INITIAL CALL: CLEARANCE DELIVERY

- Have the weather and ATIS code before you call.
- State full callsign, type, destination and verify you have the ATIS.
- Have a writing surface available to copy amended routings.
- Read back the clearance in the same order received.

GROUND CONTROL: DEPARTURE

- State callsign and your position with “ready to taxi” (Ex. N123 at Signature, ready to taxi).
- Have a taxi chart of the airport to assist when receiving detailed taxi instructions.
- Read back ALL hold short instructions (Ex. N123, runway 36 taxi via A hold short of runway 9).
- If you become lost or not sure, STOP & ASK if not on a runway.

GROUND CONTROL: INBOUND

- Call ground control with callsign, position and airport destination (Ex. N123, off 36 at Kilo to Atlantic).
- Expect detailed taxi instructions that you have to read back.
- Read back ALL hold short instructions.
- If you become lost or not sure, STOP & ASK if not on a runway.
LOCAL CONTROL: DEPARTURE

• If in a piston aircraft, advise tower you are ready for departure.
• Do not cross the hold short line until you receive a clearance to “line up and wait” or “cleared for takeoff.”
• Listen to departure instructions, as they may vary from what the pilot expects based on the course heading.
• Read back departure instructions. (Ex. N123, Runway 36, turn right heading 090 cleared for takeoff).

LOCAL CONTROL: INBOUND

• If transferred from a radar facility, the tower will know your position (Ex. Asheville Tower, N123 inbound for runway 34).
• The tower will either clear the aircraft to land, advise of other traffic or even change a runway if another one is available.
• Once you have landed, listen for runway exit instructions. If you are unable to exit at the assigned taxiway, immediately advise the controller.

+ DISCLAIMER +
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