

VATSIM MALAYSIA vACC NEW PILOT'S RADIO TRANSMISSION GUIDE HANDBOOK

Version 1.1

This Radio Transmission Guide Handbook is published for the purpose of clarifying the vACC's expectations on the pilots' activity and conduct. The Guideline shall be adhered to all pilots flying within Malaysian FIRs. This Handbook is only used for Flight Simulator training purposes. **DO NOT** use this document for Real World Flights or whatsoever. VATSIM Malaysia vACC shall **NOT** be held responsible and accountable for the usage of this document in all Real World Flying Activities.

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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. Table 1 shows the full phonetic alphabetical order.

Table 1: Full Phonetic Alphabetical Order

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. Table 2 shows few examples on the pronouncing numbers.

Table 2: Pronouncing Numbers

Text	Pronunciation
<i>Flight levels</i>	Flight levels are to be reported above transition altitude
FL150	Flight level one five zero
FL300	Flight level three hundred
<i>Altitudes</i>	Altitudes are to be reported below transition level
500 ft	Five hundred feet
10,000ft	One zero thousand feet
<i>Headings</i>	
120°	heading one two zero
310°	heading three one zero
<i>Transponder</i>	
2100	Squawk two one zero zero
1200	Squawk one two zero zero
<i>Runways</i>	
RWY 04	Runway zero four
RWY 32L	Runway three two left (L=RIGHT, R=RIGHT, C=CENTRE)
<i>Frequencies</i>	
122.800 (Unicom)	One two two decimal eight
127.350	One two seven decimal three five

Do take note that Transition Altitude (TA) and Transition Level (TL) varies according to the aerodrome and countries. There are also have TA and TL provided by ATC verbally instead of published in the charts. Pilots are required to double check the charts to avoid confusion. In Malaysia, our TA is 11,000 ft whereas the TL is FL130.

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. Table 3 shows the words and phrases that commonly used in ATC conversation.

