Pilot tips and tricks

VFR tutorial step-by-step

a guide for flying VFR on VATSIM for pilots with limited experience in VFR

HBCIX FLIGHT FROM LSGG TO LSZH
WITH EXPLANATIONS ON PHRASEOLOGY AT CONTROLLED AIRPORTS
(FOR NON-CONTROLLED AND AFIS AIRFIELDS IN THE ANNEX)

This bulletin explains most of the basic tasks and actions of the pilot, when performing an VFR flight from airport to airport. Our flight will lead from Geneva (LSGG) to Zurich (LSZH). We will cover from planning of the flight through preparation of the aircraft, conducting all phases of the journey up to parking at the arrival airport. Special emphasis is given to the interaction with ATC. A detailed overview of radio-calls at non-controlled airports can be found in Annex A.

Based on this document you will **not** learn how to operate your aircraft. It's all about conducting a flight, considering the external circumstances on the basis of existing knowledge of managing the plane itself. Learning how to fly your aircraft as well as operating your specific simulator is a task you have to go through yourself. It includes a lot of reading aircraft manuals and trying out a lot of things during a flight. But please, do not go online on VATSIM for these type of learning flights, it would result in a poor experience for yourself, other pilots and the ATCOs. VATSIM is a marvellous environment for pilots who DO ALREADY KNOW how to manage their aircraft. Don't be discouraged – you certainly will get there as we all did.

For this flight, we try to give non-aircraft-specific explanations whenever possible. If not suitable we use a Cessna 152 as the reference. As you may use a different aircraft, you will have to base your activities on the AFM (aircraft flight manual) of your specific aircraft.

1. Preliminary remarks

Before we start to push buttons in the aircraft, let's have a look at some explanations, which might be useful in order to understand the scope and the specific circumstances of any flight on VATSIM.

1. A. Explanation on checklists

A checklist is a fixed (written) list of items, which pilots must ensure that they have executed them all correctly item by item. Checklists do exist for many phases of the flight (Preflight, before take-off …. prior to descent … shutdown … and not to forget the non-normal-checklists for emergencies and alike).

Example: AFTER LANDING CHECKLIST

- *Transponder* *GND/STBY*
- *Time* *NOTED*
- *Landing Lights* *OFF or AS REQUIRED*
- *Strobe Lights* *OFF*
- *Flaps* *UP*

1. B. Explanation on "top-down-ATC"

On VATSIM, there are several ATC stations with different areas of responsibilities. From top down:

Radar	LSAS_CTR, LSAG_CTR, LSAZ_E_CTR, …
Arrival	LSZH_APP, LSZH_W_APP, LSZH_F_APP, LSGG_APP, …
Tower	LSZH_TWR, LSZH_2_TWR. LSZG_TWR
Ground	LSZH_GND, LSZH_S_GND, LSZH_N_GND, LSGG_A_GND, …
Delivery	LSZH_DEL

Not all stations are constantly online, obviously. If one station is missing, the next upper station will cover the responsibility of the missing lower station. Example: if LSZH_S_GND is missing, then LSZH_TWR will cover on its behalf. If LSZH_TWR is missing, then LSZH_APP will cover.

1. C. VATSIM - a learning environment – however …

In real life pilots as well as ATCO's (air traffic controllers) undergo an extensive amount of training, topped with frequent skill tests in order to be ready to execute their challenging duties successfully and error free. Additionally, after graduating, they fulfil the job under the supervision of an expert for a period of time.

In VATSIM the same applies to ATCOS, although their amount of training is a bit less extensive than in real life. Nevertheless, ATCOS spend a significant amount of their free time in making themselves fit to serve pilots and create an environment, where everybody can enjoy this fascinating hobby.

For pilots in VATSIM things are quite different. There is almost no formal training and skill tests required before you start flying online. The purpose of VATSIM is to learn while doing. However, let us point out clearly, there are limits to the apparent freedom of this principle.

I am happy to list some requirements any pilot should be able to fulfil, before starting to fly online. Don't forget, your simulator does not have to be connected to VATSIM all the time. There is the possibility for you to fly offline and train yourself, without being confronted to a realistic simulation environment, where everybody (ATCOS and fellow pilots) depends on you being skilled enough to be part a joyful environment for everybody.

