



Clearance Delivery Standard Operating Procedures

Revision 2.4

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1. General

This order provides supplemental direction for the CZVR Clearance Delivery positions.

2. Departure Frequencies with Clearances

At the controller's discretion, the departure frequency may be included in an IFR clearance. If more than one controller is online, this change must be coordinated.

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

If the departure frequency changes before takeoff, the relevant controller shall issue the corrected frequency. When the frequency was issued with the clearance and has not changed, Tower does not need to repeat it in the takeoff clearance.

3. Pre-Departure Clearance (PDC)

3.1. PDC Restrictions

The following restrictions apply to issuing PDCs:

- 1.1.1. PDC is only available at CYVR, CYYJ, CYLW, and CYXS for IFR departures with a SID.
- 1.1.2. PDCs may be issued via PM or via SITU/Hoppies. Instructions on how to setup Hoppies are detailed in the CZVR SITU and CPDLC SOP document available on our website.
- 1.1.3. The ATIS should be used to notify pilots PDC is available. When connecting in Euroscope controllers may also/alternatively use the controller info section to advise pilots by including the phrase: "PDC on Request."

3.2. PDC Requests and Issuance

If possible, have the squawk, departure runway, and SID configured for the aircraft in the departure list prior to the aircraft submitting a PDC request. When flight strips are prepared in advance, the time savings available by utilizing PDC can be realized since the Alias (command) for PDC only works with prefilled flight strips.

If there are any problems with an aircraft's flight plan (altitude, route, departure, destination, or SID), revert to standard voice or text clearance procedures and send the ".nopdc" command. Do NOT edit a clearance received via PDC.

Only pilots requesting a PDC clearance via voice or text on the ATC frequency should be sent a PDC.

If there are no other requests in the queue, acknowledge the request with a brief reply. Use the Alias “.pdc” to send the PDC. The CZVRscope plugin will assign automatically a PDC identifier or Flight Plan Unique Identifier (FPUI) and will write it in the “PDC” column in yellow text.

ACA853, Victoria Clearance, roger.

If there are other requests in the queue, acknowledge the request with a sequence number:

ACA853, Victoria Clearance, standby, number 2.

Issue the PDC as per the Clearance Delivery CBT.

3.3. PDC Readback and Validity

When/if the pilot is ready to push and start, they will contact clearance. They must readback the FPUI on frequency to confirm they received the PDC correctly.

Clearance, ACA280 gate 42 with identifier 345A, ready for push and start.

Confirm the correct FPUI, and if correct, confirm the readback. Then, left-click the FPUI of the aircraft and select “Next PDC State : READ BACK CORRECT” which will change the FPUI to green. Update the Status Tag according to the following instructions.

*ACA280, PDC correct, push and start at your discretion, contact ground on 121.70 for taxi.
ACA280, Readback correct, push and start at your discretion, contact ground on 121.70 for taxi.*

The clearance is now valid. If the FPUI is not correct, or a change needs to be made to the clearance, revert to standard voice or text clearance procedures.

4. VFR Traffic

4.1. Altitudes

Real-world VFR flight plans do not include a specific altitude. When checking a VFR flight plan

to ensure that it is understood, do not inspect the altitude. Pilots are expected to fly an appropriate VFR altitude whenever they are not controlled by ATC. The altitude in a VATSIM VFR flight strip does not have to reflect this on the ground.

4.2. Denial of Service

VFR on VATSIM should never be outright denied. However, during times of elevated traffic it may be necessary to impose a reasonable delay on VFR traffic. In this case an ETA and suitable alternative option should be relayed to the pilot.

4.3. VFR Transponder Codes at CYVR and CYYJ

When Kamloops FIC (Pacific Radio) is online, VFR departures from CYVR and CYYJ shall obtain a discrete transponder code from the FIC by telephone through the CZVR Discord server or by radio on the FIC primary frequency or applicable RCOs. If the FIC is offline, the controller providing top-down service assigns the code.

5. Standard Instrument Departures (SIDs) at CYVR

5.1. Selection of SIDs for Jet Aircraft

Southbound (such as the continental US), westbound (such as Hawaii or Australia), and eastbound (such as Toronto or Calgary) jet flights should all be assigned either the FRASER # (FSR#) or GEORGIA # (GRG#) departure.

Northbound flights (such as Alaska or Edmonton) should continue to be assigned the VANCOUVER # (YVR#) departure.

The departure controller may request clearance to issue specific SIDs at their discretion. This takes precedence over the preferred SID selection, however the jet/prop restrictions must always be respected if applicable with the exception of the Q400 (see below).

5.2. Q400 Procedures

The agreement between Nav Canada and the airlines is that the DH8D (Q400) is to file the jet STARs and can fly the jet SIDs (GRG#/FSR#). However, the DH8D is not considered a jet for the purpose of departures.

Thus, the Q can be assigned the RICHMOND # (RICHM#) and STANLEY # (STNLE#) SIDs when departing to Vancouver Island (CYYJ/CYCD/CYAZ). It is also possible to issue the STNLE# off of 08R for departures bound for CYQQ.

