

# INTRODUCTION

Thank you for downloading this guide and we hope this guide will help you in getting around radio communications in the Malaysian airspace and in future, other airspaces. Some of the procedures and phraseology may differ from their real world counterparts and may be designed to better suit operations on the VATSIM network. Therefore, this guide should not be in any way used for real world flight purposes be it commercial or training.

Take your time to read through this document and try to understand and see the flow of the whole procedure. It might be hard for you at first but after a while it should get easier. Who knows one day what you learn here could be used in real-world to help you pursue your aviation dream.

## PHONETIC ALPHABET

In the aviation world, we do not pronounce the alphabet like we normally do. For every alphabet, there is a specific way to pronounce it. This is to avoid confusion when transmitting on the radio. Below is the full phonetic alphabet table:

A	Alpha	J	Juliet	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Uniform
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxtrot	O	October	X	X-ray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zulu
I	India	R	Romeo		

## PRONOUNCING NUMBERS

There are also specific ways to pronounce certain term and numbers. Here are a few examples on some of them:

Text	Pronunciation
Flight levels FL150 FL300	Flight level one five zero Flight level three zero zero
Altitudes 500 ft 10000ft	Five hundred feet Ten thousand feet
Headings 120° 310°	heading one two zero heading three one zero
Transponder 2100 1200	Squawk two one zero zero Squawk one two zero zero
Runways RWY 04 RWY 32L	Runway zero four Runway three two left
Frequencies 122.800 127.350	One two two decimal eight One two seven decimal three five zero

## WORDS AND PHRASES

Below are some words and phrases that you should familiarise yourself with as it is used from time to time by the controllers.

Word	Meaning
Acknowledge	Let me know that you have received and understood the message.
Affirm	Yes/that is correct
Approved	Permission granted.
Cancel	Abort the previously transmitted clearance/instruction
Cleared	Authorized to proceed under the conditions specified.
Confirm	Verification of clearance or information.
Contact	Establish communication with the following person.
Correct	True or accurate.
Correction	An error has been made in previous transmission.
Disregard	Ignore.
How do you read	How clear can you hear my transmission?
I say again	I repeat for clarity.
Maintain	Continue in accordance with the conditions specified.
Monitor	Listen out on a frequency.
Negative	That is not correct or not capable.
Read back	Repeat all message back to me exactly as received.
Re-cleared	A change has been made to the last clearance.
Report	Pass the following information.
Request	I would like to know or obtain.
Roger	I have received all of your last transmission.
Say again	Repeat all of your last transmission.
Speak slower	Reduce your rate of speech.
Standby	Wait and I will call you.
Unable	I cannot comply with your request or instruction.
Wilco	Short for 'will comply'.

