



# Local Phraseology Cheat Sheet

Revision 1.1

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## 1. General

This document is meant to be a reference for ZVR controllers, both for initial training and forgotten phraseology down the line.

Kind reminder that a Clearance and Hold short instructions needs a readback from the aircraft, but an instruction doesn't.

## 2. Radio Etiquette

### 2.1. Frequencies

All frequencies digits should be read independently. The "." is read "decimal". When assigning frequencies in the 25 kHz spacing groups, only the first 5 digits need to be stated. The decimal maybe omitted if not likely to cause a misunderstanding.

*Examples: 118.700 may be read "1-1-8 decimal 7". 125.275 may be read "1-2-5-2-7".*

### 2.2. Waypoints

When naming a waypoint or a STAR during a re-route or a holding clearance, always say the waypoint name, then spell it using the phonetic alphabet.

*Example: "... direct BOOTH, BRAHVOH-OSScah-OSScah-TANGgo-HohTELL..."*

### 2.3. Urgency

#### *Preventative:*

If an instruction requires a timely action to prevent a conflict, "Expedite" should be added to the start of an Instruction or "Now" should be added to the end.

*Examples: "ACA109, Expedite cross runway 31" or "JBD, turn base now"*

#### *Corrective:*

If an instruction requires immediate action to correct a conflict, "Immediately" should be added to the start of an instruction.

*Examples: "HTI, immediately climb to 2000 VFR"*

### 2.4. Issuing Restrictions

#### *Altitude restrictions soft*

[Callsign], [not below/above] [altitude].

*HTI not above 2500ft.  
JBD not below 1500ft.*



#### *Altitude restrictions hard*

[Callsign], *descend/climb* [altitude].

*HTI descend 1500ft.  
JBD, climb 2500ft now.  
MJJ maintain 2000ft.*

#### *Speed restrictions*

[Callsign], *speed* [speed] to [target].

*ACA109 speed 180 knots to 6nm final  
ACA109 reduce speed to minimum approach speed.*

#### *Geographic Restrictions*

[Callsign], *remain* [direction] of [location].

*HTI remain North of the Runway 09 extended centerline.  
JBD remain south of the field.*

#### *Cancelling Restrictions*

[Callsign], *your* [restriction] *restriction cancelled.*

*HTI altitude restriction cancelled.  
JBD, routing your discretion.  
MJJ speed restriction cancelled.  
MJB resume normal speed.*



### 3. Clearance

#### 3.1. VFR Departures

*Without VFR departure route:*

[Callsign], [ATS callsign], Runway [##X], Squawk [####].

GMTU, Vancouver Clearance, Runway 26L, Squawk 5274.

*With VFR departure route:*

[Callsign], [ATS callsign], [VFR departure route], Runway [##X], Squawk [####]. [Other instructions].

GMTU, Vancouver Clearance, GARRY POINT departure, runway 26L, Squawk 5274, Contact Ground 1217 ready for taxi.

For both above, the controller doesn't need to answer anything, but "Roger" can be said after the readback.

*Helicopters/Floatplanes departing from an uncontrolled surface or will air taxi:*

[Callsign], [ATS callsign], [VFR departure route], [Altimeter], Squawk [####]. [Other instructions]. Contact [Tower] when ready.

Helicopter GMEZ, Pitt Ground, altimeter 29.92, squawk 1455, contact Terminal 1286 when ready.

*With initial taxi instructions:*

See section 5.1.

*Special VFR*

Special VFR is approved in the [name] Control Zone [control instructions]

GMMJ Special VFR is approved in the Victoria Control Zone Runway 27 Altimeter 2972 taxi via S E.  
GHTI Special VFR is approved in the Kelowna Control Zone, Runway 16, Altimeter 2985  
Cleared straight-in.

### 3.2. IFR Departures

#### *Including a SID*

[Callsign], [ATS callsign], you are cleared to [destination airport] via the [SID] [Transition] departure, Flight Planned route, Departure Runway [##X], Squawk [####], (departure frequency [frequency]).

*ACA135, Vancouver Clearance, you are cleared to Seattle Airport via the Georgia 7 departure, Flight Planned Route, Runway 26L, Squawk 5122, departure frequency 1-2-8 decimal 6.*

#### *Airport With a procedure but no SID I.E. CYPR*

[Callsign], [ATS callsign], you are cleared to [destination airport] via the [airport name] airport, Flight Planned route, Departure Runway [##X]\*, climb [altitude]\*, expect [altitude] [time/location]\*, Squawk [####], (departure frequency [frequency]).

