



UNITED REPUBLIC OF TANZANIA  
TANZANIA CIVIL AVIATION AUTHORITY  
Aeronautical Information Services

**AERONAUTICAL INFORMATION CIRCULAR**

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*The following circular is hereby promulgated for information, guidance and necessary action.*

*M. Munyagi*  
**Director General**

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**RADIO TELEPHONE (RT) DISCIPLINE**

**1. Introduction**

The need for clear and unambiguous communication including the correct use of call signs and read-back requirements between ATC and the flight deck has long been recognised as an important factor in assisting the safe and expeditious operation of aircraft. It is therefore vital that the RT discipline practised by both the pilots and controllers alike reflects this philosophy. The importance of using correct and precise standard phraseology and techniques cannot be overemphasised.

**2. Why is RT Discipline Important?**

When RT discipline is relaxed, for example by the use of non-standard procedures or phraseology, misunderstandings can arise. There are many examples in Tanzania and throughout the world where these misunderstandings contributed to events and safety related incidents.

**3. What can RT Discipline Achieve?**

By adhering to standard phraseology and technique, pilots and ATC can play a very important part in preventing accidents and incidents. The following tangible benefits are readily apparent:

- Standard phraseology prevents misunderstandings or language difficulties, particularly where English may not be the pilot's/air traffic controller's first language;
- Standard phraseology can assist in building up situational awareness of the other airspace users in their vicinity;

- By making standard reports and correctly carrying out readbacks, the need for further confirmation by ATC from pilots can be reduced, leading to workload reductions and a decrease in frequency congestion;
- Potential errors by either ATC or crew can be detected and corrected, thus preventing potential accidents, AIRPROX events and incidents.

#### **4. How to Improve RT Discipline**

- To improve RT discipline, Flight Crew and Controllers must follow the following points:
- Always aim for accurate, brief and clear transmissions. Listen carefully to transmissions and don't just "hear" what you expect to hear;
- Before transmitting, it is important to listen out first. Ensure that you don't interrupt a dialogue or block another transmission;
- Always use your full call sign, except where the ground station has abbreviated it;
- On first contact with the area control centre, pilots must report their actual Flight levels and cleared Flight Level if different;
- All instructions and clearances should be passed in a clear and unambiguous manner using standard phraseology;
- Controllers should endeavour to limit the number of instructions passed in any one transmission to maximum of three- ideally only two if practicable. Where there are large amounts of numbers to be passed, then speak clearly and slowly;
- If you are in doubt about any transmission received, or do not receive an expected read back then CHECK.

#### **5. Mandatory Readback Items**

- Taxi Instructions;
- Level Instructions;
- Heading Instructions;
- Speed Instructions;
- Airways or Route Clearances;
- Runway-in-use;
- Clearances to enter, land on, take-off on, backtrack, cross or hold short of an active runway;
- Altimeter Settings;
- VDF Information;
- Frequency change

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