CONTROL TOWER OPS

DEPARTURE PHASE OF FLIGHT

CLEARANCE DELIVERY

- Actively listen to the ATIS and think about the portions that affect your flight.

- Call Clearance Delivery with your full callsign, the ATIS code, your type aircraft, whether you are flying IFR or VFR, and your destination. Note that it is helpful to advise the controller if you are requesting flight following or simply departing the controlled airspace.

- Be prepared to write down your clearance.

- Read back the clearance in the same order it was received.

- It is recommended that student pilots identify themselves as such, on initial contact.

GROUND CONTROL

- Call ground control with your full callsign, position on the airport, and your request. *"N12345, at Signature, ready to taxi for departure."*

- Have the airport diagram out and write down your taxi instructions.

- Pilots are **required** to read back their runway assignment and any runway hold short instructions.

- If you are unfamiliar with the airport, ask for a "progressive taxi." The controller will give you step-by-step instructions.

- Permission to enter or cross any runways must be explicitly stated in taxi instructions from ATC. *"N12345, runway 3L, taxi via alpha, cross runway 3R."*

- If you become lost or are not sure of your instructions, **STOP & ASK**

TOWER CONTROL

- Do not cross the hold short lines of the runway until you receive a clearance to "line up and wait" or "cleared for takeoff."

- Listen carefully to the departure instructions as they may vary from what you are used to or were initially issued by clearance delivery.

CONTROL TOWER OPS

ARRIVAL PHASE OF FLIGHT

TOWER CONTROL

• Pilots should call the tower when they are approximately 10 miles from the airspace boundary. If the pilot is already in communication with an approach control or center, they will be instructed when to contact the tower.

• Pilots must actively listen to the instructions given. Don't assume you know what the runway assignment or pattern entry instructions will be.

• Once you land, listen for runway exit instructions. In the event Tower does not give you exit instructions, pilots are to exit at the closest possible exit when at taxi speed.

• If the ground control frequency is in the 121 MHz bandwidth the controller may omit the numbers preceding the decimal point. *(e.g., for frequency 121.7, ATC may say, "contact ground point seven.")*

GROUND CONTROL

• Study the airport diagram and know where the "hot spots," or locations on an airport movement area with a history of potential risk of collision or runway incursion, and where heightened attention by pilots and drivers is necessary.
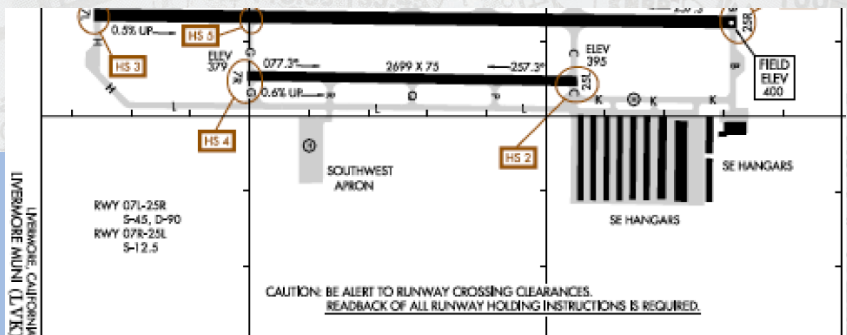
• Visit **runwaysafetysimulator.com** for more resources and training.