*ACA135, Vancouver Centre, you are cleared to Seattle Airport via the Prince Rupert Airport, Flight Planned Route, Runway 13, Squawk 6221, departure frequency 1-3-3 decimal 7.*

*ATC Clears Jazz 285 to the Kelowna Airport via the Sandspit Airport, flight planned route, climb 12 thousand, expect Flight Level 2-5-0 1-0 minutes after departure, squawk 6137, departure frequency 1-3-3-7.*

*At uncontrolled airports change to the mf needs to be issued. As well as clearance validation.*

*\*Departure runways and altitudes can be omitted from the clearance. When controlling an FSS position the proper phraseology is ATC Clears [callsign].*

A “**readback correct**” must follow the readback of the aircraft (if everything is obviously correct) as well as an instruction about pushback (if applicable). If Apron isn’t online or if the overlaying Ground controller doesn’t control pushes, the Clearance controller must also add “**push and start your discretion**” (if applicable) with a frequency to call when ready for taxi.

The **departure frequency** is optional but suggested if guaranteed. If the departure frequency is issued during the clearance, the Tower controller should be advised. If the departure frequency changed, the controller issuing clearances should advise the Tower controller who is the first aircraft to have received the new frequency.



### 3.3. Estimated Off Block time / Apron Control

#### Clearance

[Callsign] Readback correct, slot time XX:XXz contact [position] no earlier than 15 minutes before your slot time.

*ACA1549 Readback correct, slot time 13:15z contact Vancouver Apron on 130.7, no earlier than 15 minutes before your slot time.*

*WJA1544 Readback correct, slot time 12:45z contact Vancouver Ground on 121.7 no earlier than 15 minutes before your slot time.*

[Callsign] Readback correct, standby for your slot time.

[Callsign] your slot time is XX:XXz contact [position] no earlier than 15 minutes before your slot time.

*WEN2443 Readback correct, standby for your slot time.*

*WEN2443 your slot time is 1633z contact Vancouver North Ground on 127.15 no earlier than 15 minutes before your slot time.*

Use the scratchpad to assign block times, they are assigned on a first come first serve basis unless they have slots assigned during an event. Slots have a +-15 mins window within this window you can push back the aircraft. Use hour and minutes to help reduce confusion to pilots on the network

#### Apron

[Callsign] push and start approved, start box [location], altimeter XXXX, [instructions]

*ACA1549 push and start at your discretion, start box 6G altimeter 2998 contact Vancouver Ground on 121.7 ready for taxi.*

*WJA1544 push and start at your discretion, start box 6H caution B787 pushing off gate, contact me ready for taxi.*

Ensure to read the SOPs about A\_GND and GNDs responsibilities.

## Apron Control Taxi

[Callsign] [location], [taxi route] [instructions]

*JZA8988 Runway 08R taxi East bypass, Apron exit JA hold short J, contact North Ground on 127.15 holding short.*

*ACA1549 Runway 26L taxi on the apron exit JB hold short of J.*

Ensure to read the SOPs about A\_GND and GNDs responsibilities.



## 4. Amendments

When something long must be noted by the pilot (re-route, holding clearance, oceanic clearance), always ask the pilot “advise ready to copy” to make sure they have a pen and paper to note everything down.

### 4.1. Route change

*[Callsign], amendment to your flight plan, advise ready to copy.*

*[Callsign], routing change, [Callsign] cleared to [destination airport] via the [SID] departure, [new route], join the [STAR] arrival, Runway [##X], Squawk [####].*

*ACA135 routing change, ACA135 cleared to Kelowna Airport via the Georgia 8 departure, direct JANEK, J-A-N-E-K, direct SEKAB, S-E-K-A-B, join the SEKAB4 arrival, Runway 26L, Squawk 5122.*

*WEN3844 routing change, WEN3844 cleared to the Edmonton airport via the Vancouver 4 departure direct VIDRI flight planned route, Runway 08R, Squawk 3137.*

**Between waypoints**, we use the word “direct” to instruct the pilot to go directly to the following waypoint.

To **join an airway** airborne, we use the wording “ [airway name]”. Example: “... direct VIDRI, V-I-D-R-I, via Q9-4-9, ELLKS, E-L-L-K-S, ...”. Note that “direct” was not used as an airway is connecting VIDRI to ELLKS and it is not considered a direct flight between the two points.

