



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF AIR TRAFFIC MANAGEMENT
RAJIV GANDHI BHAWAN, NEW DELHI-110003
[File No. AAI/ATM/CAP/SQMS/31-2/2026]

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ATMC

AIR TRAFFIC MANAGEMENT CIRCULAR NO. 03 of 2026

Subject: Random ATC tape transcript analysis

1. Introduction:

- 1.1 Radiotelephony (RTF) provides the means by which pilots and ground personnel communicate with each other. The information and instructions transmitted are of vital importance in assisting in the safe and expeditious operation of aircraft. On the other hand, the use of non-standard procedures and phraseology can cause misunderstanding. Incidents and accidents have occurred in which a contributing factor has been the misunderstanding caused by the use of incorrect phraseology. The importance of using correct and precise standard phraseology cannot, therefore, be over-emphasized.
- 1.2 Air traffic services personnel should adhere to standard phraseologies appropriate to the type of service in conformity with relevant documents of ICAO/ Manual of Air Traffic Services, Part-1 as amended from time to time.
- 1.3 Random analysis of Air Traffic Control (ATC) tape transcripts by Air Navigation Service Providers (ANSPs) is a critical safety and quality assurance process. It involves reviewing recorded voice communications to identify compliance to standard phraseologies, communications procedures, and adherence to use of aviation English language. This process is widely adopted by ANSPs as a proactive measure aiming to achieve reduction in safety occurrences, thus contributing to enhancement of aviation safety.

2. Purpose:

- 2.1 Purpose of this ATMC is to issue instructions and guidelines for the conduct of Random Analysis of ATC Tape Transcripts to ensure compliance to Civil Aviation Requirements (CAR) Section 9- 'Air Space and Air Navigation Services Standards' Series 'E', Part I Issue IV.

**3. Scope:**

- 3.1 This ATMC is applicable to all the ATM personnel engaged in ATS Unit and ATS System of AAI all over India.

4. Objective:

- 4.1 Ensuring adherence to standard phraseologies and correct communications procedures by the air traffic control officers while providing air traffic control services.

5. Procedure:

- 5.1 Random ATC tape transcript analysis shall be carried out for all ATS units, on a monthly basis and records are to be maintained.
- 5.2 The monthly sample size for tape transcript analysis shall be in the ratio of 1:25 i.e. for upto 25 number of ATCOs, at least one sample shall be taken for monthly random analysis, while ensuring that all the units are covered.
- 5.3 Corrective action such as counselling, constructive feedback or remedial training, shall be taken for adherence to standard phraseologies and correct communication procedures. The records of such actions shall be maintained.

6. Documentation:

- 6.1 ATS In-Charges of all ATC centres to maintain the record of the random ATC tape transcripts conducted every month.
- 6.2 ATS In-Charges of all ATC centres to produce the records during DGCA audit and ATM inspections, whenever required.
- 6.3 The General Manager (ATM)s of the airports to submit the record of the random ATC tape transcripts conducted every month to CHQ within 10 days after end of each month.
- 6.4 The General Manager (ATM) of the Regions shall consolidate the records of random ATC tape transcripts conducted every month by respective airports under their region and submit a consolidated report to CHQ within 20 days after end of each month.

7. Review:

- 7.1 Whenever felt necessary or the need arises, this ATMC will be reviewed by the Executive Director (CAP).

8. Queries:

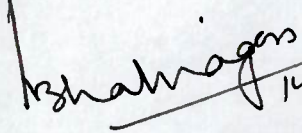
Any queries or further guidance required on the contents of this ATMC should be addressed to:



Executive Director (CAP)
Airports Authority of India,
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9. Validity

- 9.1 This ATMC supersedes Para 5.5 of ATMC 05 of 2019 and shall remain in force until further notice.


14-05-2026

(Rakesh Bhatnagar)
Executive Director (CAP)
Airports Authority of India