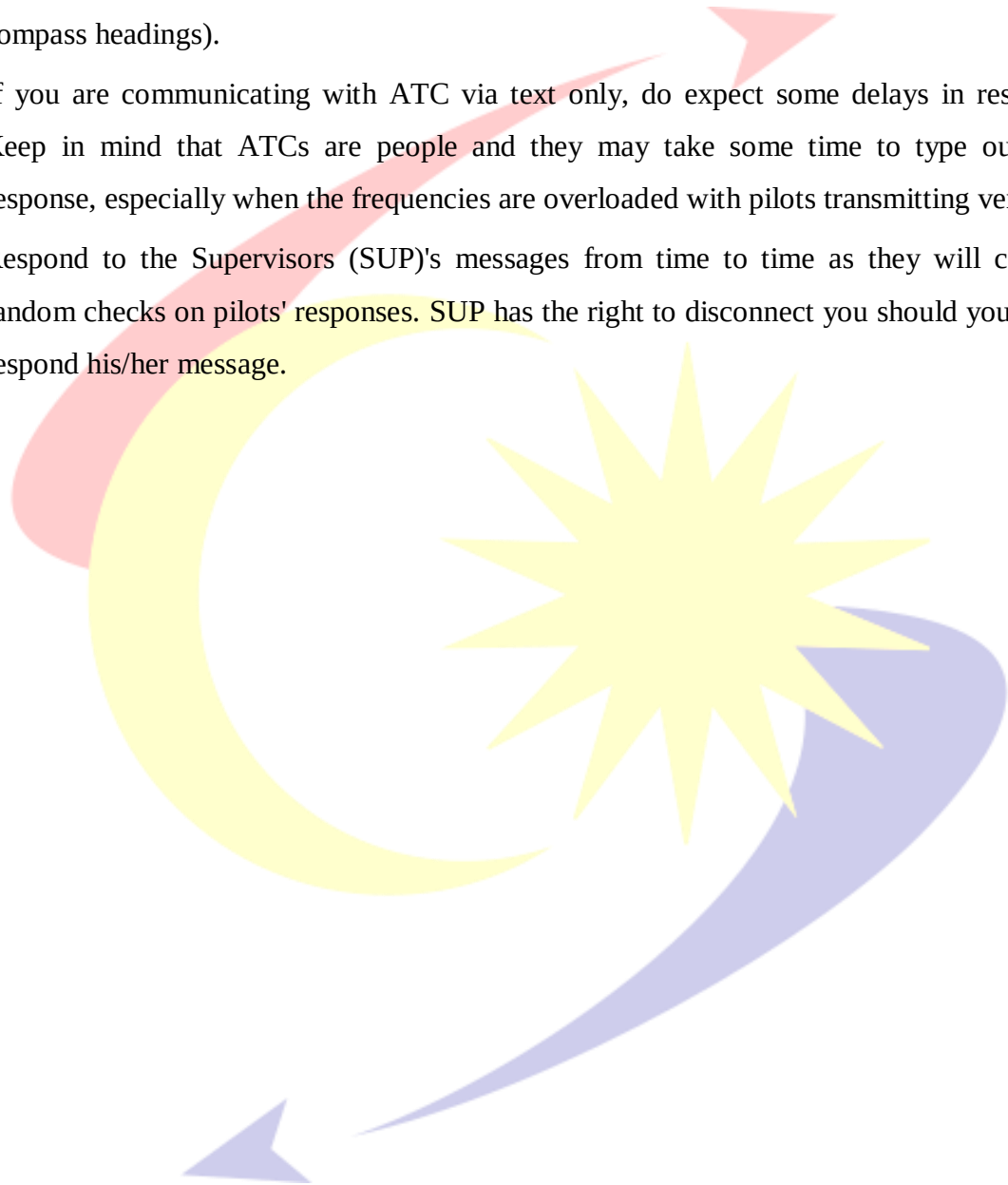
Table 3: Words and Phrases

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	I hereby ask for verification of clearance or information.
Contact	Establish communication with the following unit/station.
Correct	True or accurate.
Correction	An error has been made in previous transmission.
Disregard	Ignore the previous transmission.
How do you read	How clearly 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 “No” or I am unable to comply/approve.
Read back	Repeat the whole transmission back to me exactly as received.
Re-cleared	A change has been made to the last clearance and here is your new 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 (or a part 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, please 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 particular frequency. The frequency is shared by the controller, you and other traffics. Thus, please keep your transmissions short and precise.
3. If you find that you are waiting very long for ATC to respond to you, ask yourself this: Is the aerodrome/ airspace busy? Are there any conflicts/ emergencies within the aerodrome/ airspace? Is your communications hardware (headphones/ speakers/ microphones) working properly?
4. Make sure your transmissions (including text transmissions) are clear and readable using full words and not using short forms.
5. Do not demand to "go first". The controller has a better view of the aerodrome/ airspace surroundings and has the authority to determine who does what action first using his own judgement and standard operating procedures (SOP).
6. Understand that with every instruction given to you by ATC, he/she may have his own reasons. You may question his reasons politely but never challenge them.
7. If there is no ATC available from the Center or FIR you are departing from, you are considered to be operating in a UNICOM environment where clearance is no longer required. Just simply tune to frequency 122.800 MHz and broadcast your intentions to traffic (if any) within the vicinity.
8. As you continue your flight, monitor your VATSIM pilot client ATC list for controllers opening up within your flying area.
9. 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 an active runway.

10. DO NOT ever accept a clearance you do not understand or are UNABLE to comply! By accepting the clearance, you are agreed to follow the procedures outlined in the clearance. If you do not understand a clearance, ask ATC to explain the clearance or ask for a different kind of clearance or RADAR VECTORS (ATC navigational guidance using compass headings).
11. If you are communicating with ATC via text only, do expect some delays in response. Keep in mind that ATCs are people and they may take some time to type out their response, especially when the frequencies are overloaded with pilots transmitting verbally.
12. Respond to the Supervisors (SUP)'s messages from time to time as they will conduct random checks on pilots' responses. SUP has the right to disconnect you should you fail to respond his/her message.

