>126.0</b>	<b>126.0 MONGOLIAN 301</b>
--------------	----------------------------

5.6.5 Local departure instructions may be given with the takeoff clearance. Such instructions are normally given to ensure separation between aircraft operating in the vicinity of the aerodrome.



5.6.6 Due to unexpected traffic developments or a departing aircraft taking longer to take off than anticipated it is occasionally necessary to rescind the takeoff clearance or quickly free the runway for landing traffic. In this situation the pilot must acknowledge the instruction with callsign and intentions.





**EMERGENCY TRAFFIC****HOLDING BLUESKY**

5.6.7 When a perilous situation develops after an aircraft has commenced takeoff the pilot may be instructed to abandon the takeoff. This instruction will only be used in extreme circumstances when an aircraft is in imminent danger. (The decision to abandon takeoff remains with the pilot)



**MONGOLIAN 301 STOP IMMEDIATELY**  
**MONGOLIAN 301 STOP IMMEDIATELY**  
**TRUCK ENTERING THE RUNWAY**



**STOPPING MONGOLIAN 301**

5.6.8 When a pilot abandons the takeoff manoeuvre they should, as soon as practicable, inform the control tower they are doing so. Likewise, as soon as practicable, they should inform the control tower of the reasons for abandoning takeoff, if applicable, and request further manoeuvring instructions.



**MONGOLIAN 301 ROGER**

**MONGOLIAN 301 TAXI APRON CONTACT**  
**GROUND 118.1**



**MONGOLIAN 301 STOPPING**

**MONGOLIAN 301 REQUEST RETURN TO**  
**APRON**

**118.1 MONGOLIAN 301**

5.6.9 When reduced runway separation is being used, controllers will pass traffic information on the preceding aircraft.



**XYZ (TRAFFIC INFORMATION) RUNWAY 32**

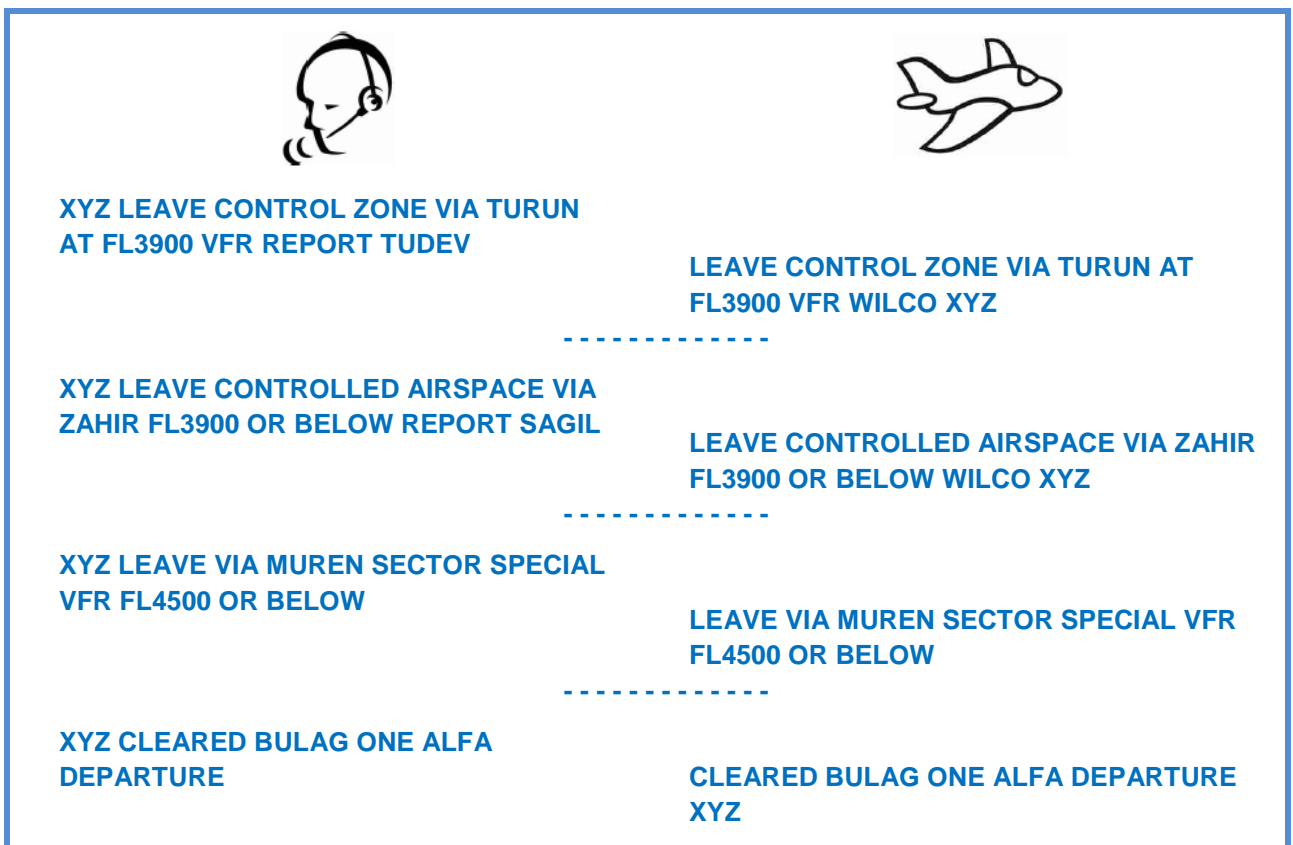


**CLEARED FOR TAKEOFF**

**RUNWAY 32 CLEARED FOR TAKEOFF XYZ**

## 5.7 VFR Departures

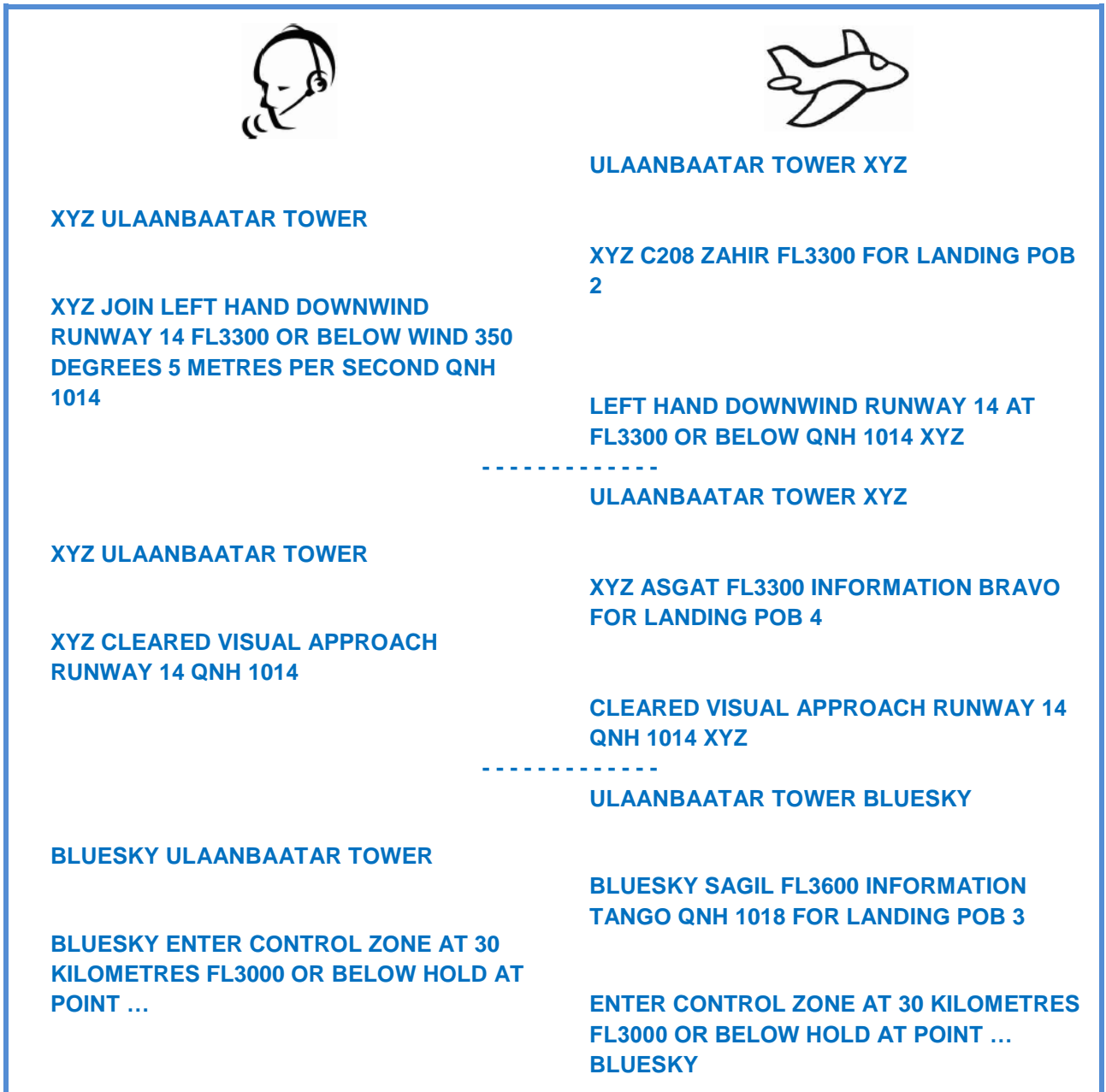
5.7.1 Departure clearances may include a CTR Sector, a VFR Departure Procedure or plain language instructions. Aircraft must, on leaving the aerodrome traffic circuit, enter and remain within the lateral limits of any sector in the clearance, or follow the assigned route specified in the VFR Departure Procedure or the clearance. Altitude instructions are included in published VFR Departure Procedures.



