

**Government of India
Ministry of Communications & I.T.
WPC Wing, Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road,
New Delhi: 110001**

No: P-14027/04/09-COP

Dated: 6/01/2010

Office Memorandum

Sub: Recommended abbreviations that can be used by the Examiners and Candidates for RTR (A) examination

Vide this Ministry Office Memorandum of even no dated 28/10/2009; it has been made mandatory that all the candidates would be required to record the Radio Telephony log in the prescribed format. A sample log also was posted on the Website for the understanding of the candidates. This new procedure shall be introduced from the February, 2010 examination stated to be held at Mumbai from 22/2/2010 onwards. Time allocated for record of the RT log is 25 Minutes per candidate

2 A list of commonly used abbreviation in the aeronautical field is enclosed herewith for the benefit of all. The candidates are hereby advised to use these recommended abbreviations while writing their logs in order to save their time. It may be noted however that their use is not mandatory and instead the use of full text is also acceptable.

Encl: As above


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Recommended abbreviations & symbols For RTR(A) examination.

Following abbreviations and symbols may be used by examinee while writing his answers in RTR(A) examination part-I.

A

Abm	Abeam
Abt	About
Abv	Above
Acft	Aircraft
ACC	Area control <i>or</i> Area control centre
A/c	Aircraft
Ack	Acknowledge
Acpt	Accept <i>or</i> Accepted
AD	Aerodrome
Adj	Adjacent
Ady	Advise; Advisory
Adz	Advice
Aft	After (time or place)
Agn	Again
Attn	Attention
Alt	Altitude
Altn	Alternate
AP	Airport
A/P	Auto pilot
Apch	Approach
App	Approach control <i>or</i> Approach control service
Aprn	Apron
Aprx	Approximate or approximately
Apv	Approve <i>or</i> approved
Arng	Arrange
Asc	Ascent or Ascending to
ATA	Actual time of arrival
ATC	Air traffic control
ATD	Actual time departure
Attn	Attention
Auth	Authorized <i>or</i> Authorization
Avbl	Available
AWY	Airway
Azm	Azimuth

B

BA	Braking action
Bat	Battery
Bcst	Broadcast
Bdry	Boundary
Becmg	Becoming
Bfr	Before
BKN	Broken
Bldg	Building
Blw	Below
Brg	Bearing
Brk	Brake
Btn	Between

C

Capt	Captain
Cb	Cumulonimbus
Cfm	Confirm
Cld	Cloud
Clr	Clear(s) <i>or</i> cleared to, <i>or</i> Clearance
Clsd	Close, <i>or</i> closed, <i>or</i> closing
Cmb	Climb <i>or</i> climbing to
Cmpl	Complete
Cnl	Cancel
Com	Communication
Cond	Condition
Cons	Continuous
Co-ord	Co-ordinate <i>or</i> coordination
Crs	Course
Ctn	Caution

D

DA	Decision altitude
Dct	Direct
Dev	Deviation
Div	Divert <i>or</i> diverting
Dep	Departure
Dtrt	Deteriorate, Deteriorating
Des	Descend to <i>or</i> descending to
Desmst	Destination
DH	Decision height
Dist	Distance
Dla	Delay
Dng	Danger
Doc	Document
Dur	Duration

E

EB	East bound
Elect	Electric, Electricity
Elev	Elevation
Emer	Emergency
Eng	Engine
Engg	Engineering
Eqpt	Equipment
Est	Estimate <i>or</i> estimated
Exer	Exercises <i>or</i> Excepted <i>or</i> exercise
Ext	External
Extd	Extend <i>or</i> extending

F

Fcst	Forecast
FL	Flight level
Flr	Flares
Flg	Flashing
Flt	Flight
Fluc	Fluctuating <i>or</i> fluctuated <i>or</i> fluctuation
Flw	Follow (s) <i>or</i> Following
Fm	From
FSL	Full stop landing
Fwd	Forward

G

GA	Go around <i>or</i> Going around
Gld	Glider
Gnd	Grnd
GP	Glide Path
Gr	Group
GS	Ground speed
G/S	Glide slope

H

Hdg	Heading
Hgt	Height
Hldg	Holding
Hr	Hours
Hyd	Hydraulic

I

Ident	Identification
Impr	Improve <i>or</i> improving
Imt	Immediate <i>or</i> immediately
Inbd	Inbound
Info	Information
Inop	Inoperative
Instr	Instrument
Int	Intersection
Intst	Intensity
Isol	Isolated