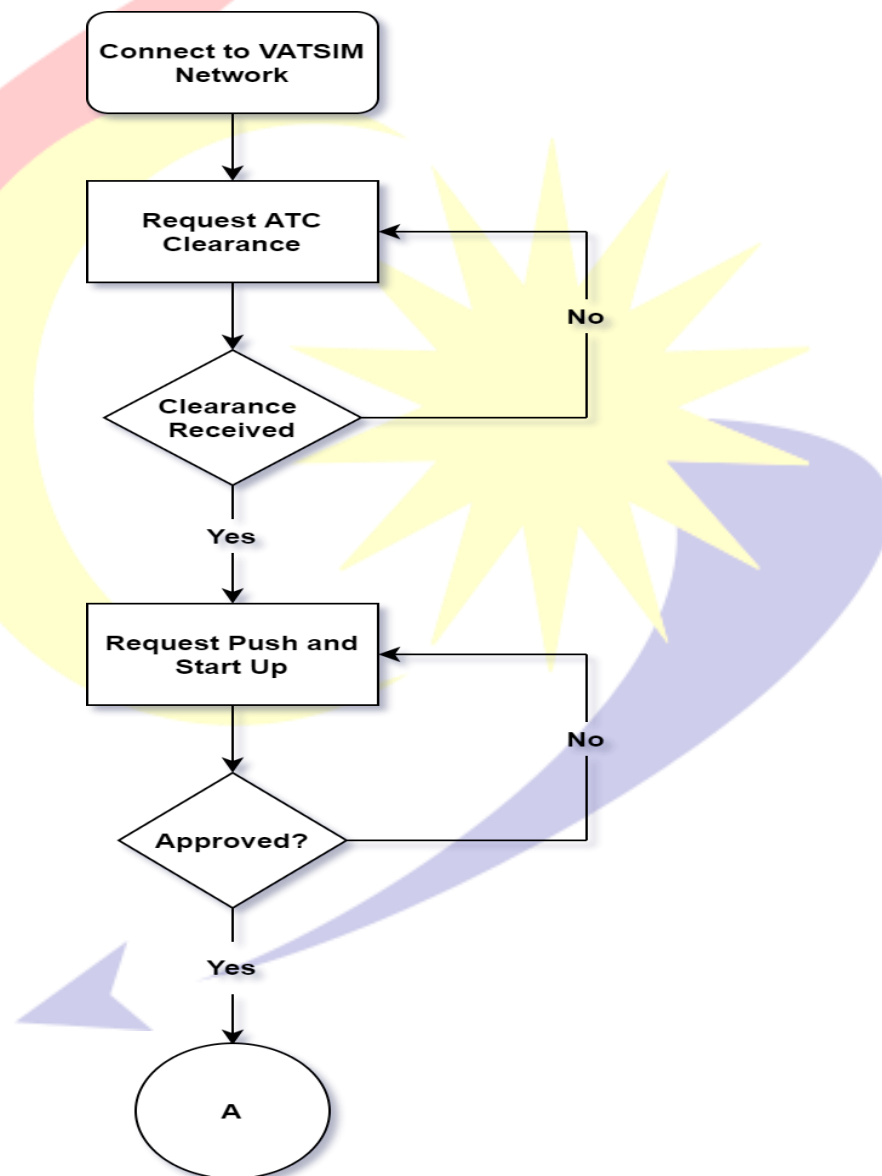


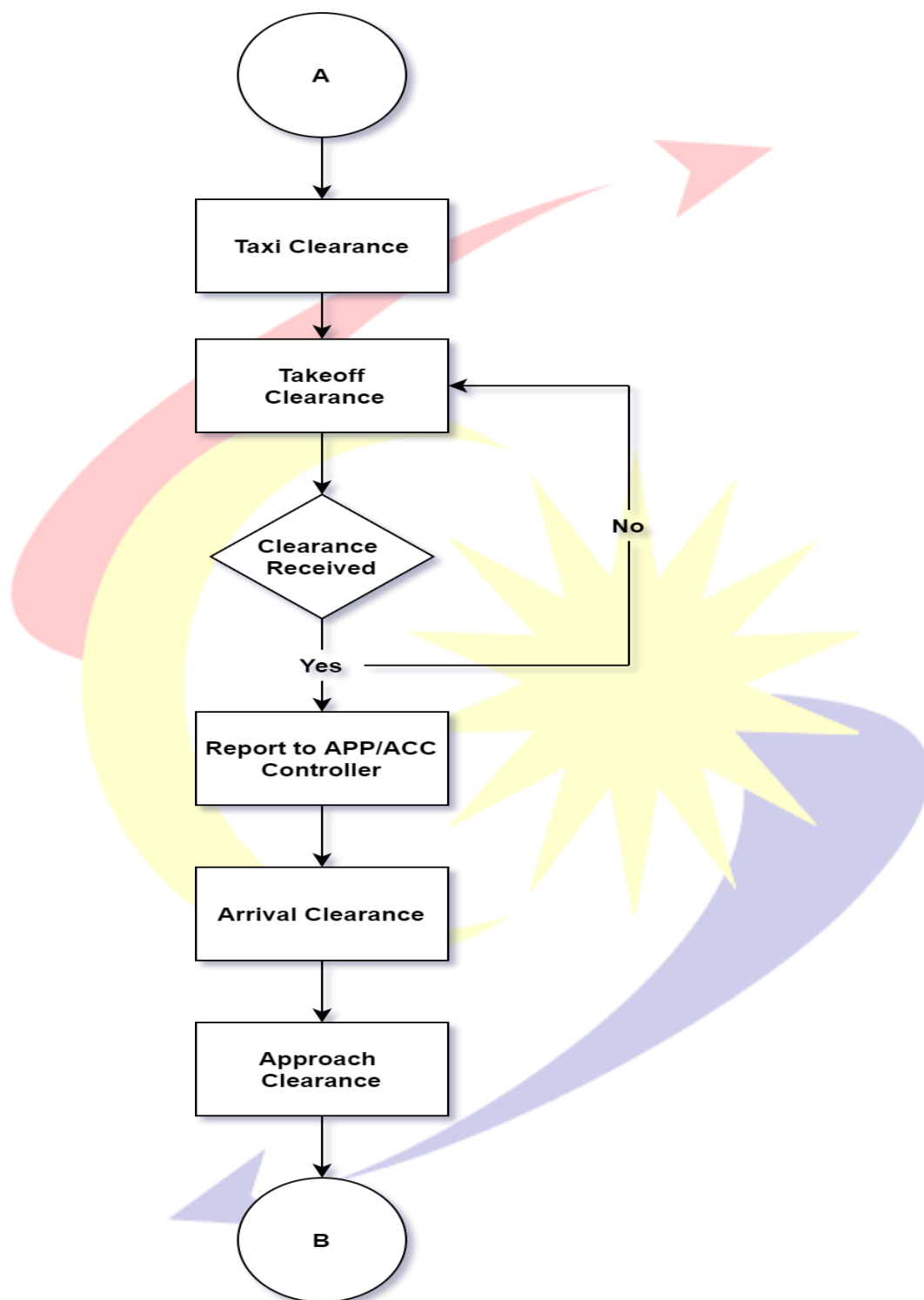
PROHIBITIONS & WARNINGS, WHAT NOT TO DO

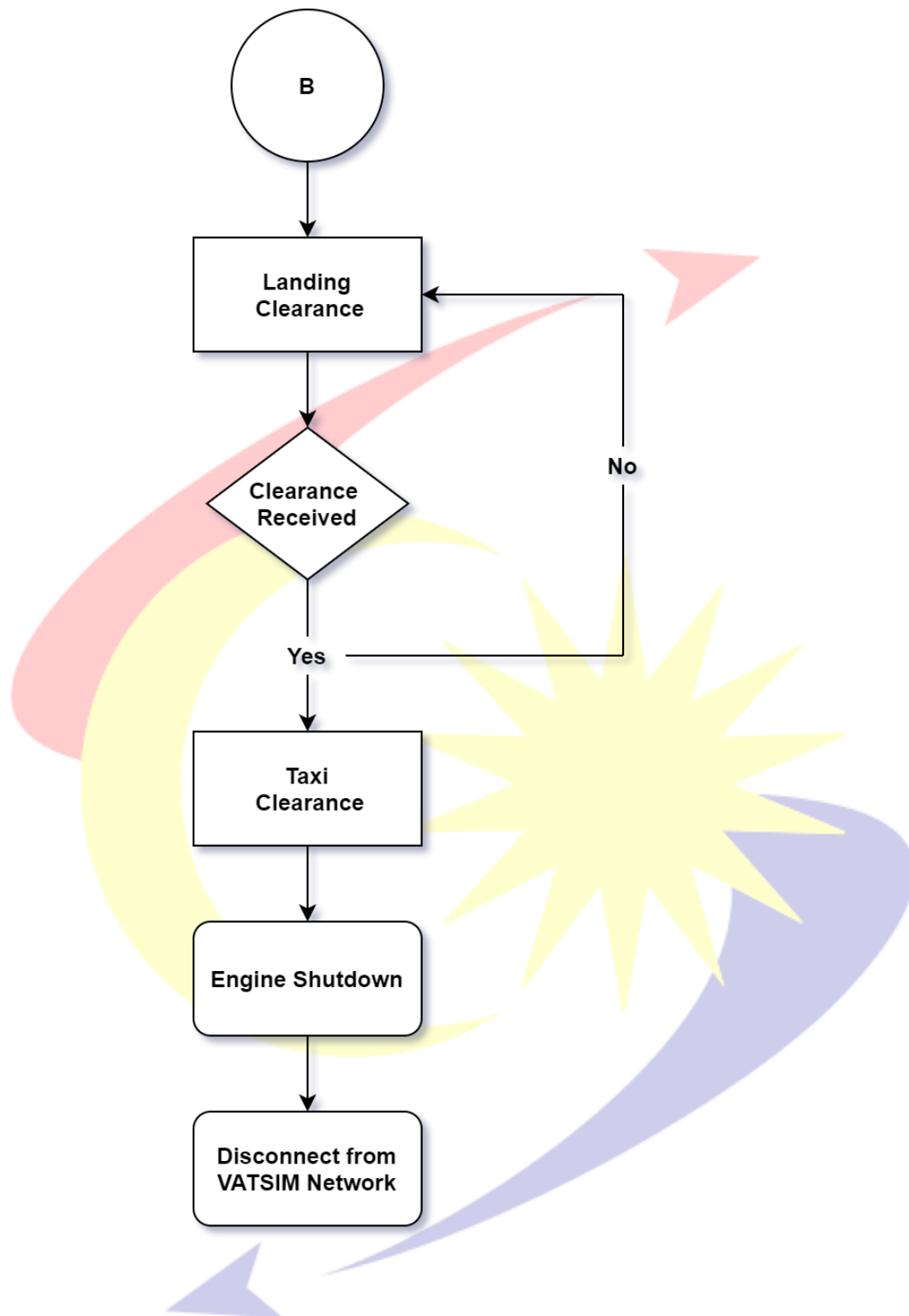
1. Do not interrupt when others are transmitting on the frequency. Wait for a gap between transmissions. Once you just tuned into the frequency, wait at least for 3 to 5 seconds to make sure you are not interrupting other pilots transmitting.
2. Using of foul languages is strictly forbidden and is in clear violation of VATSIM CoC A1.
3. Personal chit chat on frequencies including UNICOM is prohibited. However, you may use the private message function instead in your pilot client. Just type ".chat (CALLSIGN)" to send a private message. Example: ".chat WMKK_TWR".
4. If you fail to comply or ignore ATC instructions after a certain period of attempted contact, you will be reported to the SUP and this may result in you being forcefully disconnected from the network.
5. You are not allowed to be away-from-keyboard (AFK) for more than 15 minutes without first notifying ATC. If you get caught by the SUP, you may be forcefully disconnected from the network as well.
