

CLEARANCE DELIVERY (CD) 07 NOV 2006
POSITION CERTIFICATION GUIDE (PCG)

West Coast ATC Clearance Delivery PCG

Course Objective: Trainee will learn the responsibilities and functions of the Clearance Delivery Position at WestCoastATC.

Time Limits For General Knowledge Training	
Apprentice Controller:	Training Time
	Instructional Time: 30 minutes
	Practical Application: 1 hour and 30 minutes

Course Outline

- Overview of the Clearance Delivery Function
- Understanding/amending Flight Plans
 - Pre-filing capability
- Departure Procedures Explained
- Altitude Assignments
 - NEODD-SWEVEN
 - RVSM procedures and how they are applied at WestCoastATC.
- Beacon Code Assignment
- Pilot Read back of instructions
- Transfer of Control/Communications

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Overview of the Clearance Delivery Function

TR: [WCATC 7110.65 Chapter 2](#)

Objective:	The trainee must understand the responsibilities of the Clearance Delivery position and how it is utilized at WestCoastATC.
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Clearance Delivery (CD) is the position that issues clearance that was filed by the pilots. It is the CD controller's responsibility at WestCoastATC to setup TS Channel info and start up the FSHost Server. CD also amends and ensures that all clearances that are filed are correct. Clearance Delivery also handles the function of issuing the ATIS information when required.

Understanding and Amending Flight Plans

TR: WCATC 7110.65 Chapter 2

Objective:	The trainee must understand how to amend a flight plan and what is contained in each filed flight plan.
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The key to a successfully ran Clearance Delivery position is the ability to set your self up for success. When setting up the session the FSHost Server needs to be started approximately 30 minutes prior to the begging of the session.

With the way pilots file flight plans you are going to see all types of information. The key is to ensure that the info entered is correct and in the right format. We make a strong effort to educate the pilots on the proper way to file a flight plan and most do a pretty good job. It is at the controller's discretion to correct the improperly filed flight plan or have the pilot re-file. An example of a proper flight plan is in the below format:

+fp N12345 C172 IFR 070 KATL.RMG.KAHN RMK

+fp – Callsign - A/C Type - IFR/VFR - Alt. - Route - Remarks

+fp – is the code n which FSHost uses to identify a flight plan being filed. This will not show up on our serer side but pilots must input this in order for it to be filed in our system.

Callsign – This is the callsign in which they are logged on to the server with and the callsign they have as a member on our website. If they differ then they will not get credit for the flight time. If they are using something other than "N" to start their callsign then it needs to be explained in their remarks section or be listed in both our AIM and or SOP as an official callsign. If they do not include it in their remarks section or it is not listed as an official callsign then speak it using the phonetic alphabet.

A/C Type – This is the type of aircraft that they are using in the session. It is important that you make sure that it is identified clearly as this will help controllers further in the session separate and control these aircraft more efficiently.

IFR/VFR – This determines whether they are flying under Instrument Flight Rules or Visual Flight Rules.

Alt. – This is the final cruising altitude they would like. You need to ensure they are filing the correct altitude with there direction of flight. To do this you can us the chart located in the SOP and later in this guide.

Route – This contains the departure airport, the route in which they will use to get to there destination, any STAR that they may be using, and then finally the arrival airport.

Remarks - Pilot remarks can be, and often are, anything the pilot wants to enter. Some common remarks are "NEW PILOT", "NO CHARTS", and "NO DPs/NO STARS" which means the pilot can not accept any route which contains a DP or STAR. This is where they also include there spoken callsign if it is not listed as an official callsign on WestCoastATC or starts with the letter "N".

Departure Procedures

TR:

Objective: | The trainee must understand how to issue and apply departure procedures.

Departure procedures, otherwise known as Standard Instrument Departures (or SIDs), are developed to aid the controller in expediting the flow of air traffic out of a particular airspace so as to avoid the flow of traffic making its way into the airspace to land. Some airspaces even have what are called "departure gates" in which aircraft are first vectored through the appropriate gate for the direction of flight before being allowed to fly to the exit point or transition.

Depending on the airspace conditions and equipment of the aircraft being flown, there are three different kinds of departure procedures that you will typically encounter. From the most to least controlled, they are **Vectored**, **Transition** and **RNAV**.

Vectored Departure

A vectored departure requires that the aircraft receive radar vectors to the appropriate exit point listed on the departure which will then link up to the en route phase of their flight.

Transition Departure

A transition is a fix that is used to connect the aircraft from departure onto the en route phase of flight.

RNAV Departure

RNAV departures greatly decrease the workload of the TRACON controller by specifically explaining how a pilot should depart, ultimately connecting them to the en route phase of their flight.

