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AIR NAVIGATION SERVICES
COMMUNICATION
RADIO TELEPHONY PROCEDURES

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1. Time System. Universal Co-ordinated Time (UTC) shall be used by all stations in the aeronautical telecommunication service. Midnight shall be designated as 2359 for the end of the day and 0000 for the beginning of the day.

2. General

2.1 The transmission of messages on aeronautical mobile frequencies shall be avoided when the aeronautical fixed services or telephone channels are able to serve the intended purpose.

2.2 Where it is necessary for an aircraft to send signals for testing or adjustment which are liable to interfere with the working of a neighbouring aeronautical station, the consent of the station shall be obtained before such signals are sent.

2.3 When it is necessary for a station in the aeronautical mobile service to make test signals, either for the adjustment of a transmitter before making a call or for the adjustment of a receiver, such signals shall not continue for more than 10 seconds and shall be composed for spoken numerals (ONE, TWO, THREE, etc.), followed by the radio callsign of the station transmitting the test signals.

2.4 Except as otherwise provided, the responsibility of establishing communication shall rest with the radio station having traffic to transmit.

2.5 After a call has been made to the aeronautical station, a period of at least 15 seconds shall be allowed to elapse before a second call is made. This will eliminate unnecessary transmission while the aeronautical station is getting ready to reply. It should be borne in mind that most aeronautical stations monitor more than one frequency. Failure to reply may therefore be an indication that the operator might be busy on another frequency.

2.6 When an aeronautical station is called simultaneously by several aircraft, the aeronautical station shall decide the order in which aircraft shall communicate.

3. Categories of messages

3.1 The following categories of messages may be handled by the aeronautical mobile service:

3.1.1 distress messages and distress traffic;

3.1.2 urgency messages;

3.1.3 communications relating to direction finding;

3.1.4 flight safety messages which shall comprise the following:

a. air traffic control messages;
b. position reports from aircraft;
c. messages originated by an aircraft operating agency or by an aircraft which are of immediate concern to other aircraft in flight;

3.1.5 meteorological messages;

3.1.6 flight regularity messages which shall comprise the following:

a. messages concerning changes in aircraft operating schedules;
b. messages concerning the servicing of aircraft;
c. instructions to aircraft operating agency representatives concerning changes in requirements for passengers and crew caused by unavoidable deviations from normal operating schedules (individual requirements of passengers or crew shall not be admissible in this type of message);
d. messages concerning non-routine landings to be made by aircraft;
e. messages regarding the operation or maintenance of facilities essential for the safety or regularity of aircraft operation.

3.2 Air traffic services units using direct pilot controller communication channels shall only be required to handle flight regularity messages provided this can be achieved without interference with their primary role and no other channels are available for the handling of such messages.

4. Order of priority

4.1 The order of priority in the establishment of communication and the transmission of messages in the aeronautical mobile service shall be as follows:

Type of message	Radiotelephone Signal
Distress calls, distress messages and distress traffic	MAYDAY
Urgency Messages	PAN
Communications relating to direction finding	
Flight safety messages	
Meteorological messages	
Flight regularity messages	

4.2 Messages having the same priority will, in general, be transmitted in the order in which they are received for transmission.

5. Languages to be used. English shall be used in radiotelephony communications. Word Spelling in Radiotelephony. When proper names, abbreviations and words of which the spelling is doubtful are spelled out, in radiotelephony, the following radiotelephony spelling alphabet shall be used:

A	Alfa	AL FAH
B	Bravo	BRA VOH
C	Charlie	CHAR LEE

D	Delta	DELL TAH
E	Echo	ECK OH
F	Foxtrot	FOKS TROT
G	Golf	GOLF
H	Hotel	HOH TELL
I	India	IN DEE AH
J	Juliett	JEW LEE ETT
K	Kilo	KEY LOH
L	Lima	LEE MAH
M	Mike	MIKE
N	November	NO VEM BER
O	Oscar	OSS CAH
P	Papa	PAH PAH
Q	Quebec	KEH BECK
R	Romeo	ROW ME OH
S	Sierra	SEE AIR RAH
T	Tango	TANG GO
U	Uniform	YOU NEE FORM
V	Victor	VIC TAH
W	Whiskey	WISS KEY
X	X-ray	ECKS RAY
Y	Yankee	YANK KEY
Z	Zulu	ZOO LOO

NOTE:

(1) The syllables to be emphasised are underlined.

6. Transmission of numbers in radiotelephony.

6.1 Pronunciation of numbers. Numbers shall be transmitted using the following pronunciation:

Numeral	Pronunciation
0	ZE-RO
1	WUN
2	TOO
3	TREE
4	FOW-er
5	FIFE
6	SIX
7	SEV-en
8	AIT
9	NIN-er
100	HUNDRED
Decimal	DAY-SEE-MAL
Thousand	TOU-SAND

NOTE:

(1) The syllables printed in capital letters are to be stressed; for example, the two syllables in ZERO are given equal emphasis, whereas the first syllable of FOW-er is given primary emphasis

6.2 Transmission of numbers.

6.2.1 All numbers except whole hundreds, whole thousands and combinations of thousands and whole hundreds shall be transmitted by pronouncing each digit separately. Whole thousands shall be transmitted by pronouncing each digit in the number of thousands followed by the word TOU SAND.

6.2.2 The following example illustrates the application of this procedure:

Number	Transmitted as
10	WUN-ZERO
75	SEVEN FIFE
100	WUN HUN-dred
583	FIFE AIT TREE
5000	FIFE TOU-SAND
11000	WUN WUN TOU-SAND
25000	TOO FIFE TOU-SAND
38143	TREE AIT WUN FOW-ER TREE

6.3 Decimal Points

6.3.1 Numbers containing a decimal point shall be transmitted as prescribed in paragraph 8.1 with the decimal point in appropriate sequence being indicated by the word DAY-SEE-MAL.

6.3.2 The following example illustrates the application of this procedure:
118.1 WUN WUN AIT DAY-SEE-MAL WUN

6.4 Time

6.4.1 When transmitting time, only the minutes of the hour is normally required. Each digit must be pronounced separately. However, the hour should be included when any possibility of confusion is likely to result. The phrase “This time” must not be used.

6.4.2 The following example illustrates the application of this procedure:
0920 TOO ZE-RO or ZE-RO NIN-er TOO ZE-RO
1643 FOW-er TREE or WUN SIX FOW-er TREE

6.5 Verification of numbers

6.5.1 When it is desired to verify the accurate reception of numbers the person transmitting the message shall either:

a. repeat all numbers in accordance with paragraph 8.1; or
b. request the receiving operator to repeat all numbers.