## 5.8 VFR Arrivals

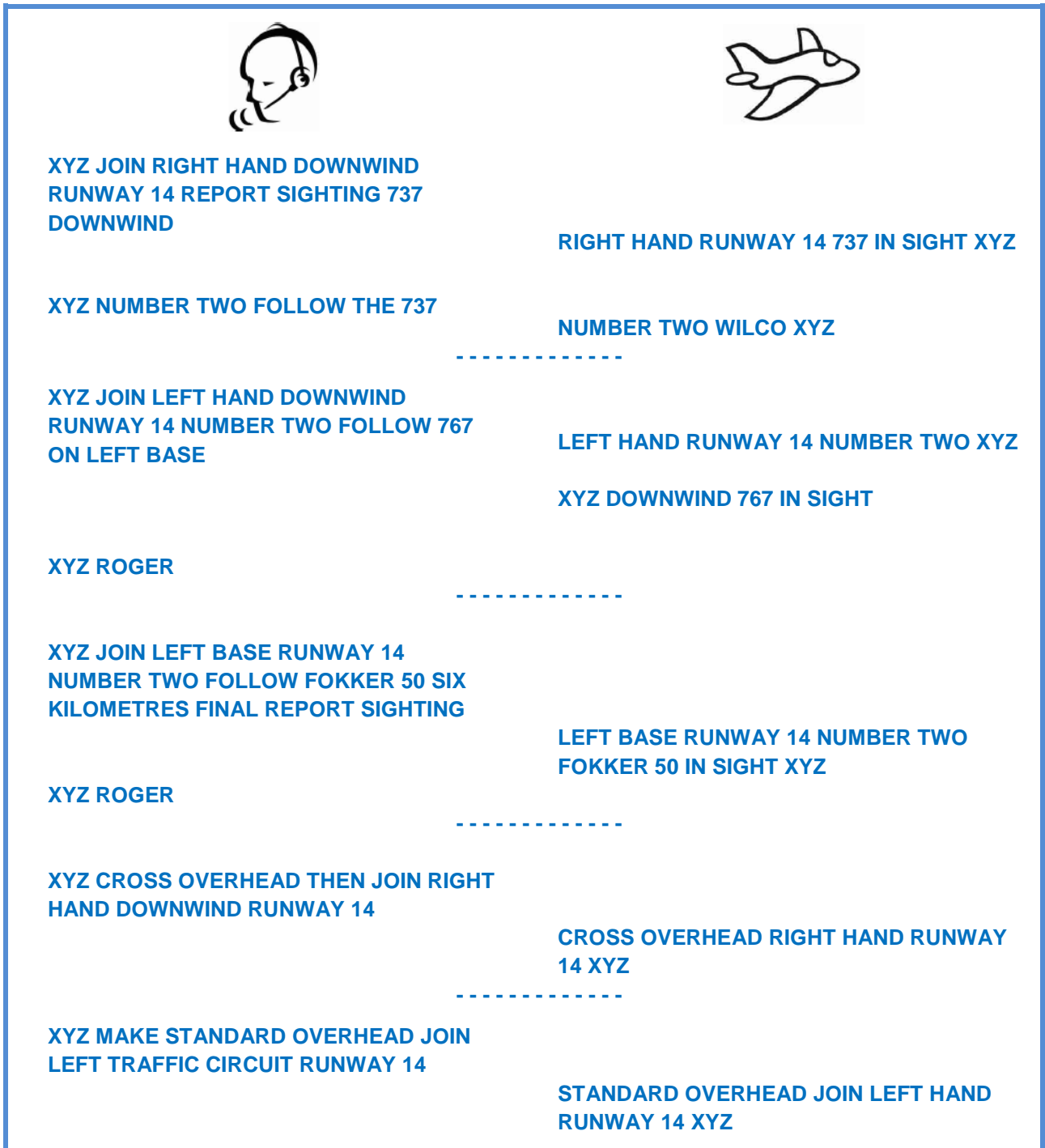
5.8.1 The initial call to aerodrome control requesting clearance to enter a CTR must be made in sufficient time to allow the controller to assess the VFR and IFR traffic situation and issue a clearance prior to the aircraft reaching the CTR boundary. Pilots must advise if they are to operate in Special VFR conditions.

5.8.2 Arrival clearances may include a CTR Sector, a VFR Arrival Procedure, plain language instructions, or circuit joining instructions. Aircraft must remain within the lateral limits of any sector in the clearance, or follow the assigned route specified in the VFR Arrival Procedure or the clearance, and comply with circuit joining and reporting instructions. Altitude instructions are included in published VFR Arrival Procedures.

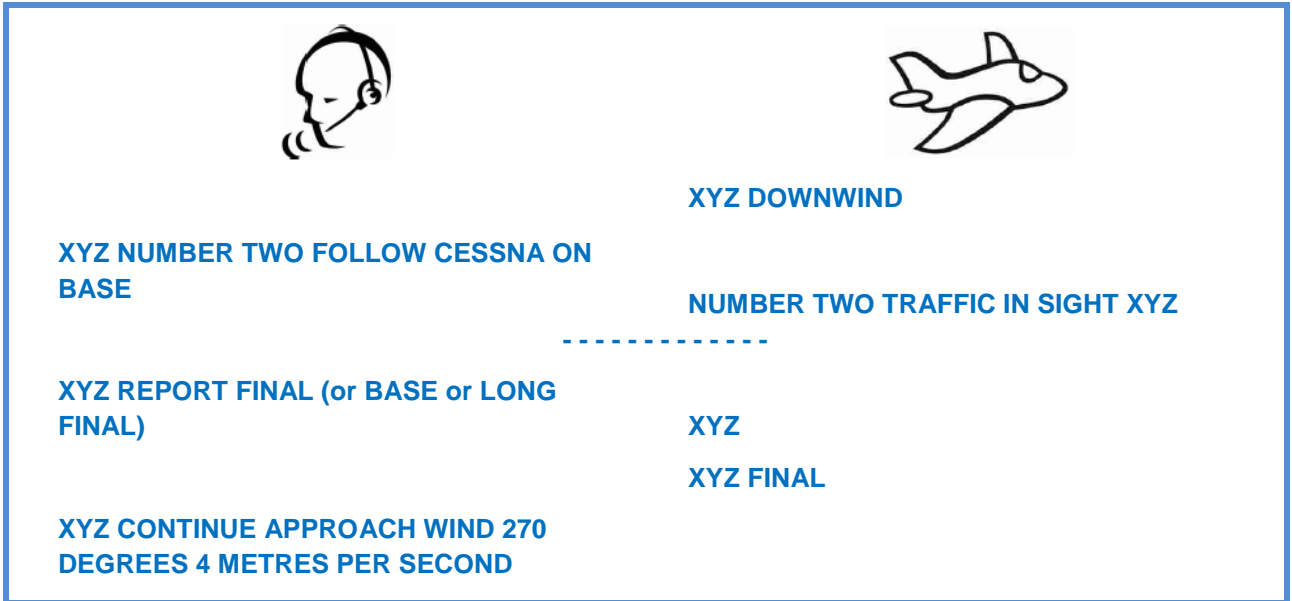


## 5.9 Aerodrome Traffic Circuit

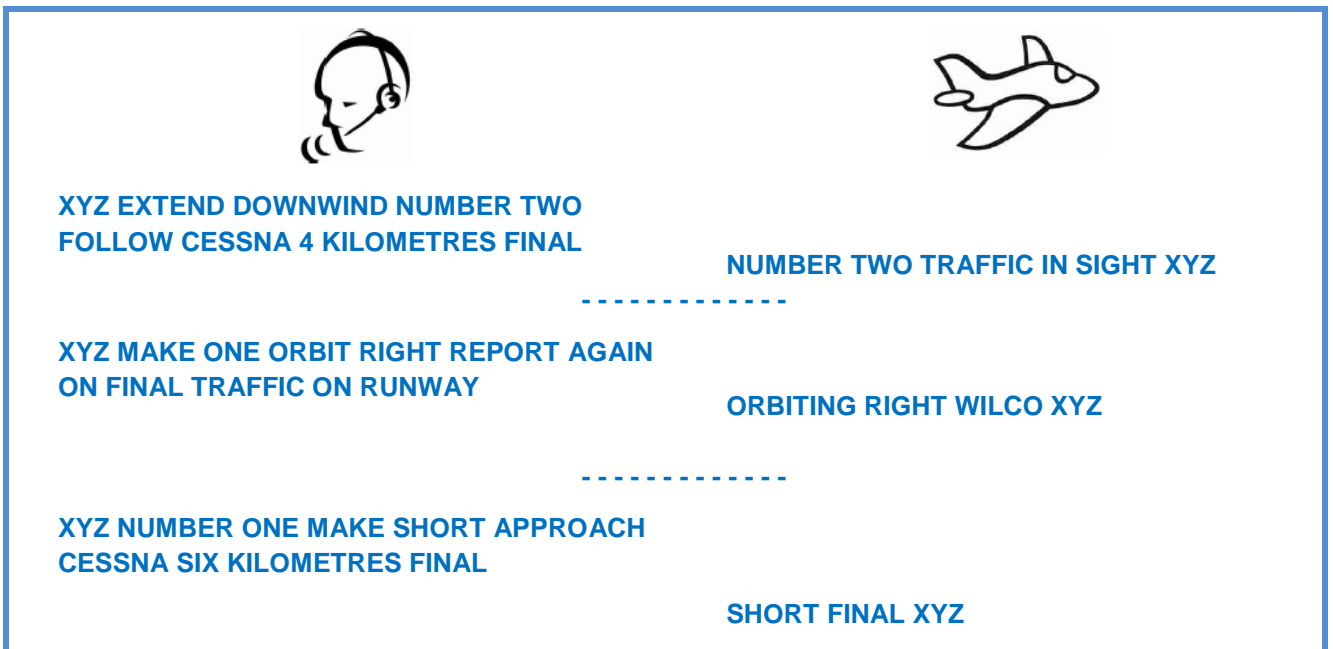
5.9.1 Circuit joining instructions will be issued early enough to allow a pilot to sight other aircraft and position in a safe and orderly manner into the circuit.



