

Instructor Notes:

The 4 Ws:

Who you're calling

Who you are

Where you are (& Alt)

What you want

- Ex: San Carlos Tower, Cessna 5310H, Coyote Hills, 2000, Landing with Bravo.
- Alphabet and numbers on the radio, e.g, Alfa, Bravo, Charlie, Niner, One-Zero,

General Hints:

- Think before you talk,
- Wait a few seconds before you talk.
- Speaking with clear normal voice. Slow, word by word.
- Don't argue with controllers.
- Study airport diagrams, know local reporting points and airspace, know local arrival, departure, and noise abatement procedures

General Radio Procedures:

Before Taxi:

- Tune and listen to ATIS frequency (Automatic Terminal Information Service)
- Airport Name, Information "Bravo", Time, Wind, Visibility, Clouds/Ceiling, Temp, Dew Point, Altimeter, Landing Runways, NOTAMS, Information "Bravo".
- Tune and Contact Ground to inform you're ready to Taxi
- Pilot: San Carlos Ground, Cessna 5310H, At Piambo, Taxi, Belmont Slough Departure, Information Bravo
- Ground: Cessna 5310H, Taxi to Runway 30

Before Takeoff:

- Pilot: Tower, Cessna 5310H, Holding short of Runway 30, Ready for Takeoff
- Tower: Cessna 5310H, Hold Short of Runway 30
- Pilot: Hold Short of Runway 30
- Tower: Cessna 5310H, Position and Hold
- Pilot: Position and Hold, Cessna 5310H
- Tower: Cessna 5310H, Cleared for Takeoff Runway 30, no turns before the diamond shaped waterway
- Pilot: Cleared for Takeoff Runway 30, no turns before diamond shaped waterway.

Opening a Flight Plan:

- After leaving airport airspace, tune and contact local Flight Service Station:
- Pilot: Oakland Radio, Cessna 5310H

- Oak FSS: Cessna 5310H, go ahead
- Pilot: Oakland Radio, Cessna 5310H, 5 miles East of San Carlos Airport, climbing one thousand five hundred, would like to open my flight plan to Sacramento Executive.
- Oak FSS: Cessna 5310H, your flight plan is open, contact Rancho Radio on 122.XX to close your flight plan when on the ground.

Flight Following:

- Identify and Tune Departure Control
- Pilot: Norcal Departure, Cessna 5310H, request
- Norcal: N5310H, go ahead
- Pilot: Norcal Departure, 5310H is a Cessna 152/A, 10 miles East of San Carlos Airport, 2000 climbing 5500, request VFR flight following to Sacramento Executive.
- Norcal: Cessna 5310H, Squawk 5332 & ident, altimeter 3016.
- Pilot: Squawk 5332 and ident, Cessna 5310H
- Norcal: Cessna 5310H, radar contact, 5 miles south of Hayward,
- Norcal: 5310H, traffic 2 o'clock, 3 miles, 3500, type unknown.
- Pilot: 5310H, traffic in site (or negative traffic)
- Norcal: Cessna 5310H, contact Travis Approach at 123.45
- Pilot: 123.45, Cessna 5310H
- Tune 123.45 and listen for other traffic on the radio.
- Pilot: Travis Approach, Cessna 5310H, Level 5500
- Travis Approach: Cessna 5310H, roger, proceed own navigation, traffic 9 o'clock, 2 miles, a bonanza, at 4500.
- Pilot: Travis Approach, Cessna 5310H, traffic not in sight
- Travis: Cessna 5310H, traffic passing on your left, no longer a factor.
- Pilot: 5310H
- Travis: Cessna 5310H, contact Sacramento Approach on 123.45
- Pilot: 123.45, 5310H
- Tune SAC ATIS, Then go to approach freq.S
- Pilot: Sacramento approach, Cessna 5310H, 5500 descending 3500, with Wiskey.
- Sac Appr: Cessna 5310H, contact Executive Tower 118.90
- Pilot: 5310H, Going to Tower.

Before Landing:

- Pilot: Executive Tower, Cessna 5310H, 10 miles Southwest, 3500, inbound to land with Wiskey.
- Exec Twr: Cessna 5310H, make straight in runway 2, report 4 mile final
- Pilot: Make straight in Runway 2, report 4 mile final
- Pilot: Executive Tower, 5310H, 4 mile final
- Exec Twr: 5310H, cleared to land, runway 2, winds, 330 at 5
- Pilot: Cleared to land, runway 2, 5310H.

After landing:

- Exec Twr; 5310H, exit next taxiway, contact ground when clear of the runway
- Pilot: Contact Ground 5310H
- Pilot: Sacramento Ground, 5310H, clear of runway 2, ready to taxi to transient parking
- Ground: Cessna 5310H, taxi to the terminal using taxiway Alfa, Charlie, Sierra.
- Pilot: Taxi to the terminal using taxiway Alfa, Charlie, Sierra.

Non-Towered Airport:

- Advise when taxiing to the runway
- Advise when taking the runway for takeoff
- Advise when upwind
- Advise when turning Crosswind
- Advise when on downwind
- Advise when turning base
- Advise when on Final
- Advise when Clear of the runway

Use the following phraseology:

- South County Traffic, Cessna 5310H, Departing Runway 31, Right closed Traffic (or departing to the north, right downwind, crosswind, etc), South County.
- South County Traffic, Cessna 5310H, Turning Right Crosswind, Runway 31, South County.
- South County Traffic, Cessna 5310H, Right Downwind, Runway 31, South County
- South County Traffic, Cessna 5310H, Turning Right Base, Runway 31, South County
- South County Traffic, Cessna 5310H, Final, Runway 31, Full Stop, South County.

ATC Light Gun Signals:

- In the even of radio communications failure, stay out or above controlled airspace to determine direction of traffic and until the tower provides you with an appropriate light signal.
- It may be advisable to land at a non-controlled field to repair the unit, or contact ATC prior to attempting flight into controlled airspace.







LIGHT GUN SIGNALS			
COLOR AND TYPE OF SIGNAL	MOVEMENT OF VEHICLES, EQUIPMENT AND PERSONNEL	AIRCRAFT ON THE GROUND	AIRCRAFT IN FLIGHT
STEADY GREEN 	Cleared to cross, proceed or go	Cleared for takeoff	Cleared to land
FLASHING GREEN 	Not applicable	Cleared for taxi	Return for landing (to be followed by steady green at the proper time)
STEADY RED 	STOP	STOP	Give way to other aircraft and continue circling
FLASHING RED 	Clear the taxiway/runway	Taxi clear of the runway in use	Airport unsafe, do not land
FLASHING WHITE 	Return to starting point on airport	Return to starting point on airport	Not applicable
ALTERNATING RED AND GREEN 	Exercise Extreme Caution!!!!	Exercise Extreme Caution!!!!	Exercise Extreme Caution!!!!

Figure 12-14. Light gun signals.