6.5.2 The following examples illustrate the application of this procedure:

1. The station on the ground wishes to pass the following messages: “Climb to 7 500 feet and contact approach control on 119.1 MHz.”
2. Station on the ground: method (a)

CLIMB TO SEVEN TOU-SAND FIFE HUN-dred FEET. I SAY AGAIN SEVEN TOU-SAND FIFE HUN-dred FEET AND CONTACT APPROACH ON WUN WUN NINER-er DAYSEE-MAL WUN. I SAY AGAIN WUN WUN NIN-er DAY-SEE-MAL WUN.

3. Station on the ground: method (b)

CLIMB TO SEVEN TOU-SAND FIVE HUN-dred FEET AND CONTACT APPROACH ON WUN WUN NIN-er DAY-SEE-MAL WUN READ BACK ALTITUDE AND FREQUENCY OVER.

4. Aircraft:

WILCO SEVEN TOU-SAND FIFE HUN-dred FEET WUN WUN NIN-er DAY-SEE-MAL WUN.

5. Station on the ground:

THAT IS CORRECT.

7. Transmitting technique

7.1 Transmissions shall be conducted concisely in a normal conversational tone and standard ICAO phraseologies shall be used whenever possible.

7.2 Speech transmitting technique must be such that the highest possible intelligibility is incorporated in each transmission. Fulfilment of this aim requires that air crew and ground personnel shall:

7.2.1 enunciate each word clearly and distinctly;

7.2.2 maintain an even rate of speech not exceeding 100 words per minute. When a message is transmitted to an aircraft and its contents need to be recorded the speaking rate must be at a slower rate to allow for the writing process. A short pause preceding and following numerals makes them easier to understand;

7.2.3 maintain the speaking volume at a constant level;

7.2.4 be familiar with the microphone operating techniques, particularly in relation to the maintenance of a constant distance from the microphone if a modulator with a constant level is not used;

7.2.5 suspend speech temporarily if it becomes necessary to turn the head away from the microphone.

7.3 To expedite communication and, in certain cases, to avoid congestion, and when communication conditions are known to be good, the use of phonetic spelling may be dispensed with, if there is no risk of this affecting correct reception and intelligibility of the message.

7.4 From time to time, when transmitting long messages, the carrier must be interrupted momentarily during pauses in speech. This will permit the transmitting operator to ascertain whether the channel is clear before continuing the transmission.

7.5 Standard Speech Abbreviations. The words and phrases shown in table 1 below are to be used whenever applicable

Table 1: Standard speech abbreviations

Phrase	**Meaning**
ACKNOWLEDGE	Let me know that you have received and understood this message
AFFIRM	Yes

APPROVED	Permission for proposed action granted
BREAK	I hereby indicate the separation between portions of the message. (To be used where there is no clear distinction between the next and other portions of the message
BREAK BREAK	I hereby indicate the separation between messages transmitted to different aircraft in a very busy environment..
CANCEL	Annul the previously transmitted clearance.
CHECK	Examine a system or procedure. (No answer is normally expected.)
CLEARED	Authorised to proceed under the conditions specified
CONFIRM	Have I correctly received the following .....? or Did you correctly receive the message?
CONTACT	Establish radio contact with .....
CORRECT	That is correct
CORRECTION	An error has been made in this transmission (or message indicated). The correct version is .....
DISREGARD	Consider that transmission as not sent.
GO AHEAD	Proceed with your message.
HOW DO YOU READ	What is the readability of my transmission?
I SAY AGAIN	I repeat for clarity or emphasis.
MONITOR	Listen out on (frequency).
NEGATIVE	No or Permission not granted or That is not correct
READ BACK	Repeat all, or the specified part, of this message back to me exactly as received
RECLEARED	A change has been made to your last clearance and this new clearance supersedes your previous clearance or part thereof
REPORT	Pass me the following information .....
REQUEST	I should like to know ..... or I wish to obtain
ROGER	I have received all of your last transmission. Under no circumstances to be used in reply to a question requiring READ BACK or a direct answer in the affirmative (AFFIRM) or negative (NEGATIVE).
SAY AGAIN	Repeat all, or the following part, of your last transmission
SPEAK SLOWER	Reduce your rate of speech
STAND BY	Wait and I will call you.
VERIFY	Check and confirm with originator.
WILCO	(Abbreviation for “will comply”) I understand your message and will comply with it
WORDS TWICE	(a) As a request: Communication is difficult. Please send every word, or word group, twice. (b) As information: Since communication is difficult every word, group of words, in this message will be sent twice.
COPY	I have received all your last transmissions. Under no circumstances to be used in reply to a questions requiring READ BACK or a direct answer in the affirmative (AFFIRM) or negative (NEGATIVE).
MAINTAIN	Continue in accordance with the condition(s) specified or in its literal sense, e.g. Maintain VFR.

MONITOR Listen out on (frequency)

8. Calling. The RTF callsign of a ground station is normally the place name of that station to which a suffix is added to indicate the particular air traffic control service provided. Where necessary for identification, the under-mentioned words shall be used following the name of the location to indicate the service required at the location concerned:

Air Traffic Control Service	**Suffix**	**Example**
Aerodrome Control	Tower	OndangwaTower
Approach Control	Approach	Windhoek Approach
Surveillance Area Control	Radar	Windhoek Radar
Flight Information	Information	Windhoek Information

9. Radiotelephony call signs for aircraft

9.1 Aircraft Call signs

Aircraft are identified by one of the following types of call signs:

(a) The five letter callsign of a Namibian registered aircraft, i.e. V5-MAC;
(b) A foreign registered aircraft which may include a combination of characters, i.e. ZSNMN, SEGPN, N21PS, VPABC;
(c) The registration of the aircraft preceded by the approved telephony designator of the operating company, i.e. Speedbird GBACD;
(d) The approved telephony designator of the airline followed by the flight number, i.e. NMB572, SAA881, BAW909.
(e) Military aircraft are issued with mission numbers or personalized callsigns. For security reasons they are changed often. These mission numbers will be supplied by the military operations room.
(f) Formation flights; the name of the formation followed by the word “formation” or “leader”, i.e. ZEBRA FORMATION or SPADESLEADER.
(g) The aircraft type followed by the aircraft registration, i.e. APACHE ZSCMW.

NOTE

1. The call sign type (c) is the most useful from an air traffic services unit point of view for nonairline aircraft. It is suggested therefore that non-airline aircraft use this type of call-sign when communicating with air traffic services units.
2. A student pilot, on a solo flight, should prefix the relevant callsign type (a), (c) or (e) with the word “STUDENT”, in all communications to air traffic services units or to other aircraft.
3. It is recognised that certain aircraft such as State aircraft are not governed by this paragraph and employ a coded callsign in substitution for the callsigns referred to above.

