

# **SAN JUAN CERAP PHRASEOLOGY MANUAL**

Revision: 2022/06

Effective Date: 01/06/2022 (June 1, 2022)

## DOCUMENT INFORMATION

### **Purpose**

This document prescribes the phraseology of San Juan CERAP for both FAA and ICAO operations. This document serves as a reference only and may not include all potential situations that may occur while working a controller position on the network.

### **Distribution**

The San Juan CERAP Phraseology Manual is distributed to all controllers of San Juan CERAP.

### **Responsibility**

This document is the responsibility of the San Juan CERAP Air Traffic Manager and Training Administrator to maintain. The document is to be approved by the VATSIM Caribbean Division Training Director prior to release.

### **Updates and Changes**

This version is the initial release of this document. Any updates to this document are noted in the Table of Revision following this document information and will indicate what has changed.

### **Cancellation**

This document cancels any previous release version of the San Juan CERAP Phraseology Manual, published prior to 01/06/2022 (June 1, 2022).

## TABLE OF REVISIONS

| Date       | Revision            | Editor            |
|------------|---------------------|-------------------|
| 01/06/2022 | A - Initial Release | Jannes van Gestel |

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>DOCUMENT INFORMATION</b>                                | <b>2</b>  |
| Purpose  | 2         |
| Distribution   | 2         |
| Responsibility   | 2         |
| Updates and Changes  | 2         |
| Cancellation   | 2         |
| <b>TABLE OF REVISIONS</b>                                  | <b>3</b>  |
| <b>TABLE OF CONTENTS</b>                                   | <b>4</b>  |
| <b>1. IFR CLEARANCES</b>                                   | <b>7</b>  |
| 1.1 STANDARD INSTRUMENT DEPARTURE (SJU / FAA)              | 7         |
| 1.2 RADAR VECTORS DEPARTURE (SJU / FAA)                    | 7         |
| 1.3 STANDARD INSTRUMENT DEPARTURE (TNCM / ICAO)            | 8         |
| 1.4 RADAR VECTORS DEPARTURE (TNCM / ICAO)                  | 8         |
| 1.5 POP-UP IFR   | 8         |
| <b>2. VFR CLEARANCES</b>                                   | <b>8</b>  |
| 2.1 TRAFFIC PATTERN  | 9         |
| 2.2 CLASS DELTA AIRSPACE                                   | 9         |
| 2.3 CLASS CHARLIE AIRSPACE                                 | 9         |
| 2.4 SAN JUAN (SJU) STANDARD EAST/WEST DEPARTURE PROCEDURES | 10        |
| <b>3. GROUND OPERATIONS</b>                                | <b>11</b> |
| 3.1 PUSHBACK   | 11        |
| 3.2 PUSHBACK WITH DIRECTION                                | 11        |
| 3.3 PUSHBACK AND STARTUP (TNCM / ICAO)                     | 11        |
| 3.4 TAXI TO THE RUNWAY (SJU / FAA) - FULL LENGTH           | 11        |
| 3.5 TAXI TO THE RUNWAY (SJU / FAA) - INTERSECTION          | 12        |
| 3.6 TAXI TO THE RUNWAY (TNCM / ICAO)                       | 12        |
| 3.7 TAXI INSTRUCTIONS - GIVE WAY                           | 12        |
| 3.8 TAXI INSTRUCTIONS - FOLLOW                             | 12        |
| 3.9 TAXI INSTRUCTIONS - JOIN BEHIND                        | 12        |
| 3.10 TAXI TO THE GATE                                      | 13        |
| <b>4. RUNWAY OPERATIONS</b>                                | <b>14</b> |
| 4.1 TAKEOFF CLEARANCE                                      | 14        |
| 4.2 TAKEOFF CLEARANCE - RADAR VECTORS                      | 14        |
| 4.3 TAKEOFF CLEARANCE - WAKE TURBULENCE ADVISORY           | 14        |
| 4.4 LINE UP AND WAIT                                       | 15        |
| 4.5 LINE UP AND WAIT - BACKTRACK                           | 15        |
| 4.6 RUNWAY CROSSING  | 15        |
| 4.7 LANDING CLEARANCE                                      | 15        |

|   |           |
|---|-----------|
| 4.8 VACATE WITH BACKTRACK                               | 16        |
| 4.9 TRAFFIC INFORMATION - LANDING                       | 16        |
| 4.10 TRAFFIC INFORMATION - DEPARTING                    | 16        |
| 4.11 GO AROUND - PUBLISHED MISSED APPROACH              | 16        |
| 4.12 GO AROUND - VISUAL APPROACH                        | 16        |
| <b>5. VFR OPERATIONS</b>                                | <b>17</b> |
| 5.1 DEPARTURE - TRAFFIC PATTERN / CIRCUIT               | 17        |
| 5.2 DEPARTURE - ON COURSE DEPARTURE                     | 17        |
| 5.3 DEPARTURE - RIGHT/LEFT DOWNWIND DEPARTURE           | 17        |
| 5.4 DEPARTURE - VECTORS DEPARTURE                       | 18        |
| 5.5 CIRCUIT - THE OPTION                                | 18        |
| 5.6 CIRCUIT - TOUCH AND GO / STOP AND GO / LOW APPROACH | 18        |
| 5.7 ARRIVAL - DOWNWIND                                  | 18        |
| 5.8 ARRIVAL - BASE                                      | 19        |
| 5.9 ARRIVAL - STRAIGHT IN                               | 19        |
| 5.10 TRAFFIC - INFORMATION                              | 19        |
| 5.11 TRAFFIC - FOLLOW                                   | 19        |
| 5.13 AIRSPACE TRANSITION                                | 20        |
| <b>6. RADAR CONTACT</b>                                 | <b>21</b> |
| 6.1 RADAR CONTACT - TAKEOFF                             | 21        |
| 6.2 RADAR CONTACT - IFR ENROUTE                         | 21        |
| 6.3 RADAR CONTACT - VFR ENROUTE                         | 21        |
| 6.4 IFR CHECK-IN WITH APPROACH FOR ARRIVAL              | 21        |
| 6.5 IFR CHECK-IN WITH CENTER AFTER DEPARTURE            | 22        |
| 6.6 IFR CANCELLATION                                    | 22        |
| <b>7. CLIMB AND DESCEND</b>                             | <b>23</b> |
| 7.1 CLIMB   | 23        |
| 7.2 DESCEND   | 23        |
| 7.3 DESCEND PAST TRANSITION LEVEL                       | 23        |
| 7.4 CROSSING RESTRICTION                                | 23        |
| <b>8. RADAR VECTORS</b>                                 | <b>24</b> |
| 8.1 RADAR VECTORS                                       | 24        |
| 8.2 REASONS FOR VECTORS                                 | 24        |
| 8.3 DIRECT  | 24        |
| 8.4 DIRECT AFTER FIX                                    | 24        |
| 8.5 RADAR VECTORS AFTER FIX                             | 24        |
| <b>9. SPEED CONTROL</b>                                 | <b>25</b> |
| 9.1 REDUCE SPEED (KNOTS)                                | 25        |
| 9.2 REDUCE SPEED (MACH)                                 | 25        |
| 9.3 MAINTAIN SPEED                                      | 25        |
| <b>10. APPROACH CLEARANCES</b>                          | <b>26</b> |

|  |           |
|--|-----------|
| 10.1 ILS APPROACH VIA RADAR VECTORS          | 26        |
| 10.2 ILS APPROACH VIA FIX                    | 26        |
| 10.3 RNAV APPROACH VIA RADAR VECTORS         | 26        |
| 10.4 RNAV APPROACH VIA FIX (TNCM / ICAO)     | 27        |
| 10.5 VISUAL APPROACH                         | 27        |
| 10.6 VISUAL APPROACH WITH FOLLOW (SJU / FAA) | 27        |
| 10.7 APPROACH SPEED RESTRICTION              | 28        |
| 10.8 TRAFFIC INFORMATION                     | 28        |
| <b>11. HOLD CLEARANCE</b>                    | <b>29</b> |
| 11.1 PUBLISHED                               | 29        |
| 11.2 UNPUBLISHED                             | 29        |
| <b>12. NON TOWERED AIRPORT OPERATIONS</b>    | <b>30</b> |
| 12.1 IFR CLEARANCE (TJPS / TJMZ)             | 30        |
| 12.2 IFR DEPARTURE (TJPS / TJMZ)             | 30        |
| 12.3 IFR ARRIVAL (TJPS / TJMZ)               | 30        |
| <b>13. DOCUMENT CHANGE LOG</b>               | <b>32</b> |