## RADIO COMMUNICATION ETIQUETTE

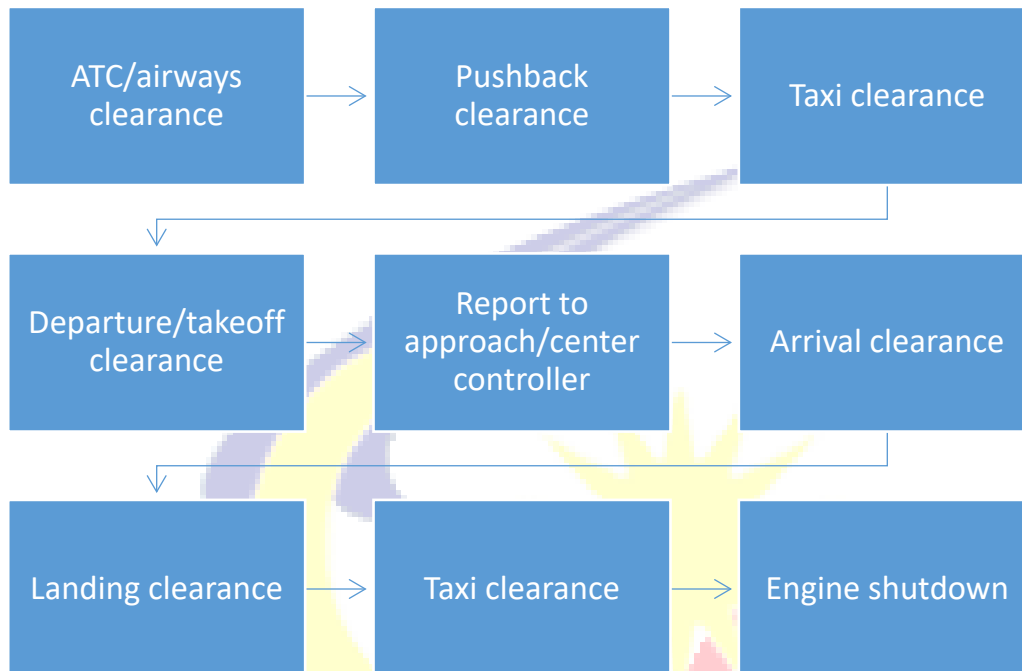
1. You are communicating with real humans on the VATSIM network. Therefore, be polite and patient.
2. When you are tuned to an ATC radio frequency on the network, you might not be the only one on that frequency. The frequency is shared by the controller, you and other traffic. So please keep your transmissions short and necessary.
3. If you find that you are waiting very long for an air traffic controller to respond to you, ask yourself this: Is the airfield/airspace busy? Are there any conflicts/emergencies within the airfield/airspace? Is your communications hardware (headphones/speakers/microphones) working properly?
4. Wait, be patient and repeat transmissions/requests for a maximum of 3 times per minute.
5. Make sure your transmissions (including text transmissions) are clear and readable using full words and no abbreviations.
6. Do not demand to “go first”. The controller has a better view of the airfield/airspace surroundings and has the authority to determine who does what action first using his own judgment and standard operating procedures.
7. Understand that with every instruction given to you by an air traffic controller, he may have his own reasons. You may question his reasons politely but never challenge them.
8. If there is no ATC available from the Center or FIR you are departing, you are considered to be operating in a UNICOM environment. A clearance is not required. Tune to 122.800 and broadcast your intentions to traffic (if any) in the vicinity.
9. As you continue your flight, keep monitoring your VATSIM pilot client ATC Directory for controllers opening up in your area of flight
10. Remember to always turn your squawk mode to STANDBY when you are on the Ground. Turn Squawk mode to C (CHARLIE) when/before you enter a runway.
11. DO NOT ever accept a clearance you do not understand or are UNABLE to follow! By accepting the clearance, you agree to follow the procedures outlined in the clearance. If you do not understand a clearance, you cannot fulfil your side of the contract by following the procedure. If you do not understand a clearance, ask ATC to explain the clearance or ask for a different kind of clearance or ATC VECTORS (guidance by ATC using compass headings).
12. If you are communicating with ATC via text only, expect some delays in response. Keep in mind the controllers are humans and they may take some time to type out their response.

## PROHIBITIONS & WARNINGS, WHAT NOT TO DO

1. Do not interrupt when others are transmitting on the frequency. Wait for an opening between transmissions.
2. Foul language is strictly forbidden.
3. Personal chat on frequencies including UNICOM is prohibited. You may use the private message function instead.
4. If you are irresponsive/ignoring ATC instructions after a certain period of attempted contact, you will be reported to a VATSIM Supervisor and may be forcefully removed from the network.
5. In accordance with VATSIM policies, any pilot under a controller's control who is away-from-keyboard (AFK) for a period of more than 15 minutes without first notifying ATC will be dealt with accordingly. This may result in forceful removal from the network.
6. When transmitting on text, please do not spam the frequency with irrelevant messages. If you wish to communicate with ATC or other aircraft on UNICOM via text, please make sure your transmissions/intentions are clear and if possible, limited to one sentence only.
7. Do not jam the frequency by holding down your PTT (push-to-talk) button for an extended period of time. Press the PTT only when you wish to communicate with ATC. Assign a specific button on your keyboard or controller to be your PTT button that you will not accidentally press often.
8. Do not readback an instruction you cannot follow. When ATC gives you an instruction, make sure that you fully understand and that you are able to do what you are instructed. Only then readback your instruction. If you are unable, advise that you are unable or ask for more clarification.
9. DO NOT begin your simulation on a runway. Always begin at a gate or parking position of your choice.
10. Pilots may declare in-flight emergencies. However if ATC requests that you terminate the emergency, the pilot must comply OR log off VATSIM. **Simulation of hijack or any unlawful act is strictly prohibited including squawking 7500.**