9.2 Abbreviated callsigns. The radiotelephony callsigns specified above (with the exception of (d)) may be abbreviated in the circumstances prescribed below. Abbreviated call signs shall be in the following form and only used by pilots after the aeronautical station has indicated which abbreviation is to be used:

Type (a) The first letter/digit and the last tow letters/digits of the callsign.

Type (b) the radiotelephony designator of the aircraft operating agency followed by the last three letters of the callsign;

Type (c) the type of the aircraft followed by the last three letters of the callsign;
Type (d) no abbreviated form;
Type (e) the first character and the last three characters of the callsign

9.3 Examples of full call signs and abbreviated call signs are given in table 2 below.

Table 2: Examples of full call signs and abbreviated call signs

	Type (a)	Type (b)	Type (c)	Type (d)	Type (e)
Full callsign	+STUDENT V5ABC	NAMIBIA V5ABC	+STUDENT CHEROKEE V5ABC	NAMIBIA 601	+STUDENT N357826
Abbreviated callsign	+STUDENT VBC	NAMIBIA ABC	+STUDENT CHEROKEE VBC	NAMIBIA 601	+STUDENT N826

NOTE:

(1) + When applicable. (See paragraph 11.1 note 2)

9.4 Changing Callsigns: An aircraft shall not change its radiotelephony callsign during flight. Except temporarily on the instruction of an air traffic control unit in the interests of safety.

10. Establishment of communications

10.1 Full radiotelephony call signs shall always be used when establishing communications. The calling procedure of an aircraft establishing communication shall be in accordance with Table 3 below.

Table 3: Radiotelephony calling procedure

Designation of station called	Type (a)	Type (b)	Type (c)	Type (d)	Type (e)
	WINDHOEK TOWER	WINDHOEK TOWER	WINDHOEK TOWER	WINDHOEK TOWER	WINDHOEK TOWER
The words THIS IS	THIS IS	THIS IS	THIS IS	THIS IS	THIS IS
Designation of Station calling*	+ STUDENT V5ABC	NAMIBIA V5ABC	+STUDENT CHEROKEE V5ABC	NAMIBIA 601	+STUDENT N357826

NOTE:

(1) * With the exception of the radiotelephony designators, the type of aircraft and the prefix “STUDENT”, each character in the callsign shall be spoken separately. When individual letters are spelled out the radiotelephony spelling alphabet shall be used. Numbers are to be spoken as prescribed in paragraph 8.

(2) + When applicable. (See paragraph 11.1 note 2)

10.2 Stations having a requirement to transmit information to all stations likely to intercept, must preface such transmission by the general call ALL STATIONS, followed by

the words THIS IS and the identification of the calling station. In the case of an Aircraft in the heavy wake turbulence category, the word "HEAVY" must follow the callsign in the initial call to the Aerodrome and Approach Control units.

10.3 The reply to the above calls shall be in accordance with Table 3 below.

Table 3: Reply to Table 2 calls

Designation of station called	Type (a)	Type (b)	Type (c)	Type (d)	Type (e)
	+ STUDENT V5ABC	NAMIBIA ABC	+STUDENT CHEROKEE V5ABC	NAMIBIA 601	+STUDENT N357826
The words THIS IS	THIS IS	THIS IS	THIS IS	THIS IS	THIS IS
Designation of answering station	WINDHOEK TOWER	WINDHOEK TOWER	WINDHOEK TOWER	WINDHOEK TOWER	WINDHOEK TOWER
Invitation to proceed with transmission	GO AHEAD	GO AHEAD	GO AHEAD	GO AHEAD	GO AHEAD

NOTE:

(1) * With the exception of the radiotelephony designators, the type of aircraft and the prefix "STUDENT", each character in the callsign shall be spoken separately. When individual letters are spelled out the radiotelephony spelling alphabet shall be used. Numbers are to be spoken as prescribed in paragraph 8.

(2) + When applicable. (See paragraph 11.1 note 2)

10.4 When a station is called but it is uncertain of the identification of the calling station it must reply by transmitting the following:

10.4.1 STATION CALLING ..... (station called) SAY AGAIN YOUR CALLSIGN.

NOTE:

(1) The following example illustrated the application of this procedure: (Windhoek replying):

11. STATION CALLING WINDHOEK (pause) SAY AGAIN YOUR CALLSIGN.

11.1 Communications shall commence with a call and a reply when it is desired to establish contact, except that when it is certain that the station called will receive the call, the calling station may transmit the message without waiting for a reply from the station called.

11.2 Abbreviated radiotelephony callsigns, as prescribed above, may be used after satisfactory communication has been established and provided that no confusion is likely to arise. An aircraft shall only use its abbreviated callsign after it has been addressed in this manner by the ground station.

11.3 After contact has been established, continuous two-way communication shall be permitted without further identification (if no mistake in identity is likely to occur) until termination of the contact.

12. Indication of frequency

12.1 As the aeronautical station operator generally guards more than one frequency the call must be followed by an indication of the frequency used, unless other suitable means of identifying the frequency are known to exist.

12.2 When no confusion is likely to arise only the first two digits of the High Frequency need be used to identify the transmitting channel.

NOTE:

(1) The following example illustrates the application of this procedure: (NMB 601 calling Windhoek on 8861 kHz)

13. WINDHOEK INFORMATION THIS IS NAMIBIA SIX ZERO WUN - ON AIT AIT SIX WUN.

14. Test procedures

14.1 The form of test transmissions must be as follows:

14.1.1 the identification of the station being called;

14.1.2 the aircraft identification;

14.1.3 the words RADIO CHECK (if the test is made while the aircraft is airborne); or the words MAINTENANCE CHECK (if the test is a routine ground test); or the words PRE-FLIGHT CHECK (if the test is made when the aircraft is about to depart);

14.1.4 the frequency being used.

14.2 The reply to a test transmission must be as follows:

14.2.1 the identification of the aircraft;

14.2.2 the identification of the ground station replying;

14.2.3 information regarding the readability (together with any last minute information relative to en-route communications, if any, in response to a PRE-FLIGHT CHECK).

14.3 When tests are made, the following readability scale must be used:

	Quality	**Scale/Strength**
a)	Unreadable	1
b)	Readable now and then	2
c)	Readable with difficulty	3
d)	Readable	4
e)	Perfectly readable	5

14.4 The following example illustrates the application of this procedure:

NOTE:

(1) (CALL) SIGNAL (or MAINTENANCE or PRE-FLIGHT CHECK) READING YOU TREE

15. Exchange of communications. When no confusion is likely to arise, a shortened form of the procedure shall be permitted. For example, STAND BY, OVER, ROGER, THIS IS and other similar phrases may be omitted at the discretion of the operators after initial contact has been established.