# 1. IFR CLEARANCES

## 1.1 STANDARD INSTRUMENT DEPARTURE (SJU / FAA)

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN CLEARANCE, AMERICAN 123, REQUESTING IFR CLEARANCE TO MIAMI."   |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN CLEARANCE, CLEARED TO MIAMI INTERNATIONAL AIRPORT, VIA THE ACONY 3 DEPARTURE, SAPPO TRANSITION, THEN AS FILED. MAINTAIN 5000. EXPECT FLIGHT LEVEL 280 ONE ZERO MINUTES AFTER DEPARTURE. DEPARTURE FREQUENCY 119.4, SQUAWK 3301." |
| <b>PILOT</b> | "AMERICAN 123 IS CLEARED TO MIAMI INTERNATIONAL AIRPORT, ACONY 3 DEPARTURE, SAPPO TRANSITION, THEN AS FILED. MAINTAIN 5000. EXPECT FLIGHT LEVEL 280 ONE ZERO MINUTES AFTER DEPARTURE. DEPARTURE FREQUENCY 119.4, SQUAWK 3301."                           |
| <b>ATC</b>   | "AMERICAN 123, READBACK CORRECT. ATIS ALPHA IS CURRENT, ALTIMETER 29.92, EXPECT RUNWAY 8, CONTACT GROUND FOR PUSHBACK 121.9."  |

**NOTE:** Departure Frequency and Expected Altitude can be omitted if not amended by ATC and they are reported on the Standard Instrument Departure chart.

**NOTE:** ATIS and Altimeter can be omitted if the ATIS is self-reported by the pilot prior to taxi (as is required).

## 1.2 RADAR VECTORS DEPARTURE (SJU / FAA)

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN CLEARANCE, AMERICAN 123, REQUESTING IFR CLEARANCE TO MIAMI."  |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN CLEARANCE, CLEARED TO MIAMI INTERNATIONAL AIRPORT, VIA RADAR VECTORS TO ACONY, THEN AS FILED. CLIMB AND MAINTAIN 5000. EXPECT FLIGHT LEVEL 280 ONE ZERO MINUTES AFTER DEPARTURE. DEPARTURE FREQUENCY 119.4, SQUAWK 3301." |
| <b>PILOT</b> | "AMERICAN 123 IS CLEARED TO MIAMI INTERNATIONAL AIRPORT, RADAR VECTORS TO ACONY, THEN AS FILED. CLIMB AND MAINTAIN 5000. EXPECT FLIGHT LEVEL 280 ONE ZERO MINUTES AFTER DEPARTURE. DEPARTURE FREQUENCY 119.4, SQUAWK 3301."                       |
| <b>ATC</b>   | "AMERICAN 123, READBACK CORRECT. ATIS ALPHA IS CURRENT, ALTIMETER 29.92, EXPECT RUNWAY 8, CONTACT GROUND FOR PUSHBACK 121.9."   |

### 1.3 STANDARD INSTRUMENT DEPARTURE (TNCM / ICAO)

|              |   |
|--------------|---|
| <b>PILOT</b> | "JULIANA DELIVERY, KLM 223, REQUESTING IFR CLEARANCE TO AMSTERDAM."   |
| <b>ATC</b>   | "KLM 223, JULIANA DELIVERY, CLEARED TO AMSTERDAM, MODOR 2 DEPARTURE, MNOLO TRANSITION, THEN AS FILED, INITIAL CLIMB FLIGHT LEVEL 150, SQUAWK 4501." |
| <b>PILOT</b> | "KLM 223 IS CLEARED TO AMSTERDAM, MODOR 2 DEPARTURE, MNOLO TRANSITION, THEN AS FILED, FLIGHT LEVEL 150, SQUAWK 4501."                               |
| <b>ATC</b>   | "KLM 223, READBACK CORRECT. ATIS BRAVO IS CURRENT, QNH 1013, EXPECT RUNWAY 10, CONTACT TOWER FOR PUSH AND START 118.7."                             |

**NOTE:** IFR Clearance at Juliana (TNCM / ICAO) never includes the Expected Altitude and Departure Frequency.

### 1.4 RADAR VECTORS DEPARTURE (TNCM / ICAO)

|              |  |
|--------------|--|
| <b>PILOT</b> | "JULIANA DELIVERY, KLM 223, REQUESTING IFR CLEARANCE TO AMSTERDAM."  |
| <b>ATC</b>   | "KLM 223, JULIANA DELIVERY, CLEARED TO AMSTERDAM, RADAR VECTORS TO MNOLO, THEN AS FILED, FLIGHT LEVEL 150, SQUAWK 4501." |
| <b>PILOT</b> | "KLM 223 IS CLEARED TO AMSTERDAM, RADAR VECTORS TO MNOLO THEN AS FILED, FLIGHT LEVEL 150, SQUAWK 4501."                  |
| <b>ATC</b>   | "KLM 223, READBACK CORRECT. ATIS BRAVO IS CURRENT, QNH 1013, EXPECT RUNWAY 10, CONTACT TOWER FOR PUSH AND START 118.7."  |

**NOTE:** IFR Clearance at Juliana (TNCM / ICAO) never includes the Expected Altitude and Departure Frequency.

### 1.5 POP-UP IFR

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN CENTER, NOVEMBER 223, OVER ST. THOMAS AT 2000, REQUESTING IFR TO SAN JUAN."  |
| <b>ATC</b>   | "NOVEMBER 223, ROGER, SQUAWK 3354."  |
|              | "SQUAWK 3354, NOVEMBER 223."   |
| <b>ATC</b>   | "NOVEMBER 223, RADAR CONTACT, ARE YOU ABLE TO MAINTAIN YOUR OWN TERRAIN AND OBSTRUCTION CLEARANCE UNTIL REACHING 2700."        |
| <b>PILOT</b> | "AFFIRMATIVE, NOVEMBER 223."   |
| <b>ATC</b>   | "NOVEMBER 223, ROGER, CLEARED TO SAN JUAN AIRPORT VIA PRESENT POSITION, DIRECT PALCO, THEN AS FILED, CLIMB AND MAINTAIN 6000." |
| <b>PILOT</b> | "CLEARED TO SAN JUAN AIRPORT VIA PRESENT POSITION, DIRECT PALCO, THEN AS FILED, CLIMB AND MAINTAIN 6000, NOVEMBER 223."        |