5.9.2 The pilot having joined the traffic circuit makes routine reports as required.

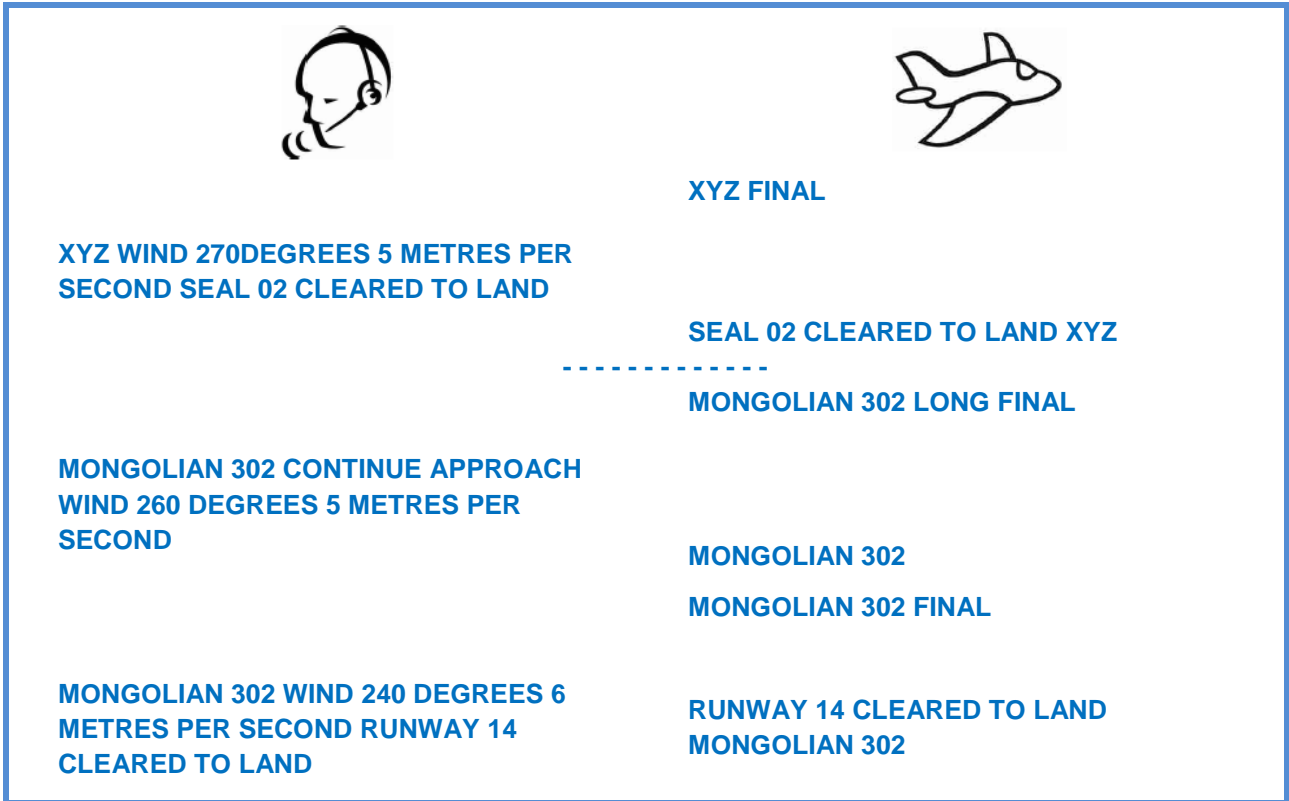


5.9.3 It may be necessary in order to co-ordinate traffic in the circuit to issue delaying or expediting instructions.

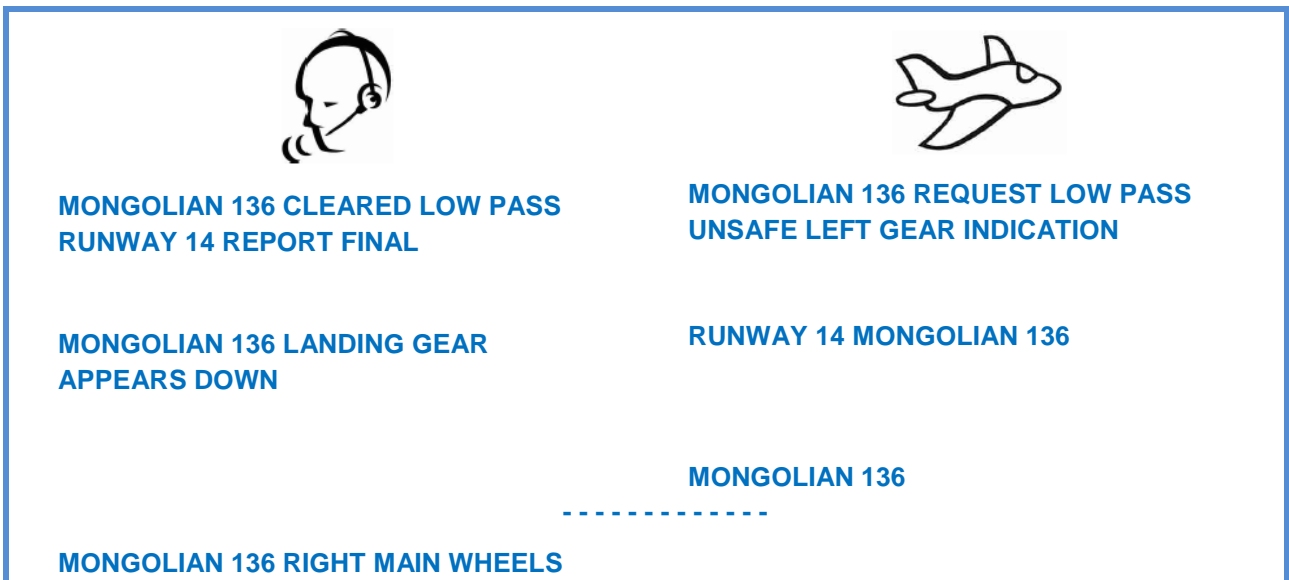


**5.10 Final Approach and Landing**

5.10.1 If requested a “final” report is made when an aircraft turns onto final approach. If the turn onto final is made at a distance greater than four miles from touchdown a “long final” report is made. The landing clearance will include the runway designator.



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



**APPEAR UP, LEFT MAIN WHEELS APPEAR  
DOWN**

**MONGOLIAN 136**

5.10.3 For training purposes, a pilot may request permission to fly along the runway centre line without landing.



**BLUESKY CLEARED LOW APPROACH  
RUNWAY 14 REPORT FINAL**



**BLUESKY REQUEST LOW APPROACH  
RUNWAY 14 FOR TRAINING**

**RUNWAY 14 BLUESKY**

5.10.4 In order to save taxiing time when flying training in the traffic circuit pilots may request to carry out a “touch and go”, i.e. the aircraft lands, continues rolling and takes off, without stopping. The touch and go clearance will include the runway designator.



**XYZ GRASS 15 CLEARED TOUCH AND GO**

or

**XYZ UNABLE TO APPROVE DUE TO TRAFFIC  
MAKE FULL STOP GRASS 15 CLEARED TO  
LAND**



**XYZ REQUEST TOUCH AND GO**

**GRASS 15 CLEARED TOUCH AND GO XYZ**

**GRASS 15 CLEARED TO LAND FOR FULL  
STOP XYZ**

5.10.5 When reduced runway separation is being used, controllers will pass traffic information on the preceding aircraft.

	
<b>XYZ (TRAFFIC INFORMATION) RUNWAY 14 CLEARED TO LAND</b>	<b>RUNWAY 14 CLEARED TO LAND XYZ</b>

## 5.11 Wind Shear

5.11.1 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.

	
<b>XYZ CAUTION WIND SHEAR REPORTED THREE KILOMETRES FINAL</b>	<b>XYZ</b>

## 5.12 Wake Turbulence



5.12.1 When wake turbulence is suspected or known to exist ATC will warn aircraft as appropriate.

	
<b>XYZ CAUTION WAKE TURBULENCE 767 LANDING AHEAD</b>	<b>XYZ</b>





## 5.13 Go Around

5.13.1 If the runway is not available for landing, or to ensure ATC separation, or to avert an unsafe situation, this instruction will be given. Any transmissions to aircraft should be brief and kept to a minimum.

	
<b>MONGOLIAN 136 GO AROUND AIRCRAFT ON THE RUNWAY</b>	<b>GOING AROUND MONGOLIAN 135</b>



5.13.2 In the event that this procedure is initiated by the pilot, the phrase “going around” will be used.

	
<b>MONGOLIAN 136 ROGER</b>	<b>MONGOLIAN 136 GOING AROUND</b>

## 5.14 After Landing

5.14.1 Except where normal operations for the aircraft type will necessitate a backtrack, arriving aircraft wishing to backtrack on the runway-in-use after landing should make that request to tower while on final approach. After landing, pilots must advise intended location on the aerodrome, and obtain a taxi clearance.

5.14.2 Remain on aerodrome control frequency until clear of the runway-in-use, then, unless otherwise instructed, contact surface movement control on the appropriate frequency for taxi instructions.

	
<b>MONGOLIAN 136 TAKE FIRST RIGHT</b>	<b>FIRST RIGHT MONGOLIAN 136</b>

	-----	
		GROUND MONGOLIAN 136 RUNWAY VACATED REQUEST TAXI TO STAND 7
MONGOLIAN 136 TAXI TO STAND 7 VIA TAXIWAY FOXTROT		
		TAXIWAY FOXTROT MONGOLIAN 136
	-----	
XYZ CONTINUE TO THE END REPORT VACATING LEFT		XYZ XYZ RUNWAY VACATED
XYZ CONTINUE TO BLUESKY HANGAR		XYZ

## 6. GENERAL RADAR PHRASEOLOGY

### 6.1 Introduction



6.1.1 This section contains general radar phraseology which is commonly used in communications between aircraft and all types of radar units.

6.1.2 The phrase “UNDER RADAR CONTROL” is only 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.

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



### 6.2 Radar Identification

6.2.1 Occasionally aircraft will be required to make a turn for identification purposes.

	
BLUESKY REPORT YOUR HEADING	BLUESKY HEADING 110 AT FL3900
BLUESKY FOR IDENTIFICATION TURN LEFT HEADING 080	LEFT HEADING 080 BLUESKY



<p><b>BLUESKY IDENTIFIED 20 KILOMETRES NORTH WEST OF ZAHIR CONTINUE HEADING 080 VECTORED FOR ILS/DME APPROACH 14</b></p>	<p><b>BLUESKY</b></p>
-----	
<p><b>BLUESKY NOT IDENTIFIED RESUME OWN NAVIGATION</b></p>	<p><b>WILCO BLUESKY</b></p>

6.2.2 The pilot should be warned if identification is lost, or about to be lost.

	
<p><b>XYZ IDENTIFICATION LOST IN RADAR OVERHEAD</b></p>	<p><b>XYZ</b></p>
-----	
<p><b>XYZ WILL SHORTLY LOSE IDENTIFICATION CONTACT TURGEN APPROACH 130.0</b></p>	<p><b>130.0 XYZ</b></p>



### 6.3 Radar Vectoring

6.3.1 Aircraft may be given specific vectors to fly in order to establish lateral separation. Unless it is self-evident, pilots should be informed of the reason why radar vectors are necessary.



	
<p><b>MONGOLIAN 223 TURN LEFT HEADING 050 FOR SEPARATION</b></p>	<p><b>LEFT 050 MONGOLIAN 223</b></p>
-----	
<p><b>MONGOLIAN 223 FLY HEADING 050</b></p>	<p><b>HEADING 050 MONGOLIAN 223</b></p>
-----	
<p><b>MONGOLIAN 223 CONTINUE PRESENT HEADING</b></p>	<p><b>WILCO MONGOLIAN 223</b></p>
-----	
<p><b>MONGOLIAN 223 TURN LEFT 10 DEGREES</b></p>	

<b>REPORT NEW HEADING</b>	<b>NEW HEADING 350 DEGREES MONGOLIAN 223</b>
-----	
<b>MONGOLIAN 223 REPORT YOUR HEADING</b>	<b>MONGOLIAN 223 HEADING 050</b>
<b>MONGOLIAN 223 ROGER CONTINUE HEADING 050</b>	<b>WILCO MONGOLIAN 223</b>



6.3.2 When vectoring is completed, pilots will be instructed to resume their own navigation and given position information and appropriate instructions as necessary.