Here is our list:

Required flying skills when flying VFR (VATSIM Pilot Basics)

- you must be able to fly your aircraft permanently within the safety limits of the flight envelope (https://skybrary.aero/articles/flight-envelope)
- you must be able to visually navigate, define your position by cross-referencing between what you see out of the window and what's published on the VFR charts
- you must be able to fly a constant heading
- you must be able to change your altitude and maintain the new one
- you must be able to adhere to a specific speed
- you must be able to interact with ATC using the correct phraseology
- you must be able to execute instructions from ATC within seconds!!

Personal skills:

- you must stay attentive all the time and immediately identify radio calls, which are directed to you
- you must understand and read back instructions to you and execute them immediately
- you must never leave the cockpit without permission from ATC. Don't request anything longer than 5 minutes (a biological break is ok, grabbing a coffee is ok, a full dinner will not fit into 5 minutes) – ATC needs you to comply with their instructions to avoid conflicts with other planes
- You must be sure you understand ATC instructions correctly; therefore we suggest
    - you constantly anticipate, what may come next from ATC
    - you study the charts carefully, also when in the air and maintain your situational awareness all the time (Situational Awareness | SKYbrary Aviation Safety)
    - you ask for repeating a message if you have doubts of its meaning ("say again")

It is obvious that junior pilots will struggle with some of these requirements in the beginning. This is how you can make your life easier:

- Practice your flying skills in offline mode until you reach a level, where you feel comfortable and are consistently "ahead of your plane"
- Don't start flying online at a busy airport or one with complex layout and procedures
- Chose a quiet airport, put your plane on a remote stand and do nothing else than listen to the frequencies, trying to understand the messages and the readbacks.
- When you feel ready, start flying online. To indicate your stage of juniority, put "new to VATSIM" into the remark section of your flight plan.
- When starting a conversation with an ATCO, you can add the word "student" prior to your callsign, but only once per station on the first transmission

GENEVA APRON, STUDENT HBCIX, REQUEST TAXI

Always keep in mind:

- Being junior is a privilege VATSIM offers to its pilots
- Being junior allows for learning on the job and making one or the other mistake if not avoidable

but

- Being junior is not a free-pass to be lazy, poorly prepared, insufficiently trained, unfriendly or excessively demanding

We are sure, you will find your way of becoming a happy and smart pilot, enjoy your experience and make a positive contribution to VATSIM and all its members.

2. Documents required

It is still too early to push buttons in the aircraft. There is some preparation to be done in the briefing room. In order to perform any flight with best practice and according to standards, we strongly suggest that you always have the necessary documents ready. For this flight you will need:

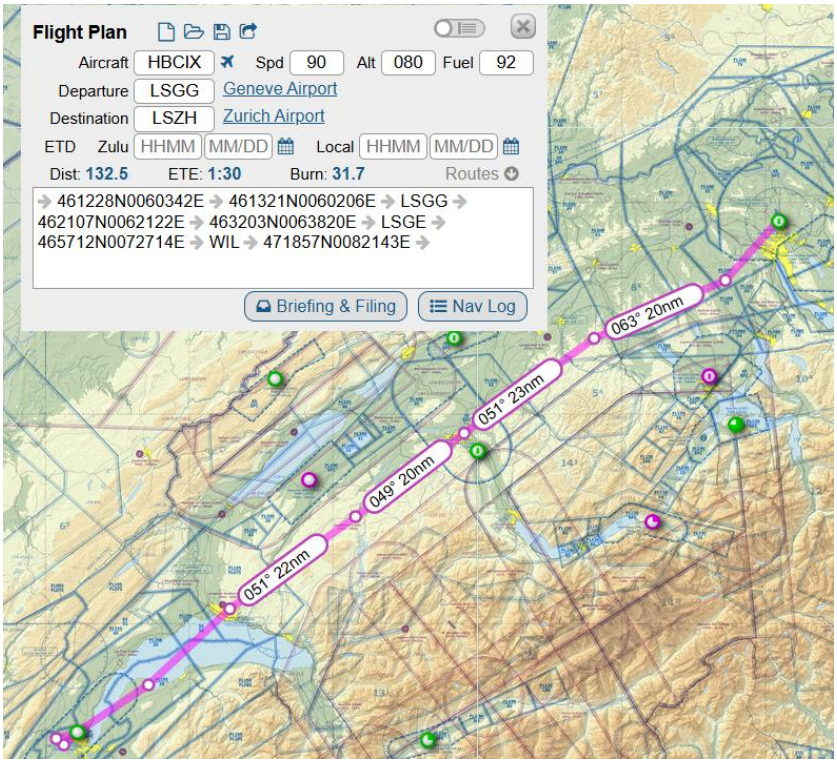
- *The aircraft specific information*
  - *AFM of your aircraft (including checklists, flows and memory items)*
- *The navigation charts (vACC Switzerland airport and charts)*
  - *The VAC charts of your departure-, destination and any alternate airports as well as for airports where you intend to cross either TMA or CTR (these are the VFR specific charts indicating the VFR departure and arrival routes).*
  - *Ground charts of LSGG, LSZH and alternates (origin, destination and alternate airport)*
  - *The ICAO Aeronautical Chart Switzerland and Lichtenstein* https://data.geo.admin.ch/ch.bazl.luftfahrtkarten-icao/luftfahrtkarten-icao/luftfahrtkarten-icao_total_50_2056.tif
- *The weather information*
  - *The weather information (*METAR & TAF - flightsupport.ch)
    - *The METAR of LSGG and LSZH*
    - *The TAF of LSZH and alternates (updated LSZH METAR will be required again prior to descent)*
  - *Enroute weather information – GAFOR (behind paywall) or webcams enroute*
  - *The daily airspace bulletin Switzerland (DABS)* *DABS - Daily Airspace Bulletin Switzerland*
- *The airport information*
  - *ATIS of LSGG (available on your pilot client, when station active)*
  - *The NOTAMS of LSGG, LSZH and alternates (Latest NOTAM Briefing | NOTAM Info)*