16. Acknowledgement of receipt

16.1 The receiving operator shall make certain that the message has been received correctly before acknowledging receipt.

16.2 When transmitted by an aircraft the acknowledgement of receipt of a message shall comprise the callsign or identification of that aircraft.

16.3 An aircraft acknowledges receipt of ATC instructions and altimeter settings by reading them back and terminating the read back by its radio callsign. Messages not requiring read back must be acknowledged by transmitting the aircraft callsign only. The “clicking” of a microphone without modulation will not be used to acknowledge a message. If both instructions and information are received in the same message, only the instructions must be read back.

16.4 The following example illustrates the application of this procedure:

ATC clearance to an aircraft

ATC: SPRINGBOK SIX ZERO ONE WINDHOEK

Aircraft: WINDHOEK SPRINGBOK SIX ZERO ONE - GO AHEAD

ATC: SPRINGBOK SIX ZERO ONE DESCEND TO SEVEN THOUSAND SEVEN HUNDRED FEET

Aircraft (acknowledging): CLEARED TO DESCEND TO SEVEN THOUSAND SEVEN HUNDRED FEET - SPRINGBOK SIX ZERO ONE.

ATC (denoting accuracy of read back): WINDHOEK.

16.5 When acknowledgement of receipt is transmitted by an aeronautical station:

16.5.1 To an aircraft: it shall comprise the callsign or identification of the aircraft, followed if considered necessary by the identification of the aeronautical station;

16.5.2 To another aeronautical station: it shall comprise the identification of the aeronautical station that is acknowledging receipt.

16.6 An aeronautical station will acknowledge position reports and other flight progress reports by reading back the report and terminating the read back by its callsign, except that the read back procedure may be suspended temporarily whenever it will alleviate congestion on the communication channel.

16.7 The following example illustrates the application of this procedure. (Network station acknowledging receipt of position report.)

Aircraft: WINDHOEK SPRINGBOK SIX ZERO ONE

Station: SPRINGBOK SIX ZERO ONE - WINDHOEK - GO AHEAD

Aircraft: SPRINGBOK SIX ZERO ONE - OVER DUNSO ONE SIX - FLIGHT LEVEL ONE AIT ZERO - ESTIMATING KIMBERLY TREE AIT.

Station (acknowledging): SPRINGBOK SIX ZERO ONE - NEVAR ONE SIX - FLIGHT LEVEL ONE AIT ZERO - ATUPI TREE AIT

Aircraft (denoting correctness of read back): SPRINGBOK SIX ZERO ONE

16.8 For verification, the receiving operator may repeat back the message as an additional acknowledgement of receipt. In such instances the station to which the information is read back should acknowledge the correctness of read back by transmitting its identification.

16.9 If both position report and other information, such as weather reports, are received in the same message, the information should be acknowledged with the words such as "WEATHER RECEIVED" after the position report has been read back, except when intercept of the information is required by other network stations. Other messages will be acknowledged by the aeronautical station transmitting its callsign only.

17. End of conversation. A radiotelephone conversation shall be terminated by the receiving station using its own identification. This will indicate that no response is expected. The "clicking" of a microphone without modulation is not to be used to terminate a transmission.

18. Corrections and repetitions

18.1 When an error has been made in transmission, the word CORRECTION shall be spoken, the last correct group or phrase repeated, and then the correct version transmitted.

18.2 When an operator transmitting a message considers that reception will be difficult, he should transmit the important elements of the message twice.

18.3 If the receiving operator is in doubt as to the correctness of the message received, he shall request repetition either in full or in part.

18.4 If repetition of an entire message is required, the words SAY AGAIN shall be spoken. If repetition of a portion of a message is required, the operator shall state: "SAY AGAIN ALL BEFORE ..... (first word satisfactorily received)" or "SAY AGAIN ..... (word before missing portion) TO ..... (word after missing portion)"; or "SAY AGAIN ALL AFTER ..... (last word satisfactorily received)".

18.5 Specific items should be requested, as appropriate, such as "SAY AGAIN ALTITUDE", "SAY AGAIN WIND".

18.6 If a correction can best be made by repeating the entire message, the operator shall use the phrase "I SAY AGAIN" before transmitting the message a second time.

18.7 If, in checking the correctness of a read back, an operator notices incorrect items, he shall transmit the word NEGATIVE at the conclusion of the read back, followed by the correct version of the items concerned.

18.8 The following example illustrates the application of the use of the word NEGATIVE in network operation:

Aircraft: WINDHOEK SPRINGBOK SIX ZERO ONE - ON AIT AIT SIX WUN - OVER
Station: SPRINGBOK SIX ZERO ONE - WINDHOEK - GO AHEAD
Aircraft: SPRINGBOK SIX ZERO ONE REQUEST CLIMB TO FLIGHT LEVEL ONE AIT ZERO
Station (reading back): SPRINGBOK SIX ZERO ONE CLIMB TO FLIGHT LEVEL ONE SIX ZERO
Aircraft (correcting error): NEGATIVE - REQUEST FLIGHT LEVEL ONE AIT ZERO
Station: ROGER -RECLEARED FLIGHT LEVEL ONE AIT ZERO
Aircraft (denoting correctness of readback); SPRINGBOK SIX ZERO ONE

19. "Operations Normal" Reports

19.1 When "operations normal" reports are transmitted by aircraft, they should consist of the prescribed call, followed by the words OPERATIONS NORMAL

19.2 The following example illustrates the application of this procedure:

Aircraft: WINDHOEK SPRINGBOK SIX ZERO ONE ON AIT AIT SIX WUN - OPERATIONS NORMAL

Station: SPRINGBOK SIX ZERO ONE – WINDHOEK COPIED OPERATIONS NORMAL

20. Maintaining a listening watch

20.1 During flight, aircraft shall maintain a listening watch and except for reasons of safety, shall not cease watch without informing the appropriate air traffic services unit.

20.2 When it is necessary for an aircraft to suspend operation for any reason, it shall so inform the appropriate air traffic services unit, giving the time at which it is expected that operation will be resumed. When operation is resumed, the air traffic services unit shall be so informed.

20.3 When it is necessary to suspend operation beyond the time specified in the original notice, a revised time of resumption of operation shall be transmitted at or near the time first specified.

21. Establishment of communications

21.1 Aircraft shall communicate directly with the appropriate air traffic services unit. If unable to do so aircraft may request any other air traffic services unit to relay messages to the appropriate unit.