**NOTE:** Terrain and Obstruction check not required if above MVA/MIA altitude.



## 2. VFR CLEARANCES

### 2.1 TRAFFIC PATTERN

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN CLEARANCE, NOVEMBER 223, REQUESTING CLOSED TRAFFIC."  |
| <b>ATC</b>   | "NOVEMBER 223, ATIS ALPHA IS CURRENT, ALTIMETER 29.92, EXPECT RUNWAY 8, CONTACT GROUND FOR TAXI 121.9." |

**NOTE:** Squawk only required if in Class Bravo Airspace or due to local procedures, see SOP.

**NOTE:** Pattern Altitude sometimes required by local procedures, see SOP.

### 2.2 CLASS DELTA AIRSPACE

|              |   |
|--------------|---|
| <b>PILOT</b> | "ISLA GRANDE GROUND, NOVEMBER 223, VFR DEPARTURE TO THE WEST, NO FLIGHT FOLLOWING."                           |
| <b>ATC</b>   | "NOVEMBER 223, ISLA GRANDE GROUND, ADVISE YOU HAVE INFORMATION ALPHA, ALTIMETER 29.92, RUNWAY 9, TAXI VIA A." |

**NOTE:** Squawk and Departure Frequency need to be included by ATC when PILOT requests flight following.

**NOTE:** Clearance Delivery Controllers can not give taxi instructions. Send traffic to Ground for taxi.

**NOTE:** ATIS can be omitted if the ATIS is self-reported by the pilot prior to taxi (as is required).

### 2.3 CLASS CHARLIE AIRSPACE

|              |  |
|--------------|--|
| <b>PILOT</b> | "ST THOMAS GROUND, NOVEMBER 223, VFR DEPARTURE TO SAN JUAN."                                   |
| <b>ATC</b>   | "NOVEMBER 223, ST THOMAS GROUND, MAINTAIN VFR AT OR BELOW 2000, SQUAWK 1723."                  |
| <b>PILOT</b> | "MAINTAIN VFR AT OR BELOW 2000, SQUAWK 1723, NOVEMBER 223."                                    |
| <b>ATC</b>   | "NOVEMBER 223, READBACK CORRECT, ATIS ALPHA IS CURRENT, ALTIMETER 29.92, TAXI RUNWAY 9 VIA A." |

**NOTE:** Departure Frequency needs to be included by ATC when PILOT requests flight following.

**NOTE:** Clearance Delivery Controllers can not give taxi instructions. Send traffic to Ground for taxi.

## 2.4 SAN JUAN (SJU) STANDARD EAST/WEST DEPARTURE PROCEDURES

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN CLEARANCE, NOVEMBER 223, STANDARD EAST DEPARTURE TO JULIANA AT 7500, CESSNA 172."                               |
| <b>ATC</b>   | "NOVEMBER 223, STANDARD EAST DEPARTURE APPROVED. MAINTAIN VFR AT OR BELOW 5000. SQUAWK 3345."                             |
| <b>PILOT</b> | "STANDARD EAST DEPARTURE, MAINTAIN VFR AT OR BELOW 5000, SQUAWK 3345, NOVEMBER 223."                                      |
| <b>ATC</b>   | "NOVEMBER 223, READBACK CORRECT, ATIS ALPHA IS CURRENT, ALTIMETER 29.92, EXPECT RUNWAY 8, CONTACT GROUND FOR TAXI 121.9." |

**NOTE:** Squawk and Departure Frequency need to be included by ATC when PILOT requests flight following.

**NOTE:** Headings for Standard East/West Departure Procedures can be found in the San Juan (SJU) SOP.

## 3. GROUND OPERATIONS

### 3.1 PUSHBACK

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN GROUND, AMERICAN 123, READY FOR PUSHBACK."                               |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN GROUND, PUSHBACK ON HOTEL APPROVED, ADVISE READY TO TAXI." |
| <b>PILOT</b> | "PUSHBACK ON HOTEL APPROVED, AMERICAN 123."  |

**NOTE:** Pushback Clearance not required on the ramp unless required by local procedures, see SOP.

### 3.2 PUSHBACK WITH DIRECTION

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN GROUND, AMERICAN 123, READY FOR PUSHBACK."   |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN GROUND, PUSHBACK ON HOTEL APPROVED, NOSE FACING EAST, ADVISE READY TO TAXI." |
| <b>PILOT</b> | "PUSHBACK ON HOTEL APPROVED, NOSE FACING EAST, AMERICAN 123."  |

**NOTE:** Pushback Direction determined by taxiway restrictions, active runway or due to local procedures, see SOP.

**NOTE:** Pushback Clearance not required on the ramp unless required by local procedures, see SOP.

### 3.3 PUSHBACK AND STARTUP (TNCM / ICAO)

|              |  |
|--------------|--|
| <b>PILOT</b> | "JULIANA TOWER, KLM 223, READY FOR PUSHBACK AND STARTUP."                      |
| <b>ATC</b>   | "KLM 223, JULIANA TOWER, PUSHBACK AND STARTUP APPROVED, ADVISE READY TO TAXI." |
| <b>PILOT</b> | "PUSHBACK AND STARTUP APPROVED, KLM 223."                                      |

**NOTE:** Pushback and Startup Clearance not required unless required by local procedures, see SOP.

### 3.4 TAXI TO THE RUNWAY (SJU / FAA) - FULL LENGTH

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN GROUND, AMERICAN 123, READY FOR TAXI."         |
| <b>ATC</b>   | "AMERICAN 123, RUNWAY 8, TAXI VIA HOTEL, ALPHA, SIERRA." |
| <b>PILOT</b> | "RUNWAY 8, TAXI VIA HOTEL, ALPHA, SIERRA, AMERICAN 123." |

### 3.5 TAXI TO THE RUNWAY (SJU / FAA) - INTERSECTION

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN GROUND, AMERICAN 123, READY FOR TAXI."                               |
| <b>ATC</b>   | "AMERICAN 123, RUNWAY 8 AT SIERRA 2, TAXI VIA HOTEL, ALPHA, SIERRA, SIERRA 2." |
| <b>PILOT</b> | "RUNWAY 8 AT SIERRA 2, TAXI VIA HOTEL, ALPHA, SIERRA, SIERRA 2, AMERICAN 123." |

### 3.6 TAXI TO THE RUNWAY (TNCM / ICAO)

|              |  |
|--------------|--|
| <b>PILOT</b> | "JULIANA TOWER, KLM 223, READY FOR TAXI."            |
| <b>ATC</b>   | "KLM 223, TAXI TO HOLDING POINT CHARLIE, RUNWAY 10." |
| <b>PILOT</b> | "TAXI TO CHARLIE AND HOLD SHORT, KLM 223."           |

NOTE: Juliana (TNCM) specific example, for more examples see SOP.

### 3.7 TAXI INSTRUCTIONS - GIVE WAY

|              |  |
|--------------|--|
| <b>ATC</b>   | "AMERICAN 123, AT SIERRA, GIVE WAY TO THE DELTA AIRBUS A320, LEFT TO RIGHT." |
| <b>PILOT</b> | "AT SIERRA, GIVE WAY TO THE DELTA AIRBUS A320, LEFT TO RIGHT, AMERICAN 123." |

### 3.8 TAXI INSTRUCTIONS - FOLLOW

|              |  |
|--------------|--|
| <b>ATC</b>   | "AMERICAN 123, AT SIERRA, FOLLOW THE COMPANY BOEING 737, RIGHT TO LEFT." |
| <b>PILOT</b> | "AT SIERRA, FOLLOW THE COMPANY BOEING 737, RIGHT TO LEFT, AMERICAN 123." |

NOTE: "Company" can be used when both aircraft are from the same airline.