Please make sure to have all these documents at hand before you continue reading – as such you will benefit most.

After you have digested all these preliminary remarks, hold the documents and your AFM ready, breathe and grab a coffee. We may turn now to our flight from Geneva to Zurich.

3. Flight planning

Flight planning, although not very spectacular, is one of the most critical activities prior to the flight. It will define all (most) of the parameters necessary to prepare the aircraft correctly for the upcoming journey. Flight planning must be done prior to entering the cockpit. In a simulation environment it can be done before even launching the simulator and placing the aircraft on its initial position.

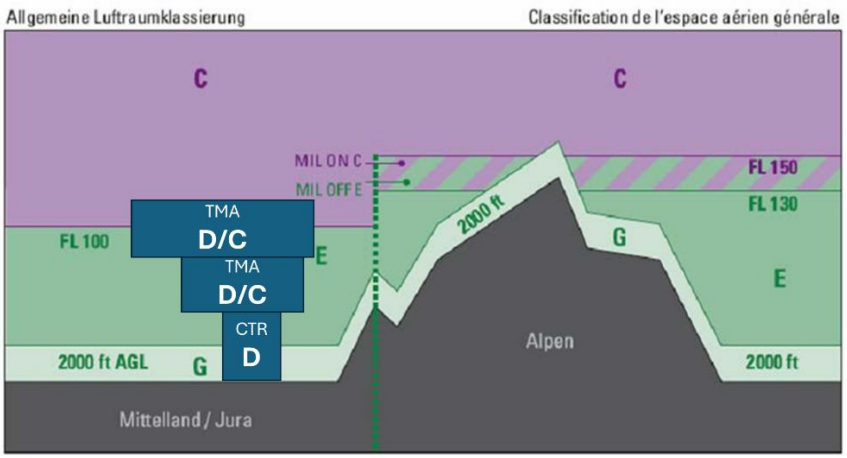
ACTIVITY	MAIN CONTENT	OUTPUT
Create the flight plan	Input: origin and destination, alternate airports, waypoints en route Compute: distance, enroute time, fuel required, load sheet Use a tool like SkyVector: Flight Planning / Aeronautical Charts or others 	Distance, fuel required
Define alternate airports	In case your destination becomes unsuitable or for the event of precautionary landings, define all suitable airports along the route and get its charts ready. In our case this might be - LSGL Lausanne aerodrome - LSGT Gruyère aerodrome (Grass RWY) - LSGE Ecuvillens aerodrome - LSMP Payerne military (part time controlled) - LSZB Berne airport (controlled) - LSZG Grenchen airport (part time controlled) - LSPL Langenthal aerodrome - LSPN Triengen aerodrome - LSZU Buttwil aerodrome (Grass RWY) - LSZF Birrfeld aerodrome - LSZK Speck-Fehraltorf aerodrome (Grass RWY)	
Check information	METAR, TAF, ATIS, NOTAMS	Wind, QNH, Visibility, …
	Our flight plan for today will be: **LSGG Outbound-Route E Lausanne Lac de Gruyère Berne Transit-South (TMA LSZB) WIL VOR Hallwilersee Inbound-Route W LSZH**	

