Kingston FIR Publications

Volume 2

ATC Phraseology Manual

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Revision 01
## 2.i Record of Revisions

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<th>Date Issued</th>
<th>Summary of Changes</th>
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<td>1</td>
<td>25 AUG 2008</td>
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2.iii Introduction

In order to provide realistic, consistent, efficient and effective ATC services, controllers should adhere to the instructions outlined in this manual. It contains standard ICAO phraseology (modified for Jamaican operations where required), recommendations regarding language to be used, word spelling, transmission of numbers, transmitting technique, composition of messages, callsigns, and exchange of communications.

The building block principle has been applied to this manual. Once information has been taught, it is not repeated. A controller studying the 2.4 Enroute Centre Communications Section, for example, is assumed to have studied all the other sections in the manual.

Poor radio discipline, lack of standard phraseology, and back technique can lead to pilot confusion and misunderstanding. It also reflects badly on the Kingston FIR, as well as pilot's regard for Jamaica and the Cayman Islands. A pilot flying in Kingston airspace should encounter the same professional and consistent ATC service no matter which controller is on duty. While this manual does not cover all possible radio exchanges, it provides a basis for proper radio discipline that will enable the controller to communicate effectively.

In addition to being familiar with the contents of this manual, air traffic controllers in the Kingston FIR need to be proficient with the contents of the following Kingston FIR Publications:

- Vol. 3 Desktop Reference Manual
- Vol. 4 Training Manual

Examples of proper ATC Phraseology are annotated in quotation marks, with a different font. Example: "AJM17, Turn left heading 100"

A formula is given for certain complex clearances. It is annotated in bold print with the word FORMULA preceding it.

For clarity, the use of pleasantries has been omitted from all the examples. For guidance, refer to Section 2.6.7

2.1 Basic Communications

2.1.1 Transmitting Technique

Due to the limitations of voice servers and the effect of internet connection speed, care should be taken to speak clearly and with good pronunciation. Standard phraseology and composition of messages is very important. Avoid colloquialisms and slang. This is particularly true in Kingston FIR, since a large percentage of traffic is from South America, and English is not their first language. All voice transmissions are to be in English. Spanish speaking controllers can provide ATC is Spanish via text only. Avoid the use of Patois on the radio. Hold the transmit button half a second after you finish talking to avoid clipped transmissions. Use full callsigns at all times. Be alert for blocked or multiple transmissions, readbacks, and readback by the wrong aircraft. Alert pilots of similar callsigns and be alert for callsign confusion (ex. AJM23 & AJM33).
Avoid the use of "a", "an", "um", "the", "are you", "you are", "your", "I'll", "him", "it" and other words that are unnecessary and do not sound professional.

2.1.2 Message Composition

The basic FORMULA for message composition is as follows:

1. AIRCRAFT CALLSIGN
2. YOUR CALLSIGN
3. MESSAGE

"AJM39, Kingston, Squawk Ident"

Very long messages are not desired, as the pilot may not remember all the instructions:
Example of a message that may be too long:

"AJM39, 3 miles from OMAXI, turn left heading 100, maintain 3000 until established, cleared straight-in ILS-DME RWY07 approach, report established, maintain speed 160 knots or greater until ANAPA"

The above message should be broken up. This is one way of doing it:

"AJM39, 3 miles from OMAXI, turn left heading 100, maintain 3000 until established, cleared straight-n ILS-DME RWY07"

"AJM39, report localiser established, maintain speed 160 knots or greater until ANAPA"

Always state the most important instruction first. For example, since aircraft slow much easier in level flight than in a descent, issue speed instruction first:

"AJM39, Reduce speed 210 knots, descend and maintain 3000"

Always get a readback on all items listed in Section 2.1.6

Do not combine a clearance with a frequency change, as the pilot may switch before reading back the instruction:

"AJM39, Climb and maintain 14000"
"AJM39, Contact Kingston 128.1"

2.1.3 Phonetic Alphabet

A phonetic alphabet has been designed to facilitate the spelling of letters on the radio. The spelling of words and callsigns is done using it. All controllers must be familiar with the phonetic alphabet.

(See Section 2.7 Table 2.1.3 Letters)
2.1.4 Transmission of Numbers

Just as the letters of the alphabet, the transmission of numbers is also unique on the radio. Please note that the numbers 3, 4, 5, and 9 are pronounced differently from standard English.

(See Section 2.7 Table 2.1.4 Digits)

Each number should be pronounced individually. Avoid using numbers such as 20 Twenty, 1500 Fifteen Hundred. Note the examples below:

- **WINDS** - 230/15 "Two-Tree-Zero at One-Five"
  000/14G20 "Tree-Six-Zero at One-Power Gusting Two-Zero"
  (note direction 000 is 360)

- **SPEED** - 180KIAS "One-Eight-Zero Knots"
  310KIAS "Tree-One-Zero Knots"
  M0.78 "Mach Decimal Seven-Eight"
  M0.82 "Mach Decimal Eight-Two"

- **ALTITUDE** - 300' "Three-Hundred Feet"
  1500' "One-Thousand-Five-Hundred Feet"
  (not fifteen hundred)
  12000' "One-Two Thousand Feet"
  (not twelve thousand)

- **FLT LEVELS** - FL180 "Flight Level One-Eight Zero"
  (not Flight Level one eighty)
  FL300 "Flight Level Three-Zero-Zero"
  (not Flight Level three hundred)

- **PRESSURE** - QNH995 "Q-N-H Niner-Niner-Five"
  (not Altimeter 995)
  QNH1000 "Q-N-H One-Zero-Zero-Zero"
  (not QNH one thousand)
  QNH1012 "Q-N-H One-Zero-One-Two"
  (not QNH ten twelve)
  A29.92InHg "Altimeter Two-Niner-Niner-Two"
  (If a US pilots request Altimeter in inches)

- **RUNWAYS** - RWY12 "Runway One-Two"
  (not Runway Twelve)
  RWY07 "Runway Zero-Seven"
  (not Runway Seven, or Runway Oh-Seven)

- **FREQUENCIES** - 128.1 "One-Two-Eight Decimal One"
  (Not 128 point 1)
  120.6 "One-Two-Zero Decimal Six"
2.1.5 Callsigns

