

REFERRED TO IN CHAPTER 7  
 Information Transmission Techniques for Radio Users

**TRANSMISSION OF TIME**

Transmit time using the **24-hour clock**. All transmission should be followed by the words “Local time” or “Greenwich Mean time,” etc.

<b>Time</b>	<b>Transmitted as</b>
0825	Zero Eight Twenty Five
1300	Thirteen Hundred

**INTERNATIONAL PHONETIC ALPHABET**

A. Use the words listed below when you need to spell out a word:

A	Alpha	J	Juliet	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Union
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxtrot	O	Oscar	X	X-ray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zebra
I	India	R	Romeo		

**TRANSMITTING NUMBERS**

A. Sound out numbers as listed:

0 Zero	5 Fiver
1 Wun	6 Six
2 Too	7 Seven
3 Tree	8 Ait
4 Fower	9 Niner

Decimal Dayseemal  
 Thousand Tousand

**STANDARD WORDS AND PHRASES / PROWORDS**

Phrase	Meaning
<b>Acknowledge</b>	Confirm that you understand my message
<b>Affirmative</b>	Yes
<b>Approved</b>	Permission granted
<b>Break-Break</b>	I wish to interrupt an on-going exchange in order to pass an urgent message.
<b>Cancel</b>	Cancel the message sent
<b>Cleared</b>	Authorized to provide under the conditions specified.
<b>Confirm</b>	Have you correctly received my message?
<b>Contact</b>	Establish radio contact with...

Phrase	Meaning
<b>Correct</b>	That is correct.
<b>Correction</b>	An error has been made in the transmission, allow me to correct.
<b>Disregard</b>	Consider the transmission as not sent
<b>How do you read?</b>	Do you understand my transmission?
<b>I say again...</b>	I repeat for confirmation and clarity.
<b>Message</b>	I have a message. Prepare to write it down or record it.
<b>Minimize</b>	All parties on the net, stop talking immediately
<b>Monitor</b>	Keep track of or listen on frequency.
<b>Negative</b>	No, or permission not granted, etc.
<b>Over</b>	End of transmission
<b>Out</b>	End of conversation
<b>Prepare to copy</b>	Get a pen and paper ready. I want you to write something down.
<b>Read back</b>	Repeat message back to me
<b>Roger</b>	Acknowledgement of transmission
<b>Say again</b>	Repeat
<b>Send</b>	I am ready for your message.
<b>Speak Slower</b>	You are speaking to fast.
<b>Stand-by</b>	Wait a minute
<b>This is</b>	Give your call sign, eg. "Bravo 20"
<b>Verify</b>	Check and confirm
<b>Wait</b>	Wait for a few seconds.
<b>Wait out</b>	Stand by and wait.
<b>Words Twice</b>	Say every word twice because I cannot understand you.
<b>Wilco</b>	I understand your message and will comply
<b>Wrong</b>	Your read back was incorrect.

**REPORTING THE QUALITY OF RECEPTION**

Use the following phrases when making or requesting information about signal strength and understandability

Phrase	Meaning
Radio Check	What is my signal strength? How well do you hear me?
You are	Your signal strength is...
Loud and Clear	Your signal strength is excellent.
Weak	Your signal strength is poor.
Readable	Good quality transmission
Distorted	I have trouble understanding you
Unreadable	I can hear you, but cannot understand you.

**DISTRESS/URGENCY SIGNALS**

REFERRED TO IN CHAPTER 7

Information Transmission Techniques for Radio Users (continued)

- A. All employees operating radios should familiarize themselves with the international distress and urgency signals.
- B. Any call prefixed “May Day (usually repeated three times) means immediate assistance is required by an aircraft or vessel in distress.
- C. Any call or message transmitted by an aircraft or vessel and prefixed “Pan Pan Pan” concerns the safety of an aircraft, other vehicle, or some person in distress.
- D. If an employee hears these messages when operating a radio, they should immediately cease any conversations and listen to the text of the distress message.
- E. If the employee acknowledges the messages and wishes to respond to the party sending the distress signal, they should reply “Pan-Pan-Pan, I copy your message and will take the following action(s).....”

**Sample of Radio Log Sheet**

Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Coded

	User	User	
<b>Time</b>	<b>From</b>	<b>To</b>	<b>Message</b>
0831	DB1	FB2	Prepare to copy message, over
0831	FB2	DB1	Roger, go ahead with message, over
0831	DB1	FB2	Calling other region: country codes. There will be an arrival today that will need assistance. Can you provide transportation: Over.
0832	FB2	DB1	Roger. Calling other region: country codes. Can provide transportation? Over.
0832	DB1	FB2	Great. Will call via land line with details. Over and Out.
0833	FB2	DB1	Roger, copy. You will call with details via land line. Will stand-by for call. Over and out.