To **join a STAR**, we use the word “join” to instruct the pilot to join the STAR from the last waypoint on the new route.

### 4.2. Change to SID

*[Callsign], amendment to your SID, on departure,  
- climb to (amended) altitude [new initial altitude],  
- fly (amended) heading [new heading],  
balanced unchanged.*

*FLE992, amendment to your SID, on departure, climb to altitude 6000, fly heading 120, balanced unchanged.  
[...] Readback correct.*

*ACA123 cleared to Kelowna via the Vancouver 4 departure, climb to amended altitude 6000, flight planned route...*

“Balance unchanged” means the rest of the clearance is unchanged and still valid.  
Note that changes to clearances must have “readback correct” included.



If the change to the SID is after the initial clearance, then “**amendment to your SID**” needs to be added, if part of an initial clearance it does not need to be stated.

#### 4.3. Change to Runway

[Callsign], Recleared to destination via [SID] departure, Runway [##], balance unchanged.

WJA 120, Recleared to Kelowna VIA the YVR3 departure, Runway 08R, balance unchanged.  
[...] Readback correct.

#### 4.4. Amendment to Cruise Altitude

[Callsign], your altitude incorrect for direction of flight can you accept [Flight level] or [Flight level]  
[Callsign], your altitude incorrect can you accept [altitude].  
[... aircraft decides ...]

WAT2322 altitude incorrect for direction of flight can you accept FL240 or FL260.  
QXE3102 altitude incorrect can you accept 15,000ft.  
[...aircraft decides...]  
I'll amend that to your flight plan.  
-normal clearance is issued-

After the altitude change, revert to a normal clearance. See section 3.2.

If caught later in the taxi, follow one of the two prompts above and then end with: “I will amend that to your flight plan”

## 5. Taxi

Note 1: Hold short instruction for the departure runway (“... taxi D, hold short 26L”) are not required as its assumed pilots will hold short of their assigned departure runway.

Note 2: For now, all aprons are uncontrolled unless an Apron Controller is online meaning all movements on aprons are “at the pilot’s discretion”. It is usually waived unless a large part of the taxi includes movement on the apron (US gates to JA, specific clockwise/counterclockwise in the horseshoe).

Note 3: Remember to abide by the ground SOP point 3. when issuing winds with taxi instructions at Vancouver.

### 5.1. VFR

#### Clearance and Taxi:

This phraseology is optional and can be used to gain time when GND is contacted directly by the VFR aircraft.

[Callsign], [ATS callsign], Squawk [####], Runway [##X], Information [Current ATIS Letter],  
Altimeter [####], taxi via [taxi route] [crossing instructions].

GMQA, Vancouver Ground, Squawk 5274, Runway 08R, Information Q is current, Altimeter 2995,  
taxi via AR, A, cross 31.

For the above, the controller doesn’t need to answer anything, but “Roger” can be said after the readback.

A Departure route can be added as well between the VFR intentions and the departure runway.

#### Helicopter Hover/Air Taxi

[Callsign] [ATS ID] Cleared to [type of taxi] via [taxiways] to [location] [control instructions]  
[other info] [wind info].

TAS81 Victoria Ground Cleared to Hover taxi to Runway 14 via C D, hold short Runway 14, wind  
200@5.

TAS81 Victoria Tower Cleared to Air taxi to Apron 2 via G C wind 110@7.

#### Helicopter Ground Taxi

Same as a VFR aircraft see 5.1

## 5.2. IFR

Note: Best practice for IFR is that they should have a clearance before they can taxi to the active runway.

[Callsign], [ATS callsign]. Information [Current ATIS Letter]\*, Altimeter [#####], taxi via [taxi route] [taxi route, crossing instructions, hold short instructions]].

WJA676, Vancouver Ground, Runway 08R, Information Q is current, Altimeter 2995, taxi via J, L, cross 13.

ATIS letter is not needed if pilots call with the proper ATIS information.

## 5.3. Taxi to Deice

[Callsign], [ATS callsign]. Taxi to de-ice via [taxi route] advise de-icing complete.

AAL1920, Vancouver ground, Taxi to de-ice via T M V west pads your discretion advise de-icing complete.

WJA3450, Taxi to de-ice via G H V west pads your discretion advise de-icing complete.

## 5.4. Continue Taxi

*If full taxi route has been given*

[Callsign]. Continue taxi.