When runway 26L is active, assign the VANCOUVER # (YVR#) SID.

Q400 departures to other destinations should have SIDs assigned as per normal.

6. Push and Start

6.1. Vancouver International (CYVR)

Clearance delivery controllers shall always instruct aircraft to call the respective ground controller for push and start authorization unless delegated the responsibility by the ground controller. Push authorization may be issued immediately after a readback if responsibility for the pushback is delegated to clearance. All push authorizations shall always include “your discretion” as part of the authorization.

ACA33, Readback correct, push and start at your discretion, contact ground on 121.70 for taxi.

6.2. All Other Airports

Push and start shall always be issued immediately after a clearance by the clearance delivery controller/the controller issuing clearances unless otherwise necessary for traffic. All push authorizations shall always include “your discretion” as part of the authorization.

7. Preferred Routing

Preferred IFR routing may be found in the CFS or in the “Pilots” section of the CZVR website. Preferred routing is preferred and not mandatory unless requested by a terminal or centre controller for traffic reasons. Where preferred routes exist, direct IFR flight plans should not be authorized unless approved by an overlying terminal or centre controller.

8. Event Procedures

The following procedures apply during events only AND only with explicit authorisation from the EC, Event Team or executive staff before or during the event. Event times and dates are defined by the EC, Event Team or a CZVR executive staff member.

8.1. Proactive PDCs

Assuming there are no errors in a filed flightplan, Clearance controllers may proactively send PDCs to any aircraft capable of receiving a PDC without the pilot first requesting it. Otherwise, standard PDC procedures still apply during events.

8.2. Helper Clearance (H_DEL)

DEL can be assisted by other controllers signed on as H_DEL (Helper Clearance) in order to improve traffic management during heavy traffic events.

More than one controller may sign on H_DEL using H#_DEL (H1_, H2_, ...).

To sign onto H_DEL, advise the Clearance controller of your intentions and get a briefing as per usual. Sign on CYVR_H_DEL on 121.400 (same frequency as the normal DEL) and prime CYVR_DEL on Euroscope. While H_DEL can listen to the frequency, voice is restricted to normal DEL. H_DEL is highly encouraged to remove transmissions permission on the frequency (TX) by unticking the TX button (Track Audio) to avoid hot mics or unwanted transmissions.

Check flight plans as usual and make sure there are no errors to amend. If there are no errors to report, send a PDC with the ".pdc" Alias and tick the clearance flag.

If there is an error on the flight plan, mark down briefly what is the error (ALT, RTE, DEP, ...), tick the small box at the end of the departure strip and send a message informing the aircraft PDC is unavailable with the ".nopdc" Alias.

The main Clearance controller may delegate any other clearance tasks to their helpers as necessary.

8.3. Controlled Take-Off Times (CTOT)

When Vancouver Airport (CYVR) is expecting a surge in departure traffic, Clearance assigns a Controlled Take-Off Time (CTOT) to all departures. A CTOT is the time at which an aircraft is expected to takeoff.

To issue a CTOT, an aircraft needs to already have a valid IFR clearance. Then, the main Clearance controller can assign them a CTOT using the [Gate & Slot Management Sheet](#). Depending on the estimated wait times at CYVR, the Clearance controller shall also inform the departure of when to contact GND ready for push and start, relative to its CTOT.

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.

WJA1544 Readback correct, slot time 12:45z contact Vancouver Ground on 121.7 no later than 15 minutes before your slot time for push and start.

9. Revision History



Version	Subject	Authorized	Date
2.4	Updated branding and formatting, modified H_DEL specifics so that helpers send .pdc or .nopdc commands, updated PDC sections to reflect the updated plugin.	Basile Papillon	August 27, 2026
2.3	Consolidated vAIC 1/23, 3/23, and 1/24 procedures into the standing SOP	Alessio Orlando	July 25, 2026
2.2	Updates to PDC section	Josh Jenkins	November 13, 2024
2.1	Typo corrected in 5.1	Josh Jenkins	February 1, 2024
2.0	Branding, added additional information on SID selection, removed PDC on request limitation in ATIS, Push and Start, other minor revisions to comply with GCAP	Josh Jenkins	January 17, 2024
1.8	KSEA traffic routing, PDC on Request, use of standby	Emily Wyatt	May 5, 2021
1.7	Updated VFR specifics, handling VFR during elevated traffic. Q400 SID.	Brad Crockett	January 13, 2021
1.6	Clarified freq on which to issue .pdc command	Brad Crockett	August 3, 2020
1.5	Added VFR Altitudes	Brad Crockett	June 21, 2020
1.4	Removed departure frequency from phraseology	Brad Crockett	May 16, 2020
1.3	Removed DEL Push	Brad Crockett	May 06, 2020
1.2	Phraseology clarification, minor revisions	Brad Crockett	April 28, 2020
1.1	Minor revisions	Brad Crockett	April 27, 2020
1.0	Initial	Brad Crockett	April 25, 2020