Note 1: Other than for IFR you don't need any route clearance from ATC for a VFR flight – it is however important that you have a solid flight plan for yourself. In real life the filing of a flight plan is not required, as long as you stay within the country boundaries of Switzerland (Exceptions: airports, which require a slot usually also require a flight plan [LSZH, LSGG, …]). For flying on VATSIM it is recommended to file a flight plan including departure and destination as a minimum.

Note 2: the flight plan usually does not indicate how you will reach from LSGG to the first waypoint (Lausanne)*. This part of the route is called "departure". Also for VFR there are standardised departure routes, which pilots must request and comply with. They are visible from the VFR charts of the airport.

** Waypoints in VFR are usually towns or cities or other significant landmarks, which are mentioned on the ICAO aeronautical chart. They are not the be confused with the "waypoints" used in IFR.*

Note 3: Once in the air, it is essential to always be aware of the airspace limits nearby and coming up. In VFR you are allowed to operate in airspaces G and E without any ATC clearance. For any other airspace class you need a clearance from ATC prior to entry. The airspace boundaries can be found in the ICAO Aeronautical Chart. In our tutorial flight we will cross the TMA of LSZB. Don't miss to request the crossing min 5 min before entering the TMA.



We now have all the elements required, to set-up the aircraft once we reach the cockpit. You can now launch your simulator and position the aircraft on a suitable stand, which is not yet occupied by another VATSIM pilot.

4. Phases of the flight

4. A. Aircraft preparation

ACTIVITY	MAIN CONTENT	CHECKLIST, REMARKS
	Place your aircraft on an empty stand, which suits the size of your plane. Never on a taxiway or a runway. Check before on VATSIM RADAR or other tools, whether the chosen stand is not already occupied.	Launch your simulator. Launch your pilot client, connect your headset and check the microphone and the headphones.
CONNECT TO VATSIM	Click connect, enter call-sign (HBCIX) and aircraft type (C152).	Tune in an active frequency and check reception of audio.
FILE YOUR FLIGHT PLAN TO VATSIM		Before filing, check the items in the flightplan one more time.
Pre-Flight procedures	See AFM,	Pre-Flight checklist
	Top off fuel to the required level	
Cockpit preparation	See AFM, input route and cruise level into FMS	Cockpit preparation checklist
REQUESTING CLEARANCE	VFR flights do not need any pre-departure clearance.	
Departure briefing	Weather, Radio, Push-back, Taxi route, RWY information, Take-off procedure and configuration, SID procedure, Comm failure,	
Take-off briefing	RWY, Vr, Vx, Vy Route, Initial climb, Actions in case of abnormal situations	
Load and trim calculation	Set trim to neutral	
Before start procedure	See AFM, Beacon on	Before start checklist

4. B. Taxi

Engine start procedure	See AFM	Engine start checklist
Set the coms	Set COM, NAV and HDG to the requested values	
Before taxi procedure	See AFM, Flaps, Trim, Check controls	Before taxi checklist
REQUEST TAXI CLEARANCE	Write down the taxi clearance as soon as you receive it and readback from your notes. Taxi clearance is given by Gound/Apron, in Geneva this is LSGG_GND for the north apron. On the first call to ATC (Initial Call) and you will have to provide a substantial amount of information (Call sign, position, destination, ATIS, outbound route, request). Try to get it right in the first place.	