WJA676, continue taxi.

*If further instructions are required*

[Callsign]. Continue taxi via [taxi route].

WJA676, continue taxi L, L6 cross runway 13.

## 5.5. Taxi In (arrivals)

[Callsign], [ATS callsign]. [Location] taxi via [taxi route].

WJA676, Gate 16 taxi via M, J, H, G, apron 6 your discretion.

Note: All hold short instructions need to be read back.



## 6. Crossing Active Runways

*Note: this only needs to be used when crossing active runways or runways that have not been relinquished to the ground controller.*

### 6.1. Controller to Controller

*Note: This will be done through TeamSpeak. Note for ground controllers to cross people on the runway the runway should be given to the ground controller and then given back to the higher controller once all aircraft are clear.*

*There is no proper set phraseology for this plain English is acceptable, use this as required minimum information to be communicated.*

#### 6.1.1. Request to Cross

[ATS Callsign] [Your Callsign] [number and type of traffic] to cross Runway [runway] at [number of planes] [taxiways].

*Vancouver Tower, Vancouver Ground, 2 aircraft to cross runway 26L One at E and one at H.*

#### 6.1.2. Crossing Authorization

[Your Callsign] [ATS Callsign] Cross Runway [runway] at [taxiway] advise off.

*Vancouver Ground, Vancouver Tower, Cross runway 26L at E, advise off.*

#### 6.1.3. Reporting Off

[Your Callsign] [ATS Callsign], Off Runway [runway] at [taxiway].

*Vancouver Tower, Vancouver Ground, Traffic clear of Runway 26L.*

## 6.2. Controller to Traffic

### 6.2.1. Denial of Aircraft Request

Negative [instruction] [reason].

*Negative, wait, traffic on a 2-mile final. (no hold-short readback required)  
Negative, hold short runway 26L, traffic on a close-in left base. (hold-short readback required)*



### 6.2.2. Crossing Instruction

Cross [Runway/Taxiway] (*without delay*) (*and report off*)

*Taxi L, cross runway 13, L6.  
Cross 26L without delay, continue E, A to the apron.*

### 6.3. Handoff to Tower

[Callsign], *Contact* [ATS Callsign] *on* [frequency].

*WJA120 contact Vancouver tower on 118.7*

## 7. Runway Operations

### 7.1. Lineup

*Note: Lineup instructions should not be used at Night, IMC Conditions and not visible from the tower (ground ASR open) if the takeoff clearance takes more than 3 minutes.*

*Note: Lineup is used when there is no delay anticipated.*

[Callsign], lineup runway [##X] (at [intersection]).

WJA112, lineup runway 26L at D5.  
WJA 112, Lineup runway 08R.

### 7.2. Lineup and wait

*Note: Line up and wait is used when you are anticipating a delay.*

[Callsign], [ATS callsign]. Lineup and wait runway [##X] (at [intersection]) [reason for the delay if not apparent].

PTR1342, YVR Tower. Line up and wait Runway 26L at D5, 2-minute delay for wake turbulence.  
ACA112, Vancouver Tower. Line up and wait Runway 08R at L6, short delay for crossing traffic.  
MAL2012, Victoria Tower. Line up runway 09 at E, short delay for traffic arriving RWY 14.

### 7.3. Multiple lineups same runway

To gain an operational advantage you may line up multiple aircraft on the same runway. Jet blast and prop wash must still be considered: i.e. A C172 behind a B737. Read more about this in the Tower SOPs.

[Callsign], [ATS callsign]. (at [intersection]) line up runway [##X].

[Callsign], [ATS callsign]. (at [intersection]) line up and wait runway [##X]. [sequence] [traffic point out].

CGAB, Vancouver Tower. At A5 line up runway 26L.  
ACA112, Vancouver Tower. At D7, line up and wait runway 26L, number 2 for departure traffic C172 departing A5.  
BAW88C, Vancouver Tower. At D9, line up and wait runway 26L, number 3 for departure traffic C172 departing A5 and A320 departing D7.



## 7.4. Backtrack

### *Normal backtrack*

[Callsign], [ATS callsign]. Backtrack runway [##X]. [Control instructions].

*PCO123, backtrack runway 34 to line up and wait. Helicopter to overfly the runway and land taxiway D.*

### *Backtrack and line up from intersection*

[Callsign], [ATS callsign]. From [taxiway/intersection], line up runway [##X], backtrack approved (*advise ready*).