6. When transmitting on text, please do not spam the frequency with irrelevant messages. If you wish to communicate with ATC or with other pilots on UNICOM via text, please make sure that your transmissions/ intentions are clear and precise.
7. Do not jam the frequency by holding down Push-to-talk button (PTT). Press the PTT only when you wish to pass your messages to the ATC. Assign a specific button on your keyboard or controller as PTT button that you will not accidentally press often.
8. **DO NOT** spawn on a runway or taxiway. Always begin your simulator at a gate or parking stand of your choice.
9. Pilots are allowed to simulate emergency procedures on VATSIM Network. However, ATC has the rights and option to ask you to terminate your emergency or simply ask you to log off VATSIM until emergencies are resolved. **SIMULATION OF HIJACK INCLUDING SQUAWKING 7500 IS STRICTLY PROHIBITED.** Violation of this may result in instant suspension or ban from the VATSIM Network.

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

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







For the Newbie's Night event, we will be using a scenario of a pilot flying from Kota Kinabalu International Airport (WBKK) to Kuching International Airport (WBGG). 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 if you are new to VATSIM. The radio transmission script below subjected to change according to the traffic condition during the event. Pilots are advised to alert on ATC instructions. Table 4 shows the flight plan used for the flight, while Figure 1 illustrates the flight plan route.

Table 4: Flight Plan

Call sign	MAS2806	Aircraft Type	B738
Departure Airport	WBKK	Destination (Alternate)	WBGG (WBGS)
Route	BRU G580 PILAX	Cruising Altitude	FL340/34,000 ft



Figure 1: Flight Plan Route WBKK-WBGG

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

MAS2806: Kinabalu Ground, Good Evening. Malaysian Two Eight Zero Six, stand number Five Bravo (5B) requesting ATC clearance to Kuching Flight Level Three Four Zero (FL340) with ATIS information Mike (M).