2.1.5.a ATC Facilities

The following are the Air Traffic Control facilities operated by the Kingston FIR, and their respective callsigns:

- MKJK_CTR "Kingston" *1
- MKJP_APP "Manley Radar" *2
- MKJP_TWR "Manley Tower"
- MKJP_GND "Manley Ground"
- MKJP_DEL "Manley Delivery"
- MKJS_APP "Sangster Radar" *2
- MKJS_TWR "Sangster Tower"
- MKJS_GND "Sangster Ground"
- MKJS_DEL "Sangster Delivery"
- MWCR_APP "Grand Cayman Radar" *2
- MWCR_TWR "Owen Roberts Tower"
- MWCR_GND "Owen Roberts Ground"
- MWCR_DEL "Owen Roberts Delivery"

*1 The term "Centre" was used with procedural (non-radar) ATC. Since the installation of radar, the term "Centre" has been dropped

*2 The term "Approach" was used with procedural ATC and had since been replaced with "Radar". The term "Departure" is not to be used.

Each aircraft is identified by a unique callsign. Callsigns should always be used in full. (Ex. AJM039 is "Jamaica Zero-Three-Nine", and not "39", or "Air Jamaica")

The term "Heavy" refers to an aircraft with a Gross Takeoff Weight of over 255,000lbs (116,000kg) and B757. It is to be used at the end of the callsign only when the aircraft's wake turbulence effects are a concern, such as during approach and takeoff. The use of the Heavy tag is not required when the aircraft is in cruise. (Ex. "Jamaica Zero-Zero-One Heavy")

2.1.5.b General Aviation Aircraft

General aviation aircraft are referred to by their registration painted on the aircraft, often referred to as the "tail number". The prefix of the registration is unique to the country of origin. Below are some examples of private aircraft that frequently visit Kingston FIR:
After initial call, the callsign can be shortened. For example, 6Y-JIB is a Beech Baron. The callsign can be shortened to "Baron Juliet-India-Bravo", dropping the 6Y prefix. Likewise, an American Skyhawk with registration N54855 can be shortened to "Cessna Five-Four-Eight-Five-Five", dropping the November. However, caution is advised to make sure that the pilot is aware of the callsign shortening.

<table>
<thead>
<tr>
<th>Callsign</th>
<th>Country</th>
<th>Example and pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>6Y-J</td>
<td>Jamaica</td>
<td>(ex. 6Y-JIB &quot;Six-Yankee-Juliett-India-Bravo&quot;)</td>
</tr>
<tr>
<td>VP-C</td>
<td>Cayman Is.</td>
<td>(ex. VP-CKY &quot;Victor-Papa-Charlie-Kilo-Yankee&quot;)</td>
</tr>
<tr>
<td>9Y-TJN</td>
<td>Trinidad &amp; Tob.</td>
<td>(ex. 9Y-TJN &quot;Niner-Yankee-Tango-Juliett-November&quot;)</td>
</tr>
<tr>
<td>N123</td>
<td>USA</td>
<td>(ex. N54855 &quot;November-Five-Four-Eight-Five-Five&quot;)</td>
</tr>
<tr>
<td>C-G</td>
<td>Canada</td>
<td>(note Charlie is not used ex. C-GYAM &quot;Canadian Golf-Victor-Alpha-Mike&quot;)</td>
</tr>
<tr>
<td>G-ABCD</td>
<td>UK</td>
<td>(ex. G-ABCD &quot;Golf Alpha Bravo Charlie Delta&quot;)</td>
</tr>
<tr>
<td>H1ABA</td>
<td>Dominican Rep.</td>
<td>(ex. H1ABA &quot;Hotel India Alpha Bravo Bravo Alpha&quot;)</td>
</tr>
<tr>
<td>HJ54855</td>
<td>Columbia</td>
<td>(ex. HJ54855 &quot;Hotel Juliette Five Four Eight Five Five&quot;)</td>
</tr>
<tr>
<td>YV3B2M</td>
<td>Venezuela</td>
<td>(ex. YV3B2M &quot;Yankee Victor Tree Eight Two Mike&quot;)</td>
</tr>
</tbody>
</table>

2.1.5.c Military Aircraft

Unlike civilian aircraft, military uses special callsigns and not the aircraft registration. Sometimes those callsigns are tailored for specific missions, and are top secret during times of war. The JDF (Jamaica Defense Force) often uses the following callsigns for its aircraft:

- SCORPION ## (for helicopters)
- EAGLE ## (fixed wing)
- PHOENIX ## (fixed wing)
- TUTOR ## (fixed wing)
- DIAMOND ## (fixed wing)

2.1.5.d Commercial Aircraft

Commercial airlines and companies have unique callsigns that include a flight number. The airline's identifier is a 3 letter ICAO code (ex. AJM - Air Jamaica), however, some pilots mistakenly use the two letter IATA codes (ex. JM - Air Jamaica). This is wrong. Please ask pilots to refile their flight plan with a correct 3 letter airline code.

It is imperative that controllers learn the most common airline codes, and have a reference readily available to decipher less used airlines codes. It is not acceptable to spell out callsigns instead of using the correct word. (ex. AJM1 should be pronounced "Jamaica One" and not "Alpha-Juliet-Mike-One")
While real world airline callsigns are readily available, the callsigns for Virtual Airlines change, and many new airlines appear weekly. If you are unsure of the proper callsign pronunciation, check the remarks section of the flight plan, where often pilots spell out their callsigns. If you are unsure, ask the pilot. The following table lists the most common callsigns you will encounter in Kingston FIR:

(See Section 2.7 Table 2.1.5d Selected Airline Callsigns)

2.1.6 Readback

Any safety related message or part of message transmitted by voice must always be read-back.

The Following Shall Always Be Read Back

§ Taxi instructions
§ Altitude instructions
§ Heading instructions
§ Speed instructions
§ Airways/route clearances
§ Approach clearances
§ Runway in use
§ All clearances affecting any runway
§ Transponder Code
§ QNH settings

Make sure that the correct aircraft reads back your instruction. Make sure that the pilot reads back the same instruction as you have issued. If in doubt, ask.

Read-back is vital for ensuring mutual understanding between the pilot and the controller of the intended plan for that aircraft.