	GENEVA GROUND BONJOUR HBCIX GA APRON NORTH VFR TO LSZH INFORMATION [PAPA] OUTBOUND ROUTE E *{ONLY WHEN CALLING TWR}* REQUEST TAXI HBCIX, TAXI TO HOLDING BAY P, VIA P, REPORT READY FOR DEPARTURE TAXI HOLDING BAY P, VIA P, WILCO, HBCIX	= AIRCRAFT = ATC Before requesting taxi make yourself familiar with all the potential taxi routes you may be given. You know your position – you know the departing runway. The better you are prepared the better you will understand the taxi instruction. At the holding bay you perform the run-up check.
Taxi procedure	Taxi lights ON, check brakes, Gyro and Turn coordinator	Taxi checklist
At the holding bay	perform the Run-up Check according to AFM	Before take-off checklist

4. C. Take-off, leaving the CTR

REQUEST TAKE-OFF CLEARANCE	HBCIX, READY FOR DEPARTURE HBCIX CONTACT GENEVA-TOWER ON 118.7 118.7, HBCIX GENEVA TOWER, HBCIX, HOLDING BAY P, READY FOR DEPARTURE, OUTBOUND ROUTE E HBCIX, BEHIND LANDING EASYJET AIRBUS A320 ON 2 MILES FINAL, LINE-UP RWY22 INTERSECTION PAPA AND WAIT BEHIND BEHIND LANDING EASYJET AIRBUS, LINE-UP RWY22 INTERSECTION PAPA AND WAIT BEHIND, HBCIX Strobe lights on when entering the RWY HBCIX, AFTER DEPARTURE JOIN AND REPORT RIGHT HAND DOWNWIND RWY 22, WIND 240 DEGREES 5 KNOTS, RWY22 INTERSECTION PAPA CLEARED FOR TAKE-OFF	Note 1: You must never change to another ATC station by yourself. Always wait for being instructed. Note 2: When making the initial call to the next ATC station, you should always indicate your altitude. By that the ATCO can check, whether his radar indicates correctly. Note 3: if your very first station to call is TWR (as GND is not active), the requested outbound route will be part of the initial call

	RWY22 INTERSECTION PAPA CLEARED FOR TAKE-OFF, NEXT RIGHT DOWNWIND, HBCIX Landing lights on when cleared to take-off, Taxi lights OFF	
Take-off procedure	When clear of obstacles and speed is above limit – flaps up	See AFM
Climb procedure	Climb to downwind altitude (at LSGG: 2500ft)	Climb check
REPORT DOWNWIND AS REQUESTED	HBCIX, BEGIN RIGHT-HAND DOWNWIND RWY 22 HBCIX, ROGER	Note: Right patterns must always be announced by the indication RIGHT
REQUEST CROSSING RUNWAY-AXIS	HBCIX, REQUEST TO CROSS RUNWAY AXIS HBCIX, CROSSING RWY AXIS APPROVED, MIN 3000FT, LEAVE CONTROL ZONE VIA ROUTE E, REPORT E CROSSING RWY AXIS APPROVED, MIN 3000FT LEAVING CONTROL ZONE VIA ROUTE E, WILCO, HBCIX	At LSGG crossing the runway axis always needs a distinctive clearance. On the VFR charts there may be an indication on altitudes to be applied during departure (as well as during approach). Climb to min 3000 max 3500 ft
Cruise procedure	See AFM, monitor instruments, check fuel quantity, check ETA, check de-icing, check lights, ….	Cruise check
LEAVING CTR	HBCIX, ECHO, 3500FT, LEAVING CTR HBCIX, LEAVING MY AIRSPACE, FREQUENCY CHANGE APPROVED, GENEVA INFORMATION AVAILABLE ON 126.350, HAVE A GOOD FLIGHT LEAVING FREQUENCY, 126.350, AU-REVOIR, HBCIX	

4. D. En route navigation

When flying VFR the enroute navigation is usually done by visual reference with landmarks. At each waypoint you perform a time and fuel check. More details can be found in the PTD Bulletin "VFR without GPS" https://www.vacc.ch/file/600

4. E. Visual Meteorological Conditions (VMC)

When flying VFR you will have to make sure, that you always fly in VMC. This is defined as follows (Visual Meteorological Conditions (VMC) | SKYbrary Aviation Safety):

> Visual meteorological conditions (VMC) are the meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling equal to or better than specified minima. (ICAO Annex 2: Rules of the Air)
>
> VMC are detailed in ICAO Annex 2. Essentially:
>
> **When above 3,000ft or 1,000ft** above terrain, whichever is higher:
>
> 1500m horizontally and 1,000 ft vertically from cloud.
>
> Flight visibility 5km below 10,000ft and 8km above 10,000 ft.
>
> **When below 3,000 ft or 1,000 ft above terrain**, whichever is higher:
>
> Clear of cloud and in sight of the surface.
>
> Flight visibility 5km.