Kinabalu Ground 121.600: Malaysian Two Eight Zero Six is cleared to Kuching, Golf 580 (G580), Flight Planned Route via KINABALU RADAR TWO Departure, Runway Zero Two (02). Initial climb Four Thousand Feet, squawk Five Two Two Six (5226). Departure Heading Zero Two Two (022).

MAS2806: Malaysian Two Eight Zero Six is cleared to Kuching, KINABALU RADAR TWO departure runway Zero Two (02). 4000 feet (4000ft) initially and squawk Five Two Two Six (5226). Departure Heading Zero Two Two (022).

Kinabalu Ground 121.600: Malaysian Two Eight Zero Six, read back is correct.

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

MAS2806: Kinabalu Ground, Malaysian Two Eight Zero Six at stand Five Bravo (5B), request push and start.

Kinabalu Ground 121.600: Malaysian Two Eight Zero Six, Kinabalu Ground. Push and Start approved to face North.

MAS2806: Push and Start approved facing North, Malaysian Two Eight Zero Six.

(After pushback and engine start, ready to taxi)

MAS2806: Kinabalu Ground, Malaysian Two Eight Zero Six, request taxi.

Kinabalu Ground 121.600: Malaysian Two Eight Zero Six, taxi to holding point Kilo (K) runway Zero Two (02) via Juliet (J) and Charlie (C).

MAS2806: Taxi to holding point Kilo (K) runway Zero Two (02) via Juliet (J) and Charlie (C), Malaysian Two Eight Zero Six.

Kinabalu Ground 121.600: Malaysian Two Eight Zero Six, on taxiway Charlie (C), contact Kinabalu Tower One One Eight decimal Three (118.300).

MAS2806: On taxiway Charlie (C) contact Kinabalu Tower One One Eight decimal Three (118.300), Malaysian Two Eight Zero Six.

(On taxiway Charlie)

MAS2806: Kinabalu Tower, Malaysian Two Eight Zero Six on taxiway Charlie.

Kinabalu Tower 118.300: Malaysian Two Eight Zero Six, Kinabalu Tower. Continue taxi to holding point Kilo (K), report ready for departure.

MAS2806: Continue taxi to holding point Kilo and wilco, Malaysian Two Eight Zero Six.

(At holding point K runway 02, fully ready for departure, with squawk mode C set)

MAS2806: Tower, Malaysian Two Eight Zero Six at holding point Kilo, fully ready.

Kinabalu Tower 118.300: Malaysian Two Eight Zero Six, airborne contact Kinabalu Radar on One One Niner decimal One (119.100), runway Zero Two (02) cleared for takeoff.

MAS2806: Airborne One One Niner decimal One, runway Zero Two cleared for takeoff, Malaysian Two Eight Zero Six.

(After airborne, climbing between 500 feet and 2000 feet. Note that you should make this departure call as soon as practicable)

MAS2806: Kinabalu Radar, Good Evening, Malaysian Two Eight Zero Six, on heading Zero Two Two, passing one thousand feet (1000ft) climbing Four Thousand (4000ft), KINABALU RADAR TWO DEPARTURE.

Kinabalu Radar 119.100: Malaysian Two Eight Zero Six, Kinabalu Radar Good Evening. Radar Identified, climb to Flight Level One Four Zero (FL140), passing Two Thousand Three Hundred feet (2,300ft) turn left heading Two Seven Zero (270).

MAS2806: Climb to Flight Level One Four Zero (FL140), passing Two Thousand Three Hundred feet turn left heading Two Seven Zero, Malaysian Two Eight Zero Six.

Lumpur Radar 119.100: Malaysian Two Eight Zero Six, resume own navigation direct to Bravo Romeo Uniform (BRU VOR), contact Kinabalu Radar One Two Six decimal One (126.100).

MAS2806: Resume own navigation to BRU, contact Kinabalu Radar One Two Six decimal One (126.100), Malaysian Two Eight Zero Six.

(Switching to Kinabalu ACC)

MAS2806: Kinabalu Radar, Malaysian Two Eight Zero Six passing one zero thousand feet (10,000 ft) climbing to Flight Level One Four Zero (FL140), inbound BRU.

Kinabalu ACC 126.100: Malaysian Two Eight Zero Six, Kinabalu Radar, identified, climb to Flight Level Three Four Zero (FL340).

MAS2806: Climb to Flight Level Three Four Zero (FL340), Malaysian Two Eight Zero Six.