2.1.7 Choice of Words

Certain words and phrases are to be used selectively as their misuse can induce confusion when spoken on the radio.

TAKEOFF shall only be used when issuing a clearance to take-off. Do not use phrases such as ‘prior to take-off’ or ‘after take-off’. Use the word DEPARTURE instead:

"After departure turn left heading 025, RWY 07 Cleared for Takeoff"

In the airport environment, the word CLEARED shall only be used in connection with a clearance to take-off or land. To aid clarity, a take-off clearance will always be issued separately.
2.2 Tower Communications

2.2.1 ATIS Recording

ATIS recording is a continuous loop message that repeats on the ATIS frequency. It's main purpose is to transmit up to date weather data as well as aerodrome information so that the controller does not have to repeat it to each aircraft. Also, since ATIS can be picked up in the aircraft over 200 miles away from the airport, the pilots can know in advance what approach to expect.

Since the message is looped, be sure to leave a one second pause after the end of the message before terminating the recording. This will ensure that the last recorded word plays. Speak slowly and annunciate all the words and numbers. The following are examples of ATIS recordings for the three main airports and the weather information on which they are based:

MKJS 201200Z 00000KT 9999 FEW024CB BKN030 27/23 Q1013


MKJP 201330Z 10005KT 4000 VCTS +RA BR SCT005 BKN021TCU BKN250 24/22 Q0998 RMK LTG DSNT E-SW PRESFR


MWCR 201400Z 15012G25KT 100V180 2000 SHRA OVC010 26/25 Q1012 NOSIG

2.2.2 Airways/ Route Clearance

Clearance delivery is a crucial communication because any errors in it will result in an undesired flight path not only in the Kingston FIR, but possibly thousands of miles away.

The FORMULA for clearance issuance is always the same:

1. DESTINATION
2. ROUTE
3. INITIAL ALTITUDE
4. CRUISING LEVEL *
5. SID
6. SQUAWK CODE
7. DEPARTURE FREQUENCY

* (Note: Cruising Level is the flight level that the aircraft can expect to climb to 10 minutes after departure in case of a radio/communications failure.)

The following examples list some of the possible situations you may encounter, and the proper response:

Aircraft filed an unacceptable flight plan that needs correction

"AJM039, Amendment to your routing advise when ready to copy"

Aircraft filed for an incorrect cruising level

"AJM039, FL350 wrong level for direction of flight, advise FL340 or FL360?"

First waypoint in the flight plan is outside Kingston FIR, or is unknown

"AJM039, what is initial heading for position URSUS?" or

"AJM039, amendment to your flight plan, expect direct PUTUL then URSUS"

In the examples below, flight strips will be used. You will find a review of the information contained on the flight strips in the image below:
Each flight strip corresponds to the clearance example below it:

**Aircraft requesting VFR flight following:**

<table>
<thead>
<tr>
<th>6Y-JIB</th>
<th>5001</th>
<th>MKJS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE58/A</td>
<td>055</td>
<td>MKTP</td>
</tr>
<tr>
<td>999</td>
<td>055</td>
<td></td>
</tr>
</tbody>
</table>

"6Y-JIB, cleared to Tinson Pen, VFR, maintain 5,500, Squawk 5001" or
"6Y-JIB, cleared to Tinson Pen, VFR, maintain block altitude between
2,500 and 6,500, Squawk 5001"

**Aircraft requesting IFR clearance:**

<table>
<thead>
<tr>
<th>AJM79</th>
<th>6701</th>
<th>ENAMO B503 HODY ZQA AR3 CLB ILM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A321/Q</td>
<td>140</td>
<td>J109 FAK J109 LDN J109 BUF YOUTH2</td>
</tr>
<tr>
<td>999</td>
<td>320</td>
<td></td>
</tr>
</tbody>
</table>

"AJM79, cleared to Toronto Lester Pearson, via Bravo 503, flight plan
route, climb and maintain 14,000, expect FL320 10 minutes after
departures, when airborne expect vectors on course, Squawk 6701,
departure frequency 120.6"

<table>
<thead>
<tr>
<th>AJM39</th>
<th>6701</th>
<th>MLY5 RADOK UE503 UNV UB760 BORDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A320/Q</td>
<td>140</td>
<td>B760 ZBV DEKAL1</td>
</tr>
<tr>
<td>999</td>
<td>320</td>
<td></td>
</tr>
</tbody>
</table>

"AJM39, cleared to Fort Lauderdale Int'l, via Upper Bravo 503,
flight plan route, climb and maintain 14,000,
expect FL320 10 minutes after departures, Manley Five Departure,
Squawk 6701, departure frequency 120.6"

<table>
<thead>
<tr>
<th>AJM62</th>
<th>0601</th>
<th>KEMBO1 KEMBO KEYNO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A320/Q</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>999</td>
<td>110</td>
<td></td>
</tr>
</tbody>
</table>

"AJM62, cleared to Manley, via Romeo 640, flight plan route,
climb and maintain 11,000, KEMBO One Departure,
Squawk 0601, Departure frequency 120.8"
"AJM61, cleared to Sangster, via Romeo 640, Climb and maintain 6,000, expect 10,000 ten minutes after departure, Manley Five Departure, Squawk 0601, Departure frequency 120.6"

In case the routing was amended by the controller, a full routing should be issued in the clearance. Since the pilot will have to write down the information, advance warning is required:

"AJM75, Full routing is available, advise when ready to copy"

"AJM75, cleared to Los Angeles International, via Golf 633, Golf-Charlie-Mike, direct JALIL, direct Delta-Uniform-Golf, direct Tango-Uniform-Sierra, Jay104, Tango-November-Papa, SEAVU One Arrival. Climb and maintain 14,000, expect FL300 ten minutes after departure, PETSI One Departure, Squawk 6701, departure frequency 120.8"

Military Helicopter Example

"Scorpion 25, cleared from Newcastle to Up Park Camp, VFR, Low level tactical approved, Squawk 5001"

Hurricane Hunter Example

"Noah 42, cleared to One-Six North, Seven-Five West, via OSTER direct, Maintain block altitude 8000 to 10000, Manley Five Departure, Squawk 0601, Departure Frequency 120.6"