	
<b>MONGOLIAN 223 RESUME OWN NAVIGATION DIRECT INTIK</b>	<b>DIRECT INTIK MONGOLIAN 223</b>
-----	
<b>MONGOLIAN 223 RESUME OWN NAVIGATION DIRECT INTIK TRACK 110 DISTANCE 36 KILOMETRES</b>	<b>DIRECT INTIK 110 36 KILOMETRES MONGOLIAN 223</b>
-----	
<b>XYZ RESUME OWN NAVIGATION POSITION 20 KILOMETRES SOUTHEAST OF ARGAT</b>	<b>WILCO XYZ</b>

6.3.3 Occasionally an aircraft may be instructed to make a complete turn through 360 degrees for delaying purposes or to achieve a required spacing behind preceding traffic.

	
<b>MONGOLIAN 502 MAKE ONE ORBIT LEFT FOR SEQUENCING</b>	<b>ORBIT LEFT MONGOLIAN 502</b>

**6.4 Traffic Information and Avoiding Action**

	
<b>MONGOLIAN 501 UNKNOWN TRAFFIC 10 O'CLOCK 15 KILOMETRES CROSSING LEFT TO RIGHT FAST MOVING</b>	<b>MONGOLIAN 501 NEGATIVE CONTACT REQUEST VECTORS</b>
<b>MONGOLIAN 501 TURN LEFT HEADING 050</b>	<b>LEFT HEADING 050 MONGOLIAN 501</b>
<b>MONGOLIAN 501 CLEAR OF TRAFFIC RESUME OWN NAVIGATION DIRECT DEGIR</b>	<b>DIRECT DEGIR MONGOLIAN 501</b>
-----	
<b>BLUESKY TRAFFIC 2 O'CLOCK 10 KILOMETRES NORTHBOUND ZAHIR AT FL3900</b>	<b>BLUESKY LOOKING</b>
<b>BLUESKY IF NO SIGHTING SUGGEST TURN LEFT 60 DEGREES</b>	<b>BLUESKY TRAFFIC IN SIGHT</b>
<b>BLUESKY ROGER</b>	
-----	
<b>MONGOLIAN 305 UNKNOWN TRAFFIC 1 O'CLOCK 6 KILOMETRES OPPOSITE DIRECTION FAST MOVING</b>	<b>MONGOLIAN 305 LOOKING ... MONGOLIAN 305 TRAFFIC IN SIGHT NOW PASSED CLEARED</b>
<b>MONGOLIAN 305 ROGER</b>	
-----	
<b>MONGOLIAN 305 TURN RIGHT IMMEDIATELY HEADING 110 TO AVOID TRAFFIC 12 O'CLOCK 8 KILOMETRES</b>	<b>RIGHT HEADING 110 MONGOLIAN 305</b>
<b>MONGOLIAN 305 NOW CLEAR OF TRAFFIC RESUME OWN NAVIGATION DIRECT POLHO</b>	<b>DIRECT POLHO MONGOLIAN 305</b>

## 6.5 Radar Vectors to Final Approach

6.5.1 Radar vectors are given to arriving flights to position them onto a pilot-interpreted final approach aid, or to a point from which a radar-assisted approach can be made. In the following example an identified aircraft is given radar vectors to the ILS/DME approach.



MONGOLIAN 224 IDENTIFIED  
DESCENDING TO FL3000 EXPECT  
VECTERING FOR ILS/DME APPROACH  
RUNWAY 14 NO DELAY

ULAANBAATAR CONTROL MONGOLIAN 224  
ANIKU 28 PASSING FL6000 DESCENDING TO  
FL3000 UDA 47 INFORMATION CHARLIE QNH  
1014

MONGOLIAN 224 FLY HEADING 290

RUNWAY 14 MONGOLIAN 224

HEADING 290 MONGOLIAN 224

MONGOLIAN 224 REPORT SPEED

MONGOLIAN224 SPEED 460 KILOMETRES  
PER HOUR

MONGOLIAN 224 REDUCE SPEED TO 380  
KILOMETRES PER HOUR

REDUCING TO 380 KILOMETRES PER HOUR

MONGOLIAN 224 DESCEND TO 1800  
METRES NUMBER FOUR IN TRAFFIC

LEAVING FL3000 DESCENDING TO 1800  
METRES MONGOLIAN 224

MONGOLIAN 224 POSITION 20  
KILOMETRES WEST OF ULAANBAATAR

MONGOLIAN 224

MONGOLIAN 224 TURN RIGHT HEADING  
080 BASE LEG NO SPEED REQUIREMENT  
ON FINAL

HEADING 080 MONGOLIAN 224

MONGOLIAN 224 12 KILOMETRES FROM  
TOUCHDOWN TURN RIGHT HEADING 130  
CLEARED FOR ILS/DME APPROACH  
RUNWAY 14

HEADING 130 ILS/DME RUNWAY 14  
MONGOLIAN 224

MONGOLIAN 224 ESTABLISHED LOCALISER

MONGOLIAN 224 CONTACT TOWER 120.0

120.0 MONGOLIAN 224

**NOTE:** The radar controller should advise the aircraft of its position at least once prior to turning onto final approach.

6.5.2 Pilots will be advised when a controller intends to vector an aircraft through the final approach track and of the reason for the track extension.



**MONGOLIAN 502 CONTINUE PRESENT  
HEADING TAKING YOU THROUGH THE  
LOCALISER FOR SEQUENCING**



**PRESENT HEADING MONGOLIAN 502**

## 6.6 Radar Assistance to Aircraft with Radio Communications Failure

6.6.1 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.



**XYZ REPLY NOT RECEIVED IF YOU READ  
TURN LEFT HEADING 040**

**XYZ TURN OBSERVED POSITION 8  
KILOMETRES SOUTH OF SND VOR WILL  
CONTINUE TO PASS INSTRUCTIONS**

## 6.7 Secondary Surveillance Radar

6.7.1 The following phrases together with their meanings are instructions which may be given by controllers to pilots regarding the operation of SSR transponders.

<i>Phrase</i>	<i>Meaning</i>
<b>SQUAWK</b> <i>(code)</i>	<b>Set code as instructed</b>
<b>CONFIRM SQUAWK</b> <i>(code)</i>	<b>Confirm the code set on the transponder</b>
<b>RESET SQUAWK</b> <i>(mode)</i> <i>(code)</i>	<b>Reselect assigned mode and/or code</b>
<b>SQUAWK</b> <i>(code and)</i> <b>IDENT</b>	<b>Operate the special position identification feature</b>
<b>SQUAWK NORMAL</b>	<b>Return to normal transponder operation</b>
<b>STOP SQUAWK</b>	<b>Terminate transponder operation</b>
<b>SQUAWK MAYDAY</b>	<b>Operate on code 7700</b>
<b>SQUAWK STANDBY</b>	<b>Suspend transponder operation</b> <i>(Select the standby feature)</i>
<b>SQUAWK CHARLIE</b>	<b>Select pressure altitude feature</b>
<b>CHECK ALTIMETER</b> <b>SETTING AND CONFIRM</b> <i>(level)</i>	<b>Check altimeter pressure setting and confirm present level</b> <i>(to nearest 30 meters (100 feet))</i>
<b>STOP SQUAWK CHARLIE</b> <b>WRONG INDICATION</b>	<b>Deselect pressure altitude feature because of faulty operation</b>
<b>* CONFIRM</b> <i>(level)</i>	<b>Check and confirm present level</b> <i>(to nearest 30 meters (100 feet))</i>