21.2 When normal communication from an aeronautical station to an aircraft cannot be established, the aeronautical station shall use any means available to relay messages to the aircraft.

22. Frequencies to be used

22.1 Aircraft shall operate on the appropriate radio frequencies.

22.2 The appropriate air traffic services unit shall designate the frequency to be used by aircraft.

23. Communications failure

23.1 When an aircraft fails to establish contact with the appropriate air traffic services unit on the designated frequency, it shall attempt to establish contact on another frequency appropriate to the route. If this attempt fails, the aircraft shall attempt to establish communications with other aircraft or other air traffic services units on frequencies appropriate to the route. In addition, an aircraft operating within a network shall monitor the appropriate frequency for calls from nearby aircraft.

23.2 If the attempts specified under paragraph 23.1 fail, the aircraft shall transmit its message twice on the designated frequency(ies), preceded by the phrase “TRANSMITTING BLIND” and, if necessary, include the addressee for whom the message is intended.

23.3 A message which is transmitted blind should be transmitted twice on both primary and secondary frequencies. Before changing frequency, the aircraft should announce the frequency to which it is changing.

23.4 When an aircraft is unable to establish communication due to receiver failure, it shall transmit reports at the scheduled times, or positions, on the frequency in use preceded by the phrase “TRANSMITTING BLIND DUE TO RECEIVER FAILURE”. The aircraft shall transmit the intended message, following this by a complete repetition. During this procedure, the aircraft shall also advise the time of its next intended transmission.

23.5 An aircraft which is provided with air traffic control service, or for which overdue action is being provided, shall in addition to complying with the provisions of paragraph 23.4 transmit information regarding the intention of the pilot-in-command with respect to the continuation of the flight.

24. Distress and Urgency Procedures: General

24.1 Distress and urgency traffic shall comprise all radiotelephony messages relative to the distress and urgency conditions respectively. Distress and urgency conditions are defined as:

24.1.1 Distress: a condition of being threatened by serious and/or imminent danger and or requiring immediate assistance.

24.1.2 Urgency: a condition concerning the safety of an aircraft, vessel, vehicle, or person on board or within sight, but which does not require immediate assistance.

24.2 The radiotelephony distress signal MAYDAY and the radiotelephony urgency signal PAN shall be used as the commencement of the first distress or urgency communication respectively.

24.3 In distress and urgency traffic the radiotelephony distress and urgency signals may be used if it is considered necessary at the commencement of a subsequent communication.

24.4 Messages addressed to an aircraft in distress or urgency condition shall be restricted to the minimum and the content of such messages be only as required by the condition.

24.5 If no acknowledgement of the distress or urgency messages is made by the station addressed by the aircraft, other stations shall render assistance, as prescribed in paragraph. 25.2 and 26.2, respectively.

NOTE:

(1) “Other stations” is intended to refer to any other station which has received the distress or urgency message and has become aware that it has not been acknowledged by the station addressed.

24.6 Distress and urgency traffic will normally be maintained on the frequency on which such traffic was initiated until it is considered that better assistance can be provided by transferring the traffic to another frequency.

24.7 In cases of distress and urgency communications, the transmissions by radiotelephony should be made slowly and distinctly, each word being clearly pronounced to facilitate transcription.

25. Distress Communication

26.1 Action by the aircraft in distress. In addition to being preceded by the radiotelephony distress signal MAYDAY, spoken three times, the distress message to be sent by an aircraft should

25.1.1 be on the air-ground frequency in use at the time;

25.1.2 consist of as many as possible of the following elements spoken distinctly and, if possible, in the following order:

a. name of the station addressed (time and circumstances permitting);
b. the identification of the aircraft;
c. the nature of the distress condition;

d. the intention of the person in command;
e. present position, level and heading.

NOTE:
(1) The foregoing provisions are not intended to prevent:
(2) the distress message of an aircraft being made on another aeronautical mobile frequency, if considered necessary or desirable;
(3) the distress message of an aircraft being broadcast, to all stations if time and circumstances make this course preferable;
(4) the aircraft transmitting on the maritime mobile service radiotelephony calling frequencies;
(5) the aircraft using any means at its disposal to attract attention and make known its condition;
(6) any station taking any means at its disposal to assist the aircraft in distress;
(7) any variation in the elements listed under paragraph 25.1(b) when the transmitting station is not itself in distress, provided that such circumstances are clearly stated in the distress message;
(8) The station addressed will normally be that station communicating with the aircraft or in whose area of responsibility the aircraft is operating.

25.2 Action by the station addressed or first station acknowledging the distress message. The station addressed by an aircraft in distress or first station acknowledging the distress message shall:

25.2.1 immediately acknowledge the distress message;
25.2.2 take control of the communications, or specifically and clearly transfer that responsibility, advising the aircraft if a transfer is made;
25.2.3 take immediate action to ensure that all necessary information is made available, as soon as possible to:
a. the appropriate air traffic services unit;
b. the aircraft operating agency concerned.

NOTE:
(1) The requirements to inform the aircraft operating agency does not have priority over any other action which involves the safety of the aircraft in distress or of any other aircraft in the area, or which might affect the progress of expected flights in the area.

25.2.4 warn other stations, as appropriate, in order to prevent the transfer of traffic to the frequency of the distress communication.

25.3 Imposition of silence

25.3.1 The station in distress, or the station in control of distress traffic, shall be permitted to impose silence, either on all stations or on any station which interferes with the distress traffic. It shall address these instructions “to all stations”, or to one station only, according to circumstances. In either case, it shall use the words:
STOP TRANSMITTING together with the radiotelephony distress signal MAYDAY.

25.3.2 The use of these signals is reserved for the aircraft in distress and for the station controlling the distress traffic.

25.4 Action by all other stations

25.4.1 The distress communications have absolute priority over all other communications and a station aware of them shall not transmit on the frequency concerned, unless:

a. the distress is cancelled or the distress traffic is terminated;
b. all distress traffic has been transferred to other frequencies;
c. the station controlling communications gives permission;
d. it has to render assistance.

25.4.2 Any station which has knowledge of distress traffic and which cannot itself assist the station in distress shall nevertheless continue listening to such traffic until it is evident that assistance is being provided.

25.5 Termination of distress communications and of silence

25.5.1 When an aircraft is no longer in distress it shall transmit a message cancelling the distress condition.

25.5.2 When the station which has controlled the distress communication traffic becomes aware that the distress condition is ended it shall take immediate action to ensure that this information is made available as soon as possible to:

a. the air traffic services units concerned;
b. the aircraft operating agency concerned.