There are two methods for pilots and controllers to communicate on VATSIM. They are voice and text. It is always preferable to use voice as it would be easier for both the pilot and controller to send a message with just a push of a button. Do not transmit unnecessarily long transmission on the frequency. Try to make it short but complete. Remember that only the controller can see the whole picture and decide who gets the first priority.

A normal flow of flight procedure that would require clearance from start to end would look like this:



For this guide, we will be using a scenario of a pilot flying to Kota Kinabalu International airport. The flight plan is shown below followed by the radio transmission dialogue between the pilot and the controllers. You may use this as a reference for you if you are new to VATSIM. The text in blue shows the part in which you should change according to your clearance.

Flight plan:

Callsign	: MAS2626	Aircraft	: B738
Departure	: WMKK	Destination	: WBKK
Route	: ISTAN G584 VPK M758 VIDIP		
Cruising altitude	: FL330		

**(At the gate, with engines off, boarding process. Estimated 5 to 10 minutes before scheduled departure time.)**

**MAS2626:** Lumpur Delivery, good evening. Malaysian two six two six requesting flight level three three zero (FL330) to Kinabalu, with ATIS information Mike (M).

**Lumpur Delivery 126.000:** Malaysian two six two six is cleared to Kinabalu via ISTAN ONE CHARLIE (ISTA1C) departure runway three two right (32R). Initial climb six thousand feet, expect final flight level three three zero (FL330), squawk 2126.

**MAS2626:** Malaysian two six two six is cleared to Kinabalu, ISTAN ONE CHARLIE (ISTA1C) departure runway three two right (32R). 6000 feet (6000ft) initially and expecting final flight level three three zero (FL330), squawk 2126.

**Lumpur Delivery 126.000:** Malaysian two six two six, readback is correct. ATC clearance expires time 1415 zulu. Contact Lumpur Ground one two one decimal eight (121.800).

**MAS2626:** Copied expiry time 1415 zulu and contact Lumpur Ground one two one decimal eight, Malaysian two six two six.

**(At the gate, boarding completed and ready for pushback and engine start).**

**MAS2626:** Ground, good evening. Malaysian two six two six at stand Alpha six (A6), Boeing 737-800 requesting push and start. We are fully ready.

**Lumpur Ground 121.800:** Malaysian two six two six, Lumpur Ground. Good evening, push and start is approved facing West.

**MAS2626:** Push and start approved facing West, Malaysian two six two six.

**(After pushback and engine start, ready to taxi.)**

**MAS2626:** Lumpur Ground, Malaysian two six two six is ready for taxi.

**Lumpur Ground 121.800:** Malaysian two six two six taxi via Tango Six (T6), Foxtrot Six (F6), Golf (G), hold short Bravo (B).

**MAS2626:** Taxi via Tango Six (T6), Foxtrot Six (F6), Golf (G), hold short Bravo (B), Malaysian two six two six.

**Lumpur Ground 121.800:** Malaysian two six two six, approaching Bravo (B) contact Tower one one eight decimal eight (118.800).

**MAS2626:** Approaching Bravo (B) contact Tower one one eight decimal eight (118.800), Malaysian two six two six.

**(Approaching taxiway Bravo)**

**MAS2626:** Lumpur Tower, Malaysian two six two six approaching Bravo.

**Lumpur Tower 118.800:** Malaysian two six two six, Lumpur Tower. Continue taxi Bravo Niner (B9), Alpha (A) to holding point Alpha One One (A11).

**MAS2626:** Taxi Bravo Niner (B9), Alpha (A) to holding point Alpha One One (A11), Malaysian two six two six.

**(At holding point A11 runway 32R, fully ready for takeoff)**

**MAS2626:** Tower, Malaysian two six two six at holding point Alpha One One (A11), fully ready.

**Lumpur Tower 118.800:** Malaysian two six two six, departure frequency one three five decimal two five (135.25), runway three two right (32R) cleared for takeoff.