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

6.7.2 The pilot reply to SSR instructions is usually either an acknowledgement or readback.





**MONGOLIAN 501 SQUAWK 6411**

**6411 MONGOLIAN 501**

**MONGOLIAN 501 CONFIRM SQUAWK 6411**

**SQUAWKING 6411 MONGOLIAN 501**

**MONGOLIAN 501 RESET ALFA 6411**

**RESETTING ALFA 6411 MONGOLIAN 501**

**MONGOLIAN 501 CHECK ALTIMETER  
SETTING AND CONFIRM FL7200**

**ALTIMETER 1026 FL7200 MONGOLIAN 501**

**MONGOLIAN 501 CONFIRM TRANSPONDER  
OPERATING**

**MONGOLIAN 501 NEGATIVE  
TRANSPONDER UNSERVICEABLE**

**MONGOLIAN 501 REPLY NOT RECEIVED IF  
YOU READ SQUAWK IDENT**

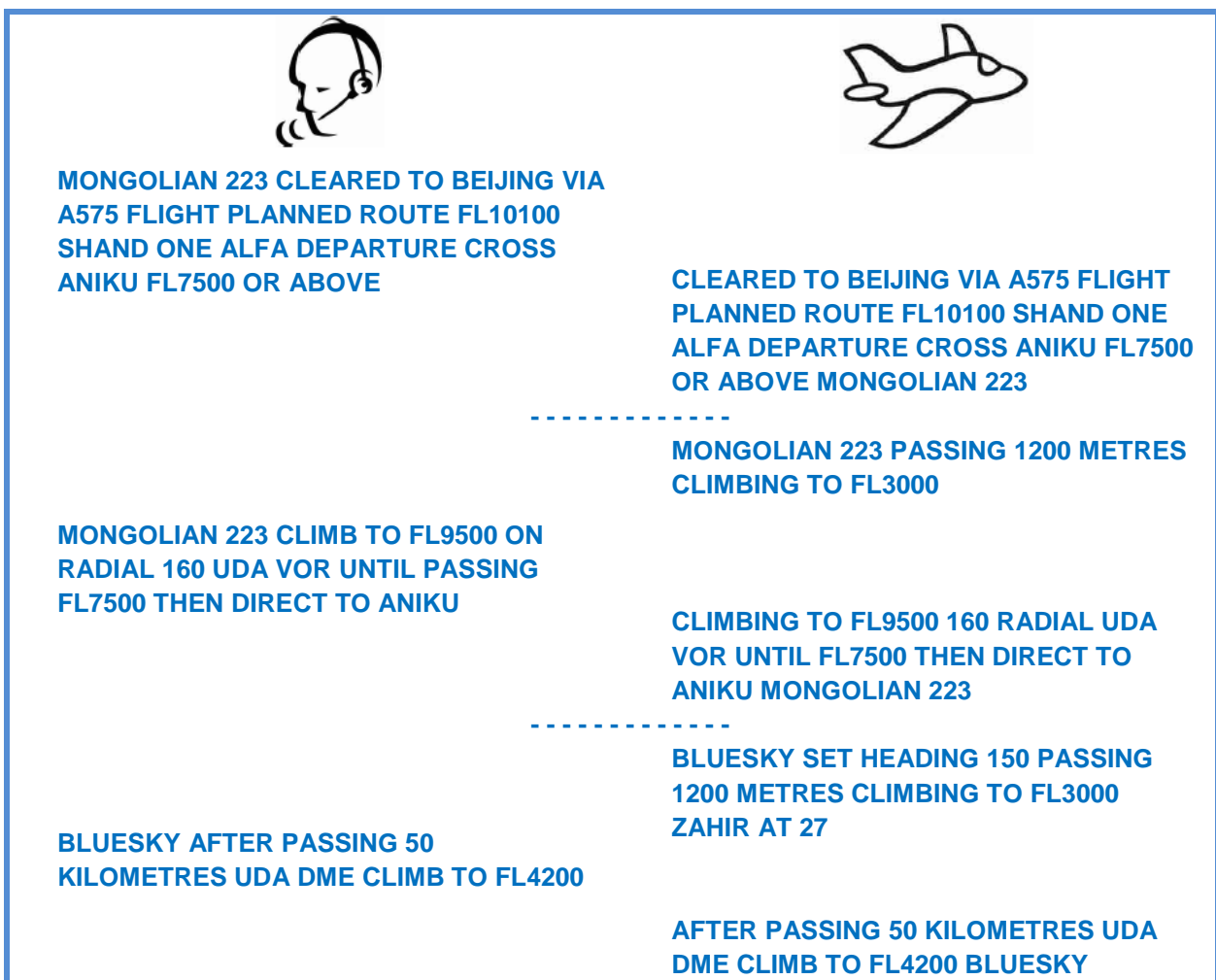
**MONGOLIAN 501 SQUAWK OBSERVED  
WILL CONTINUE TO PASS INSTRUCTIONS**

## 7. APPROACH CONTROL

### 7.1 IFR Departures

7.1.1 At many airports both arrivals and departures are handled by a single controller on a single frequency. At busier airports arrivals and departures may be handled by separate controllers on separate frequencies.

7.1.2 In addition to the ATC route clearance, instructions for separation purposes may be issued prior to or after takeoff.



### 7.2 IFR Arrivals

7.2.1 Approach control will normally advise on initial contact the type of approach to be expected.



**MONGOLIAN 502 ULAANBAATAR TOWER  
EXPECT VOR APPROACH RUNWAY 14**

**MONGOLIAN 502 WIND 240 DEGREES 7  
METRES PER SECOND CLOUD BROKEN  
3000 METRES TEMPERATURE 15 DEGREES  
CELCIUS QNH 1018**

**MONGOLIAN 502 REVISED EXPECTED  
APPROACH TIME 47**

**MONGOLIAN 502 DESCEND TO 2400  
METRES**

**MONGOLIAN 502 DESCEND TO 1200  
METRES CLEARED VOR APPROACH  
RUNWAY 14**

**MONGOLIAN 502 RUNWAY 14 CLEARED TO  
LAND WIND 260 DEGREES 5 METRES PER  
SECOND**

**BLUESKY DESCEND TO 3000 METRES  
EXPECT ILS/DME APPROACH RUNWAY 14  
NO DELAY**

**BLUESKY CLEARED VOR APPROACH  
RUNWAY 14 JOIN DME ARC**

**ULAANBAATAR TOWER MONGOLIAN 502  
ARGAT 25 MAINTAINING FL6300 UDA VOR  
44 POB 136**

**EXPECT VOR APPROACH RUNWAY 14  
MONGOLIAN 502**

**QNH 1018 MONGOLIAN 502**

**ROGER MONGOLIAN 502**

**MONGOLIAN 502 UDA 42 MAINTAINING  
FL3000 HOLDING**

**LEAVING FL3000 DESCENDING TO 2400  
METRES MONGOLIAN 502**

**DESCENDING TO 1200 METRES CLEARED  
VOR APPROACH RUNWAY 14  
MONGOLIAN 502**

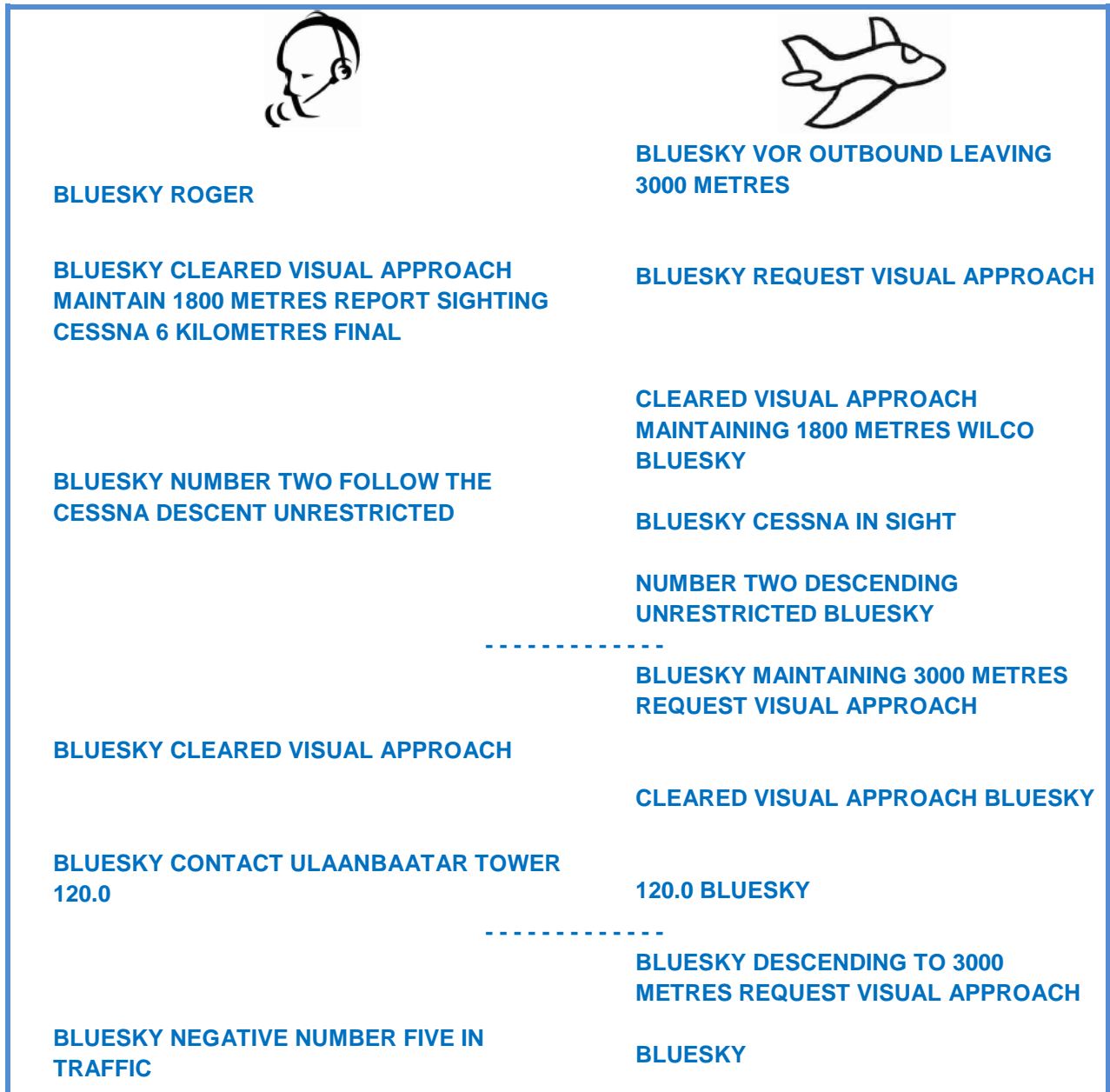
**RUNWAY 14 CLEARED TO LAND  
MONGOLIAN 502**

**DESCENDING TO 3000 METRES RUNWAY  
14 BLUESKY**

**CLEARED VOR APPROACH RUNWAY 14  
JOIN DME ARC BLUESKY**

7.2.2 On occasions IFR aircraft do not complete the instrument approach procedure but request permission to make a visual approach. When the specific requirements for a

visual approach have been met the pilot may make the request using the phrase “request visual approach”. Air Traffic Control will grant the request when traffic permits. When cleared by ATC for a visual approach further descent is unrestricted except when a specific restriction is included with the clearance for a visual approach or a specific restriction is included in a subsequent clearance.



7.2.3 Details of joining and holding procedures are contained in AIP Mongolia ENR 1.5.



**MONGOLIAN 224 HOLD AT UDA FL4500  
EXPECTED FURTHER CLEARANCE AT 24**

**HOLD AT UDA FL4500 MONGOLIAN 224**

**MONGOLIAN 224 ENTER THE RUNWAY 14  
HOLD**

**ENTER THE RUNWAY 14 HOLD  
MONGOLIAN 224**

**XYZ HOLD AT ZAHIR ENTER THE ENROUTE  
HOLDING PATTERN**

**HOLD AT ZAHIR ENTER THE ENROUTE  
HOLDING PATTERN XYZ**

**AEROMONGOLIA 89 HOLD AT THE DA  
INITIAL APPROACH FIX RUNWAY 14 HOLD**

**HOLD AT THE DA INITIAL APPROACH FIX  
RUNWAY 14 HOLD AEROMONGOLIA 89**

**KOREAN AIR 867 HOLD ON THE UDA 080  
RADIAL BETWEEN 30 AND 40 DME FL4200  
LEFT HAND PATTERN EXPECT FURTHER  
CLEARANCE AT 05**