25.5.3 The distress communication and silence conditions shall be terminated by transmitting a message, including the words “DISTRESS TRAFFIC ENDED”, on the frequency being used for the distress traffic. This message shall be originated by the station controlling the communications after the reception of the message from the aircraft which had been in distress, cancelling the distress condition.

26. Urgency Communications

26.1 Action by the aircraft reporting an urgency condition. In addition to being preceded by the radiotelephony urgency signal PAN, preferably spoken three times, the urgency message to be sent by an aircraft reporting an urgency condition should:

26.1.1 be transmitted on the air-ground frequency in use at the time;

26.1.2 consist of as many of the following elements spoken distinctly and, if possible, in the following order;

a. the name of the station addressed;
b. the identification of the aircraft;
c. the nature of the urgency condition;
d. the intention of the person in command;

e. present position, level (i.e. flight level, altitude, etc.,. as appropriate) and heading;
f. any other useful information.

NOTE:

(1) The foregoing provisions are not intended to prevent an aircraft broadcasting an urgency message to all stations, if time and circumstances make this course preferable.
(2) The station addressed will normally be that station communicating with the aircraft or in whose area of responsibility the aircraft is operating.

26.2 Action by the station addressed or first station acknowledging the urgency message. The station addressed by an aircraft reporting an urgency condition, or first station acknowledging the urgency message, shall:

26.2.1 acknowledge the urgency message;

26.2.2 take immediate action to ensure that all necessary information is made available, as soon as possible to:

a. the appropriate air traffic services unit;
b. the aircraft operating agency concerned.

NOTE:

(1) The requirement to inform the aircraft operating agency does not have priority over any other action which involves the safety of the aircraft or of any other aircraft in the area which might affect the progress of expected flights in the area.

c. If necessary, exercise control of communications.

26.3 The urgency communications have priority over all other communications, except distress, and all stations shall take care not to interfere with the transmission of urgency traffic.

27. In view of the uncertainty existing about the correct pronunciation of the word “kilometre” and of the increased use of the word the correct pronunciation is KEY-LOW - METRE and not KI- LOWMETRE, i.e. KEY LOW as in the radiotelephony spelling alphabet or similar to the pronunciation or “Centimetre”, “millimetre”, etc. Pilots are requested to use the correct pronunciation as the clear pronunciation of each syllable of a word greatly enhances the chances of the word being correctly understood in poor conditions.

28. RTF phraseology common to all ATS units

28.1 Route clearance

You are cleared, or ... (ATSU callsign) clears, or ... (a/c identity cleared).
From ... (place), to ... (place), or through ... (place to ... (place), or ... (place) direct.
Via ... (reporting point /AWY/ADR) and (reporting point/AWY/ADR), or to leave Control Area ... miles
... (direction) or ... (reporting point) or ……(Flight level).

28.2 Level instructions
Maintain ... (level).
Maintain ... (level) to ... (reporting point).

Maintain ... (level) until ... (time).
Maintain ... (level) advised by (ATSU callsign).
Maintain ... (level) until further advised.
Maintain ... (level) whilst in control area/on airway.
Maintain ... ft above/below ... (a/c identity).
Cross ... (reporting point) at ... (level).
Cross ... (reporting point) not above/below ... (level).
Cross ... (reporting point) at ... (level) or below/or above.
Cross ... (reporting point) above/below ... (level).
Maintain ... (level) ... or below.
Report your level.
Report leaving/passing/reaching ... (level).
Climb/descend to ...(level).
Climb/descend now to ... (level).
* Climb/descend immediately to ... (level).
NOTE:
(1) * This phraseology will only be used to resolve an urgent situation.
Climb/descend ... (level) immediately after passing ... (reporting point)/at... (time)/at ... ft per minute.
Climb/descend maintaining own separation and VMC to ... (level).
Stop climb/descent at ... (level).
Expedite climb. descent.
Climb when instructed by radar to ... (level).

28.3 Holding instructions (When a pilot requests details of a holding procedure) ... (a/c identity) hold ... (fix) ... (level) inbound track ... turn right/left ... (time of leg).

28.4 General
Expect onward clearance at ... (time).
Delay not determined .. (reason for delay).
No delay expected.
Contact ... (ATSU callsign) on ... (frequency) at ... (reporting point or time).
Monitor ... (ATSU callsign) on ... (frequency).
IMC reported/forecast in the vicinity of ... (locality).
Unable to clear ... (level/route etc.).
Report crossing ... (reporting point).
Next report at ... (location/time/level).
Traffic is ... (essential traffic information).

28.4.1 Initial clearance to inbound a/c ... (a/c identity) cleared to ... (destination) via ... (routing) maintain ... (level). Time check ...

28.4.2 Clearance into a control zone... (a/c identity) cleared from ... (position) ... to ... (holding point) via ... (routing). Enter zone at ... (level) descend ... (descent instructions) contact ... (Approach control) at ... (contact point) expected approach time ... (time)/no delay.

28.4.3 Crossing clearance... (a/c/ identity) cleared to cross ... (AWY) at (reporting point) maintain ... (level) whilst in control area. Report crossing/cross not later than ... (time). Time check ...

28.4.4 Joining Clearance (to be used in conjunction with route clearance) ... (a/c identity) enter controlled airspace ... (direction) of ... (reporting point) level at ... (level). Time check.

NOTE:

(1) Direction may be specified as SW, NNE, etc., or more precisely as a VOR radial, e.g. “Enter controlled airspace on the 225 radial of Whiskey Hotel VOR level at flight level 150”.

Time Adjustment Cross ... (position) not later than ... (time). Loose time by reducing speed/circling over to arrive over (reporting point) at ... (time). Arrange your flight to arrive over ... (reporting point) at ... (time).

29.4.6 Special VFR Clearance ... (a/c identity) cleared ... (route) special VFR, not above ... feet and clear of cloud, in sight of ground.

28.5 Urgency and distress

28.5.1 Imposition of silence in a distress situation All stations ... (ATSU callsign) Stop transmitting - Mayday.

28.5.2 Acknowledgement of distress (a/c identity) ... (ATSU callsign) Roger Mayday.

28.5.3 Cancellation of urgency All stations ... (ATSU callsign) ... (time) - Urgency traffic ... (a/c/ identity) ended out.

28.5.4 Cancellation of Distress Mayday all stations ... (ATSU callsign) ... (time) - Distress traffic ... (a/c identity) ended out.

28.5.5 Transfer of other aircraft to another frequency Mayday ... (a/c identity) - all other aircraft contact ... (station) on ... (frequency) out.

28.6 Emergency Descent

Emergency to all concerned - Emergency descent at ... (aerodrome/holding facility/location) all aircraft below ... FL/ft within ... miles of ... (aerodrome/holding point/location) leave ... (location or locality) immediately.