After the pilot read back the clearance and all is correct:

"AJM39, Readback is correct, QNH1012, Expect Runway 07, Call for push and start"

If a pilot made a mistake:

"AJM39, Readback correct, except Squawk 6701"
If a pilot did not report obtaining ATIS

"AJM39, advise when you have ATIS Bravo"

### 2.2.3 Ground Movement / Taxi Instructions

**When Pilot Calls for Push and Start:**

"AJM39, Push and Start Approved, Call for taxi"

If push clearance can't be given:

"AJM39, hold push"

Conditional clearance reference traffic:

"AJM39, give way to American B737 behind, push and start approved"

Request for reposition: (Note: in case of an airline, the term 'aircraft' is used combined with its tail number are used, as there is no flight number)

"Aircraft Mike Charlie, cleared to reposition from Engineering Ramp to Stand 5"

**Taxi clearance to runway:**

"AJM39, taxi via Alpha, Holding point RWY07"

**Taxi clearance behind traffic:**

"AJM39, Follow Virgin B747 on Alpha, Holding point RWY07"

**Taxi to hold short of runway intersection, where backtracking will be necessary (ex. Grand Cayman):**

"AJM39, taxi via Charlie and hold short Runway 08"

### 2.2.4 Takeoff Instructions

**When aircraft is ready for departure, but takeoff clearance can not be issued:**

"AJM39, Line up and wait Runway 07"

(Note: "Taxi Into Position and Hold" is not standard ICAO phraseology, used only in the USA, and should not be used)

**When aircraft is ready for departure, and backtrack is required (MWCR, MKTP, RWY30 full length at MKJP):**

"AJM39, Enter, back-track, Line up and Wait Runway 08"
When aircraft appears ready for departure, but has not stated so:

"AJM39, Confirm ready for departure?"
(Note, do not say "Are you ready for takeoff", as the pilot may mishear that as a takeoff clearance)

If the aircraft has not turned on their transponder, or is in standby mode:

"AJM39, Squawk normal" (Vatsim) or "AJM39, Squawk Mode Charlie"

Standard takeoff clearance Formula:

1. CALLSIGN
2. WIND
3. RUNWAY
4. CLEARANCE

Takeoff Clearance only:

"AJM39, Winds 130 at 15 knots, Runway 12, Cleared for Takeoff"

Takeoff Clearance with a turn:

"AJM39, After departure turn left Heading 025, Winds 030 at 21 knots, Runway 07, Cleared for Takeoff"

Takeoff Clearance with an altitude amendment:

"AJM39, After departure maintain altitude 3000, Winds 130 at 15 knots, Runway 12, Cleared for Takeoff"
(Note: There is a threat of pilot not reading back the new altitude restriction, it is better to split this clearance in two)

Takeoff Clearance with a SID (Standard Instrument Departure)

"AJM39, Fly the TEXUS One Departure, Winds 030 at 21 knots, RWY07, Cleared for Takeoff"

Takeoff Clearance to a VFR aircraft on course:

"6Y-JIB, Winds 030 at 21 knots, RWY07, Cleared for Takeoff"

Takeoff Clearance to a VFR aircraft with a turnout:

"6Y-JIB, left turnout approved, Winds 030 at 21 knots, RWY07, Cleared for Takeoff"
Takeoff Clearance to a IFR aircraft with a VMC turnout (To be issued only to Jamaican pilots familiar with terrain):

"AJM39, Left VMC turnout approved, Winds 120 at 11 knots, Runway 12, Cleared for Takeoff"

When planning a departure with limited time due to aircraft on final"

Step 1: "AJM39, confirm able immediate departure?"

Step 2: "AJM39, NO DELAY traffic 4 mile final, Winds 030 at 21 knots, RWY07, Cleared for IMMEDIATE Takeoff"

When a takeoff clearance was issue in error and the aircraft has not commenced takeoff roll:

"AJM39, Cancel Takeoff clearance"

When an aircraft is cleared for takeoff, but advised that the pilot needs some time in position:

"AJM39, Roll Now"

When clearing and aircraft for takeoff behind a heavy aircraft:

"AJM39, Caution wake turbulence behind Heavy A340, Winds 030 at 21 knots, Runway 07, Cleared for Takeoff"

When clearing an aircraft for takeoff from an intersection, takeoff distance remaining has to be given to the pilot.

Step 1: "6Y-JIB, Intersection Delta, Runway 07, 7,400 feet remaining"

Step 2: "6Y-JIB, Winds 030 at 21 knots, from Intersection Delta, RWY07, Cleared for Takeoff"

Handoff to Departure (Note: Airborne time given in minutes only, omitting the hour):

"AJM39, Airborne two-six, Contact Manley Radar on One-Two-Zero-Decimal-Six"

2.2.5 Landing Instructions

Standard Landing Instruction FORMULA:

1. CALLSIGN
2. WINDS
3. RUNWAY
4. CLEARANCE

"AJM38, Winds 080 at 15 knots, Runway 07, Cleared to Land"
When aircraft checks in with Tower, but landing clearance can not be given:

"AJM38, Continue Approach, Winds xxx/xx"

When, due to traffic, a late clearance is expected:

"AJM38, Continue Approach, expect late landing clearance"

When a conflict necessitates a go around (standard missed approach procedure, if pilot has charts on board):

"AJM38, Execute the published missed approach procedure"

When a conflict necessitates a go around (pilot has no charts, or its feasible to vector):

"AJM38, Go Around, climb 3000, turn left heading 330"*

*(Note: The correct phraseology in Jamaica is "Pull up and go around", however for clarity and VATSIM conditions, the term "go around" is sufficient)

When a specific exit point is required due to traffic behind:

"AJM38, Winds 080 at 15 knots, Runway 07, Cleared to Land. Plan to exit Right on Taxiway Bravo"

### 2.2.6 Handling of VFR flights and Circuits

(Note: “Cleared to Land” only authorises a full stop landing. “Cleared for Touch and Go”, only that. “Cleared for the Option”, authorises both.)

