



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

SLCAA-AC-ANS006-Rev. 00

EFFECTIVE DATE: 31st AUGUST 2021

Development of Air Traffic Controller Read Back Procedures

A handwritten signature in blue ink, appearing to read 'M. Ban', is positioned to the left of the official seal.



Director General

Sierra Leone Civil Aviation Authority

1. GENERAL

The Sierra Leone Civil Aviation Authority’s Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as “shall” and “must”, indicating the actions are mandatory. Guidance information is described in terms such as “should” and “may” indicating the actions are desirable or permissive, but not mandatory

1.1 Purpose

This guidance provides instruction and general information for the development and review of read back of safety related parts and other relevant information of air traffic control clearances and instructions.

1.2 Applicability

This AC is applicable to Air Navigation Service Providers (ANSPs) providing Air Traffic Services in Sierra Leone

1.3 Description of Changes

This is the first AC to be issued on this subject

1.4 References

- (a) SLCAR Part 11- Air Traffic Services
- (b) ICAO Annex 11- Air Traffic Services
- (c) ICAO DOC 4444 - PANS ATM

1.5 Cancelled Documents

Not Applicable

1.6 Abbreviations

- AC - Advisory Circular
- ANS - Air Navigation Service
- ANSP - Air Navigation Service Provider
- ATC - Air Traffic Control
- ATS - Air Traffic Services
- ATIS - Automatic Terminal Information Service
- RVSM - Reduced Vertical Separation Minimum
- SLCAA - Sierra Leone Civil Aviation Authority
- SLCARs - Sierra Leone Civil Aviation Regulations
- SSR - Secondary Surveillance Radar

2. GENERAL INFORMATION

- 2.1 The flight crew shall read back to the air traffic controller safety-related parts of ATC clearances and instructions which are transmitted by voice.
- 2.2 The controller shall listen to the read back to ascertain that the clearance or instruction has been correctly acknowledged by the flight crew and shall take immediate action to correct any discrepancies revealed by the read back.

3. EVALUATION

- 3.1 The flight crew shall read back to the air traffic controller safety-related parts of
 - (a) Air traffic control clearances and
 - (b) Air traffic control instructions which are transmitted by voice
 - (c) ATC route clearances;
 - (d) clearances and instructions
 - (i) Enter runway
 - (ii) Enter taxiway
 - (iii) Land
 - (iv) Take off
 - (v) Cross taxiway
 - (vi) Taxi on any runway
 - (vii) Backtrack on any runway
 - (viii) Runway-in-use
 - (ix) Altimeter settings
 - (x) SSR codes
 - (xi) Level instructions
 - (xii) Speed instructions
 - (xiii) Heading instructions
 - (xiv) Weather issued by the controller
 - (xv) Weather issued by the controller contained in automatic terminal information service (ATIS) broadcasts,
 - (xvi) Transition levels.
- 3.2 Other clearances or instructions, including conditional clearances, shall be read back or acknowledged in a manner to clearly indicate that they have been understood and will be complied with.
- 3.3 The controller shall listen to the read-back to ascertain that the clearance or instruction has been correctly acknowledged by the flight crew and shall take immediate action to correct any discrepancies revealed by the read-back.
- 3.4 When aircraft are operating within RVSM airspace all
 - (a) Level clearance
 - (b) cancellation of RVSM status

Development of Air Traffic Controller Read Back Procedure

(c) enter into or exit from the RVSM airspace

(d) Application of contingency procedure transmitted by the controller shall be read-back by the flight crew to assure compliance with the clearance.

3.5 ATC shall always read-back

3.5.1 Coordination information regarding RVSM status of aircraft and

3.5.2 Suspension of RVSM operation due to weather deterioration and severe turbulence.

3.6 The controller shall listen to the read-back to ascertain that the clearance or instruction has been correctly acknowledged by the flight crew and shall take immediate action to correct any discrepancies revealed by the read-back.