NOTE:

(1) Where standard routes for leaving the area are not published, routing instructions will be given according to the circumstances.

29. RTF phraseology for ground movement and take-off

29.1 At apron or parking area, aircraft ready to start

Stand by for start-up, temperature/ATIS information ...

or

Start up approved, temperature/ATIS information ...

or

Expect departure at .. (time). Start up at your discretion.

29.2 Aircraft requests push back from stand
Push back approved.
or
Stand by. Expect ... mins delay due ... (reason).

29.3 Aircraft ready to taxi
Taxi holding point.
Runway ... (followed by aerodrome information as applicable)
Time ... (minutes)
or
Hold position.
When necessary, detailed taxiing instructions - e.g.. Turn left form apron and take first intersection right).

29.4 At or before holding point
... (routing instructions and airways clearance where applicable).
or
Leave the control zone, VFR.

29.5 When aircraft or vehicles request permission to cross a runway in use
.. (a/c identity) cross, Report vacated;
or
... (a/c identity) cross runway ... (runway designator) at ... (point of crossing) - Report vacated. ... a/c (identity) after the landing ... (a/c type) cross runway ... (runway designator) at ... (point of crossing) ... - Report vacated;
or
... (a/c identity) after the landing ... (aircraft type) cross and report vacated.
... (a/c identity) after the departing ... (a/c type) cross runway ... (runway designator) at ... (point of crossing) - Report vacated;
... (a/c identity) after the departing ... (a/c/ type) cross and report vacated.

29.6 To refuse a request for crossing clearance
... (a/c identity) negative - I will call you.

29.7 When a vehicle requests permission to move on the manoeuvring area
... (vehicle identity) proceed to ...

29.8 When ready for take-off
(Any special local instructions) ... Cleared take-off.
or
... (a/c type) ... miles on final approach, cleared immediate take-off.
The wording “immediate” shall not be used in the take-off clearance unless there is actual urgency
or
Line up and Wait (reason)

or
Hold position
or
After the landing ... (a/c type) line up and wait.

29.9 When take-off clearance has not been complied with
Take-off immediately or hold short of runway.
or
Take-off immediately or vacate runway.

29.10 To cancel a take-off clearance (aircraft stationary)
... (a/c identity) hold position, Cancel - I say again Cancel take-off - acknowledge.

29.11 To cancel a take-off clearance (aircraft commenced take-off roll)
... (a/c identity) Stop immediately - I say again ... (a/c identity) Stop immediately - acknowledge.

29.12 When airborne
Report at/over ... (altitude/reporting point)
or
Contact ... (ATSU callsign) on ... (frequency).

29.13 There is reason to believe that the flight will endanger life.

29.13.1 Information received from an outside agency
I am informed that ... (details of hazardous condition).
It appears that your planned flight is liable to endanger life, acknowledge.

29.13.2 Observed by the controller
You are advised that ... (details of hazardous condition).
It appears that your planned flight is liable to endanger life, acknowledge.

29.14 There is reason to believe that a breach of legislation is likely.
Your planned flight appears to contravene legislation because ... (details of apparent beach if flight takes place) If you take-off I shall be required to report the facts, acknowledge.

29.15 It is known that an aircraft has been detained by police or customs officer or a person authorised under civil aviation legislation to prohibit flight. Your aircraft has been detained by ... (authority issuing detention. order) I am unable to issue taxi instructions/take-off clearance.

29.16 Marked temperature inversion warning
A marked temperature inversion is present from the surface to ... feet and the temperature difference between the bottom and the top of the layer is likely to be 10°C or more.

30. RTF phraseology for inbound aircraft

30.1 Aircraft requesting straight-in approach
Cleared straight-in approach.
Runway ...
QNH ...
or
Report long final/final
or

30.2 If aircraft is not cleared to make straight-in approach
Join circuit ... (then as below)

30.3 Aircraft requesting circuit joining instructions
Join circuit. (Where necessary) Left/Right hand traffic pattern (where necessary) At ... (altitude/height).
Runway ...
Surface wind ...
QNH ...
or
Report downwind ~~- over~~
(or, any special information - e.g. traffic information, etc.)
Where VFR routes/ VFR entry procedures exist: “Join CTR via VFR Route 1 or 2, or VFR entry point….. or as instructed.

30.4 Preceding aircraft is in a higher weight category
Caution wake turbulence. the recommended spacing is ... miles.

30.5 At commencement of downwind leg (i.e. when abeam the up-wind
Number ... follow ... (aircraft type and position) end of the runway in use).
or
Report final
or
Orbit right/left and report again downwind
or
Report base leg.

30.6 Straight-in approach at “long final” position (i.e. 4 to 8 miles from touchdown)
Continue approach
or
Land after ... (aircraft type)
or
Report final

30.7 On final
Cleared to land. Runway ... Surface wind ... (if required)
or
Continue approach
or

Land after ... (aircraft type)
or
Go around - I say again, go around (and appropriate instructions) - acknowledge.

31. Radar phraseologies

31.1 The following comprise phraseologies specifically applicable when radar is used in the provision of air traffic services. The phraseologies detailed in paragraph. 28 to 30 for use in the provision of air traffic services are also applicable, as appropriate, when radar is used.

32. General

32.1 The phraseology contained in paragraph 31.4 is not intended to be exhaustive and, when circumstances differ, ATS personnel will be expected to use appropriate subsidiary phraseology which should be as clear and concise as possible and designed to avoid possible confusion by pilots who are using other than their national language.

32.2 Phrases for use by aircraft are not included, nor are phrases covered in paragraph 28 to 30, such as “call-up” and regular radio telephony procedure words and figures.

32.3 RTF phraseology for radar controllers

32.3.1 Initial call from an aircraft where position is unknown
Report heading and altitude/flight level.

32.3.2 Not yet within radar cover
Not yet in radar contact. I will keep you advised.

32.3.3 When an identification turn has to be made
For identification, turn left-left/right heading ... (for ... time)
If considered necessary.
(Left-left avoids possible confusion with Right)

32.3.4 On identification
Identified ... (position)
or
Identified (further instructions as necessary)

32.3.5 If the aircraft is not identified after a turn
Not identified, turn left-left/right heading ... for identification
or
Not identified. Resume own navigation.

32.3.6 To inform the pilot that radar control is being applied
Under radar control
or
Climb/descend under radar control

32.3.7 Vectoring instructions (except avoiding action)
Heading ...
or
Continue heading ...
or
Turn left-left/right heading ...

or
Stop your turn heading ...

32.3.8 Unknown traffic information
Unknown traffic ... o'clock ... miles, if not sighted turn left-left/right heading ... (if appropriate).