J**K**

Kt	Knots
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L

Lat	Latitude
Ldg	Landing
Len	Length
Lgt	Light
Lgtd	Lighted
LH	Left hand
LLZ	Localizer
Long	Longitude
LSq	Line squall
Lvl	Level
LW	Landing weight

M

M	Mach number (followed by figures); Metres (preceded by figures)
M, m	Meter
Mag	Magnetic
Maint	Maintenance
Max	Maximum
Met	Meteorology
MM	Middle marker
Mnm	Minimum
Mnt	Monitor <i>or</i> monitoring <i>or</i> monitored
Mntn	Maintain
Mntng	Maintaining
Mod	Moderate
Msg	Message

N	
N/a	Not available <i>or</i> not applicable
Nav	Navigation
NC	No change
Ngt	Night
NM	Nautical mile
Nml	Normal
Nr	Number
Nxt	Next

O

Obs	Observe <i>or</i> observed <i>or</i> observation
Obstr	Obstruction
OM	Outer marker
Opn	Open <i>or</i> opened <i>or</i> opening

P

P...	Prohibited area (followed by identification)
Parl	Parallel
Pax	Passenger (s)
Per	Performance
Perm	Permanent
PJE	Parachute jumping exercise
PN	Prior notice required
POB	Persons on board
Poss	Possible
Pri	Primary
Prkg	Parking
Prov	Provisional
PS	Plus
Psn	Position
Pt	Point
Ptn	Procedure turn
Pvt	Private
Pwr	Power

Q

Quad	Quadrant
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R

R...	Rescue area (followed by identification)
R	Runway (runway identification)
Rad	Radius
Rash	Rain showers
RCF	Radio communication Failure
RCL	Runway center line
Rdl	Radial
Rdo	Radio
Rd	Road
RH	Right hand
Rec	Receive <i>or</i> receiver
REDL	Runway edge light (s)
Ref	Reference to <i>or</i> refer to
Reg	Registration
RENL	Runway end light (s)
Rep	Report <i>or</i> reporting <i>or</i> reporting point
Req	Request
Rerte	Reroute
RG	Range
RH	Rescue Helicopter
RLCE	Request level change en-route
RNN	Resume normal navigation
Rif	Re-clearance in flight
ROC	Rate of climb
ROD	Rate of descent
RON	Receiving only
RPL	Repetitive flight plan
RPLC	Replace <i>or</i> replaced
Rpt	Repeat
RR	Report reaching
RTE	Route
Rwy	Runway

S

SAP	As soon as possible
SAR	Search & Rescue
Sec	Seconds
Sect	Sector
Sfc	Surface
Sgl	Signal
Spd	Speed
SPOT	Spot wind
SQ	Squall
Sry	Secondary

STA	Straight in approach
Std	Standard
Stn	Station
Stnr	Stationary
Subj	Subject to
Svcbl	Serviceable
Sys	System

T

T	Temperature
TA	Transition altitude
Tail	Tail wind
TAS	True air speed
Tax	Taxi
Tfc	Traffic
TGL	Touch & go landing
Thru	Through
Til	Until
Tkof	Takeoff
T/o	Take off
TOC	Top of climb
TOD	Top of descent
Trng	Training
Turb	Turbulence
Twr	Tower
Twy	Taxi
Typ	Type of aircraft

U

UFN	Until further notice
UNA	Unable
Unrel	Unreliable
U/S	Unserviceable

V

Vcy	Vicinity
Vis	Visibility
Vrb	Variable
Vsp	Vertical speed

W

WDI	Wind direction Indicator
WEF	With effect from
WIE	With immediate effect
WIP	Work in progress

Wpt	Way point
Wrng	Warning
WS	Wind shear
Wt	Weight
Wx	Weather
WXR	Weather Radar

X

X	Cross
Xng	Crossing
XCVR	Transreciver
XFR	Transfer
Xmtr	Transmitter

Y

Yr	Yours
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Z

SYMBOLS

Maintaining	M →
Climb	↑
Descent	↓
Co-ordinate/d	↔
Passing level	150
Reached level	70→
More	>
Less	<