**HOLD ON THE UDA 080 RADIAL BETWEEN  
30 AND 40 DME FL4200 LEFT HAND  
PATTERN KOREAN AIR 867**

**XYZ HOLD AT ANIKU FL3900 EXPECTED  
APPROACH TIME 17**

**HOLD AT ANIKU FL3900 XYZ**

**MONGOLIAN 136 DESCEND TO FL10700  
HOLD AT BULAG EXPECT FURTHER  
CLEARANCE AT 52**

**DESCENDING TO FL10700 HOLD AT BULAG  
MONGOLIAN 136**

**MONGOLIAN 502 DESCEND TO FL3300  
HOLD AT UDA EXPECT FURTHER  
CLEARANCE AT 52**

**DESCENDING TO FL3300 HOLD AT UDA  
MONGOLIAN 502**

**MONGOLIAN 502 CANCEL HOLD UDA**

**CANCEL HOLD UDA MONGOLIAN 502**

**XYZ CLEARED AS REQUESTED, REPORT**

**XYZ REQUEST CLEARANCE LEFT (/RIGHT)  
OF TRACK TO ESTABLISH 230 DEGREES  
INBOUND TO UDA FOR THE VOR/DME  
APPROACH**



**COMMENCING VOR/DME APPROACH**

or

**XYZ NEGATIVE, HOLD AT UDA VOR  
EXPECT APPROACH AT 17****8. AREA CONTROL****8.1 General**

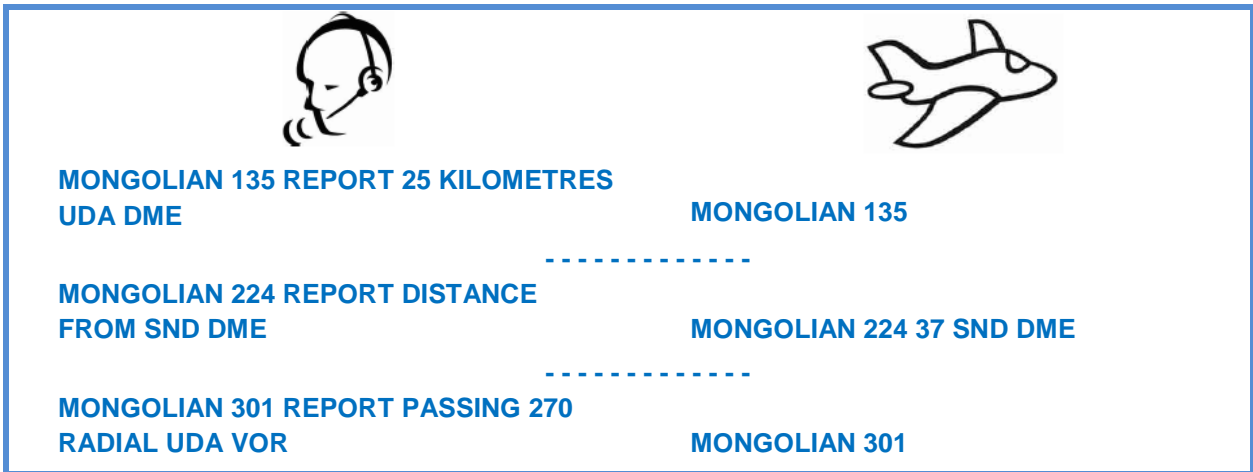
8.1.1 Much of the phraseology used in area control is of a general nature. However, many instructions used in area control (particularly where radar is not available) are related to specific conditions in order to maintain aircraft separation.

8.1.2 The following examples provide a cross-section of phraseology used in area control. They may be varied, or added to, by combining their component parts according to the requirements of the prevailing traffic situation.

	
<b>MONGOLIAN 136 MAINTAIN FL10700 EXPECT DESCENT AFTER BULAG</b>	<b>MONGOLIAN 136 REQUEST DESCENT</b>
	<b>MAINTAINING FL10700 MONGOLIAN 136</b>
<b>MONGOLIAN 224 DESCEND TO FL7200 CROSS ANIKU FL7800 OR ABOVE</b>	<b>DESCENDING TO FL7200 CROSS ANIKU FL7800 OR ABOVE MONGOLIAN 224</b>
<b>MONGOLIAN 302 ARE YOU ABLE TO CROSS ARGAT AT 54</b>	<b>MONGOLIAN 302 AFFIRM</b>
<b>MONGOLIAN 302 CROSS ARGAT AT 54 OR LATER</b>	<b>CROSS ARGAT AT 54 OR LATER MONGOLIAN 302</b>

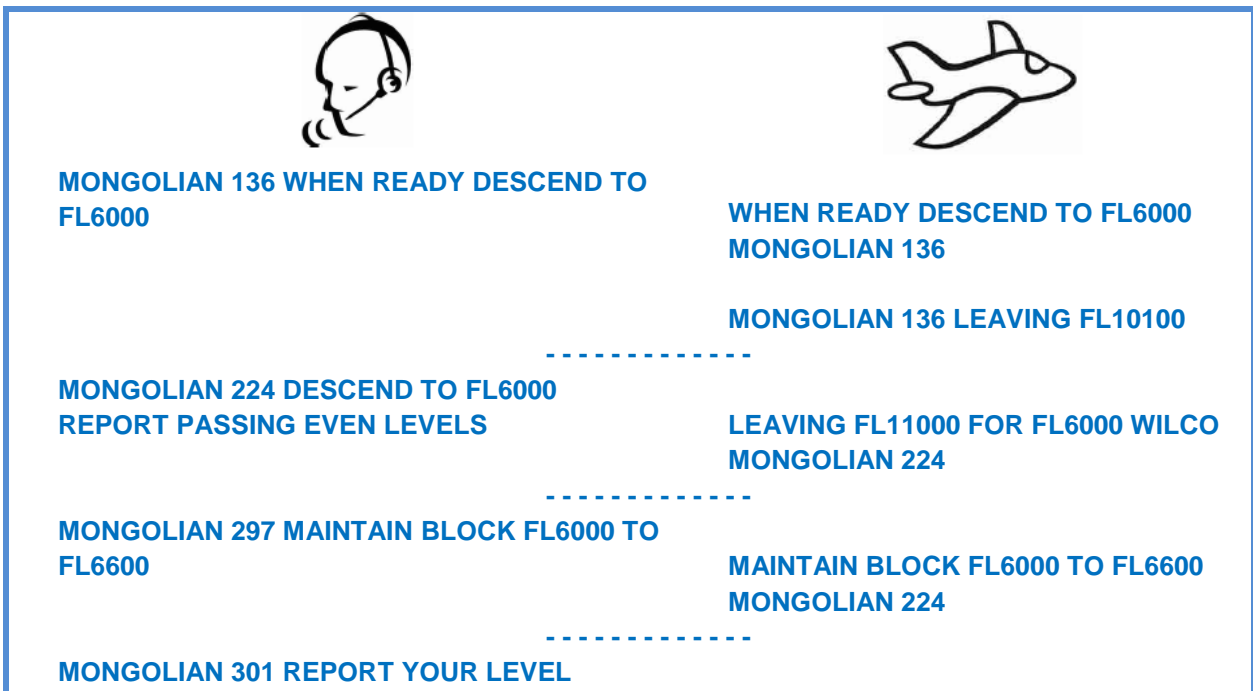
**8.2 Position Information**

8.2.1 In order to assist in establishing separation, pilots may be instructed to provide additional position report information as well as routing reports.



### 8.3 Level Information

8.3.1 Level information consists of climb and descent clearances or instructions and reports of leaving, reaching and passing levels as detailed in the Level Instructions paragraphs in the General Procedures and Phraseology section. Unless advice is received to the contrary, the aircraft is expected to vacate the level as soon as practicable. Under exceptional circumstances, if instant descent is required the word “immediately” is used.





<p>MONGOLIAN 501 CANCEL BLOCK CLIMB TO (/DESCEND TO/MAINTAIN) ALTITUDE (/FLIGHT LEVEL)</p>	<p>MONGOLIAN 301 FL 10100</p> <p>-----</p> <p>CLIMBING TO (/DESCENDING TO /MAINTAINING) ... MONGOLIAN 501</p>
--	---

8.3.2 An aircraft may request a clearance to climb or descend maintaining own separation while in VMC. The clearance will include information on essential traffic.

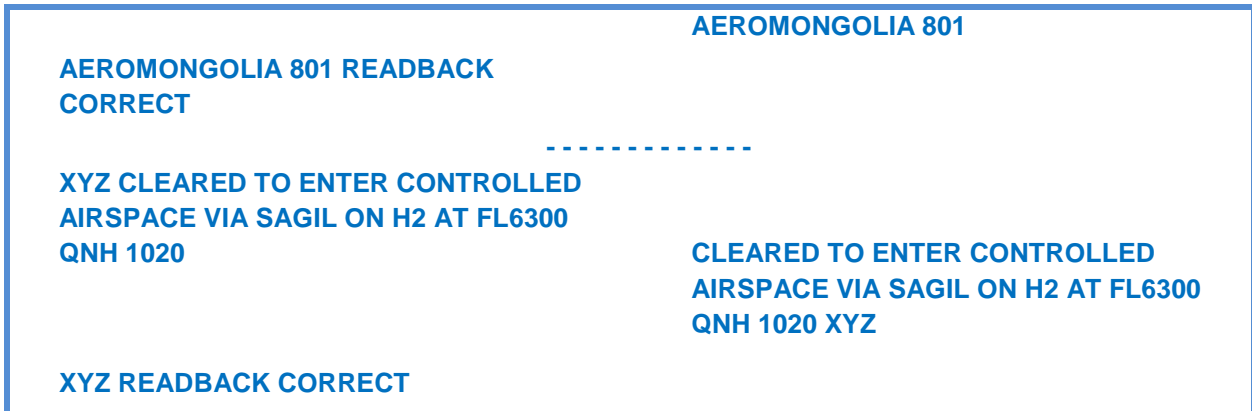
 <p>MONGOLIAN 135 DESCEND TO FL3300 MAINTAIN OWN SEPARATION IN VMC FROM ... TO ... TRAFFIC IS ... (position and altitude)</p>	 <p>MONGOLIAN 135 REQUEST MAINTAIN OWN SEPARATION IN VMC</p> <p>LEAVING ... FOR FL3300 MAINTAIN OWN SEPARATION IN VMC ... TO ... TRAFFIC AT (position and altitude) MONGOLIAN 135</p>
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### 8.4 Flights Entering Controlled Airspace

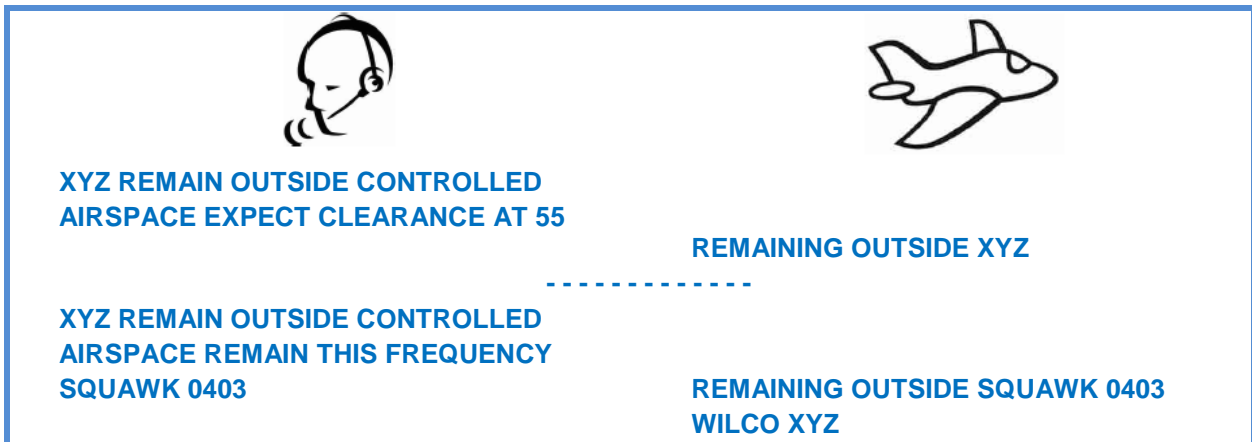
8.4.1 IFR or VFR aircraft requiring to enter controlled airspace should make their request to the appropriate ATS unit in sufficient time to allow ATC to assess the traffic situation and issue a clearance prior to the aircraft reaching controlled airspace.