### 3.9 TAXI INSTRUCTIONS - JOIN BEHIND

|              |  |
|--------------|--|
| <b>ATC</b>   | "AMERICAN 123, JOIN SIERRA BEHIND THE JETBLUE AIRBUS A320, RIGHT TO LEFT." |
| <b>PILOT</b> | "JOIN SIERRA BEHIND THE JETBLUE AIRBUS A320, RIGHT TO LEFT, AMERICAN 123"  |

### 3.10 TAXI TO THE GATE

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN GROUND, AMERICAN 123, VACATED ON H, PARKING ON APRON 2."        |
| <b>ATC</b>   | "AMERICAN 123, WELCOME TO SAN JUAN, TAXI TO PARKING VIA HOTEL, NOVEMBER." |
| <b>PILOT</b> | "TAXI TO PARKING VIA HOTEL, NOVEMBER, AMERICAN 123."                      |

**NOTE:** Gate/Stand/Parking assignment not required unless required by local procedures, see SOP.

## 4. RUNWAY OPERATIONS

### 4.1 TAKEOFF CLEARANCE

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN TOWER, AMERICAN 123, READY FOR DEPARTURE."                           |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN TOWER, WIND 080 AT 10, RUNWAY 8, CLEARED FOR TAKEOFF." |
| <b>PILOT</b> | "RUNWAY 8, CLEARED FOR TAKEOFF, AMERICAN 123."                                 |
| <b>ATC</b>   | "AMERICAN 123, CONTACT DEPARTURE."   |

**NOTE:** State the Departure Frequency if not normally given during clearance, see SOP.

**NOTE:** Always state the Intersection from which the aircraft will enter the runway if not Full Length.

### 4.2 TAKEOFF CLEARANCE - RADAR VECTORS

|              |   |
|--------------|---|
| <b>PILOT</b> | "KLM 223, READY FOR DEPARTURE."   |
| <b>ATC</b>   | "KLM 223, FLY HEADING 180, WIND 080 AT 10, RUNWAY 10, CLEARED FOR TAKEOFF." |
| <b>PILOT</b> | "RUNWAY 10, CLEARED FOR TAKEOFF, KLM 223."                                  |
| <b>ATC</b>   | "KLM 223, CONTACT JULIANA APPROACH 128.95."                                 |

**NOTE:** Do not send traffic to Departure Frequency before you see the traffic start making its turn.

### 4.3 TAKEOFF CLEARANCE - WAKE TURBULENCE ADVISORY

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN TOWER, AMERICAN 123, READY FOR DEPARTURE."   |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN TOWER, CAUTION WAKE TURBULENCE FROM A DEPARTING HEAVY 747. WIND 080 AT 10, RUNWAY 8, CLEARED FOR TAKEOFF." |
| <b>PILOT</b> | "RUNWAY 8, CLEARED FOR TAKEOFF, AMERICAN 123."   |
| <b>ATC</b>   | "AMERICAN 123, CONTACT DEPARTURE."   |

**NOTE:** Only required when preceding traffic is larger, or it's a HEAVY/SUPER.

#### 4.4 LINE UP AND WAIT

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN TOWER, AMERICAN 123, READY FOR DEPARTURE."        |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN TOWER, RUNWAY 8, LINE UP AND WAIT." |
| <b>PILOT</b> | "RUNWAY 8, LINE UP AND WAIT, AMERICAN 123."                 |

**NOTE:** Not allowed when other traffic is already cleared to land.

#### 4.5 LINE UP AND WAIT - BACKTRACK

|              |   |
|--------------|---|
| <b>PILOT</b> | "JULIANA TOWER, KLM 223, HOLDING SHORT AT CHARLIE."                                       |
| <b>ATC</b>   | "KLM 223, VIA CHARLIE BACKTRACK RUNWAY 10, LINE UP AND WAIT, REPORT READY FOR DEPARTURE." |
| <b>PILOT</b> | "VIA CHARLIE BACKTRACK RUNWAY 10, LINE UP AND WAIT, KLM 223."                             |

**NOTE:** FAA uses "Backtaxi" instead of "Backtrack". See SOP.

**NOTE:** Always state the Intersection from which the aircraft will enter the runway.

#### 4.6 RUNWAY CROSSING

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN TOWER, AMERICAN 123, HOLDING SHORT RUNWAY 10 AT JULIETT 7."                        |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN TOWER, CROSS RUNWAY 10 AT JULIETT 7, TAXI VIA HOTEL, ALPHA, SIERRA." |
| <b>PILOT</b> | "CROSS RUNWAY 10 AT JULIETT 7, TAXI VIA HOTEL, ALPHA, SIERRA.", AMERICAN 123."               |

**NOTE:** Always state the Intersection from which the aircraft will enter the runway.

#### 4.7 LANDING CLEARANCE

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN TOWER, AMERICAN 123, FINAL RUNWAY 10."                            |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN TOWER, WIND 080 AT 10, RUNWAY 10, CLEARED TO LAND." |
| <b>PILOT</b> | "RUNWAY 8, CLEARED FOR TAKEOFF, AMERICAN 123."                              |

**NOTE:** Provide Traffic Information as required.

#### 4.8 VACATE WITH BACKTRACK

|              |  |
|--------------|--|
| <b>ATC</b>   | "KLM 223, WELCOME TO JULIANA, BACKTRACK RUNWAY 10, VACATE AT CHARLIE." |
| <b>PILOT</b> | "BACKTRACK RUNWAY 10, VACATE AT CHARLIE, KLM 223."                     |

**NOTE:** FAA uses "Backtaxi" instead of "Backtrack". See SOP.

#### 4.9 TRAFFIC INFORMATION - LANDING

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN TOWER, AMERICAN 123, ILS RUNWAY 10."  |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN TOWER, CONTINUE APPROACH, TRAFFIC IS HOLDING IN POSITION, WILL DEPART PRIOR TO YOUR ARRIVAL." |
| <b>PILOT</b> | "CONTINUE APPROACH, AMERICAN 123."  |

**NOTE:** Include Wake Turbulence Category, only required when preceding traffic is larger, or it's a HEAVY/SUPER.

#### 4.10 TRAFFIC INFORMATION - DEPARTING

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN TOWER, LINE UP AND WAIT RUNWAY 8, TRAFFIC ON A FOUR MILE FINAL."              |
| <b>PILOT</b> | "LINE UP AND WAIT RUNWAY 8, AMERICAN 123."  |
| <b>ATC</b>   | "AMERICAN 123, NO DELAY, TRAFFIC ON A TWO MILE FINAL. WIND 080 AT 10, RUNWAY 8, CLEARED FOR TAKEOFF." |

**NOTE:** Report landing traffic on final approach when within 6 mile from the runway.

#### 4.11 GO AROUND - PUBLISHED MISSED APPROACH

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, GO AROUND, FLY PUBLISHED MISSED APPROACH PROCEDURE." |
| <b>PILOT</b> | "GOING AROUND, AMERICAN 123."                                       |
| <b>ATC</b>   | "AMERICAN 123, CONTACT DEPARTURE 119.4, CYA SOON."                  |

#### 4.12 GO AROUND - VISUAL APPROACH

|              |  |
|--------------|--|
| <b>ATC</b>   | "KLM 223, GO AROUND, TURN RIGHT HEADING 180, CLIMB AND MAINTAIN 4000." |
| <b>PILOT</b> | "GOING AROUND, RIGHT HEADING 180, CLIMB AND MAINTAIN 4000, KLM 223."   |
| <b>ATC</b>   | "KLM 223, CONTACT APPROACH 128.95, CYA SOON."                          |