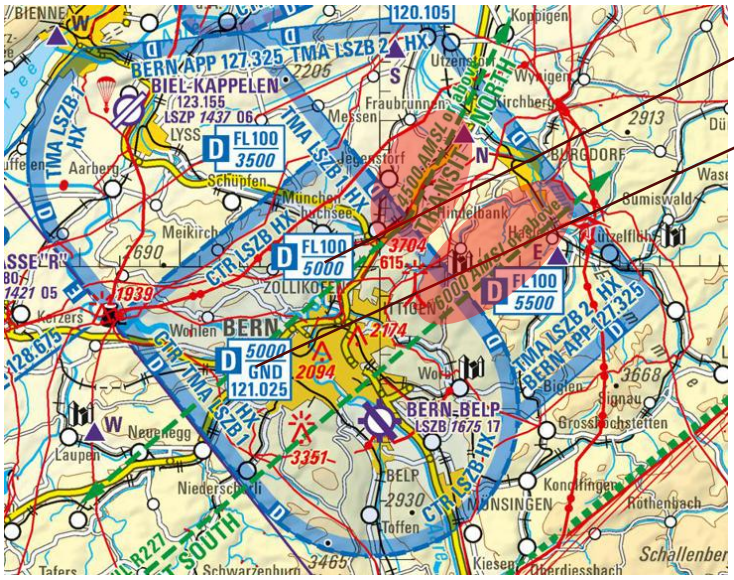
Flying in VMC is mandatory throughout the whole flight. Should you approach adverse meteorological conditions you must change your route, eventually proceed to a precautionary landing.

4. F. Cruise

Permanently maintain a good situational awareness	Constantly check your position and the obstacles and restrictions around, define suitable flying altitude for the next segment	
Descent preparation procedure	See AFM, receive latest ATIS, adjust QNH	Descent checklist

4. G. Crossing CTR/TMA

VFR flights are allowed to cross controlled airspaces en route – but they need a clearance to do so. Define your requested route and altitude – check the charts. We intend to cross Bern via Transit-Route-South, which is at min 6000ft. This will make us enter the TMA for which Bern Arrival is in charge. Should the cloud base be lower, we could also use Transit-North-Route (min 4500ft). In this case we cross the CTR and shall contact Bern Tower.



REQUEST CLEARANCE TO CROSS A CONTROLLED AIRSPACE	BERN ARRIVAL, HBCIX, OVERHEAD FRIBOURG 4500 FT, REQUEST TO CROSS TMA BERN ON TRANSIT SOUTH AT 6500 FT HBCIX, BERN ARRIVAL, SET SQUAWK 6435 SQUAWK 6435, HBCIX HIX, IDENTIFIED, CLEARED TO CROSS TMA BERN AT 6000 FT OR ABOVE, REPORT OVERHEAD CLEARED TO CROSS TMA BERN AT 6000 FT OR ABOVE, WILCO HIX HIX OVERHEAD 6100 FT HIX, ROGER, REPORT LEAVING TMA WILCO HIX HIX, LEAVING TMA EASTBOUND, 6200 FT HIX, SQUAWK 7000, FREQUENCY CHANGE APPROVED, ZURICH INFORMATION AVAILABLE ON 124.7, HAVE A GOOD FLIGHT SQUAWK 7000, LEAVING FREQUENCY, 124.7, HIX	ATC may choose to abbreviate your callsign (the first and the last to letters HBCIX-> HIX) From that moment on you are allowed to use the abbreviated call sign as well – not before. This procedure starts from scratch with any new ATC station you are communicating to.

4. H. Contact with Zurich Information (or Geneva Information)

Skyguide operates Flight Information Services for VFR traffic. The use of this service is optional; it is however an additional source of information. When making contact with flight information your initial call does have to follow an exact sequence.