Altitude Assignments

TR: WCATC 7110.65

Objective: The trainee must understand the proper altitude for the direction of flight filed. The Trainee must also understand how to apply RVSM.

Utilize the following information to ensure that the pilots have filed the correct altitude for their direction of flight. A good way to remember this is using the phrase “NEODD SWEVEN”.

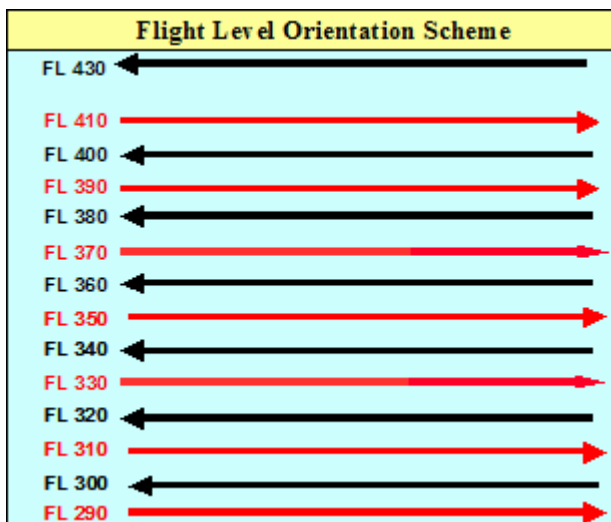
NEODD - Aircraft flying North or East (**0° to 179°**) will be issued **odd** altitudes up to and including FL410. Above FL410 aircraft will still be given odd altitudes yet at intervals of 4000 ft (i.e. FL450, FL490, FL530).

SWEVEN - Aircraft flying South or West (**180° to 359°**) will be issued **even** altitudes up to and including FL400. Above FL400 aircraft will be given odd altitudes yet at intervals of 4000 ft beginning at FL430 (i.e. FL470, FL510, FL550)

VFR aircraft are supposed to follow the NEODD-SWEVEN rule plus 500 feet (eg, eastbound at 7500, westbound at 8500) but since the aircraft is VFR altitudes are at the pilot’s discretion.

RVSM

RVSM reduces the vertical separation between aircraft to 1000 feet in opposite directions from FL290 to FL410 (inclusive).



The definition of "westbound" and "eastbound" flight remains unchanged. The only change is in the altitude structure.

Here at WestCoastATC an equipment suffix of "/Q" for aircraft wishing to follow real-life standards and to simulate certification of their aircraft for flight in RVSM airspace.. Example: N12345 SR22/Q IFR 320 KMEM.ARG.RZC.KXNA

Beacon Code Assignment

[TR: WCATC 7110.65](#)

Objective:	The trainee must understand the proper beacon codes to be issued for flight plans at WestCoastATC.
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Currently WestCoastATC is designing a Beacon Code assignment program. At this time controllers should issue the following code sections for flight plans.

VFR – 1200

IFR – 2100 – 2177 (not using 8's or 9's)
 2400 – 2477 (not using 8's or 9's)
 4300 – 4377 (not using 8's or 9's)
 4600 – 4677 (not using 8's or 9's)

Pilot Read back of instructions

TR:

Objective:	The trainee must understand the importance of having a pilot read back the correct information once it is issued to him.
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When a pilot reads back a clearance it is the responsibility of the controller to ensure that it is ad back correctly. The pilot may simply respond with a term such as roger, copy, or wilco and that is sufficient however if the pilot does read back any part of the issued clearance you as the controller shall ensure it is correctly read back.

Transfer of Control/Communications

[TR: Training Reference](#)

Objective:	The trainee must understand the point in which he may transfer the control/communications of an aircraft to another controller or Unicom.
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After ensuring that the pilot reads back the clearance that you issued correctly you may then switch him to the next controlling position.

If the clearance is read back correctly then utilize this phraseology:

(Callsign) read back is correct contact Ground on XXX.XX (include TS channel or this channel) when ready for taxi.

VAA_001 (Pronounced Allied One) read back is correct contact Ground on TS channel 121.6 when ready for taxi.

In the event that the airspace that the pilot is going to be flying in is uncontrolled use this phraseology:
VAA_001 (Pronounced Allied One) read back is correct advisory frequency change is approved on TS channel 118.5 Unicom when ready for taxi.

If the clearance is read back incorrectly then utilize this phraseology:

(Callsign) negative, (appropriate instruction), contact Ground on XXX.XX (include TS channel or this channel) when ready for taxi.

VAA_001 (Pronounced Allied One) negative, squawk 4601, contact Ground on 121.6 this channel when ready for taxi.