## 5. VFR OPERATIONS

### 5.1 DEPARTURE - TRAFFIC PATTERN / CIRCUIT

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN TOWER, NOVEMBER 223, READY FOR DEPARTURE."                                    |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN TOWER, SAY INTENTIONS."   |
| <b>PILOT</b> | "REQUESTING CLOSED TRAFFIC, NOVEMBER 223."  |
| <b>ATC</b>   | "NOVEMBER 223, MAKE RIGHT/LEFT TRAFFIC, WIND 080 AT 10, RUNWAY 8, CLEARED FOR TAKEOFF." |
| <b>PILOT</b> | "MAKE LEFT TRAFFIC, RUNWAY 8, CLEARED FOR TAKEOFF, NOVEMBER 223."                       |

**NOTE:** "Say Intentions" can be omitted when intentions are self-reported by the aircraft.

### 5.2 DEPARTURE - ON COURSE DEPARTURE

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN TOWER, NOVEMBER 223, READY FOR DEPARTURE."   |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN TOWER, SAY INTENTIONS."  |
| <b>PILOT</b> | "VFR TO THE WEST, NOVEMBER 223."   |
| <b>ATC</b>   | "NOVEMBER 223, ON COURSE DEPARTURE APPROVED, WIND 080 AT 10, RUNWAY 8, CLEARED FOR TAKEOFF." |
| <b>PILOT</b> | "ON COURSE DEPARTURE APPROVED, RUNWAY 8, CLEARED FOR TAKEOFF, NOVEMBER 223."                 |

**NOTE:** "On Course Departure" means the pilot can turn at own discretion after departure.

### 5.3 DEPARTURE - RIGHT/LEFT DOWNWIND DEPARTURE

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN TOWER, NOVEMBER 223, READY FOR DEPARTURE."   |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN TOWER, SAY INTENTIONS."  |
| <b>PILOT</b> | "VFR TO THE WEST, NOVEMBER 223."   |
| <b>ATC</b>   | "NOVEMBER 223, MAKE RIGHT/LEFT DOWNWIND DEPARTURE, WIND 080 AT 10, RUNWAY 8, CLEARED FOR TAKEOFF." |
| <b>PILOT</b> | "RIGHT/LEFT DOWNWIND DEPARTURE, RUNWAY 8, CLEARED FOR TAKEOFF, NOVEMBER 223."                      |

#### 5.4 DEPARTURE - VECTORS DEPARTURE

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN TOWER, NOVEMBER 223, READY FOR DEPARTURE."                            |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN TOWER, SAY INTENTIONS."                                 |
| <b>PILOT</b> | "VFR TO THE EAST, NOVEMBER 223."  |
| <b>ATC</b>   | "NOVEMBER 223, FLY HEADING 095, WIND 080 AT 10, RUNWAY 8, CLEARED FOR TAKEOFF." |
| <b>PILOT</b> | "FLY HEADING 095, RUNWAY 8, CLEARED FOR TAKEOFF, NOVEMBER 223."                 |

#### 5.5 CIRCUIT - THE OPTION

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN TOWER, NOVEMBER 223, LEFT DOWNWIND, RUNWAY 8, REQUESTING THE OPTION."    |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN TOWER, CLEARED FOR THE OPTION, RUNWAY 8, WIND 080 AT 10. " |
| <b>PILOT</b> | "CLEARED FOR THE OPTION, RUNWAY 8, NOVEMBER 223."                                  |

**NOTE:** "The Option" gives the pilot the freedom to make a Touch and Go, Stop and Go, Low Approach or land.

**NOTE:** Be aware that a "Stop and Go" can cause a delay on the runway.

#### 5.6 CIRCUIT - TOUCH AND GO / STOP AND GO / LOW APPROACH

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN TOWER, NOVEMBER 223, LEFT DOWNWIND, RUNWAY 8, REQUESTING TOUCH AND GO." |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN TOWER, CLEARED TOUCH AND GO, RUNWAY 8, WIND 080 AT 10. "  |
| <b>PILOT</b> | "CLEARED TOUCH AND GO, RUNWAY 8, NOVEMBER 223."                                   |

**NOTE:** Be aware that a "Stop and Go" can cause a delay on the runway.

#### 5.7 ARRIVAL - DOWNWIND

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN TOWER, NOVEMBER 223, ONE ZERO MILES EAST OF THE AIRPORT, REQUESTING FULL STOP LANDING." |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN TOWER, SAN JUAN ALTIMETER 29.92, ENTER LEFT DOWNWIND RUNWAY 8."           |
| <b>PILOT</b> | "ENTER LEFT DOWNWIND RUNWAY 8, NOVEMBER 223."   |

**NOTE:** Provide Traffic Information as required.

### 5.8 ARRIVAL - BASE

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN TOWER, NOVEMBER 223, ONE ZERO MILES NORTH OF THE AIRPORT, REQUESTING FULL STOP LANDING." |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN TOWER, SAN JUAN ALTIMETER 29.92, ENTER LEFT BASE RUNWAY 8."                |
| <b>PILOT</b> | "ENTER LEFT BASE RUNWAY 8, NOVEMBER 223."  |

**NOTE:** Provide Traffic Information as required.

### 5.9 ARRIVAL - STRAIGHT IN

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN TOWER, NOVEMBER 223, 10 MILES WEST OF THE AIRPORT, REQUESTING FULL STOP LANDING." |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN TOWER, SAN JUAN ALTIMETER 29.92, MAKE STRAIGHT IN RUNWAY 8."        |
| <b>PILOT</b> | "MAKE STRAIGHT IN RUNWAY 8, NOVEMBER 223."  |

**NOTE:** Provide Traffic Information as required.

### 5.10 TRAFFIC - INFORMATION

|            |   |
|------------|---|
| <b>ATC</b> | "NOVEMBER 223, TRAFFIC IS A CESSNA SKYHAWK LEFT MIDFIELD DOWNWIND RUNWAY 8".                      |
| <b>ATC</b> | "NOVEMBER 223, TRAFFIC IS A MOONEY BRAVO TURNING FINAL RUNWAY 8".                                 |
| <b>ATC</b> | "NOVEMBER 223, TRAFFIC IS A CESSNA 172 TRAVELLING EASTBOUND ONE MILE NORTH OF THE FIELD AT 2000." |

### 5.11 TRAFFIC - FOLLOW

|              |  |
|--------------|--|
| <b>ATC</b>   | "NOVEMBER 223, FOLLOW THE CESSNA SKYHAWK CURRENTLY LEFT MIDFIELD DOWNWIND RUNWAY 8." |
| <b>PILOT</b> | "TRAFFIC IN SIGHT, WILL FOLLOW THE SKYHAWK, NOVEMBER 223."                           |
| <b>ATC</b>   | "NOVEMBER 223, FOLLOW THE CESSNA SKYHAWK CURRENTLY LEFT MIDFIELD DOWNWIND RUNWAY 8." |
| <b>PILOT</b> | "NEGATIVE CONTACT, NOVEMBER 223."  |
| <b>ATC</b>   | "NOVEMBER 223, ROGER, ENTER LEFT DOWNWIND RUNWAY 8."                                 |

|              |   |
|--------------|---|
| <b>PILOT</b> | "ENTER LEFT DOWNWIND RUNWAY 8, NOVEMBER 223." |
| <b>PILOT</b> | "TRAFFIC IN SIGHT, NOVEMBER 223."             |
| <b>ATC</b>   | "NOVEMBER 223, ROGER, FOLLOW THE SKYHAWK."    |

