



IVA O Malta

Local Procedures – Full document

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MT-AOC (Claude Bezzina)

INTERNATIONAL VIRTUAL AVIATION ORGANIZATION

Objectives of the Air Traffic Control

The objectives of the Air Traffic Control shall be to:

- a) prevent collisions between aircraft;
- b) prevent collisions between aircraft on the manoeuvring area and obstructions on that area;
- c) expedite and maintain an orderly flow of air traffic; and
- d) provide advice and information useful for the safe and efficient conduct of flights

Air traffic control service shall be provided to all IFR / VFR flights operating in controlled airspace.

Division of the Air Traffic Control

<i>Callsign</i>	<i>Area of responsibility</i>	<i>Main frequency</i>
Luqa Tower	Operations over the runway and for aircraft flying within the Luqa ATZ and the Luqa CTR (inner and outer zone)	135.100
Luqa Ground	Clearance delivery to departing IFR and VFR flights. Aircraft on the aprons, and traffic on the manoeuvring area with the exception of runways.	121.600
Luqa Radar	Vectoring of arriving aircraft onto final approach aids or for a visual approach. Provide flight path monitoring. Separation between: succeeding departing/arriving aircraft, departing aircraft and a succeeding arriving aircraft, en-route traffic in the Malta TMA and arriving or departing aircraft.	128.150
Malta Radar	Air Traffic Service to aircraft within the Malta FIR and outside the TMA.	130.975

Flight Priorities

Request for clearances shall be managed by ATC in the order in which they are received and executed in the interest of safety and expedition according to the traffic situation. However when delays are expected certain flights should be given priority over others as indicated in the order listed below:

1. Emergencies / including medical PAN PAN
2. AFM flights using the call-sign MISSION or RESCUE
3. Military aircraft carrying ordnance
4. Hospital /SAR / Humanitarian flights requiring priority landing
5. Designated Head of State flight
6. International IFR flights
7. International VFR flights
8. AFM flights
9. Training flights
10. Local VFR flights

Transmission of numbers in radiotelephony

All numbers (except numbers used in the transmission of altitude, cloud height and visibility) shall be transmitted by pronouncing each digit separately.

<i>Aircraft call signs</i>	<i>Transmitted as</i>
AMC238	Air Malta two three eight
<i>Flight levels</i>	<i>Transmitted as</i>
FL100	Flight level one zero zero
FL190	Flight level one niner zero
FL320	Flight level three two zero
<i>Headings</i>	<i>Transmitted as</i>
100 degrees	Heading one zero zero
070 degrees	Heading zero seven zero
<i>Wind direction and speed</i>	<i>Transmitted as</i>
200 degrees 30 knots	Wind two zero zero degrees three zero knots
Gusting 25 knots	Gusting two five knots
<i>Transponder codes</i>	<i>Transmitted as</i>
2400	Squawk two four zero zero
<i>Altimeter setting</i>	<i>Transmitted as</i>
1019	QNH one zero one niner
<i>Altitude / cloud height</i>	<i>Transmitted as</i>
2,000ft	Two thousand feet
1,500ft	One thousand five hundred
10,000ft	One zero thousand
<i>Visibility</i>	<i>Transmitted as</i>
700m	Visibility seven hundred
<i>Numbers containing a decimal point</i>	<i>Transmitted as</i>
100.3	One zero zero decimal three
128.15	One two eight decimal one five

When transmitting time, only the minutes of the hour should normally be required. Each digit should be pronounced separately. However, the hour should be included when any possibility of confusion is likely to result.

<i>Time</i>	<i>Transmitted as</i>
09:20	Two zero / Zero niner two zero
16:43	Four three / One six four three

Transmitting technique

The following transmitting techniques will assist in ensuring that transmitted speech is clear and satisfactorily received:

- Before transmitting, listen out on the frequency to be used to ensure that there will be no interference with a transmission from another station;
- Use a normal conversational tone, and speak clearly and distinctly;
- Avoid using hesitation sounds such as “er”, verbosity, lowering of voice, blurring of consonants, etc. This will ensure maximum efficiency and prevent irritating repetitions;
- Maintain the speaking volume at a constant level.

The following words and phrases shall be used in radiotelephony communications as appropriate and shall have the meaning ascribed hereunder:

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.”
- BREAK BREAK “I hereby indicate the separation between messages transmitted to different aircraft in a very busy environment.”
- CANCEL “Annul the previously transmitted clearance.”
- CLEARED “Authorised to proceed under the conditions specified”
- CONFIRM “I request verification of: (clearance, instruction, action, information)
- CONTACT “Establish communications with...”
- CORRECT “True” or “Accurate”.
- CORRECTION “An error has been made in this transmission (or message indicated). The correct version is...”
- DISREGARD “Ignore.”
- HOW DO YOU READ “What is the readability of my transmission?”
- I SAY AGAIN “I repeat for clarity or emphasis.”
- MAINTAIN “Continue in accordance with the condition(s) specified” or in its literal sense, e.g. “maintain VFR”.
- MONITOR “Listen out on (frequency).”
- NEGATIVE “No” or “Permission not granted” or “That is not correct” or “Not capable”.
- 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.”
Note: 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.”
- STANDBY “Wait and I will call you.”
- UNABLE “I cannot comply with your request, instruction, or clearance.” (normally followed by a reason)
- WILCO (Abbreviation for “will comply”) “I understand your message and will comply with it.”

Radiotelephony call signs for aircraft

An aircraft radiotelephony call sign shall be one of the following types:

- a) the characters corresponding to the registration marking of the aircraft;
- b) the telephony designator of the aircraft operating agency, followed by the last four characters of the registration marking of the aircraft; or

c) the telephony designator of the aircraft operating agency, followed by the flight identification.

	<i>Type (a)</i>	<i>Type (b)</i>	<i>Type (c)</i>
<i>Full call sign</i>	9H-VFR	LUFTHANSA DAIRX	AIR MALTA 539
<i>Abbreviated call sign</i>	9FR	LUFTHANSA RX	(no abbreviated form)

Full call signs shall always be used when establishing communication. After satisfactory communication has been established, and provided that no confusion is likely to occur, aircraft call signs may be abbreviated to the first and at least the last two characters of the aircraft registration markings.

An aircraft shall use its abbreviated call sign only after it has been addressed in this manner by the air traffic controller.

Transponder Codes

Transponder codes assigned to aircraft by air traffic control shall be standardised as follows:

<i>Scenario</i>	<i>Transponder (squawk) code</i>
IFR traffic departing LMML	1140 - 1157
VFR traffic departing LMML	0060 - 0070
Overfliers and inbound traffic with no squawk assigned	3760 - 3777

All transponder codes may be re-assigned to other aircraft once the first aircraft using the code has exited the Malta FIR.

In situations of emergency, aircraft already receiving an air traffic service, and transmitting a code, should retain the code in use. Aircraft in an emergency, who are not receiving an air traffic service should set the transponder as follows, according to the nature of their emergency:

- Emergency (code 7700)
- Communication failure (code 7600)
- **PROHIBITED** ON IVAO (code 7500)