

Notes  
*Clearance*

IFR A/C with SID

(**Aircraft ID**) Cleared to (**Destination**) airport via the (**SID**) departure. (**Flight Planned/Amended**) route. Initially (**Altitude**) feet. Depart runway (**Runway**), squawk (**SSR code**)

IFR A/C without SID

(**Aircraft ID**) cleared to (**Destination**) airport via the (**Flight planned/Amended**) route maintain (**Altitude**). Depart runway (**Runway**), climb (**assigned heading**) for vectors, squawk (**SSR code**).

VFR

(**Aircraft ID**), VFR (**To Airport**) depart runway (**Runway**) climb runway heading. Departure to (**Direction of Destination**) approved, squawk (**SSR code**)

*Ground*

Simple

(**Aircraft ID**), runway (**Active rwy**), winds (**winds**), QNH (**QNH**), taxi via (**route**) to holding point runway (**active rwy**).

Intersection

Same as *Simple* except a/c will hold at a position other than threshold.  
Receive clearance from Tower before assigning intersection departure  
If **you** suggest intersection departure you **must state** remaining runway available.  
If **pilot** asks for intersection departure, you **do not** state remaining runway.

*Tower*

Take-Off - Regular

Contact (**Position**) on (**Freq**) when airborne, winds (**wind**), cleared for take off runway (**rwy**).

Take-Off – Intersection

Contact (**Position**) on (**Freq**) when airborne, winds (**wind**), **from (taxiway)** cleared for takeoff runway (**rwy**).

Take-off – Immediate

*Make sure aircraft can perform immediate take-off before issuing clearance.*

Contact (**Position**) on (**freq**) when airborne, winds (**wind**) cleared **immediate** take-off runway (**rwy**).

Take-Off – Heading on Dep.

Contact (**Position**) on (**freq**) when airborne, fly heading (**heading**) on dep, winds (**wind**), cleared take-off runway (**rwy**).

Line-Up before Take-off

**(Callsign)**, line up runway (**rwyt in use**), (**special info**).

Arrival – Number 1

**(Callsign)**, winds (**wind**) cleared to land runway (**rwyt**).

Arrival –In sequence

**(Callsign)**, number (**# in sequence**) runway (**rwyt**), traffic (**a/c**) ahead, winds (**wind**) continue app.

*Or*

**(Callsign)**, number (**# in sequence**) runway (**rwyt**), traffic (**a/c**) departing ahead, winds (**wind**) continue app.

Arrival – Possible Missed Approach

**(Callsign)**, continue #1, traffic (**exiting/departing**) the runway, in case of missed app fly heading (**hdg**) maintain (**altitude**) feet.

Arrival – Exit A.S.A.P

**(Callsign)**, exit runway to (**left/right**) when able sqwk standby.

*Or*

**(Callsign)**, take first (**left/right**) possible and report clear of the runway, sqwk standby.

**Examples**

*Clearance*

IFR with SID

CTN123 cleared to Budapest via RUDIK2C dep flight planned route, runway 23, initially 5000ft sqwk 5201

IFR no SID

CTN123 cleared to Budapest via flight planned route, depart runway 23 climb runway heading for vectors, maintain 5000ft initially, sqwk 5201

VFR

LJM, VFR to Dubrovnik depart runway 23 climb runway heading, Departure to south east approved sqwk 7005.

*Ground*

Simple

MAH481 runway 05 winds 050 @ 08 knots QNH 1015 taxi via A to holding point runway 05.

Intersection

LJM would you like intersection departure from Bravo? Runway remaining approx.

9870ft. LJM can go to Bravo. LJM, Zagreb, runway 05 winds calm qnh 1015 taxi via B to h/p runway 05.

*Tower*

*Take-Off - Regular*

DLH421 Contact Zagreb App 120.7 airborne winds calm cleared take off runway 05.

*Take-Off – Intersection*

LJM, departure with me, winds calm from Bravo cleared t/o runway 05.

*Take-off – Immediate*

MAH481 traffic on final, contact APP 120.7 airborne winds 080 @ 16G21 cleared t/o runway 05.

*Take-Off – Heading on Dep.*

LJM departure with me, fly heading 180 on dep., winds calm cleared for t/o runway 05.

*Line-up before departure*

CTN4423, line up runway 05 behind departing A321

*Arrival – Number 1*

CTN120 winds calm cleared to land runway 05.

*Arrival –In sequence*

CTN120, number 2 rwy 05 behind company A320, winds 060 @ 16 knots continue app.

*Or*

CTN120 number 1 runway 05, departing A319 ahead winds 050 @ 08 continue app

*Arrival – Possible Missed Approach*

SEA818 continue #1, traffic A319 exiting the runway, in case of m/app fly dct ZAG VOR and maintain 4000ft.

*Arrival – Exit A.S.A.P*

CTN585 exit runway to the right when able sqwk standby

*Or*

CTN585 take first right when possible, traffic on final runway 05, sqwk standby.