CONTACTING FLIGHT INFORMATION	ZURICH INFORMATION, HBCIX, GRÜEZI Wait until they come back to you. This can last up to several minutes. HBCIX, ZURICH INFORMATION, GRÜEZI, PASS YOUR MESSAGE HBCIX, CESSNA 152, VFR FROM GENEVA TO ZURICH, ABEAM HUTTWIL 5500 FT, PROCEEDING HALLWILERSEE, ROUTE WHISKEY FOR LANDING IN ZURICH HIX, DO YOU INTEND TO ENTER TMA ZURICH NEGATIVE HIX HIX, ROGER, STAY BELOW TMA ZURICH, NEXT REPORT HALLWILERSEE STAY BELOW TMA ZURICH, WILCO, HIX HIX, TRAFFIC INFORMATION, UNKNOWN VFR TRAFFIC, AT YOUR 3 O'CLOCK POSITION, 5 MILES, SAME ALTITUDE FROM RIGHT TO LEFT. LOOKING OUT, HIX HIX, TRAFFIC IN SIGHT HIX HIX, HALLWILERSEE 3700FT, REQUEST TO LEAVE FREQUENCY FOR ZURICH TOWER. HIX, CONTACT ZURICH TOWER ON 118.1, HAVE A GOOD LANDING 118.1, THANKS FOR SERVICE, HIX	The initial call is intentionally very short, as the FIS frequency is normally very busy. The second transmission includes many elements. Make sure you are properly prepared. Make sure you stay below TMA Zurich. Its lower limits are at 6500, 5500, 4500ft, depending on your position. Check the map. Don't just leave Flight information without a correct deregistration.

4. I. Descent and arrival

Check information	METAR, TAF, ATIS, NOTAMS	RWY in use, TRL, Wind, QNH, Visibility, …
Descent preparation procedure	See AFM	Descent checklist
Approach preparation procedure	See AFM	Approach checklist

ENTERING CTR	5 min prior to reaching the VFR reporting point (in our case, point W, located abeam Bremgarten) request entering the CTR with LSZH_TWR ZURICH TOWER, HBCIX, VFR FROM GENEVA, HALLWILERSEE, 3700 FT, INFORMATION L, REQUEST TO ENTER CTR VIA ROUTE W FOR LANDING HBCIX, ENTER CTR VIA ROUTE W, CLEARANCE LIMIT W2, REPORT W2 ENTER CTR VIA ROUTE W, CLEARANCE LIMIT W2, WILCO, HBCIX HBCIX, WHISKEY, 3500 FT HIX ROGER In case of dense traffic, ATC may request you to hold: HIX, AT W2 ORBIT RIGHT UNTIL ADVISED AT W2 ORBIT RIGHT, HIX	Descend to reach the maximum altitude at point W (3500 ft). Reporting W is always mandatory. After W descend 3000 ft (restriction at W1). As you are instructed to report W2 there is no need to report W1 anymore. The location of the orbits at W2 are visible from the chart. Adhere to it to make sure you don't interfere with any departing VFR traffic.

4. J. Approach and landing

	HIX, W2, 3000 FT HIX, ORBIT AS INSTRUCTED ORBIT AT W2, HIX HIX, JOIN DOWNWIND RUNWAY 28 JOIN DOWNWIND RUNWAY 28, HIX HIX, EXTEND DOWNWIND UNTIL ADVISED EXTEND DOWNWIND, HIX HIX, TURN BASE AND FINAL RWY 28 TURN BASE AND FINAL RWY 28, HIX	The track from W2 to downwind 28 is clearly defined and visible from the VFR charts. (from W2 keep south of the motorway to the gas tanks, slight left turn towards threshold RWY 34, right turn on track 93 along the RWY 28. Reduce initial approach speed and set flaps 1 abeam threshold. Check mixture rich. Set flaps 2 when turning base and full flaps when turning final.

	HIX, FINAL RWY 28 HIX, WIND 280 DEG 5 KT, RWY 28 CLEARED TO LAND HIX, RWY 28 CLEARED TO LAND	Final must always be reported to ATC.
Landing, vacating and taxi to gate	Vacate left at the first possible exit (Kilo or Juliett). After passing the stop line proceed with the after landing items and report to ATC. HIX, RWY 28 VACATED ON K HIX, FOR TAXI CONTACT APRON 121.755 121.755 HIX ZURICH APRON, HBCIX, VACATED INTO K, REQUEST TAXI HBCIX, TAXI TO GA SECTOR 1 VIA A TAXI A TO GA SECTOR 1, HBCIX	After landing checklist

This concludes our tutorial for VFR flights. We hope that you could take one or the other useful information and wish you a lot of satisfactory flights on VATSIM.

For questions address to: [vACC Switzerland Discord Pilot-Questions]

vACC Switzerland – Pilot Training Department/HPB

Annex A. VFR Phraseology on non-controlled airfields

At non-controlled airfields there is no ATC to communicate with and from which to get clearances and instructions.