When clearing an aircraft for multiple flights in the circuit (traffic pattern):

"6Y-JIB, report Midfield Left Downwind each time, Winds 060 at 10 knots, Runway 07, Cleared for the Option"

When the aircraft on downwind needs to be extended to accommodate traffic:

**Step 1:** "6Y-JIB, extend downwind, standby further instructions"

**Step 2:** "6Y-JIB, Turn base now, traffic following Air Jamaica A320 on final, report aircraft in sight"

When a shorter than normal circuit is required:

"6Y-JIB, Make short approach"

When directing an inbound VFR aircraft to a point in the circuit:

"6Y-JIB, Enter (Left Base, Right Base, Left Downwind, Right Downwind, Final) RWY07"
When a 360 degree turn is required for spacing"

"6Y-JIB, Make a Left/Right 360 Orbit"

When requesting a position report at a VFR landmark:

"6Y-JIB, Report (Lances Bay/ Lucea Harbour/ Mosquito Cove/ Trial/ Round Hill/ Umbrella Point/ Rose Hall/ Liliput/ Salt Marsh/ Sav/ Falmouth/ Ochi/ Stony Hill/ Caymanas/ Yallahs)"

When clearing a VFR aircraft to land at a satellite aerodrome:

"6Y-JIB, winds at Sangster 080 at 15 knots, Runway 22 at Negril, Land Your Discretion" *

*(Note: Satellite aerodromes are uncontrolled and do not have weather reporting. Issue closest weather and use the term "Land Your Discretion")

When a VFR aircraft is entering a high terrain area:

"6Y-JIB, Terrain clearance your discretion, obstructions up to 7,200 feet in your Vicinity"

2.2.7 Handling of Helicopters

When issuing taxi clearance (used rarely, as most helicopters depart from their parking position or the holding bay near RWY07 as Sangster):

"Scorpion 25, Hover-Taxi via Alpha to Holding Bay"

When issuing takeoff clearance:

"Scorpion 25, from JDF ramp, Winds 130 at 7, Proceed East/ West/ North/ South/ Vertical, Cleared for Takeoff"

When issuing landing clearance:

"Scorpion 25, Winds 060 at 10 knots, Make an approach to Holding Bay, report descending"

2.2.8 Handling of Arrivals

Arrival FORMULA after the aircraft has slowed below 80 knots:

1. LANDED TIME
2. WELCOME
3. RUNWAY EXIT INSTRUCTIONS
2.2.9 Coordination with Approach Control

A Tower controller must 'request release' for all departures before issuing takeoff clearance. Coordination with APP Control or Centre is done via the Intercom, or text:

"Sangster Radar, Sangster Tower, Request Release AJM39, Heading 025, 14000"

"Sangster Radar, Sangster Tower, Request Release AJM39, SEKAM 1A Departure, 6000"

2.3 Approach / Departure Communications

2.3.1 Radar Identification / Contact

When accepting a handoff from Tower:

"AJM39, Manley Radar, Radar Contact passing One Thousand Two Hundred"

When identifying an aircraft that departed a satellite airport:

"6Y-JIB, Sangster Radar, Radar Contact, 5 miles NorthEast of Negril Aerodrome at Two-Thousand"
When identifying an aircraft on handoff from another radar facility (CTR, APP), the radar identification was done by the previous facility:

"AJM39, Grand Cayman Radar, Good Morning/ Afternoon/ Night"

### 2.3.2 Initial Handling of Arrivals/ STAR

If the aircraft did not report receiving an ATIS on initial contact:

"AJM39, Advise when you have Sangster ATIS November"

If the aircraft filed for a STAR, and CTR did not issue the STAR clearance:

"AJM39, Cleared OMAXI 3 Arrival"
(Note: to be combined with expected approach below)

Advising the aircraft of expected approach:

"AJM39, Sangster Radar, Expect Vectors straight-in ILS-DME RWY07 approach, Sangster QNH 1013"

"AJM39, Sangster Radar, Expect ILS-DME RWY07 approach, Sangster QNH 1013"

"AJM39, Sangster Radar, Expect Vectors Visual RWY07 approach, Sangster QNH 1013"

"AJM39, Sangster Radar, Expect Vectors VOR-DME RWY07 approach, Sangster QNH 1013"

"AJM39, Sangster Radar, Expect VOR-DME RWY07 approach, Sangster QNH 1013"

"AJM39, Sangster Radar, Expect NDB - Alpha RWY07 approach, Sangster QNH 1013"

"AJM39, Sangster Radar, RNAV RWY07 approach, Sangster QNH 1013"  
(Note: RNAV approached currently not available)

### 2.3.3 Vectoring for an ILS Approach

When terminating the aircraft's own navigation to position it on a desired track towards an approach:

"AJM39, Turn right heading 180, vectors final approach course"

Heading combined with altitude change:

"AJM39, Turn right heading 180, Descend and maintain 6000"
If delay is expected, advise aircraft of its sequence:

"AJM39, Turn right Heading 250, Reduce Speed 210 knots, Number 8 in sequence"

If an aircraft inquires about track mile remaining until touchdown for its descent planning:

"AJM39, Expect 34 track miles to touchdown"

When the aircraft is in position to be issued a vector to the 30 degree localiser intercept:

**FORMULA for approach clearance:**

1. DISTANCE FROM IAF OR FAF*
2. HDG
3. ALTITUDE
4. APPROACH CLEARANCE

*(Note: This is an optional item time permitting. It aids in the pilots situational awareness, but it not required)

"AJM39, 3 miles from OMAXI, Turn left heading 100, Maintain 3000 until established, Cleared straight-in ILS-DME RWY07 approach"

To avoid overly long clearances, after aircraft readback, request establishment confirmation:

"AJM39, Report localiser established"

If the controller desires the pilot to track on the localiser only, and not descend on the glideslope:

"AJM39, Turn right Heading 100, Intercept RWY07 localiser, report established"

If an aircraft failed to intercept the localiser as cleared and has shot through it (Note: this is mostly VATSIM phenomenon and not real world phraseology):

"AJM39, you failed to intercept localiser, turn back heading 050, re-join RWY07 localiser frequency 109.5"

### 2.3.4 Full Procedure ILS Approach

If transitioning onto the ILS from a STAR

"AJM39, Cleared OMAXI3 Arrival ILS 07 Approach, Descend to Minimum Published Altitudes, Report OMAXI inbound"

If joining the ILS via a VOR (ex. SIA..ILS07 MKJS)