### 5.13 AIRSPACE TRANSITION

|              |   |
|--------------|---|
| <b>PILOT</b> | "ST THOMAS TOWER, NOVEMBER 223, CURRENTLY 10 MILES WEST OF THE AIRPORT, REQUEST TO TRANSITION THE AIRSPACE, EASTBOUND." |
| <b>ATC</b>   | "NOVEMBER 223, ST THOMAS TOWER, ST. THOMAS ALTIMETER 29.92, MAINTAIN VFR AT OR ABOVE 2500."                             |
| <b>PILOT</b> | "MAINTAIN VFR AT OR ABOVE 2500, NOVEMBER 223."  |

**NOTE:** San Juan (SJU) has several published VFR Transitions, see SOP.

## 6. RADAR CONTACT

### 6.1 RADAR CONTACT - TAKEOFF

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN DEPARTURE, AMERICAN 123, PASSING 1500."  |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN DEPARTURE, RADAR CONTACT. CLIMB AND MAINTAIN ONE ZERO THOUSAND." |
| <b>PILOT</b> | "CLIMB AND MAINTAIN ONE ZERO THOUSAND, AMERICAN 123."                                    |

### 6.2 RADAR CONTACT - IFR ENROUTE

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN CENTER, AMERICAN 123, 10 MILES FROM GABAR, FLIGHT LEVEL 220."       |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN CENTER, SQUAWK 2105."                                 |
| <b>PILOT</b> | "SQUAWK 2105, AMERICAN 123."  |
| <b>ATC</b>   | "AMERICAN 123, RADAR CONTACT ONE ZERO MILES EAST OF GABAR, FLIGHT LEVEL 220." |

**NOTE:** Only required when an aircraft comes in from a non-radar facility or unicom.

### 6.3 RADAR CONTACT - VFR ENROUTE

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN DEPARTURE, NOVEMBER 223, 10 MILES NORTH OF THE SAN JUAN AIRPORT AT 5500, REQUESTING FLIGHT FOLLOWING TO THE EAST."                                |
| <b>ATC</b>   | "NOVEMBER 223, SAN JUAN DEPARTURE, SQUAWK 1306."  |
| <b>PILOT</b> | "SQUAWK 1306, NOVEMBER 223."  |
| <b>ATC</b>   | "NOVEMBER 223, RADAR CONTACT ONE ZERO MILES NORTH OF THE SAN JUAN VOR. ALTITUDE INDICATING 5500, PROCEED ON COURSE. MAINTAIN VFR ALTITUDE YOUR DISCRETION." |

**NOTE:** Only when a pilot asks for it or it is required by local procedures, see SOP.

**NOTE:** "RADAR CONTACT, POSITION AS REPORTED" may also be used when correct.

**NOTE:** Indicating Altitude may be omitted when self-reported by the pilot and correct.

### 6.4 IFR CHECK-IN WITH APPROACH FOR ARRIVAL

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN APPROACH, AMERICAN 123, AT 11000 WITH ALPHA."  |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN APPROACH, INFORMATION ALPHA IS CURRENT, EXPECT ILS RUNWAY 10 APPROACH. DESCEND AND MAINTAIN 6000." |

|              |  |
|--------------|--|
| <b>PILOT</b> | "EXPECTING ILS RUNWAY 10 APPROACH, DESCEND AND MAINTAIN 6000, AMERICAN 123." |
|--------------|--|

### 6.5 IFR CHECK-IN WITH CENTER AFTER DEPARTURE

|              |   |
|--------------|---|
| <b>PILOT</b> | "SAN JUAN CENTER, AMERICAN 123, CLIMBING OUT OF 6000 FOR 10000."      |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN CENTER, CLIMB AND MAINTAIN FLIGHT LEVEL 380." |
| <b>PILOT</b> | "CLIMB AND MAINTAIN FLIGHT LEVEL 380, AMERICAN 123."                  |

### 6.6 IFR CANCELLATION

|              |  |
|--------------|--|
| <b>PILOT</b> | "AMERICAN 123, CANCEL IFR."  |
| <b>ATC</b>   | "AMERICAN 123, RADAR SERVICE TERMINATED, SQUAWK VFR, FREQUENCY CHANGE APPROVED." |
| <b>PILOT</b> | "SQUAWK VFR AND FREQUENCY CHANGE APPROVED, AMERICAN 123, CYA."                   |

## 7. CLIMB AND DESCEND

### 7.1 CLIMB

|              |  |
|--------------|--|
| <b>ATC</b>   | "AMERICAN 123, CLIMB AND MAINTAIN FLIGHT LEVEL 380." |
| <b>PILOT</b> | "CLIMB AND MAINTAIN FLIGHT LEVEL 380, AMERICAN 123." |

### 7.2 DESCEND

|              |  |
|--------------|--|
| <b>ATC</b>   | "AMERICAN 123, DESCEND AND MAINTAIN FLIGHT LEVEL 240." |
| <b>PILOT</b> | "DESCEND AND MAINTAIN FLIGHT LEVEL 240, AMERICAN 123." |

### 7.3 DESCEND PAST TRANSITION LEVEL

|              |  |
|--------------|--|
| <b>ATC</b>   | "AMERICAN 123, DESCEND AND MAINTAIN ONE ONE THOUSAND, SAN JUAN ALTIMETER 29.92." |
| <b>PILOT</b> | "DESCEND AND MAINTAIN ONE ONE THOUSAND, AMERICAN 123."                           |

**NOTE:** The Transition Level in San Juan CERAP is FL180, except for the Juliana TMA where it is FL065.

### 7.4 CROSSING RESTRICTION

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, CROSS BEANO AT AND MAINTAIN ONE ONE THOUSAND, SAN JUAN ALTIMETER 29.92." |
| <b>PILOT</b> | "CROSS BEANO AT AND MAINTAIN ONE ONE THOUSAND, AMERICAN 123"                            |

**NOTE:** Provide aircraft with current altimeter if passing Transition Level during descent.

## 8. RADAR VECTORS

### 8.1 RADAR VECTORS

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, TURN RIGHT HEADING 180." |
| <b>PILOT</b> | "RIGHT HEADING 180, AMERICAN 123."      |

**NOTE:** On first vector instruction provide aircraft with reason for vectors. See below for several examples.

### 8.2 REASONS FOR VECTORS

|            |  |
|------------|--|
| <b>ATC</b> | "AMERICAN 123, TURN RIGHT HEADING 180, VECTORS FOR SPACING." |
|------------|--|

|            |   |
|------------|---|
| <b>ATC</b> | "AMERICAN 123, TURN RIGHT HEADING 180, VECTORS FOR SEQUENCE." |
|------------|---|

|            |   |
|------------|---|
| <b>ATC</b> | "AMERICAN 123, TURN RIGHT HEADING 180, VECTORS TO FINAL." |
|------------|---|

|            |  |
|------------|--|
| <b>ATC</b> | "AMERICAN 123, TURN RIGHT HEADING 180, VECTORS FOR DESCENT." |
|------------|--|

### 8.3 DIRECT

|              |                                  |
|--------------|----------------------------------|
| <b>ATC</b>   | "KLM 223, PROCEED DIRECT AVAKI." |
| <b>PILOT</b> | "DIRECT AVAKI, KLM 223."         |

### 8.4 DIRECT AFTER FIX

|              |  |
|--------------|--|
| <b>ATC</b>   | "KLM 223, AFTER SLUGO PROCEED DIRECT AVAKI." |
| <b>PILOT</b> | "AFTER SLUGO PROCEED DIRECT AVAKI, KLM 223." |