SPECIMEN

Q No/Time	Normal	Abbreviated
1	VT XYZ after departure climb straight ahead, 3500, turn left, cross radial 180, 15 DME or less, flight level 50 or below, then resume normal navigation climbing to FL 290, request level change en-route.	VTXYZ aft dep cmb 3500 (<i>or</i> ↑3500), 3500, TL, X Rdl 180, at 15 DME/ <, FL 50/ >, then RNN, cmb FL 290 (<i>or</i> ↑FL290) RLCE
2	Delhi approach VT XYZ 50 DME distance from Delta Papa November, Radial 125, maintaining flight level 70, request descent clearance.	DP (or Dlh or Del) Apch VT XYZ, 50 DME DPN, Rdl 125, FL 70 Mntng (M →) req desc. clr.
3	Ahemdabad control VT NMK over Partapgarh, 11:05, request divert to Ahemdabad, due weather ahead	AH ACC VTNMK, PG 11:05, req div AH due Wx ahead.
4 03:55	Delhi tower 15 DME, Radial 210 DPN, runway in sight, request visual approach	DP twr 15 DME, Rdl 210 DPN, Rwy in sight, req visual appch

LEGENDS / ABBREVIATIONS

A/C	Aircraft
AB	Airborne
AF	Airfield
Asc	Ascend
ABM	Abeam
Clr	Clear / cleared
Clmb	Climb
Dt/Time	Date / Time
Est	Estimate / Estimated
ETA	Estimated Time of Arrival
Dep	Departure / Departed
Flr	Failure
FL	Flight Level
Flt. Pln	Flight Plan
Gd	Ground
G.S	Ground Station
H.P	Holding Point / Position
G.A	Go Ahead
I.S.A	I Say Again
Kts	Knots
Ldg	Landing
Mntn	Maintain
Msg	Message
Nm	Nautical Mile (s)
NSC	No significant change
PB	Push Back
Psn	Position
Pre flt CK	Pre flight check
PCK	Pre flight SELCAL check
RdU5	Read you 5 (Loud and Clear)
Rdock	Radio check
RB	Read back
Rprt	Report
Rxr	Receiver
Recv	Receive
R/W	Runway

RVR	Runway Visual Range
T/O	Take Off
Txr	Transmitter
Xmit	Transmit
VMC	Visual Meteorological conditions
Wx	Weather

AIRLINE DESIGNATOR / FLT NO AS CALL SIGN

Airline Name	Designator	Flt no (as c/s)
AIR INDIA	AIRINDIA	AI 768
INDIAN AIRLINES	INDAIR	IC 435
ALLIANCE AIR	ALLIED	CD 455
JETAIRWAYS	JETAIR	9W 444
SAHARA	SAHARA	S2 144
AIR DECCAN	DECCAN	DN 141
KING FISHER	KINGFISHER	IT 108
GO AIR	GO	G8 128
SPICE JET	SPICE	SG 223
INDIGO	I FLY	6E 102
AIR INDIA EXPRESS	EXPRESS INDIA	IX 425
PARAMOUNT	PARAWAYS	I7 450
MAHAN AIR	MAHANAIR	W5 825

PHRASES

Phrase	Meaning
Acknowledge	Let me know that you have received and understood this message
Affirm	Yes
Approved	Permission for proposed action granted
Break	I here by indicate the separation between portions of the message.
Break Break	I here by indicate the separation between messages transmitted to different Aircraft in a very busy environment.
Cancel	Annul the previously transmitted clearance
Check	Examined system or procedure
Cleared	Authorized to proceed under condition specified

Confirm	Have I correctly received the following
Contact	Establish communication with
Correct	That is correct
Correction	An error has been made in the transmission
Disregard	Consider that transmission as not sent
Go Ahead	Proceed with your message
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 specified
Monitor	Listen out on (----- frequency)
Negative	No / Permission not granted
Over	My transmission is ended and I expect a response from you Remarks: Not used in VHF communication
Out	This exchange of transmission is ended and no response is expected Remarks : Not used in VHF communication
Read back	Repeat all, or the specified the 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 there of
Report	Pass me the following information
Request	I should like to know.....or I wish to obtain.....
Roger	I have received all your last transmission
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
Verify	Check and confirm originator
WILCO	I understood your message and will comply with it