

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 ~~M~~→ RH RV V18 [↑]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) | <u>70</u> |
| 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 | ↓ |
| At | @ |
| At or Above | <u>↑</u> |
| At or Below | <u>↓</u> |
| (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) | <u>70</u> |
| 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) | [↑] 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) | 21 | 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 | △ |