Document Revisions (Title style)

***AISM***Association Internationale de Signalisation Maritime ***IALA***

International Association of Marine Aids to Navigation and Lighthouse Authorities

10, rue des Gaudines

78100 Saint Germain en Laye, France

Telephone: +33 1 34 51 70 01 Fax: +33 1 34 51 82 05

e-mail: [contact@iala-aism.org](mailto:contact@iala-aism.org) Internet: [www.iala-aism.org](http://www.iala-aism.org)

**IALA Guideline No. ####**

**On**

**VTS Communications**

**Edition 1**

**[Date issued]**

**[Previous Edition; Date issued]**

Revisions to the IALA Document are to be noted in the table prior to the issue of a revised document.

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| **Date** | **Page / Section Revised** | **Requirement for Revision** |
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VTS Communications (Title style)

# Introduction

Followed by body text

Information that is used to introduce the document, including reference to lead-up to the creation of the document. This should also include references to any IALA Conference or Symposium recommendations that led to the document creation.

All text should be English UK

General rationale – not just for non-native English speakers (IMO Model Course on Maritime English 3.1.7). Talking to everyone.

(1089) – Purpose of VTS

Lingua Franca – English as a universal language

Deliberate

Plain english

## Objective

This document should provide support to VTS personnel that will promote best practice in effective VTS radio communications. It should be a working document that is practical, limited in length and user friendly. The document should, where possible, be harmonised with other existing relevant documentation that provide communication guidance. It will review and supplement the IMO SMCP VTS section. It should also provide advice, that not only coaches new VTS personnel but guards against complacency with more experienced operators.

Key areas included in this document will be ground rules, message structure and a limited number of common phraseology.

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# Background

SMCP – supplementation, and this document will inform a review of SMCP in the future.

Reasons for accidents – (Estonian document)

Efficiency of VTS depends on comms (A857 (20) 2.1.3)

Participating vessels (A857(20) 2.6) - seafarers

# ACronyms and Definitions

Background would be a section of the introduction, if required. It could refer to previous editions or other IALA documents that have been used / are superseded by this document.

Over – Out

Acronyms (From 1089)

Comms under each type of service including examples (1089) (A857 (20))

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1. List 1

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# Ground Rules

Intro - Cross cultural communication – anxiety (ICAO 9835), Be professional – Use best practice

Rationale behind each ground rule and source. List of skills (VTS Manual chapter 11.1102)

**How to use VHF – This section refers to the correct use of audio equipment**

Practical use of VHF – (VTS Manual Chapter 11 -1102) // (NATO document) // ATC UK Manual

**How to encode a message – This section refers to the preparation, formulation and structure of messages. Specifically the content of VTS radio communications.**

Quality (accuracy) of information (VTS Manual chapter 4)

Future – non-native multiculturality (IMO Model Course on Maritime English 3.1.7)

Assumptions – (Estonian document)

Conditionals - (SMCP)

Local Names / Terms - (SMCP)

Times - (SMCP)

Plain English

Human – hesitant, pressure

Direct

KISS - Simple - (A851(20)Chapter 1)

Leading Questions

See it say it - (A851(20)Chapter 1)

Concise – essential info (A857(20) 2.4.1) (A851(20)Chapter 1) filler words, every word must have a reason for being there.

Assumptions

Result Oriented – (VTS Manual - chapter 18 1803/04/05), (A857(20) 2.3.4)

SMCP – Message Markers (VTS Manual - chapter 18 1803/04/05) (1089) context – legal standing – make clear designation (A857(20)2.4.2) – (IMO MSC 43(64) (Chapter 2) - (SMCP)

Spelling / numbers - (SMCP)

Structure - MSC 43(64) (Chapter 2) link to section 5. This is /Over / Out

Type of Vessel

What is the recipient doing? - (A851(20)Chapter 1)

THINK – (NATO document)

Clear

Accurate

**How to deliver a message – This section refers to transmitting techniques used in VTS radio communications.**

Timely (A857(20) 2.1.3)

Word Grouping – Lingua Franca Core Phonology (ICAO 9835)

Linguistic – variations (accents, tone etc) (IMO Model Course on Maritime English 3.1.7)

Ambiguity – (Estonian document) (SMCP)

Native communicators accommodation ability (ICAO 9835)

Nuclear Stress – Lingua Franca Core Phonology (ICAO 9835)

Tone

Calm

Direct

Confident

Polite

Attitude

RSVP – (NATO document) // Pace – ICAO (Emergency) 100 wpm (very slow) (what is the best – research) // Pausing (Lingua Franca Core Phonolgy (ICAO 9835))

Clear

**How to decode a message – This section refers to the accurate interpretation of radio communications received by a VTS.**

Linguistic – variations (accents, tone etc) (IMO Model Course on Maritime English 3.1.7)

Native communicators accommodation ability (ICAO 9835)

hearback (active listening)

**Monitoring (after) – This section refers to the evaluation of a vessels understanding and its consequent actions following a VTS radio communication. It also refers to the personal review of a VTSO’s own communications.**

Feedback / readback /

Review your own comms

Monitor traffic actions

Examples (Estonian document) examples under each message markers.

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# message structure

Esp – Overview / theory

Structure – (MSC 4364 (Chapter 2))

Call Sign this is VTS

MM

Phrase

MM

Phrase

Over or Out

Body Text



1. Title required

Figure titles come after the figures. Graphics should, preferably be inserted at a text point and then centred.

# Common Phrases / Words

Plain English

Estonian Common Phrases – (Estonian document)

Framework for formulation

Selective

Roger?

Break?

**CONSIDERATIONS**

tO THINK ABOUT AT vts 40:

tIME dISTANCE gEOGRAPHIC SEPERATION (Waterspace management)

eMERGENCY - SMCP

TRAFFIC CLEARANCE

1089 -

1. Annex

Guidelines should have Annexes. Appendices are attached to Annexes.

1. ANNEX HEAD1

Body Text

To restart the Annex Heading numbering at 1:

* Office 2003, go to Format / Bullets and Numbering / Restart numbering (lower left in the box)
* Office 2007, go to down arrow next to Numbering icon and select Set Numbering Value
  1. Annex Heading 2

Body text

Annex Heading 3

Body Text Indent

Annex Heading 4

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1. Appendix title
2. APPENDIX Heading 1

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