[Callsign], [ATS callsign]. From [taxiway/intersection], backtrack runway [##X] and line up at [taxiway/intersection] (*advise ready*).

*JZA3342, Kelowna Tower, from D lineup runway 34, backtrack approved.  
WEN3302, Abbotsford Tower, from Runway 01, backtrack runway 07 and line up at the threshold, advise ready.*

### *Combined backtrack and takeoff*

[Callsign], [ATS callsign]. From [taxiway/intersection] backtrack approved. [Takeoff Clearance]

*ACA317 From D5 backtrack approved. Caution wake turbulence from a heavy 777 departed 2 minutes ago, cleared for takeoff runway 26L.*

### *If aircraft is arriving*

[Callsign], Backtrack runway [##X] to exit [intersection] [further taxi instructions].

*WEN3342, backtrack runway 33 to exit D taxi D to the terminal.  
JZA3302 backtrack runway 15 to exit runway 19 contact ground past the hold short lines.*

## 7.5. Departures

### VFR Departure

[Callsign] [ATC callsign]. [cautions and advisories][Instructions] Wind [Wind], Cleared for Takeoff Runway [##X].

GHTI Vancouver Tower. Depart straight-out Wind 240@15, Cleared for takeoff Runway 26L.  
GHTI Victoria Tower. Right hand circuits, Cleared for takeoff Runway 09.  
GJBD Victoria Tower. Left-hand turnout, Wind 220@6, Cleared for takeoff Runway 09.  
GMMJ Kelowna Tower, caution wake turbulence from a departed 777, Wind calm, from B Cleared for takeoff Runway 16.  
GBBC, Comox Tower, not above 1500, Cleared for takeoff Runway 12.

### IFR Departure

[Callsign] [ATC callsign]. [cautions and advisories] [Instructions] Wind [Wind], (From [intersection]), Cleared for Takeoff Runway [##X].

GHTI Vancouver Tower, Contact Departures airborne, Wind 090@8, From A4 Cleared for takeoff Runway 08R.  
QXE1022, Vancouver tower, Contact Vancouver Departures airborne on 1-3-2 decimal 3-0, From D5 Cleared for takeoff Runway 26L.  
JZA1334, Kelowna Tower, Wind 140@12, departure frequency 13370, cleared for takeoff Runway 16.  
CRN911 Vancouver Tower, Caution wake turbulence from a departed A380 Super, When airborne contact Vancouver Center on 13370, Cleared for takeoff Runway 26L.

Note: The first example is issued when Clearance issues the departure frequency in the IFR clearance. The second example is issued when no departure frequency is issued in the IFR clearance.

### Take-off with LAHSO traffic

[Callsign] [ATC callsign]. [traffic] will hold short [location] cleared to [land/takeoff] Runway [XX]

N67328 Boundary Bay Tower, C172 will hold short Runway 13 cleared for takeoff Runway 13.

LAHSO is only authorized on dry runways and no anticipated precipitation, the hold short instruction must also be read back.

## 7.6. Arrivals

### *Not ready for Landing Clearance*

[Callsign] [ATC callsign]. [Sequence #] [traffic], [Wind], Runway [##X], Continue approach.

*POE, Prince George Tower. #2, Wind 350@10, Runway 33, Continue approach.*

### *Multiple Landing Clearances*

[Callsign] [ATC callsign]. Wind [Wind], number [Sequence] following [first aircraft in front], [distance to runway] final, Cleared to land Runway [##X].

*GHTI Vancouver Tower. Wind 090@8kts, number 3 following an Airbus A320 9 miles final, Cleared to land Runway 08R.*

### *Cancelling Landing clearance*

[Callsign], Landing clearance cancelled [vehicle/aircraft] inside the runway protected area at [location], advise intentions.

*ACA122, Landing clearance cancelled aircraft inside the runway protected area at C, advise intentions.  
HTI pull up and go around.*

### *VFR Circuits*

*Note: the aircraft should call midfield downwind for the runway with their intentions.*

[Callsign], Wind [Wind], Cleared [option] Runway [##X].

*HTI, Wind 090@6, Cleared touch and go runway 09.  
N1078M, Wind 100@8, Cleared low approach runway 13.*

### *Aborting Takeoffs*

*Before the takeoff roll has commenced:*

[Callsign], Takeoff clearance canceled [reason], hold position.