### 8.5 RADAR VECTORS AFTER FIX

|              |  |
|--------------|--|
| <b>ATC</b>   | "KLM 223, AFTER SLUGO TURN RIGHT HEADING 190." |
| <b>PILOT</b> | "AFTER SLUGO TURN RIGHT HEADING 190, KLM 223." |



## 9. SPEED CONTROL

### 9.1 REDUCE SPEED (KNOTS)

|              |                                      |
|--------------|--------------------------------------|
| <b>ATC</b>   | "AMERICAN 123, SAY AIRSPEED."        |
| <b>PILOT</b> | "SPEED 230 KNOTS, AMERICAN 123."     |
| <b>ATC</b>   | "AMERICAN 123, REDUCE SPEED TO 210." |
| <b>PILOT</b> | "REDUCE SPEED 210, AMERICAN 123."    |

**NOTE:** Aircraft switch from using knots to mach (and vice versa) at around FL250 depending on conditions.

### 9.2 REDUCE SPEED (MACH)

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, SAY MACH NUMBER."          |
| <b>PILOT</b> | "SPEED MACH .80, AMERICAN 123."           |
| <b>ATC</b>   | "AMERICAN 123, REDUCE SPEED TO MACH .75"  |
| <b>PILOT</b> | "REDUCE SPEED TO MACH .75, AMERICAN 123." |

**NOTE:** Aircraft switch from using knots to mach (and vice versa) at around FL250 depending on conditions.

### 9.3 MAINTAIN SPEED

|            |   |
|------------|---|
| <b>ATC</b> | "AMERICAN 123, MAINTAIN PRESENT SPEED."           |
| <b>ATC</b> | "AMERICAN 123, MAINTAIN 250 KNOTS OR GREATER."    |
| <b>ATC</b> | "AMERICAN 123, DO NOT EXCEED 250 KNOTS."          |
| <b>ATC</b> | "AMERICAN 123, MAINTAIN MAXIMUM FORWARD SPEED."   |
| <b>ATC</b> | "AMERICAN 123, MAINTAIN SLOWEST PRACTICAL SPEED." |

## 10. APPROACH CLEARANCES

### 10.1 ILS APPROACH VIA RADAR VECTORS

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, FIVE MILES FROM TNNER, TURN LEFT HEADING 130, MAINTAIN 3000 UNTIL ESTABLISHED ON THE LOCALIZER, CLEARED ILS RUNWAY 10 APPROACH." |
| <b>PILOT</b> | "LEFT HEADING 130, 3000 UNTIL ESTABLISHED ON THE LOCALIZER, CLEARED ILS RUNWAY 10 APPROACH, AMERICAN 123."                                      |

**NOTE:** Aircraft must intercept the localizer at 30 degrees or less.

### 10.2 ILS APPROACH VIA FIX

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, CROSS TNNER AT OR ABOVE 2200, CLEARED ILS RUNWAY 10 APPROACH." |
| <b>PILOT</b> | "CROSS TNNER AT OR ABOVE 2200, CLEARED ILS RUNWAY 10 APPROACH, AMERICAN 123." |

**NOTE:** If the distance to the Final Approach FIX (FAF) is 2 miles or more, the maximum interception angle is 30 degrees or less. If the distance to the Final Approach FIX (FAF) is less than 2 miles, the maximum interception angle is 20 degrees or less.

**NOTE:** Aircraft must intercept an Intermediate Approach FIX (IF) at 30 degrees or less.

**NOTE:** Aircraft must intercept an Initial Approach Fix (IAF) at 90 degrees or less.

### 10.3 RNAV APPROACH VIA RADAR VECTORS

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, FIVE MILES FROM GUADE, TURN LEFT HEADING 110, MAINTAIN 3500 UNTIL ESTABLISHED ON THE FINAL APPROACH COURSE, CLEARED RNAV RUNWAY 8 APPROACH." |
| <b>PILOT</b> | "LEFT HEADING 110, 3500 UNTIL ESTABLISHED ON THE FINAL APPROACH COURSE, CLEARED RNAV RUNWAY 8 APPROACH, AMERICAN 123."                                      |

**NOTE:** If the distance to the Final Approach FIX (FAF) is 2 miles or more, the maximum interception angle is 30 degrees or less. If the distance to the Final Approach FIX (FAF) is less than 2 miles, the maximum interception angle is 20 degrees or less.

**NOTE:** Aircraft must intercept an Intermediate Approach FIX (IF) at 30 degrees or less.

**NOTE:** Aircraft must intercept an Initial Approach Fix (IAF) at 90 degrees or less.

#### 10.4 RNAV APPROACH VIA FIX (TNCM / ICAO)

|              |   |
|--------------|---|
| <b>ATC</b>   | "KLM 223, DIRECT AVAKI, CLEARED RNAV RUNWAY 10 APPROACH." |
| <b>PILOT</b> | "DIRECT AVAKI, CLEARED RNAV RUNWAY 10 APPROACH, KLM 223." |

**NOTE:** Aircraft must intercept an Intermediate Approach FIX (IF) at 30 degrees or less.

**NOTE:** Aircraft must intercept an Initial Approach Fix (IAF) at 90 degrees or less.

#### 10.5 VISUAL APPROACH

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN AIRPORT AT YOUR ELEVEN O'CLOCK, ONE ZERO MILES, REPORT THE FIELD IN SIGHT." |
| <b>PILOT</b> | "FIELD IN SIGHT, AMERICAN 123."   |
| <b>ATC</b>   | "AMERICAN 123, CLEARED VISUAL APPROACH RUNWAY 8."   |
| <b>PILOT</b> | "CLEARED VISUAL APPROACH RUNWAY 8, AMERICAN 123."   |

**NOTE:** Aircraft must report field in sight before Visual Approach Clearance can be given.

#### 10.6 VISUAL APPROACH WITH FOLLOW (SJU / FAA)

|              |   |
|--------------|---|
| <b>ATC</b>   | "FEDEX 696 HEAVY, SAN JUAN AIRPORT, ELEVEN O'CLOCK, ONE ZERO MILES, REPORT THE FIELD IN SIGHT."                   |
| <b>PILOT</b> | "FIELD IN SIGHT, FEDEX 696 HEAVY."  |
| <b>ATC</b>   | "FEDEX 696 HEAVY, CLEARED VISUAL APPROACH RUNWAY 8."  |
| <b>PILOT</b> | "CLEARED VISUAL APPROACH RUNWAY 8, FEDEX 696 HEAVY."  |
| <b>ATC</b>   | "DELTA 456, TRAFFIC TO FOLLOW IS A HEAVY FEDEX BOEING 777, TWELVE O'CLOCK, FIVE MILES, AT 3000, REPORT IN SIGHT." |
| <b>PILOT</b> | "TRAFFIC IN SIGHT, DELTA 456."  |
| <b>ATC</b>   | "DELTA 456, FOLLOW THE HEAVY FEDEX BOEING 777, CLEARED VISUAL APPROACH RUNWAY 8, CAUTION WAKE TURBULENCE."        |
| <b>PILOT</b> | "FOLLOW THE HEAVY FEDEX BOEING 777, CLEARED VISUAL APPROACH RUNWAY 8, DELTA 456."                                 |

**NOTE:** FAA Only procedures. Not allowed in Juliana TMA.

**NOTE:** Leading aircraft must report field in sight before Visual Approach Clearance can be given.

**NOTE:** Trailing aircraft must report leading aircraft in sight before Visual Approach Clearance with follow can be given.

