SET STANDARD

— SET THE REFERENCE. FLY THE STANDARD. —

SET STANDARD TRAINING

FLIGHT CREW TRAINING DOCUMENT
EASA · SERA · ICAO · PART-FCL

VFR PHRASEOLOGY QUICK REFERENCE · STANDARD ENGLISH

VFR Phraseology

Standard phrases for every phase of flight, ready to use in the cockpit
Companion to VFR Comms · Radiotelephony Manual



INTENDED FOR
Student and VFR pilots

REGULATORY FRAMEWORK
SERA · ICAO · EASA

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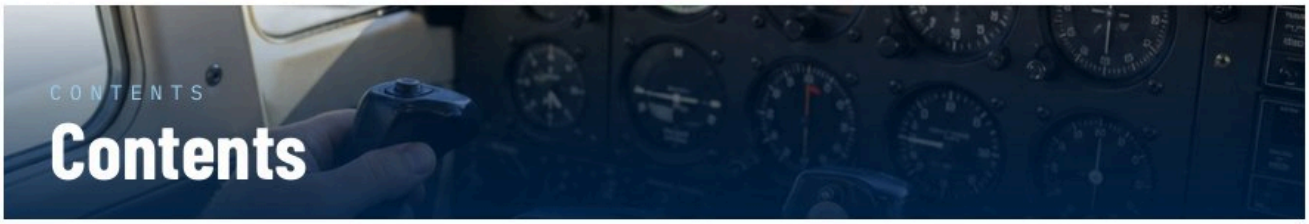
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Revision record

EDITION / REV.	DATE	CHANGES
1 / 1.0	October 2026	First edition. Update to Implementing Regulation (EU) 2024/404 and final technical revision. Content derived from VFR Comms · Radiotelephony Manual, Edition 1, Revision 1.0 (regulations consulted: Commission Implementing Regulation (EU) No 923/2012, SERA, in particular Section 14, SERA.8015 and SERA.14083, as amended by Commission Implementing Regulation (EU) 2024/404; ICAO Annex 10 Vol. II and Doc 4444).

1.1 Equipment and technique

REGULATION · SERA.14045 — TRANSMITTING TECHNIQUE

Transmissions shall be **concise** and made in a normal conversational tone. Standard words and phrases are used with the meaning defined in the regulation.

WHEN	WHAT TO DO
Before	Listen to the frequency for a few seconds so that you do not interrupt an exchange or block a read-back. Think through the whole message before pressing.
Pressing	Press the PTT, pause for an instant, then speak: the first word, usually the call sign, is not clipped.
Speaking	Microphone close to the lips, normal voice, even pace; a short pause before and after numbers.
Finishing	Release the PTT as soon as you finish and check that it has not stuck. Allow time for a reply before calling again.

COMMON ERROR · THE BLOCKED TRANSMISSION

When two stations transmit at the same time, neither is understood and both believe they have been heard; the receiver hears only a squeal or noise. If there is no reply, do not assume you were received: wait a few seconds and call again. A stuck PTT leaves everyone without a frequency.

1.2 Spelling alphabet

LETTER	WORD	PRONUNCIATION	LETTER	WORD	PRONUNCIATION
A	Alfa	AL fah	**N**	November	no VEM ber
B	Bravo	BRAH voh	**O**	Oscar	OSS cah
C	Charlie	CHAR lee	**P**	Papa	pah PAH
D	Delta	DELL tah	**Q**	Quebec	keh BECK
E	Echo	ECK oh	**R**	Romeo	ROW me oh
F	Foxtrot	FOKS trot	**S**	Sierra	see AIR rah
G	Golf	golf	**T**	Tango	TANG go
H	Hotel	hoh TELL	**U**	Uniform	YOU nee form
I	India	IN dee ah	**V**	Victor	VIK tah

2.2 The initial call

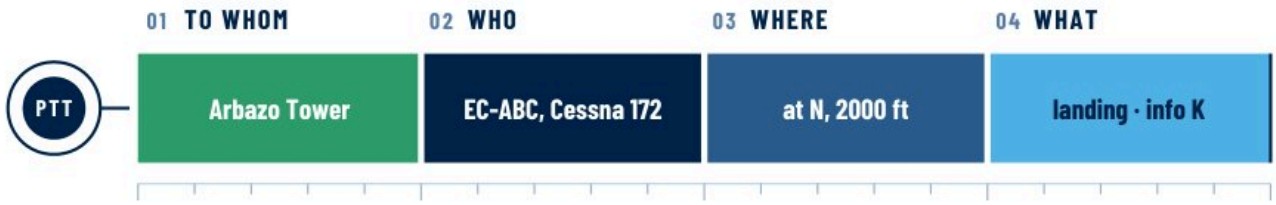


FIG 2.1 *Structure of the initial call.*

((·)) Short initial call on a busy frequency		First contact
PLT	Arbazo Tower, EC-ABC.	
ATC	EC-ABC, Arbazo Tower, pass your message.	
PLT	EC-ABC, Cessna 172, at November, 2000 feet, for landing, information Kilo.	
	"Pass your message" is said by ATC to invite you to transmit; the pilot never uses it as a reply to a clearance.	

2.3 What must always be read back

REGULATION · SERA.8015(E)

The safety-related parts of the following clearances and instructions shall **always** be read back by voice:

- ATC route clearances;
- clearances and instructions to **enter, land on, take off from, hold short of, cross, taxi and backtrack** on any runway;
- **runway in use**, **altimeter settings**, **SSR codes**, **newly assigned communication channels** and **level instructions**;
- **heading and speed** instructions;
- **transition levels**, whether issued by the controller or contained in the ATIS.

Other clearances, including conditional clearances and taxi instructions, shall be read back or acknowledged in a manner that clearly indicates they have been understood and will be complied with.

7.1 Distress and urgency

SIGNAL	WHEN	EXAMPLES
MAYDAY MAYDAY MAYDAY	**Distress**: threatened by grave and imminent danger and requiring immediate assistance.	Engine failure, fire, loss of control, insufficient fuel to land with final reserve fuel (MAYDAY FUEL).
PAN PAN, PAN PAN, PAN PAN	**Urgency**: a condition concerning the safety of the aircraft or of someone on board, not requiring immediate assistance.	Pilot lost, sick passenger, alternator failure, deteriorating weather.

Message priority

NO.	CATEGORY	EXAMPLE
1	Distress (MAYDAY)	Engine failure, fire on board
2	Urgency (PAN PAN)	Sick passenger, lost pilot
3	Direction finding (legacy use)	VDF bearings, rarely available today
4	Flight safety	Clearances, instructions, traffic information
5	Meteorological	Weather information requested or broadcast
6	Flight regularity	Operational, company or maintenance messages