*ACA429, Takeoff clearance canceled, aircraft inside the runway protect area at E, hold position.*

After the takeoff roll has commenced:

[Callsign], ABORT ABORT, [reason], (advise intentions).

ACA109, ABORT ABORT, traffic going around on the parallel.  
WEN3398, ABORT ABORT, traffic not holding short the runway, advise intentions.

### Land and Hold short

[Callsign] [ATC callsign]. Wind [Wind], Cleared to land Runway [XX] hold short Runway [##]

GHTI Boundary Bay tower, Wind 180@5, Cleared to land Runway 25, hold short Runway 13.

LAHSO is only authorized on dry runways and no anticipated precipitation, the hold short instruction must also be read back.

## 7.7. Go-around

Note: you need to let the radar controller above ASAP if an aircraft initiates a go-around.

### ATC initiated go-around

[Callsign], Pull up and go-around, [reason], [instructions].

MRB, Pull up and go-around, Traffic on the runway, Fly runway heading, Climb 5000.  
MJJ, Pull up and go-around, Traffic on the runway, Turn right crosswind now.  
ACA109, Pull up and go-around, Vehicle on the runway, Fly the published missed approach.

### Pilot initiated go around

[Callsign], [instructions].

ACA109 fly runway heading climb 5000.  
WEN3398 fly the published missed approach.

After the aircraft is cleared of potential conflicts, instruct it to contact the overlaying radar controller.



## 8. Identification

4 ways to Identify:

### 8.1. Reporting over a known zone with a discrete squawk

Cleared into the zone.

### 8.2. Reports over a known point without a squawk

Issue new squawk code.  
-Identified when correlated-

*Note: Need to inform pilot of identification once correct code shows up.*

### 8.3. Does not report over a known point with a discrete squawk

Squawk ident, once indenting you can identify the aircraft.  
-Identified with one aircraft flashing-

*Note: Need to inform pilot of identification once identification flash is observed.*

### 8.4. Does not report over a known point without a discrete squawk code.

Issue New squawk code.  
-Identified when correlated-

*Note: Need to inform pilot of identification once correct code shows up.*

## 9. VFR Flights

### 9.1. Entering the control zone for circuits / landing

*Note: The following phraseology assumes you have already identified the inbound aircraft.*

[Callsign], Runway [runway#] Information [Current ATIS Letter], Altimeter [####], Cleared [circuit leg].

*FWR. Runway 09, Information K is current, Altimeter 2999, Cleared Left Base.*

### 9.2. Transiting the Control Zone

*Note: The following phraseology assumes you have already identified the inbound aircraft.*

[Callsign], Information [Current ATIS Letter], Altimeter [####], cleared [direction] through the [airport name] class [airspace class], [altitude restriction], (other instructions).

*FWR. Information K is current, Altimeter 2999, cleared northbound through the Victoria class C, not below 2000, report entering the zone.*

### 9.3. Leaving the Control Zone

#### *With flight following*

*Note: Always make sure to coordinate (ask) with the radar controller if they can handle the Flight Following.*

[Callsign], leaving my airspace. Contact [radar controller] on [frequency].

*MWTF, leaving my airspace. Contact Vancouver Departures on 1-3-2 decimal 3-0.*

#### *To another Tower Frequency*

[Callsign], Contact [other tower] on [frequency].

*MWTF, leaving my airspace. Contact Vancouver Tower on 1-1-9 decimal 7-0.*

#### *Leaving Horizontally Enroute*

[Callsign], leaving my airspace. Not above [floor of the overlaying radar controller], Surveillance services terminated, change to enroute frequency. For higher, contact [overlaying radar controller] on [frequency].

*MWTF, leaving my airspace. Not above 2500, Surveillance services terminated, switch to enroute frequency. Contact Vancouver Center for higher on 1-3-3 decimal 7-0 for higher.*



#### 9.4. Simulated IFR Approaches

*[Callsign], Simulated [approach] approach is approved, maintain VFR at all times.*

*MQA, Simulated ILS Runway 27 approach is approved, Maintain VFR at all times.  
JBD, Simulated RNAV X Runway 09 AGBAR transition approved, maintain VFR at all times, Report over AGBAR.*

#### 9.5. Universal Point Out

*[Callsign], traffic at your [position], [distance], [direction of flight]. [Aircraft type] at [altitude]  
(Report in sight).*