### 10.7 APPROACH SPEED RESTRICTION

|            |  |
|------------|--|
| <b>ATC</b> | "AMERICAN 123, MAINTAIN 190 KNOTS OR GREATER UNTIL ADVISED." |
|------------|--|

|            |  |
|------------|--|
| <b>ATC</b> | "AMERICAN 123, MAINTAIN 170 KNOTS OR GREATER UNTIL 5 MILES FINAL." |
|------------|--|

|            |   |
|------------|---|
| <b>ATC</b> | "KLM 223, MAINTAIN 170 KNOTS OR GREATER UNTIL LESOR." |
|------------|---|

### 10.8 TRAFFIC INFORMATION

|            |  |
|------------|--|
| <b>ATC</b> | "AMERICAN 123, TRAFFIC 10 O'CLOCK, FIVE MILES, BOEING 737, EASTBOUND, CLIMBING OUT OF 6000 FOR 10000." |
|------------|--|

|              |                                 |
|--------------|---------------------------------|
| <b>PILOT</b> | "WE ARE LOOKING, AMERICAN 123." |
|--------------|---------------------------------|

## 11. HOLD CLEARANCE

### 11.1 PUBLISHED

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, CLEARED TO BEANO, HOLD SOUTH WEST, AS PUBLISHED, EXPECT FURTHER CLEARANCE AT 2105 ZULU." |
| <b>PILOT</b> | "CLEARED TO BEANO, HOLD SOUTH WEST, AS PUBLISHED, EXPECT FURTHER CLEARANCE AT 2105 ZULU, AMERICAN 123." |

**NOTE:** Inform pilot of reason for hold prior to Hold Clearance and where he can expect to hold.

**NOTE:** Prior to exiting the hold, the aircraft will need a new IFR Clearance to their destination.

**NOTE:** You are required to inform the aircraft of further delay and extend the EFT, or give them a new IFR clearance before the EFT expires.

**NOTE:** Holds part of a published missed approach procedure do not require a clearance to hold, EFT and clearance to their destination prior to exiting the hold.

### 11.2 UNPUBLISHED

|              |  |
|--------------|--|
| <b>ATC</b>   | "KLM 223, CLEARED TO SLUGO, HOLD OVER SLUGO, 151 RADIAL, RIGHT TURNS, 1 MINUTE LEGS, EXPECT FURTHER CLEARANCE AT 2105 ZULU." |
| <b>PILOT</b> | "CLEARED TO SLUGO, HOLD OVER SLUGO, 151 RADIAL, RIGHT TURNS, 1 MINUTE LEGS, EXPECT FURTHER CLEARANCE AT 2105 ZULU, KLM 223." |

**NOTE:** Inform pilot of reason for hold prior to Hold Clearance and where he can expect to hold.

**NOTE:** Prior to exiting the hold, the aircraft will need a new IFR Clearance to their destination.

**NOTE:** You are required to inform the aircraft of further delay and extend the EFT, or give them a new IFR clearance before the EFT expires.

## 12. NON TOWERED AIRPORT OPERATIONS

### 12.1 IFR CLEARANCE (TJPS / TJMZ)

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN CENTER, AMERICAN 123, REQUESTING IFR CLEARANCE OUT OF PONCE TO MIAMI."   |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN CENTER, CLEARED TO MIAMI INTERNATIONAL AIRPORT, VIA THE WLFRD 2 DEPARTURE, BQN TRANSITION, THEN AS FILED. MAINTAIN 7000. EXPECT FLIGHT LEVEL 340 ONE ZERO MINUTES AFTER DEPARTURE. DEPARTURE FREQUENCY 118.15, SQUAWK 3301. HOLD FOR RELEASE." |
| <b>PILOT</b> | "AMERICAN 123 IS CLEARED TO MIAMI INTERNATIONAL AIRPORT, VIA THE WLFRD 2 DEPARTURE, BQN TRANSITION, THEN AS FILED. MAINTAIN 7000. EXPECT FLIGHT LEVEL 340 ONE ZERO MINUTES AFTER DEPARTURE. DEPARTURE FREQUENCY 118.15, SQUAWK 3301. WE WILL HOLD FOR RELEASE."        |
| <b>ATC</b>   | "AMERICAN 123, READBACK CORRECT. PONCE ALTIMETER 29.92, ADVISE NUMBER ONE AT THE RUNWAY, READY FOR DEPARTURE, FREQUENCY CHANGE APPROVED."  |

**NOTE:** IFR Departures will have to hold for release when departing a non towered airport.

**NOTE:** If no SID, provide alternative departure instructions (Climb and maintain, vectors or direct a waypoint).

### 12.2 IFR DEPARTURE (TJPS / TJMZ)

|              |  |
|--------------|--|
| <b>PILOT</b> | "SAN JUAN CENTER, AMERICAN 123, NUMBER ONE AT PONCE, READY FOR DEPARTURE."   |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN CENTER, RELEASED FOR DEPARTURE AT 2105 ZULU, CLEARANCE VOID IF NOT AIRBORNE WITHIN 5 MINUTES. REPORT AIRBORNE ON THIS FREQUENCY. FREQUENCY CHANGE APPROVED." |
| <b>PILOT</b> | "AMERICAN 123 IS RELEASED FOR DEPARTURE, WILL CALL YOU AIRBORNE WITHIN 5 MINUTES."   |

**NOTE:** Once IFR Release has been given no other IFR aircraft can depart or land at the airport until Radar Contact has been established once the aircraft is Airborne or the IFR Release has been cancelled.

### 12.3 IFR ARRIVAL (TJPS / TJMZ)

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, ADVISE WHEN YOU HAVE THE WEATHER FOR PONCE. WHEN ABLE SAY APPROACH REQUEST."                 |
| <b>PILOT</b> | "AMERICAN 123, WE HAVE THE WEATHER, REQUESTING RNAV APPROACH RUNWAY 12."                                    |
| <b>ATC</b>   | "AMERICAN 123, ROGER, PROCEED DIRECT TAYOG, CROSS TAYOG AT OR ABOVE 3000, CLEARED RNAV RUNWAY 12 APPROACH." |
| <b>PILOT</b> | "DIRECT TAYOG, CROSS TAYOG AT OR ABOVE 3000, CLEARED RNAV RUNWAY 12 APPROACH, AMERICAN 123."                |

|              |   |
|--------------|---|
| <b>ATC</b>   | "AMERICAN 123, NO TRAFFIC OBSERVED BETWEEN YOU AND PONCE AIRPORT. REPORT IFR CANCELLATION OR MISSED APPROACH ON THIS FREQUENCY, FREQUENCY CHANGE APPROVED." |
| <b>PILOT</b> | "WE WILL REPORT IFR CANCELLATION ON THE GROUND, FREQUENCY CHANGE APPROVED, AMERICAN 123."   |
| <b>PILOT</b> | "SAN JUAN CENTER, AMERICAN 123 ON THE GROUND AT PONCE, CANCEL IFR."   |
| <b>ATC</b>   | "AMERICAN 123, SAN JUAN CENTER, IFR CANCELLATION RECEIVED AT 2130 ZULU, CYA."   |

**NOTE:** Once an IFR aircraft has been cleared for an Approach, no other IFR aircraft can depart or land at the airport until IFR has been cancelled or Radar Contact has been re-established after a Go-Around.

**NOTE:** IFR can be cancelled while in the air or after landing.

## 13. DOCUMENT CHANGE LOG

| Revision | Changes         |
|----------|-----------------|
| A        | Initial Release |