

# Appendix 1

## Clearance Shorthand

The following shorthand system is recommended by the Federal Aviation Administration (FAA). Applicants for the Instrument Rating may use any shorthand system, in any language, which ensures accurate compliance with air traffic control (ATC) instructions. No shorthand system is required by regulation and no knowledge of shorthand is required for the FAA Knowledge Test; however, because of the vital need for reliable communication between the pilot and controller, clearance information should be unmistakably clear.

The following symbols and contractions represent words and phrases frequently used in clearances. Most of them are used regularly by ATC personnel. By practicing this shorthand, omitting the parenthetical words, you will be able to copy long clearances as fast as they are read.





Example: CAF  $\rightarrow$  RH RV V18  $\uparrow$ 40 SQ 0700 DPC 120.4  
 Cleared as filed, maintain runway heading for radar vector to Victor 18, climb to 4,000, squawk 0700, departure control frequency is 120.4.

### Words and Phrases

### Shorthand

Above .....	ABV
Above (Altitude, Hundreds of Feet) .....	70
Adjust speed to 250 knots .....	250 K
Advise .....	ADZ
After (Passing) .....	<
Airway (Designation) .....	V26
Airport .....	A
Alternate Instructions .....	( )
Altitude 6,000-17,000 .....	60-170
And .....	&
Approach .....	AP
Approach Control .....	APC
Area Navigation .....	RNAV

Arriving .....	$\downarrow$
At .....	@
At or Above .....	$\uparrow$
At or Below .....	$\downarrow$
(ATC) Advises .....	CA
(ATC) Clears or Cleared .....	C
(ATC) Requests .....	CR
Back Course .....	BC
Bearing .....	BR
Before (Reaching, Passing) .....	>
Below .....	BLO
Below (Altitude, Hundreds of Feet) .....	$\overline{70}$
Center .....	CTR
Clearance Void if Not Off By (time) .....	v<
Cleared as Filed .....	CAF
Cleared to Airport .....	A
Cleared to Climb/Descend at Pilot's Discretion .....	PD
Cleared to Cross .....	X
Cleared to Depart From the Fix .....	D
Cleared to the Fix .....	F
Cleared to Hold and Instructions Issued .....	H
Cleared to Land .....	L
Cleared to the Outer Marker .....	O
Climb to (Altitude, Hundreds of Feet) .....	$\uparrow$ 70
Contact Approach .....	CT
Contact (Denver) Approach Control .....	(den
Contact (Denver) Center .....	(DEN
Course .....	CRS

Cross .....	X	ILS Approach .....	ILS
Cruise .....	→	Increase Speed 30 Knots .....	+30 K
Delay Indefinite .....	DLI	Initial Approach .....	I
Depart (direction, if specified) .....	T→ ( )	Instrument Departure Procedure .....	DP
Departure Control .....	DPC	Intersection .....	XN
Descend To (Altitude, Hundreds of Feet) .....	↓70	Join or Intercept Airway/ Jet Route/Track or Course .....	∩
Direct .....	DR	Left Turn After Takeoff .....	↶
Direction (Bound)		Locator Outer Marker .....	LOM
Eastbound .....	EB	Magnetic .....	M
Westbound .....	WB	Maintain .....	M→
Northbound .....	NB	Maintain VFR Conditions On Top .....	<u>VFR</u>
Southbound .....	SB	Middle Compass Locator .....	ML
Inbound .....	IB	Middle Marker .....	MM
Outbound .....	OB	Missed Approach .....	MA
DME Fix (Mile) .....		Nondirectional Beacon Approach .....	NDB
Each .....	EA	Out of (Leave) Control Area .....	
Enter Control Area .....		Outer Marker .....	OM
Estimated Time of Arrival .....	ETA	Over (Station) .....	<u>OKC</u>
Expect .....	EX	On Course .....	OC
Expect-Further-Clearance .....	EFC	Precision Approach Radar .....	PAR
Fan Marker .....	FM	Procedure Turn .....	PT
Final .....	F	Radar Vector .....	RV
Final Approach .....	FA	Radial (080° Radial) .....	080R
Flight Level .....	FL	Reduce Speed 20 Knots .....	-20 K
Flight Planned Route .....	FPR	Remain This Frequency .....	RTF
For Further Clearance .....	FFC	Remain Well to Left Side .....	LS
For Further Headings .....	FFH	Remain Well to Right Side .....	RS
From .....	FM	Report Crossing .....	RX
Ground .....	GND	Report Departing .....	RD
GPS Approach .....	GPS	Report Leaving .....	RL
Heading .....	HDG	Report on Course .....	R-CRS
Hold (Direction) .....	H-W	Report Over .....	RO
Holding Pattern .....			

Report Passing .....	RP	Turn Left .....	TL
Report Reaching .....	RR	Turn Right .....	TR
Report Starting Procedure Turn .....	RSPT	Until .....	/
Reverse Course .....	RC	Until Advised (By) .....	UA
Right Turn After Takeoff .....	↷	Until Further Advised .....	UFA
Runway Heading .....	RH	VFR Conditions On Top .....	OTP
Runway (Number) .....	RY18	Via .....	VIA
Squawk .....	SQ	Victor (Airway Number) .....	V14
Standby .....	STBY	Visual Approach .....	VA
Straight-in Approach .....	SI	VOR .....	⊙
Surveillance Radar Approach .....	ASR	VOR Approach .....	VR
Takeoff (Direction) .....	T→N	VORTAC .....	⊕
Tower .....	Z	While in Control Area .....	△