"AJM39, Cleared SIA VOR ILS 07 Approach, Maintain 4600 until SIA, report OMAXI inbound"
If transitioning onto the ILS from a DME ARC: (ex. 17 DME ARC for ILS12 MKJP)

"AJM39, Fly heading 300, Intercept 17 DME arc, maintain 4000 until established, cleared ILS RWY 12 Approach, report KEYNO inbound"

(Note: With new pilots, you may have to break this clearance up into two)

If transitioning onto the ILS using RNAV:

"AJM39, Proceed direct FABAL, Maintain 4000 until established, Cleared ILS 12 Approach"

When commencing approach from a published Hold:

"AJM39, Maintain 3000 until OMAXI, Cleared ILS 07 Approach"

2.3.5 Vectoring for a Visual Approach

When aircraft positioned for a visual approach (10 miles final, 3000’ for large aircraft/ 5 miles final, 1500’ or in the traffic pattern for small aircraft):

FORMULA for airport pointout:

1. AIRPORT CLOCK POSITION
2. AIRPORT DISTANCE
3. REPORT IN SIGHT

"AJM39, The airport is 12 O’clock, 10 miles, report it in sight for a visual"

When aircraft reports the field in sight:

"AJM39, Cleared Visual Approach RWY07, descend pilot's discretion"

2.3.6 Vectoring for a VOR Approach

When vectoring to join the final approach course (VOR Radial): (Ex. VOR DME 12 MKJP)

"AJM39, Turn right HDG 090, Intercept the MLY VOR Radial 297, track it inbound"

"AJM39, Maintain 4000 until established, cleared VOR DME RWY12 Approach"

(Note: The inbound course for the 297 Radial inbound is 117, many new pilots get confused by this, it may be required to clarify as below):

"AJM39, Intercept the final approach course 117 degrees"
When vectoring for a VOR DME approach from a DME ARC or a VOR:

Refer to Section 2.3.4

When commencing approach from a published Hold:

Refer to Section 2.3.4

When a VOR Approach has a Procedure Turn (Only VOR DME 08 Grand Cayman):

"AJM39, Proceed Direct GCM VOR, maintain 1500, Cleared VOR DME RWY08 Approach, Report Procedure Turn Inbound"

2.3.7 Full Procedure Non-ILS Approach (VOR, NDB, RNAV)

Phraseology for the DOWNTOWN 1 FMS/RNAV ARRIVAL RWY 12 MKJP (Note: Same clearance for the HARBOR 1 FMS/RNAV ARRIVAL 12 MKJP)

"AJM39, Cleared Downtown One Arrival, Descent to published altitudes"

(Note: Clearance for the above two FMS/RNAV Approached constitutes a clearance for the visual segment of the approach, once the aircraft has the airport in sight)

VOR approach from a STAR transition:

"AJM39, Cleared ELSER 3 Arrival VOR DME RWY12 Approach, Descent to published altitudes, Report ELSER inbound"

Approach from a DME arc or VOR:

Refer to section 2.3.4

NDB Approach with Procedure turn (NBD-A, MKJS) and NDB 08, MWCR):

"AJM39, Proceed direct MBJ NBD, Maintain 4500 until established, Cleared NDB-Alpha Approach, report procedure turn inbound"

NDB Approach with a racetrack entry (NDB 12, MKJP)

"AJM39, Proceed direct KIN NDB, Maintain 4600 until established, Cleared NDB RWY12 Approach, report final approach fix inbound"

2.3.8 Handling of VFR Aircraft

Refer to section 2.2.6
2.3.9 Handling of Departures

Aircraft flying a published SID (Standard Instrument Departure):

(Note: no action required, unless the aircraft has conflicting traffic, or a shortcut is desired)

Canceling a SID (Standard Instrument Departure):

"AJM39, Disregard SID, fly heading 360"

Issuing a 'direct' clearance to a Waypoint or NavAid:

"AJM39, Proceed direct TOTON" or

"AJM39, Proceed direct position TOTON"

"AJM39, Proceed direct Manley VOR"

(Note: the use of VOR names can lead to confusing with new pilots, in that case use the three letter ID)

"AJM39, Proceed direct Mike-Lima-Yankee VOR"

Sometimes pilots not proficient with their aircraft's FMS systems make take a while to comply with a 'direct to' clearance. In this case issue a heading to fly until they sort the FMS out:

"AJM39, Fly heading 340, when able, proceed direct TOTON"

When handing off to Centre, reconfirm the aircraft will level off at assigned altitude:

"AJM39, Maintain 14000, contact Kingston One-Two-Eight Decimal One"

2.3.10 Speed Control

Quarry the aircrafts current speed:

"AJM39, Say speed?"

Issue a definite speed assignment:

"AJM39, Reduce speed 180 knots"

"AJM39, Increase speed 250 knots"

"AJM39, Maintain speed 230 knots"

Flying with flaps extended wastes fuel and creates noise on the ground. When a speed reduction is desired, but the aircraft is more than 15 miles from touchdown:

"AJM39, Reduce minimum clean speed"
Issue an open speed assignment:

"AJM39, Maintain speed 230 knots or greater"

"AJM39, Maintain speed 230 knots or less"

Issue a conditional speed assignment:

"AJM39, Maintain speed 180 knots to OMAXI, 160 knots to ANAPA"

(Note: an approach clearance cancels all previous speed assignments, and a new assignment must be given if desired after approach clearance. It is not permitted to assign speed inside of the FAF (Final Approach Fix))

If minimum speed is desired on approach:

"AJM39, Reduce to minimum approach speed"

When the 250 knots speed limit below 10000 feet is canceled for operational reasons or at pilot request:

"AJM39, High Speed below 10000 is approved"

2.3.11 Holding

Since very few virtual pilots are capable of executing a published hold, or do not have charts, it is recommended to confirm with the pilot:

"AJM39, confirm able holding?"

