Vancouver FIR

Clearance Delivery Standard Operating Procedures

Revision 2.1

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1. General

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

2. Pre-Departure Clearance (PDC)

2.1. PDC Restrictions

The following restrictions apply to issuing PDCs:

2.1.1. PDC is only available at CYVR and CYYJ for IFR departures with a SID.

2.1.2. Only controllers using Euroscope shall use PDC. Otherwise, use standard voice or text clearance procedures.

2.1.3. The ATIS may 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."

2.2. 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.

Pilots will specifically request a PDC clearance via voice or text on the ATC frequency.

Example PDC Request: *"Victoria Clearance, ACA853 with information A, request PDC."*

If there are no other requests in the queue, acknowledge the request with a brief reply.

Phraseology: *"<callsign> Roger."*

Example: *"ACA853, Victoria Clearance, Roger."*

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

Phraseology: "*<callsign> standby, number <sequence>.*"

Example: "*WJA223 standby, number 2.*"

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

Issue the PDC as per the Clearance Delivery CBT and record that the PDC has been transmitted by clicking the FPUI to turn it green.

2.3. PDC Readback and Validity

When/if the pilot is ready to push and start, they will contact clearance. They must readback the flight plan unique identifier (FPUI) on frequency to confirm they received the PDC.

Example: "*Clearance, ACA280 gate 42 with identifier 345A, ready for push and start.*"

Confirm the correct FPUI, and if correct, confirm the readback.

Phraseology: "*<callsign> PDC correct <push and start instructions>.*"

Example: "*ACA280, PDC 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.

3. VFR Traffic

3.1. 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.

3.2. 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. Standard Instrument Departures (SIDs) at CYVR

4.1. 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).

4.2. 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.

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

5. Push and Start

5.1. 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.

Example: *“ACA33, Readback correct, push and start at your discretion, contact ground on 121.70 for taxi.”*

5.2. 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.

6. 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 flightplans should not be authorized unless approved by an overlying terminal or centre controller.

7. Event Procedures

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

7.1. Proactive PDCs

Assuming there are no errors in a filed flightplan, clearance delivery 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.

7.2. Helper Clearance (H_DEL)

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

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). If Euroscope asks you to prime a frequency when connecting, select CYVR_DEL.

More than one controller may sign on H_DEL using H#_DEL (H1_, H2_, ...). H_DEL can listen to what is happening on the normal DEL frequency, however H_DEL is not supposed to make any voice transmissions. Voice is only restricted to normal DEL. H_DEL is highly encouraged to remove transmission permissions on the frequency (TX) by unticking the TX button (AVF) 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, assign a PDC identification number in the PDC column on the departure strip using the new CZVRScope plugin and tick the clearance flag at the end of the strip.

If there is an error on the flight plan, mark down briefly what is the error (ALT, RTE, DEP, ...) and tick the small box at the end of the departure strip. DEL is now kept up to date on the flight plans and only has to issue PDC, voice amendments and voice readbacks.

Clearance delivery may delegate any other clearance delivery tasks to their helpers as necessary.

Revision History

Version	Subject	Authorized	Date
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