*HTI, Traffic 12 O'clock, 5 miles, Northwest-bound. C172 at 2000.  
JBD, Traffic 3 O'clock, 7 miles, South-bound. PA24 descending out of 1500.  
MMJ, Traffic 9 O'clock, 3 miles, Southeast-bound, SR22 500 above.  
ZTI, Traffic over Fort Langley, west-bound RV at 2000, type and altitude unverified.  
MCQ, Traffic 2 miles west of your position, type and altitude unknown.*

*Report in sight is assumed with a traffic point out.*

*If referencing previous point outs use "previously mentioned traffic" and when referencing a new point out "additional traffic"*



## 10. VFR Circuits

### 10.1. Takeoff into the circuit

[Callsign], [circuit direction], [wind] *Cleared for Takeoff Runway [##X].*

*HTI, Make Right-hand circuits, Cleared for Takeoff runway 09.*

### 10.2. Extending Legs

[Callsign], *Extend [Circuit leg] I will call your [Circuit Leg].*

*HTI, Extend your Downwind, I will call your Base.*

### 10.3. Circuit Traffic Point Out

[Callsign], *Traffic is a [aircraft type] on [Circuit Leg].*

*RRO, Traffic to follow is a DA40 on Left base for Runway 02.*

*RRO, number 2 following a DA40 on Left base.*

When using “following” it is assumed that the traffic will follow that aircraft.

### 10.4. Traffic to follow

*Note: The following phraseology assumes you have already issued a point-out about the aircraft to follow.*

[Callsign], *follow the traffic.*

*RRO, follow the traffic.*

If referencing previous point outs use “previously mentioned traffic” and when referencing a new point out “additional traffic”



## 11. Float Planes

### 11.1. Departing

[Callsign], [Instructions], Wind [wind], *Depart the water/river* [Direction], *your discretion.*

*IRD, Not above 2500, Vancouver Wind 240@7, Depart the river Westbound, your discretion.*

### 11.2. Arriving

[Callsign], Wind [wind], *Land the water* [Direction], *your discretion.*

*WMN Vancouver Wind 060@5, Land the river Eastbound, your discretion.*

## 12. Helicopters

### 12.1. Departing from an uncontrolled surface

*Note: Departures from controlled surfaces such as helipads and runways uses the same phraseology as a normal VFR departure as depicted in section 7.5.*

[Callsign], [Instructions], [location] Wind [wind], *Depart* [location] [Direction] *your discretion.*

*JBA811, not above 1500, remain North of the Vancouver airport, Vancouver wind 240@8, Depart the Vancouver General Hospital at your discretion.*

*Note 1: Winds from the closest airport can be issued if no local winds are available.*

### 12.2. Arriving

[Callsign], wind [wind] *land* [location] [direction] *your discretion report down.*

*JBA811 wind 270@15 land the Vancouver General Hospital your discretion report down.*



### 13. Separation

#### 13.1. Wake Separation for departures

Note 1: The following chart assumes that both aircraft are following the same route/SID/direction of flight.

Note 2: To depart an aircraft after an arriving aircraft conducting a missed approach or on a converging route, depart them 1 minute later.

Preceding Aircraft Type	Following Aircraft	Direction	Condition	Time Standard	Mileage Standard
Super	Super / Heavy	Same		2 minutes	Not Applicable to Super's Departing First
	Medium / Light	Same		2 minutes	
	Any	Same	Departing Parallel or Crossing Flight Path	3 minutes	
	Any	Same	Missed or Low Approach	3 minutes	
Heavy	Super / Heavy	Same		2 Minutes	4 miles
	Medium / Light	Same		2 Minutes	5 miles
	Light	Same		2 Minutes	6 miles
				Missed / Low Approach	Applicable Weight
Medium (issue cautionary)	Light	Same	IFR Aircraft	None	4 Miles

Note: this is covered further in the Tower SOP and national CBTs.

## 14. References

Nav Canada VFR Phraseology [click here](#).  
Nav Canada IFR Phraseology [click here](#).  
Toronto FIR Tower Phraseology Guide [click here](#).  
CZVR CBT's [click here](#)  
VATCAN CBT's [click here](#)  
CZVR Policies and CBTS [click here](#)

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*for simulation use only*

## 15. Revision History

Version	Subject	Authorized	Date
1.0	Initial set up of phraseology cheat sheet	Bill	28 Jan 2026
1.1	Minor spelling errors Apron & EBOT	Bill	29 Mar 2026