**MAS2626:** Departure one three five two five, runway three two right cleared for takeoff, Malaysian two six two six.

**(After airborne, climbing between 500 feet and 2000 feet)**

**MAS2626:** Lumpur Departure, good evening Malaysian two six two six passing niner hundred feet (900ft) climbing six thousand (6000ft), ISTAN ONE CHARLIE (ISTA1C).

**Lumpur Radar Departure 135.250:** Malaysian two six two six, Lumpur Radar good evening. Radar identified, climb flight level one three zero (FL130).

**MAS2626:** Climb flight level one three zero (FL130), Malaysian two six two six.

**Lumpur Radar Departure 135.250:** Malaysian two six two six, contact Lumpur Radar one two four decimal two (124.200).

**MAS2626:** Lumpur Radar one two four decimal two (124.200), Malaysian two six two six.

**(Approaching FL130)**

**MAS2626:** Lumpur Radar, Malaysian two six two six approaching flight level one three zero (FL130).

**Lumpur Radar 124.200:** Malaysian two six two six, radar identified and direct ISTAN, climb flight level two five zero (FL250).

**MAS2626:** Direct ISTAN, climb flight level two five zero (FL250), Malaysian two six two six.

**(Approaching FL250)**

**Lumpur Radar 124.200:** Malaysian two six two six, contact Lumpur Control one three four decimal two five (134.250).

**MAS2626:** One three four decimal two five (134.250), Malaysian two six two six.

**MAS2626:** Lumpur Control, Malaysian two six two six approaching level two five zero (FL250).

**Lumpur Control (East) 134.250:** Malaysian two six two six, Lumpur Control. Climb and maintain flight level two niner zero (FL290) and direct Victor Papa Kilo (VPK).

**MAS2626:** Climb and maintain flight level two niner (FL290) and direct Victor Papa Kilo (VPK), Malaysian two six two six.



**(Approaching VPK, nearing Malaysia-Singapore airspace boundary.)**

**Lumpur Control (East) 134.250:** Malaysian two six two six, for higher contact Singapore Radar one two three decimal seven (123.700).

**MAS2626:** Singapore Radar one two three decimal seven (123.700), Malaysian two six two six.

**MAS2626:** Singapore Radar, Malaysian two six two six maintaining flight level two niner zero (FL290).

**Singapore Radar 123.700:** Malaysian two six two six, Singapore Radar, identified. Climb and maintain flight level three three zero (FL330) final, flight plan route.

**MAS2626:** Climb and maintain flight level three three zero (FL330) final, flight plan route, Malaysian two six two six.

**Singapore Radar 123.700:** Malaysian two six two six, direct OLKIT.

**MAS2626:** Direct OLKIT, Malaysian two six two six.

**(Approaching OLKIT, waypoint on Singapore-East Malaysian airspace boundary.)**

**Singapore Radar 123.700:** Malaysian two six two six, contact Kinabalu Control one two six decimal one (126.100).

**MAS2626:** Kinabalu Control one two six decimal one (126.100), Malaysian two six two six.

**MAS2626:** Kinabalu Control, Malaysian two six two six with you flight level three three zero (FL330).

**Kinabalu Control 126.100:** Malaysian two six two six, radar identified. Cleared to Kinabalu via EGENU TWO BRAVO (EGE2B) arrival runway zero two (02).

**MAS2626:** Cleared to Kinabalu on the EGENU TWO BRAVO (EGE2B) arrival for runway zero two (02). And we are ready for descend in 5 miles

**Kinabalu Control 126.100:** When ready descend to flight level one five zero (FL150).

**MAS2626:** When ready descend flight level one five zero (FL150), Malaysian two six two six.

**(Approaching FL150)**

**MAS2626:** Kinabalu Radar, Malaysian two six two six approaching flight level one five zero (FL150) and requesting lower.