When holding is imminent:

"AJM39, Expect Holding Instructions, advise ready to copy"

Holding instructions that are published on a chart, and a pilot is known to have the chart in their possession:

"AJM39, Enter Hold OMAXI at 5000 feet, as published, Expect Approach Time 2135Z"

(Note: Spell out the acronym EAT - Expected Approach Time on initial contact. It can be shortened to EAT in subsequent transmissions. In the US the term EFC - Expect Further Clearance time is used instead, be aware of foreign pilots not being familiar with EAT)

Holding instructions that are not published on a chart, or a pilot does not have the chart:

"AJM39, Enter Hold OMAXI, Inbound course 070, Left Turns, maintain 5000 feet, EAT 2135Z"
The holding pilot will time his outbound leg at 1 minute below 14000, and 1.5 min above 14000. However, for passenger comfort and fuel savings, a pilot may request a distance for the outbound leg. 10nm is common:

"AJM39, 10 mile legs approved"

When a hold is extended beyond the original EAT time:

"AJM39, New EAT 2145Z"

Exiting hold with an approach clearance:

Refer to section 2.3.4

Exiting a hold with a radar vector:

"AJM39, Exit hold, fly heading 240"

Exiting a hold on the outbound leg:

"AJM39, Exit hold on the outbound leg"

2.3.12 Traffic Pointout

When potential for aircraft to receive a TCAS TA from a nearby traffic exists, the controller needs to alert the pilot of nearby traffic:

Traffic Pointout FORMULA:

1. CALLSIGN
2. "TRAFFIC"
3. CLOCK POSITION
4. DISTANCE
5. DIRECTION
6. AIRCRAFT TYPE
7. ALTITUDE
8. "REPORT IN SIGHT"

"AJM39, Traffic, 12 O’CLOCK, 10 miles, Opposite Direction, B737, FL390, report in sight"

"AJM39, Traffic, 10 O’CLOCK, 3 miles, Crossing Left to Right, A340, 6500 climbing 8000, report in sight"

"6Y-JIB, Traffic, 9 O’CLOCK, 4 miles, A320, Descending thru your altitude, inbound Manley"

(Note: in case the pilot will not be able to see the traffic, but TCAS TA potential exists, the direction and phrase "report in sight" may be omitted)
2.4 Enroute Centre Communications

2.4.1 Overflights

When accepting an aircraft that has been radar identified by an adjacent FIR and handed off, the phrase "Radar Contact" is not required.

When accepting an aircraft that was previously not in radar control:

"AJM39, Kingston, Radar Contact FL350, 15 miles north of GONIS"

When accepting and aircraft that is not on an airway, or in a climb or descent:

"AJM39, Kingston, Radar contact climbing thru FL342, 90 miles northeast of GCM VOR"

Handoff to adjacent FIR:

"AJM39, Contact CenAmer One-Two-Six Decimal-Niner"

Service Termination when adjacent FIR is not online:

"AJM39, Radar service terminated, monitor 122.8"

Study sections below for additional overflight communications.

2.4.2 Transponder (Squawk Code) Reassignment

Unless the pilot changes the squawk code assignment at startup, it defaults to 2200. Once two aircraft log on two VATSIM with the same squawk code, the destination date will stop flashing in the data tag. An new code must be assigned. This is usually the second transmission to an inbound aircraft:

"AJM39, Reset Transponder, Squawk 6701"

If the aircraft cannot be easily identified (due to many aircraft in the Vicinity, for example), the pilot can be asked to press the 'ident' button on his transponder, that results in the bold lines flashing across the target on radar, and ease in identification:

"AJM39, Squawk Ident"

2.4.3 Position Reporting

Under normal circumstances, position reporting is not required when under radar contact. However, controllers can use this tool as a reminder of the aircrafts position in busy times, and to liven up the chatter on the radio in less busy conditions:

"AJM39, Report position OTAMO"
In addition to intermediate points, it is always a good idea to request that an aircraft reports the FIR exit point (when the adjacent FIR is offline) and some time before the exit point (when they are online) in order to terminate service or handoff to another facility:

"AJM39, Report overhead KIN VOR"

2.4.4 Requesting Position Estimates

It is imperative that a controller obtains a time estimate for a waypoint at the boundary of the FIR. If there is an adjacent FIR online, that estimate needs to be relayed to the adjacent FIR controller. Refer to Section 2.4.5. That controller needs to know what time a Kingston aircraft will cross into their FIR, so that they make sure that flight level on that airway is clear of traffic at that time. It is also a good practice when the adjacent FIR is not online. Knowing what time the aircraft will be exiting helps you plan how long you want to be online, and it's a reminder to check on that aircraft when the time approaches.

"AJM39, Request estimate position KILER"

*(Note: With new pilots, the phrase may have to be extended to include "Request time estimate position KILER" or "What time will you cross KILER")*

The correct aircraft response would be "Estimate KILER 2234Z, AJM39". However, some inexperienced pilots may respond with "19 minutes" in which case you will have to calculate the time yourself.

2.4.5 Relaying Estimates to Adjacent FIRs

Once you have acquired the estimate for a waypoint at FIR boundary, you can use the Intercom or text to relay that estimate to the adjacent FIR controller. Looking at an enroute chart you will find that the FIR boundary with Havana Centre (MUHF) on Airway UB503 is at position BEMOL:

"Havana, Kingston, ESTIMATE: AJM39, A320, FL320, position BEMOL time 0653Z"

2.4.6 Handling Arrivals / Transition Level

Aircraft that filed for a STAR (Standard Instrument Arrival) need to be issued a STAR Clearance:

"AJM39, Cleared KEYNO One Arrival"

Using a normal profile, the TOD (Top of Descent) point formula is as follows: (first two digits of the FL)
x 3 = Miles from airport
Example: Aircraft at FL360

36 x 3 = 108nm

Top of Descent is 108nm from touchdown. Some low-drag aircraft such as the A330, A340, and A380 have a much flatter descent profile and a \( x(4) \) factor need to be used. These aircraft descending from FL410 will require in excess of 170 miles to descend. Ultimately, the pilots decide when to start a descent, however, a controller needs to be aware of the ideal aircraft descent profile, and issue descent clearances to facilitate an efficient flow of traffic.