(Approaching SARVO, waypoint on Kinabalu-Kuching airspace boundary)

Kinabalu ACC 126.100: Malaysian Two Eight Zero Six, contact Kuching Radar One Three Four decimal Three Five (134.350).

MAS2806: Contact Kuching Radar One Three Four decimal Three Five (134.350), Malaysian Two Eight Zero Six.

MAS2806: Kuching Radar, Malaysian Two Eight Zero Six with you, Flight Level Three Four Zero (FL340).

Kuching ACC 134.350: Malaysian Two Eight Zero Six, radar identified. Cleared to Kuching via IDSAG ARRIVAL, KIKAK ONE ALPHA TRANSITION, Flight Level 340, expect ILS Zulu (Z) approach runway Two Five (25).

MAS2806: Cleared to Kuching via IDSAG ARRIVAL KIKAK ONE ALPHA TRANSITION, Flight Level 340, expect ILS Zulu approach runway Two Five (25). Malaysian Two Eight Zero Six.

(Approaching Top of Descend)

MAS2806: Malaysian Two Eight Zero Six request descend.

Kuching ACC 134.350: Descend to Flight Level One Six Zero (FL160).

MAS2806: Descend to Flight Level One Six Zero (FL160), Malaysian Two Eight Zero Six.

(Approaching FL150)

MAS2806: Kuching Radar, Malaysian Two Eight Zero Six approaching Flight Level One Six Zero (FL160) and requesting lower.

Kuching ACC 134.350: Malaysian Two Eight Zero Six, for lower contact Kuching Radar One Two Zero decimal Two (120.200).

MAS2806: Kuching Radar One Two Zero decimal Two (120.200), Malaysian Two Eight Zero Six.

(Switched to Kuching Approach Radar)

MAS2806: Kuching Radar, Malaysian Two Eight Zero Six, approaching Flight Level One Six Zero (FL160), requesting lower.

Kuching Radar 120.200: Malaysian Two Eight Zero Six, Kuching Radar, identified. Descend to altitude two thousand three hundred feet (2300ft), QNH1009. Proceed to ENREX.

MAS2806: Descend Two Thousand Three Hundred Feet (2300ft), QNH1009 and proceed to ENREX, Malaysian Two Eight Zero Six.

Kuching Radar 120.200: Malaysian Two Eight Zero Six, cleared for the ILS Zulu approach runway Two Five (25), report established on localizer.

MAS2806: Cleared ILS Zulu approach runway Two Five (25) and wilco, Malaysian Two Eight Zero Six.

(Established on ILS runway 25)

MAS2806: Kuching Radar, Malaysian Two Eight Zero Six established on the localiser runway Two Five (25).

Kuching Radar 120.200: Malaysian Two Eight Zero Six, contact Kuching Tower on One One Eight decimal One (118.100).

MAS2806: Kuching Tower One One Eight decimal One (118.100), Malaysian Two Eight Zero Six.

MAS2806: Kuching Tower, Malaysian Two Eight Zero Six on the ILS runway Two Five (25), one zero (10) miles.

Kuching Tower 118.100: Malaysian Two Eight Zero Six, Kuching Tower. Surface winds light and variable, runway Two Five (25) cleared to land.

MAS2806: Runway Two Five (25) cleared to land, Malaysian Two Eight Zero Six.

(Ready to vacate runway)

Kuching Tower 118.100: Malaysian Two Eight Zero Six, vacate runway via Alpha Three (A3), runway vacated contact Kuching Ground on One Two One decimal Niner (121.900).

MAS2806: Vacate via Alpha Three (A3), contact Ground on One Two One decimal Niner (121.900), Malaysian Two Eight Zero Six.

(Runway vacated, on taxiway Alpha Three)

MAS2806: Kuching Ground, good evening. Malaysian Two Eight Zero Six vacated runway via Alpha Three.

Kuching Ground 121.900: Malaysian Two Eight Zero Six, Kuching Ground. Good evening, taxi via Alpha (A), Bravo (B) to bay number Six.

MAS2806: taxi via Alpha (A), Bravo (B) to bay number Six, Malaysian Two Eight Zero Six.

- END OF RADIO TRANSMISSION -

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 ATC 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**). Note: Please ensure that when you accept the new routing, it is also inputted into your aircraft Flight Management Computer (FMC) and therefore replacing the previous one.

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 ATC 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.



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