**Kinabalu Control 126.100:** For lower contact Kinabalu Radar one one niner decimal one (119.100).

**MAS2626:** Kinabalu Radar one one niner decimal one (119.100), Malaysian two six two six.

**MAS2626:** Kinabalu Radar, Malaysian two six two six approaching flight level one five zero (FL150), requesting lower.

**Kinabalu Radar 119.100:** Malaysian two six two six, Kinabalu Radar, identified. Descend two thousand seven hundred feet (2700ft), QNH1009. Direct to ADMUS.

**MAS2626:** Descend two thousand seven hundred feet (2700ft), QNH1009 and track direct ADMUS, Malaysian two six two six.

**Kinabalu Radar 119.100:** Malaysian two six two six, cleared for the ILS approach runway zero two (02) via ADMUS, report established.

**MAS2626:** Cleared ILS approach runway zero two (02) via ADMUS and wilco, Malaysian two six two six.

**(Established on ILS runway 02)**

**MAS2626:** Kinabalu Radar, Malaysian two six two six established ILS runway zero two (02).

**Kinabalu Radar 119.100:** Malaysian two six two six, contact Kinabalu Tower on one one eight decimal three (118.300).

**MAS2626:** Kinabalu Tower one one eight decimal three (118.300), Malaysian two six two six.

**MAS2626:** Kinabalu Tower, Malaysian two six two six on the ILS runway zero two (02), one zero (10) miles.

**Kinabalu Tower 118.300:** Malaysian two six two six, Kinabalu Tower. Surface winds light and variable, runway zero two (02) cleared to land.

**MAS2626:** Runway zero two (02) cleared to land, Malaysian two six two six.

**(Ready to vacate runway)**

**Kinabalu Tower 118.300:** Malaysian two six two six, vacate runway via Echo (E), runway vacated contact Ground on one two one decimal six (121.600).

**MAS2626:** Vacate via Echo (E), vacated Ground on one two one decimal six (121.600), Malaysian two six two six.

**(Runway vacated, on taxiway Echo)**

**MAS2626:** Kinabalu Ground, good evening. Malaysian two six two six vacated runway via Echo.

**Kinabalu Ground 121.600:** Malaysian two six two six, Kinabalu Ground. Good evening, taxi via Charlie (C), Lima (L), bay Seven.

**MAS2626:** Taxi via Charlie (C), Lima (L) to bay Seven, Malaysian two six two six.

## Adjustments/Amendments

### (FLIGHT PLANS)

When you file a flight plan for an IFR flight, your controller will check your routing to ensure that the correct exit/entry points in/out of the airport is used. Should there be any errors in your flight plan, he will notify you before you request for an IFR clearance. He will then recommend you a new routing that has been corrected. You are to determine and confirm whether or not you are able to accept that routing. If you are able, request the new routing to be sent to you via private message and file a new flight plan with the new routing. (Make sure that if you accept the new routing, you know how to fly that route and that you did not accept just for the sake of accepting. Note that flying DIRECT FROM YOUR ORIGIN TO YOUR DESTINATION IS NOT ENCOURAGED)

**Tip:** To ensure that your air traffic controller has enough time to check your routing and correct it if necessary, always file your flight plan AT LEAST five minutes before your estimated time of departure (ETD)

### (SIDs/STARs)

When you request for an IFR clearance out of an airport, you will normally be given a Standard Instrument Departure (SID). This SID will normally correspond to the initial waypoint or airway stated in your flight plan. However occasionally for various reasons, your SID may be cancelled and you will be given radar vectors to a waypoint instead. If permissible, you may ask for a shorter routing direct to a certain waypoint after departure.

The same thing applies to arrivals. If there is an en-route controller (CTR position) online, he may issue you an arrival called a Standard Terminal Arrival Route (STAR). However occasionally due to various reasons you may be asked to cancel your STAR and be given radar vectors instead. You may also ask for radar vectors to the runway if you are unfamiliar with the aerodrome or the STAR procedures.

Visual departures/arrivals may be approved if the weather conditions permit. Visual departures/arrivals shall be carried out during day time only. Separation from other traffic and obstacles will be the responsibility of the pilot with reference to terrain/landmarks.

Take note: If traffic flow is heavy, your request for radar vectors may be rejected and you will be asked to follow a SID/STAR or hold over a waypoint instead to better manage traffic flow