Initial descent option one:

"AJM39, Next call ready for descent"

Initial descent option two:

"AJM39, When ready, descend FL240" or
"AJM39, Descend Pilot's Discretion, Maintain FL240"

Transition level in Jamaica is always FL180. Levels at and above 180 are referred to as "Flight Levels" and the pilots set standard barometric pressure of 1013HPa (29.92inHg). Altitudes below 18000 feet are referred to in thousands and hundreds of feet. The pilots need to set the current barometric pressure of an airfield within 100nm of their position when descending below Transition Level, ideally their destination airport. You must issue the current QNH setting with a clearance to descend below transition level:

"AJM39, Descend and maintain 15000, Sangster QNH 1013"

2.4.7 Low Altitude vs. High Altitude Speed Control

Below FL300, all speed instructions need to be issued in KIAS (Knots Indicated Air Speed)
At and above FL300, all speed instructions need to be issued in Mach Number.

Issuing a speed restriction to an aircraft descending through FL300:

"AJM39, Maintain Mach Decimal 80, transition to speed 310 knots"

Issuing a speed restriction to an aircraft climbing through FL300:

"AJM39, Maintain speed 280 knots, transition to Mach Decimal 76"

High altitude speed control can be used to separate aircraft on the same airway, or to achieve a sufficient 'in-trail' separation for aircraft arriving into an airport inside Kingston FIR.

Speed quarry:

"AJM39, Say Mach number?" (At or Above FL300)

"AJM39, Say Speed?" (Below FL300)
Separation Technique:

"AJM39, Maintain Mach Decimal 80 or greater"
"AAL645, Maintain Mach Decimal 79 or less"

2.4.8 Handling Supersonic Aircraft

Aircraft transitioning from subsonic to supersonic flight and then back again to subsonic flight create a sonic boom that is a nuisance for people on the ground. For this reason, supersonic flights are required to remain in subsonic flight for 100nm from land. The handling of these aircraft in the airport environment is similar to other subsonic aircraft, with the only difference that the approach, landing and takeoff speeds are slightly higher. Note that the Concorde aircraft uses the word concord in the callsign. BAW001 being operated by a Concorde would be "Speedbird Concorde 001".

Departing supersonic aircraft other than the Concorde:

"Whistler25, When 100nm South of MLY VOR, transition to supersonic flight"

Departing Concorde aircraft:

"Speedbird Concorde 001, When 100nm South of MLY VOR, cleared 'Concorde Climb'"

Arriving supersonic aircraft:

"Air France Concorde 002, Transition to subsonic flight 100nm prior to Jamaican coastline"

2.5 Emergency Communications

2.5.1 Acceptance of a PanPan or Mayday Call

Upon receiving a distress call, or noting an aircraft squawking 7700, the controller needs to get certain information from the pilot. However, as the priority order when flying is "Aviate, Navigate, Communicate", the controller may have to be patient and do not put undue pressure on the pilot that is handling an onboard emergency.

"AJM39, Copy (Pan/Mayday), State nature of emergency, and intentions?"

Once the controller finds out what is the problem, and what the pilots wants to do, he can ask the remaining questions needed:

"AJM39, State number of souls on board, and fuel remaining in minutes"

For aircraft returning to land, and for departures that aborted their takeoff, the controller needs to offer the services of the airport ERS team (Emergency Response Services):
2.5.2 Handling of an Accident

An aircraft that has left a paved surface of the airport:

"AJM39, Emergency Response Services dispatched"

An aircraft that has crashed on land:

"AJM39, Jamaica Defense Force rescue mission launched"

An aircraft that has crashed into the sea:

"AJM39, JDF Coast Guard vessel dispatched"

2.6 Conflict Resolution and Miscellaneous Communications

2.6.1 Handling of a pilot who does not follow instructions

First warning to airborne aircraft:

"AJM39, I repeat, immediately (turn/climb/descend) ___"

Second warning:

"AJM39, Radar Service Terminated, Flight Plan Closed"

Aircraft not following instructions on the ground:

"AJM39, Hold Position"

2.6.2 Handling of a pilot who is not familiar with standard operating procedures

Pilot making wide turns:

"AJM39, Standard rate of turn 3 degrees per second, increase rate of turn"

Pilot climbing/ descending at less that 500fpm (feet per minute):

"AJM39, Expedite (Climb/ Descent)"
"AJM39, Increase rate of (Climb/ Descent)"

Pilot not reading back clearances:
(Repeat last clearance followed by): "AJM39, I need a readback"

Pilot not taking off after takeoff clearance given:

"AJM39, Roll Now"

Pilot turning without clearance:

"AJM39, Last assigned heading is 350"

Pilot's actions unclear:

"AJM39, Say your intentions?"

2.6.3 Handling of a pilot who is not responding:

If a pilot is seen on the voice channel but has not checked in when appropriate:

"AJM39, Are you on the frequency?"

2.6.4 Radio Check

Requesting a radio check:

"AJM39, Manley Radar, radio check"

Response to a radio check is on a scale of one to five, with five being the strongest and one the weakest.

"AJM39, Manley Radar, read you tree by five"

2.6.5 Relaying of Chart Data

Encourage pilots to obtain Jamaican charts from http://www.vatcar.org/1/index.php?id=37&relPath=Jamaica

Pilots without charts will often ask for minimum information about an approach procedure to enable them to fly it.
Here's an example of briefing an ILS 07 at Montego Bay to a pilot:

"AJM39, ILS 07 frequency 109.5, final approach course 071 degrees.
Final approach fix ANAPA 7 DME at 1900 feet. DA 304 feet."

2.6.6 Handing of a pilot temporarily leaving the flight deck

When a pilot requests to step away from the flight deck:
2.6.7 Use of Pleasantries

In order to foster a pleasant atmosphere, pleasantries may be added at the beginning or in a few cases at the end of transmissions. People tend to remember the last thing they hear better than the beginning of your transmission. If possible say "good morning" in the front of a clearance, so that the important part is not forgotten by the pilot. When a pilot is being handed off to another frequency, a good buy at the end of a clearance is in order. However, it is imperative that it does not distract from the instruction contained in the message. Since long messages are discouraged, it may be beneficial to add a hello or goodbye as a separate transmission as in the example below:

"AJM39, Radar service terminated, monitor 122.8"
"AJM39, Good Day"

If the message is short, it is not a problem:

"AJM39, Kingston, Good Night, Radar Contact FL390"

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2.7 Graphical Tables

Table 2.1.3 Letters

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<th>Letter</th>
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