 <p>AEROMONGOLIA 801 ULAANBAATAR CONTROL</p> <p>AEROMONGOLIA 801 CLEARED TO CHINGGIS KHAAN VIA A575 AND FLIGHT PLANNED ROUTE FL6600 ENTER CONTROL AREA AT INTIK SQUAWK 0405 QNH 1014</p>	 <p>ULAANBAATAR CONTROL AEROMONGOLIA 801</p> <p>AEROMONGOLIA 801 ESTIMATING INTIK 45 MAINTAINING FL6600 REQUEST CLEARANCE</p> <p>CLEARED TO CHINGGIS KHAAN VIA A575 AND FLIGHT PLANNED ROUTE FL6600 ENTER CONTROL AREA AT INTIK SQUAWK 0405 QNH 1014</p>
---	---







8.4.2 It may be that because of the prevailing traffic situation a clearance cannot be issued immediately. A transponder (squawk) code may be issued to assist ATC in assessing the traffic situation. This does not constitute a clearance to enter controlled airspace.



## 8.5 Flights Leaving Controlled Airspace

8.5.1 Flights leaving controlled airspace will normally be given a track or specific point by which to leave, together with any other relevant instructions necessary to ensure separation.

	
<p><b>XYZ LEAVE CONTROLLED AIRSPACE ON TUDEV AT FL6000 IFR TRAFFIC IS ...</b></p>	<p><b>XYZ TC 17 FL6000 BULAG DN 33</b></p> <p><b>LEAVE CONTROLLED AIRSPACE ON TUDEV AT FL6000 COPY THE TRAFFIC XYZ</b></p>



8.5.2 An aircraft may be cleared to leave controlled airspace by descent.

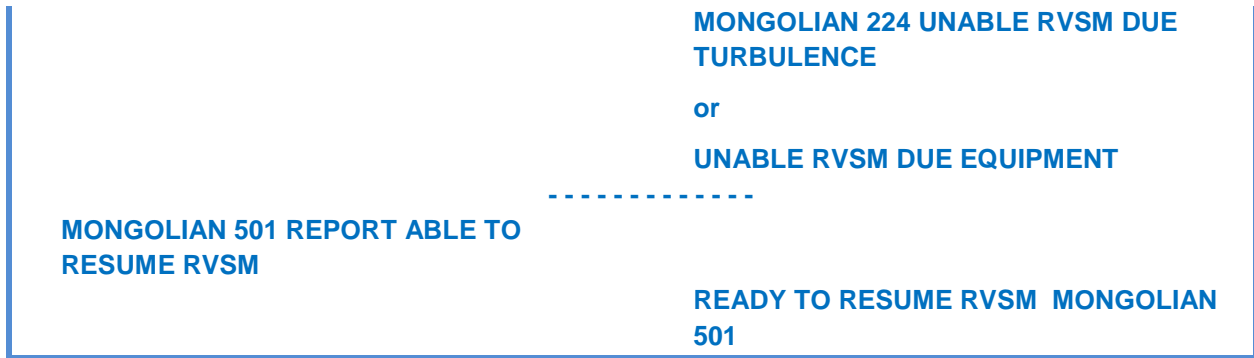
	
<p><b>XYZ LEAVE CONTROLLED AIRSPACE IN DESCENT REPORT PASSING FL6000 QNH 1014 NO REPORTED IFR TRAFFIC</b></p>	<p><b>LEAVING FL6600 WILCO QNH 1014 NIL TRAFFIC XYZ</b></p>

**NOTE:** In the above example the base of controlled airspace is FL6150.

### 8.6 RVSM Operations

8.6.1 The following phraseologies should be used for controller-pilot communications.

	
<p><b>MONGOLIAN 135 CONFIRM RVSM APPROVED</b></p>	<p><b>NEGATIVE RVSM MONGOLIAN 135</b></p> <p><b>or</b></p> <p><b>AFFIRM RVSM MONGOLIAN 135</b></p>
<p><b>MONGOLIAN 224 UNABLE CLEARANCE INTO RVSM AIRSPACE, MAINTAIN (or DESCEND TO, or CLIMB TO) FL(number)</b></p>	<p>-----</p> <p>-----</p>




8.6.2 During operations in or vertical transit through RVSM airspace within the Ulaanbaatar FIR, pilots of **all** NON-RVSM approved aircraft are to insert the phrase “NEGATIVE RVSM” into radio calls when:



- requesting a level that is within or above RVSM airspace
- requesting a level change where that level is within or requires transit through RVSM airspace
- in read-backs of level clearances
- as part of the initial call when changing frequency.

## 9. AERODROME FLIGHT INFORMATION SERVICE

### 9.1 VFR Departures



	
<p>XYZ PREFERRED RUNWAY 33 WIND 280 DEGREES 8 METRES PER SECOND QNH 1014 TIME 42 CESSNA TAXIING ON YOUR RIGHT</p>	<p>XYZ AT BLUESKY HANGAR ABOUT TO TAXI VFR TO NALAIKH POB 2</p>
<p>XYZ CHEROKEE ON BASE TWO CESSNAS DOWNWIND</p>	<p>XYZ TAXIING HOLDING POINT RUNWAY 33 (or as pilot selects) QNH 1014</p>
<p>XYZ</p>	<p>XYZ TRAFFIC IN SIGHT TAKING OFF</p>

### 9.2 VFR Arrivals

	
<p>XYZ PREFERRED RUNWAY 29 WIND 270 DEGREES 6 METRES PER SECOND QNH 1014 CESSNA DEPARTING NORTH REPORT 80 KILOMETRES FROM MANDAL</p>	<p>XYZ 15 KILOMETRES NORTH 2700 METRES ESTIMATING MANDAL 42 POB 4</p>
<p>XYZ CESSNA ON FINAL 2 CHEROKEES DOWNWIND IN THE CIRCUIT</p>	<p>XYZ ROGER RUNWAY 29 (or as pilot selects) QNH 1014</p>
<p>XYZ</p>	<p>XYZ 80 KILOMETRES FROM MANDAL</p> <p>XYZ WILL JOIN OVERHEAD FOR RIGHT CIRCUIT</p>



XYZ 1 CHEROKEE ON BASE 1 ON FINAL	XYZ JOINING OVERHEAD
XYZ	XYZ TRAFFIC IN SIGHT
XYZ	XYZ DOWNWIND
XYZ WIND GUSTING 13 METRES PER SECOND	XYZ BASE
XYZ	XYZ FINAL
	XYZ ROGER
	XYZ VACATING RUNWAY NEXT LEFT

### 9.3 IFR Departures

	
BLUESKY PREFERRED RUNWAY 29 WIND 320 DEGREES 5 METRES PER SECOND QNH 1014 TIME 42 CESSNA VACATING RUNWAY	BLUESKY AT STAND 1 ABOUT TO TAXI IFR TO MUREN POB 5
BLUESKY CLEARANCE AVAILABLE	BLUESKY ROGER QNH 1014 TAXIING TO HOLDING POINT RUNWAY 29 (or as pilot selects)
ULAANBAATAR CONTROL CLEARS BLUESKY TO MUREN FLIGHT PLANNED ROUTE FL4800	BLUESKY READY TO COPY
BLUESKY READBACK CORRECT TRAFFIC IS A CESSNA 10 KILOMETRES NORTH	ULAANBAATAR CONTROL CLEARS BLUESKY TO MUREN FLIGHT PLANNED ROUTE FL4800
	BLUESKY ROGER

<p><b>ESTIMATING 50 FOR NDB APPROACH RUNWAY 29</b></p>	<p><b>BLUESKY READY TO LINE UP</b></p>
<p><b>BLUESKY FOKKER 50 TURNING FINAL FROM MID DOWNWIND</b></p>	<p><b>BLUESKYTRAFFIC IN SIGHT TAKING OFF</b></p>
<p><b>BLUESKY</b></p>	

**9.4 IFR Arrivals**

	
<p><b>BLUESKY PREFERRED RUNWAY 12 WIND 210 DEGREES 5 METRES PER SECOND 15 KILOMETRES CLOUD BROKEN 2000 TEMPERATURE 18 QNH 1014 CESSNA IN THE CIRCUIT</b></p>	<p><b>BLUESKY PASSING 3000 DESCENDING TO 1200 METRES MUREN 42 POB 7</b></p>
<p><b>BLUESKY</b></p>	<p><b>BLUESKY QNH 1014 WILL REPORT BEACON OUTBOUND FOR NDB APPROACH RUNWAY 12 (or as pilot selects)</b></p>
<p><b>BLUESKY</b></p>	<p><b>BLUESKY BEACON OUTBOUND LEAVING 2400 METRES</b></p>
<p><b>BLUESKY</b></p>	<p><b>BLUESKY BASE</b></p>
	<p><b>BLUESKY VACATING RUNWAY</b></p>
	<p>-----</p> <p><b>BLUESKY MISSED APPROACH WILL REPORT BEACON OUTBOUND FOR NDB APPROACH</b></p>
<p><b>BLUESKY</b></p>	

**10. MANDATORY BROADCAST ZONES**

**10.1 Broadcast**

Position, altitude and intentions should be broadcast on entry and at regular intervals (time interval is indicated on charts). An AWIB service is available at some aerodromes providing weather and operational conditions.



**TUUL XYZ HERLEN 2200 METRES  
TRACKING TO NALAIKH**

-----  
**TUUL XYZ HERLEN 2200 METRES  
DESCENDING ETA MINJ 35**

-----  
**AERODROME TRAFFIC BLUESKY 1800  
METRES TRACKING DIRECT TO JOIN  
OVERHEAD FOR RUNWAY 21**


or

**AERODROME TRAFFIC BLUESKY 1800  
METRES DESCENDING TO 1200 METRES  
TO JOIN RIGHT BASE RUNWAY 03**

## 11. COMMON FREQUENCY ZONES

11.1 Although not mandatory, pilots are encouraged to establish communications in these areas.

Keep radio calls concise and use standard phraseology as much as possible. Avoid verbose accounts of your intentions as these will only cause frequency congestion. In many parts of the country there may be several adjacent areas and aerodromes using the same frequency.