32.3.9 Avoiding action
Avoiding action, turn left-left/right immediately heading ... traffic at ... (position)

32.3.10 When all collision risk has passed
Now clear of traffic. Turn left-left/right heading ... (or, resume own navigation)

32.3.11 Delaying action to fit the aircraft into the traffic pattern.

i) Turn left-left/right heading ... for delay/to position you in traffic or for spacing or for sequencing.

ii) make a 360 degree turn (orbit) to the left-left/right, for delay/to position you in traffic.

32.3.12 To inform the pilot that radar services are being terminated.
Radar service terminated.

32.3.13 Operate transponder, or check its operating condition
Squawk.

32.3.14 Select the mode and code, as applicable
Squawk ... (Code) (SSR equipped aircraft).

32.3.15 Do not switch on altitude reporting facility
Negative altimeter.

32.3.16 Use IDENT or SPI feature, retaining present code
Squawk Ident.

32.3.17 Select Emergency
Squawk Mayday.

32.3.18 Switch to Standby, retaining present code
Squawk Standby.

32.3.19 Switch on altitude reporting facility
Squawk altimeter.

32.3.20 To confirm altimeter setting and aircraft level
Check altimeter and confirm exact level.

32.3.21 Stop altitude reporting, incorrect level readout
Stop altimeter squawk, Mode Charlie wrong indication.

32.3.22 Switch off altitude reporting facility
Stop altimeter squawk.

32.3.23 Switch off transponder
Stop Squawk.

32.3.24 To verify the setting of hijack code (A7500) was intentional
Confirm you are squawking assigned code ... (code assigned to the aircraft by air traffic control).

32.3.25 To inform an aircraft with an operable transponder that the assigned Beacon Code is not being displayed.
Reset transponder.
Squawk ... (Appropriate Code).

32.3.26 On Base Leg

You are on base leg ... miles N/E/S/W of ... (aerodrome).

32.3.27 When the radio failure procedure to be adopted is not published

If you lose radio contact on this approach ... (instructions) and contact ... (Control Unit) ...frequency.

32.3.28 In the case of a radar approach

Obstacle Clearance limit ... ft. (above aerodrome threshold elevation). Check your minima.

32.3.29 Radar vectoring for ILS approach.

a. Turns on to localiser.

Turn left/right (heading), report established on the localiser.

i. Radar controller to make final turn on.

ii. Aircraft to make final turn on.

Closing the localiser from the left-left/right; report established.

b. Pilot reports established on the localiser

Continue descent on the ILS; contact ... tower on ... (frequency).

c. Pilot reports established on the localiser. (Glide path inoperative)

... (distance) ... miles from touchdown, cleared for a localiser only approach, contact ... tower on ... (frequency).

32.3.30 At the controller's discretion (Glide path inoperative)

Advisory height and range information is available if required.

32.3.31 On the closing leg - at approach radar controller's discretion

Closing final approach track from the left-left/right ... miles from touchdown. (The aircraft may be asked for a height check if applicable.)

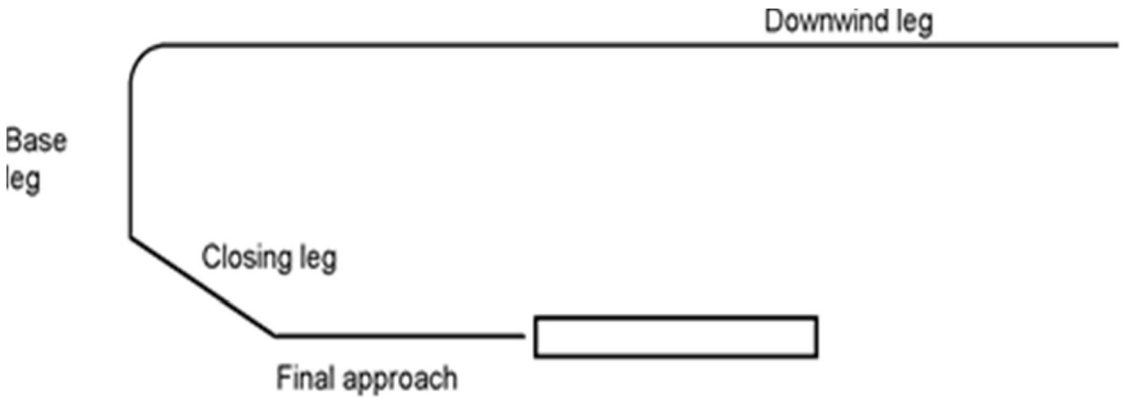
NOTES:

(1) Where radar vectoring is carried out as a standard procedure for arriving flights, certain of these phrases may be omitted at the discretion of the approach radar controller.

(2) Indication of distance from touchdown should be added to the above phraseology as appropriate.

33. RTF PHRASEOLOGY EXCLUSIVE TO APPROACH RADAR CONTROLLERS

33.1 Radar Vectoring to Final Approach (Typical pattern) is shown in the sketch below.



33.2 When a radar approach can probably be completed, by there is a possibility of the aircraft respond being lost in clutter:

33.2.1 When ILS is useable

... (type) approach may be affected by clutter, advise you monitor approach with ILS.

33.2.2 When ILS is not useable

... (type) approach may be affected by clutter. Overshoot instruction will be passed in good time if necessary.

33.3 When a radar approach is impracticable or not available.

.... (type) approach not available due to ... (reason)

33.4 Radar vectoring for surveillance radar approach

Vectoring for a surveillance radar approach; runway ...

33.5 Before reaching base leg

Descend to ... ft. (Intermediate approach altitude) QNH ... hectopascals Aerodrome/Threshold elevation ... ft.

This is a left-left/right hand circuit for runway.

You are on downwind leg ... miles N/E/S/W of ... (aerodrome). (Where applicable).

33.6 Avoiding action or breaking of approach on instruction from Approach/Aerodrome control

Turn left-left/right ... degrees, heading ... climb to ... ft. (Further instructions) - acknowledge

33.7 No landing clearance received by 2 miles from touchdown, or other range agreed with Aerodrome control

Go around - climb on heading ... to ... ft. (further instructions) acknowledge.-(The reason for overshooting shall be given as soon as convenient.)

33.8 If during the latter stages of the approach an aircraft reaches a position from which it appears to the Controller that a successful instrument approach cannot be completed.

If unable to proceed visually, go around - climb on heading ... to ... ft. (Further instructions) - Over.

or

Go around immediately - climb on heading ... to ... ft. (Further instructions) – acknowledge

or

Climb immediately, I say again climb immediately on heading ... to ... ft. (Further instructions) acknowledge. (According to circumstances)