You are requested to separate from other traffic by:

- Performing an excellent «look-out»
- Reporting your position and intentions clearly at all of the following points (for the following examples, we use LSZF Birrfeld as the example airport due to its complexity – download the chart and refer to it when reading – the radio-calls in red do only apply for airfields with an entry-circle)

A.1. ARRIVAL

5 min prior to arriving at the entry sector	BIRRFELD AERODROME, HBCIX, LENZBURG 5000 FT, FOR LANDING VIA SECTOR W
At the entry sector	HBCIX, SECTOR W, 4000 FT FOR LANDING VIA OVERHEAD Note that at LSZF has got a mandatory "left-turn entry circle" over the airfield
Overhead	HBCIX, OVERHEAD 2500 FT, JOINING ENTRY CIRCLE
If the downwind is occupied	HBCIX, OVERHEAD 2500 FT, REMAIN ENTRY CIRCLE
When downwind is empty	HBCIX, OVERHEAD 2500FT, JOIN RIGHT-HAND DOWNWIND RWY 26, FULL-STOP
On downwind	HBCIX, RIGHT-HAND DOWNWIND RWY 26, FOR FULL-STOP LANDING
At end of downwind (not a compulsory reporting)	HBCIX, TURNING RIGHT-HAND BASE RWY 26, FULL-STOP
When turning final	HBCIX, FINAL RWY 26, FULL STOP

A.2. DEPARTURE

Before taxi	HBCIX, TAXI TO HOLDING POINT RWY 26
At the holding point	HBCIX, LINE-UP AND TAKE-OFF RWY 26, OUTBOUND EAST VIA DOWNWIND
After take-off, when turning downwind	HBCIX, BEGIN RIGHT-HAND DOWNWIND RWY 26, LEAVING CIRCUIT DIRECTION EAST
When in sector East	HBCIX, EAST, 3500 FT, LEAVING FREQUENCY

Annex B. Phraseology on airports with AFIS (i.e. LSZS)

At airfields with AFIS (Aerodrome Flight Information Service) there is a kind of ATC to communicate with and from which to get information and instructions. However, quite often they are not equipped with radar and can only provide field specific information and traffic information, which they have captured from calls with other aircrafts.

You are requested to separate from other traffic by performing an excellent «look-out»

B.1. ARRIVAL

5 min prior to arriving at the entry sector	SAMEDAN INFORMATION, HBCIX, MALOJA 8000 FT, VFR FROM ZURICH, INFORMATION [QUEBEC], FOR LANDING VIA W
	HBCIX, SAMEDAN INFORMATION, RUNWAY IN USE 21, QNH1011, REPORT W
	RUNWAY 21, QNH 1011, WILCO, HBCIX
	HIX, TRAFFIC INFORMATION, LIGHT AIRCRAFT REPORTED JULIER, REPORT IN SIGHT
	TRAFFIC IN SIGHT, HIX
	HBCIX, W, 7000 FT
	HIX, TRAFFIC INFORMATION, LIGHT AIRCRAFT ABOUT TO DEPART RUNWAY 03, REPORT END OF DOWNWIND
	TRAFFIC IN SIGHT, WILCO, HIX
	HIX, END DOWNWIND RUNWAY 21
	HIX, WIND 230 DEGREES 5 KNOTS, RUNWAY 21 LAND AT OWN DISCRETION
	RUNWAY 21 LAND OWN DISCRETION, HIX
	HIX, VACATE NEXT RIGHT, LOOK OUT FOR MARSHALLER
	NEXT RIGHT, LOOKING OUT, HIX

B.2. DEPARTURE

At the stand	SAMEDEN INFORMATION, HBCIX, VFR TO LSZC VIA W, PARKING IN FRONT HANGAR 2 READY FOR TAXI, INFORMATION E.
	HIX QNH1021 TAXI TO HOLDING POINT RWY21, CROSSING THE RWY IS APPROVED.
	HIX TAXIING TO HOLDING POINT RWY21, CROSSING THE RWY IS APPROVED
	HIX HOLDING POINT RWY 21 READY FOR DEPARTURE
	HIX, WIND 220/08KT TAKE OFF OWN DISCRETION RWY 21, REPORT W
	TAKING OFF AT MY OWN DISCRETION, RWY 21 WILL REPORT W HIX HIX W AT 7000FT
	HIX ZURICH INFORMATION AVAILABLE AT 124.7
	124.7 HIX