**TUUL XYZ HERLEN 2200 METRES  
TRACKING TO NALAIKH**

-----

**ARTSAT XYZ SOUTH HUVSGUL LAKE  
2500 METRES TRACKING NORTHEAST**

11.2 Aircraft carrying out training may wish to indicate their operating range by altitude and by type of exercise.



**AERODROME TRAFFIC XYZ 8  
KILOMETRES SOUTHWEST OF  
ALTABBULAG OPERATING BETWEEN  
3000 AND 3300 METRES**

**AERODROME TRAFFIC XYZ 9  
KILOMETRES NORTHWEST OF NALAIKH  
2500 METRES FORCED LANDING  
EXERCISE**



## 12. UNATTENDED AERODROMES

### 12.1 General

Keep radio calls concise and use standard phraseology. Avoid verbose accounts of your intentions.

### 12.2 Arrival



**AERODROME TRAFFIC XYZ 10  
KILOMETRES SOUTHWEST 1200 METRES  
JOINING OVERHEAD**

**Note: Do not as “Any traffic?” NORDO  
aircraft cannot reply, others may not or if  
several aircraft present, may all try to  
speak at once.**

**On the other hand, for those already in the  
circuit, it is good practice to report your  
position when you hear an aircraft joining  
– this gives them a heads-up on the  
runway in use and potential traffic.**

**AERODROME TRAFFIC XYZ OVERHEAD  
JOINING FOR RUNWAY 07**

**Note: It is not necessary to say “letting  
down on the non-traffic side” as this is  
part of the standard procedure.**

**AERODROME TRAFFIC XYZ TURNING  
DOWNWIND RUNWAY 07**

**Note: A further call on base or final may be  
advisable depending on other traffic**

**AERODROME TRAFFIC AEROMONGOLIA  
89 BEACON OUTBOUND FOR NDB  
APPROACH RWY 31**

AERODROME TRAFFIC MOLNGOLIAN 223  
ESTABLISHED FINAL APPROACH  
RUNWAY 31

AERODROME TRAFFIC HUNNU AIR 1121  
VISUAL TRAFFIC IN SIGHT

AERODROME TRAFFIC BLUESKY  
VACATING RUNWAY 18

### 12.3 Departure



AERODROME TRAFFIC XYZ TAXIING FOR  
RUNWAY 07

AERODROME TRAFFIC XYZ LINING UP  
RUNWAY 07

AERODROME TRAFFIC XYZ ROLLING  
RUNWAY 07 DEPARTING TO THE NORTH

or

DEPARTING OVERHEAD TO THE SOUTH

Note: In the second case another call,  
vacating overhead, may be appropriate.

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AERODROME TRAFFIC MONGOLIAN 135  
TAXIING FOR RUNWAY 14 BULGAN ONA  
ALFA DEPARTURE

AERODROME TRAFFIC AEROMONGOLIA  
89 LINING UP RUNWAY 02

MONGOLIAN 223 PASSING 4500 METRES  
TO THE NORTH CHANGING CONTROL ...

## 13. DISTRESS AND URGENCY PHRASEOLOGY

### 13.1 Distress Messages

MAYDAY MAYDAY MAYDAY XYZ ENGINE  
ON FIRE UNABLE TO MAINTAIN HEIGHT  
MAKING FORCED LANDING POSITION 35  
KILOMETRES NORTHWEST OF HENTII  
PASSING 1800 METRES HEADING 360

XYZ HENTII TOWER ROGER MAYDAY

-----



XYZ HENTII TOWER ROGER MAYDAY  
CLEARED STRAIGHT-IN RUNWAY 17 WIND  
150 DEGREES 5 METRES PER SECOND  
QNH 1008 YOU ARE NUMBER ONE

MAYDAY MAYDAY MAYDAY HENTII  
TOWER XYZ ENGINE FAILED WILL  
ATTEMPT TO LAND YOUR FIELD  
POSITION 25 KILOMETRES OF HENTII AT  
4200 METRES HEADING 260

CLEARED STRAIGHT-IN APPROACH  
RUNWAY 17 QNH 1008 XYZ

#### 13.1.1 Imposition of Silence When MAYDAY in Progress.

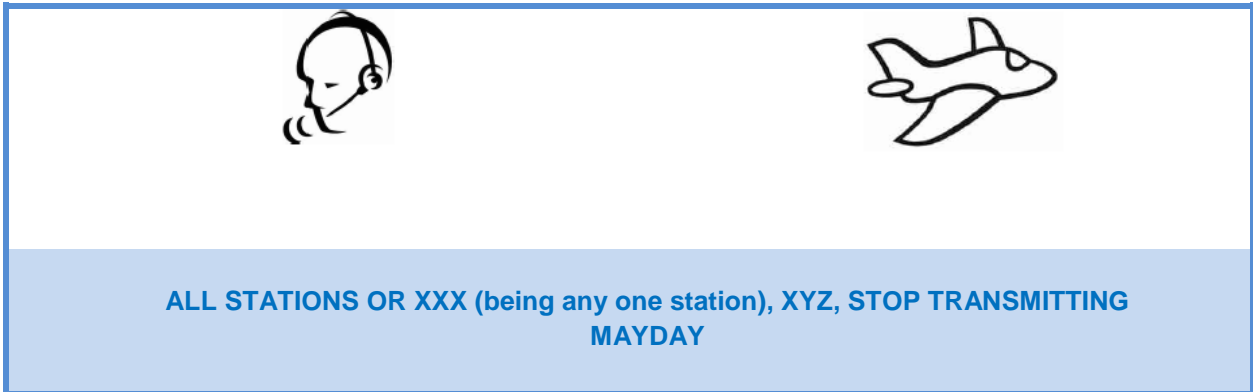
The station in distress is permitted to impose silence, either to all stations or any station which interferes with the distress traffic.

ALL STATIONS OR XXX (being any one station), HENTII TOWER, STOP TRANSMITTING  
MAYDAY

or;

The station in control of distress traffic is permitted to impose silence, either to all stations or any station which interferes with the distress traffic.

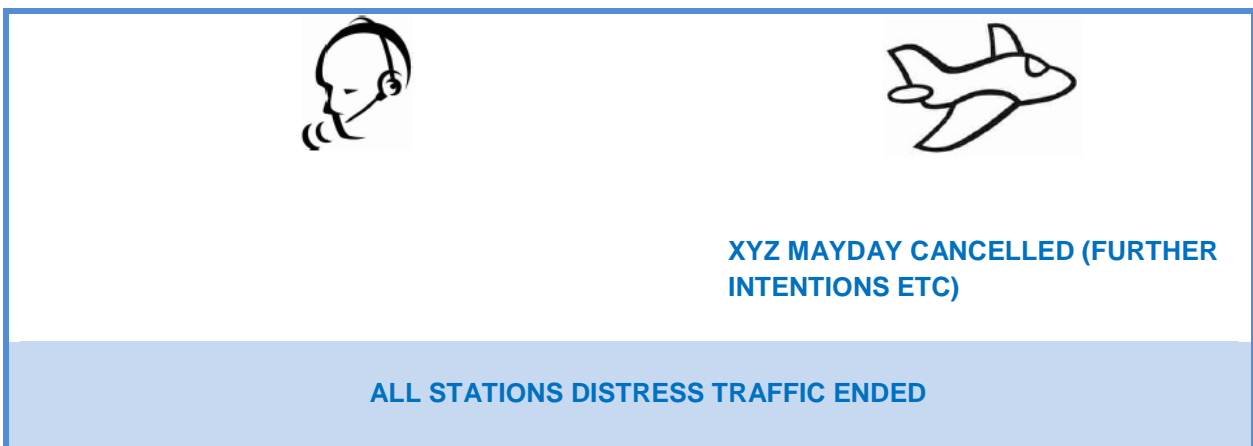


Radio silence should be observed by other stations until:



**Distress traffic is transferred to another frequency, or**

- Controlling station gives permission, or
- It has itself to render assistance, or
- The distress is cancelled/terminated.

When PIC of the distress aircraft considers the emergency complete s/he will cancel the distress; controlling station will then transmit a message on the frequency used for the distress traffic.





## 13.2 Urgency Messages

	
<p>XYZ ULAANBAATAR ROGER PAN FOR RADAR ASSISTANCE CONTACT MUREN TOWER 130.0</p>	<p>PAN PAN – PAN PAN – PAN PAN ULAANBAATAR XYZ HAVING DIFFICULTY MAINTAINING VMC REQUEST ASSISTANCE FOR LANDING AT MUREN POSITION 25 KILOMETRES WEST OF MUREN 2100 METRES HEADING 100</p>
	<p>130.0</p>
	<p>-----</p>
<p>XYZ ULAANBAATAR TOWER ROGER PAN, NUMBER ONE JOIN LEFT BAS RUNWAY 14 WIND 300 DEGREES 5 METRES PER SECOND QNH 1018</p>	<p>PAN PAN – PAN PAN – PAN PAN ULAANBAATAR TOWER XYZ PASSENGER WITH SUSPECTED HEART ATTACK REQUEST PRIORITY LANDING POSITION 15 KILOMETRES EAST OF ULAANBAATAR HEADING 270 LEAVING 4200 METRES</p>
	<p>RUNWAY 14 QNH 1018 XYZ</p>

### 13.3 Emergency Descent

When an aircraft announces that it is making an emergency descent, the controller will take all possible action to safeguard other aircraft.

	
<p>MONGOLIAN 123 ROGER</p>	<p>MONGOLIAN 123 EMERGENCY DESCENT HEADING 140</p>
<p>ALL STATIONS EMERGENCY DESCENT AT BULAG ALL AIRCRAFT BETWEEN BULAG AND UDA BELOW FL7800 LEAVE AREA IMMEDIATELY</p>	<p>MONGOLIAN 123 EMERGENCY DESCENT TO 3000 METRES REQUEST</p>

**MONGOLIAN 123 3300 METRES AVAILABLE  
QNH 1015 ADVISE**

**QNH**

**MONGOLIAN 123 ROGER WILL BE  
ABLE TO MAINTAIN 3300 METRES QNH  
1015**

### 13.4 ACAS Resolution Advisory



**MONGOLIAN 123 ROGER**

*(Note: This new phraseology may limit awareness of the direction of movement of the aircraft responding to the RA)*

**MONGOLIAN 123 ROGER (or alternative instructions)**

**MONGOLIAN 123 ROGER (or alternative instructions)**

**MONGOLIAN 123 ROGER**



*(After commencing a deviation from an ATC clearance or instruction in order to comply with an ACAS RA)*

**MONGOLIAN 123 TCAS RA**

*(After completing the response to an ACAS RA and initiating a return to the ATC clearance or instruction)*

**MONGOLIAN 123 CLEAR OF CONFLICT  
RETURNING TO (assigned clearance)**

*(After completing the response to an ACAS RA and resuming the assigned ATC clearance or instruction)*

**MONGOLIAN 123 CLEAR OF CONFLICT  
(assigned clearance) RESUMED**

*(After receiving an ATC clearance or instruction contradictory to the ACAS RA; the pilot will follow the RA and inform ATC directly)*

**MONGOLIAN 123 UNABLE TCAS RA**