



**FLIGHT RADIO TELEPHONE OPERATOR LICENCE
(FRTOL) AND LANGUAGE PROFICIENCY FOR
RADIOTELEPHONY COMMUNICATION**

AIR NAVIGATION ORDER

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CONTENTS

- A. Authority
- B. Purpose
- C. Scope
- D. Description
- D1. Definitions
- D2. Requirement to hold FRTOL
- D3. English Language Proficiency – Requirements
- D4. English Language Proficiency – Holistic Descriptors
- D5. Assessment of ELP
- D6. How to obtain ELP assessment
- D7. Validity of ELP assessment
- D8. English Language Proficiency – Levels
- D9. English Language Proficiency – Tests
- D10. English Language Proficiency – Evaluation
- D11. English Language Proficiency – Endorsement
- D12. Aviation Training Organization (ATO)
- D13. Flight Radiotelephone Operator Licence - FRTOL
- D14. FRTOL – Ground Training Syllabus
- D15. FRTOL – Practical Test Syllabus
- D16. FRTOL – Ab-initio Students
- D17. FRTOL – Foreign FRTOL Holders
- D18. FRTOL – Conversion from Military Experience
- D19. FRTOL – Transmitting Technique
- D20. FRTOL – Issue of Clearance by ATS Unit
- D21. FRTOL – Readback of Clearance
- D22. FRTOL – Contents of Position Report
- D23. FRTOL – Examinations And Tests
- D24. FRTOL – Written Examination
- D25. FRTOL – Practical Skill Test
- D26. FRTOL – Practical Test Procedure
- D27. Aeronautical Information Publications
- D28. FRTOL – Fee Schedule
- E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES)
- E1. Acronyms
- E2. Records
- E3. References
- Implementation
- Appendix

A. AUTHORITY:

A1. This Air Navigation Order is issued by the Director General, Civil Aviation Authority in pursuance of the powers vested in him under Rules 4, 35 to 44, 58, 340, 342, 347, 348, 354, 355, 357, 359, 360 and all other enabling provisions of Civil Aviation Rules, 1994 (CARs, 94).

B. PURPOSE:

B1. The purpose of this ANO is to provide regulatory framework for the issuance of Flight Radiotelephony Operators Licence and to specify the requirements of all related ICAO Standards and Recommended Practices on Language Proficiency for Radiotelephony Communication.

C. SCOPE:

C1. This ANO relates to the testing of English language proficiency.

C2. The contents of the requirements of this ANO specify mainly the applicable personnel, effective date of implementation, Language proficiency levels, Evaluation criteria, Re-evaluation intervals, Operator's responsibility, use of standard phraseology, Language for Air-Ground Telephony Communication, ATC Service provider's responsibility, and English Language use by ATS units.

C2.1 Aeroplane, airship, helicopter and powered-lift pilots and those flight navigators who are required to use the radio telephone aboard an aircraft shall demonstrate the utility to speak and understand the language used for radiotelephony communication.

Note: In the case of flight engineers, in instance where the flight crew are composed of non-native English speakers and whose native language is different from each other the flight engineers shall have the ability to speak and understand them in English language unless the flight crew is proficient to understand his native language.

C2.2 Air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications.

C2.3 As of 05 March 2008 Aeroplane, airship, helicopter and powered-lift pilots, flight engineers and navigators required to use the radio telephone aboard an aircraft, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Annex-1.

C2.4 As of 05 March 2008, the language proficiency of Aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators who demonstrate proficiency below the expert level (Level-6) will be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level.

C2.5 The language proficiency of Aeroplane, airship, helicopter and powered-lift pilots, flight engineers and navigators required to use the radio telephone aboard an aircraft, air traffic controllers and aeronautical station operators who demonstrate proficiency level (Level-6) will be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:

C2.5.1 those demonstrating language proficiency at the operational level (Level-4) of attachment no 1 will be evaluated at least once every three years; and

C2.5.2 those demonstrating language proficiency at the extended level (Level-5) of attachment no 1 will be evaluated at least once every six years.

C2.5.3 Formal evaluation is not required for applicants who demonstrate expert language proficiency e.g., native and very proficient non-native speakers with a dialect or accent intelligible to his/her working environment, as assessed by the Director General of Civil Aviation.

C2.6 Special endorsement of language proficiency should appear on the relevant personnel Licence under specification – XIII Remarks effective 05 March 2008.

C2.7 Operators authorized to conduct international commercial air transport operators (Aeroplanes) shall ensure that flight Crew members demonstrate the ability to speak and understand the language used for radiotelephony communications as specified at paras C2.1 to C2.5 above.

C2.8 Operators for international commercial air transport operations or international general aviation operations with helicopter shall ensure that flight crew members demonstrate the ability to speak and understand the language used for radiotelephony communications as specified at paras C2.1 to C2.5 above.

C2.9 ICAO standardized phraseology shall be used in all situations for which it has been specified. Only when standardized phraseology cannot serve an intended transmission, plain language shall be used.

C2.10 The air-ground radiotelephony communications shall be conducted in the English language.

C2.11 The English language shall be available, from any aircraft station, at all stations on the ground serving designated airports and routes used by international air services.

C2.12 The language used shall be published in the Aeronautical Information Publications and other published aeronautical information concerning such facilities.

C2.13 An air traffic services provider shall ensure that air traffic controllers speak and understand the English language used for radiotelephony communications as specified in paragraphs C2.1 to C2.5 above.

C2.14 Except when communications between air traffic control units are conducted in a mutually agreed language, the English language shall be used for such communications.

C3. This Air Navigation Order relates to the training and issue of Flight Radiotelephone Operator Licence.

C4. ICAO Standardized phraseology shall be used in all situations for which it has been specified.

D. DESCRIPTION:

D1. DEFINITIONS:

D1.1 AERODROME:

a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

D1.2 AERODROME CONTROL SERVICE:

air traffic control service for aerodrome traffic.

D1.3 AERODROME CONTROL TOWER:

a unit established to provide air traffic control service to aerodrome traffic.

- D1.4 **AERODROME TRAFFIC:**
all traffic on the manoeuvring area of an aerodrome and all aircraft flying in the vicinity of an aerodrome.
- D1.5 **AERONAUTICAL INFORMATION PUBLICATION (AIP):**
a publication issued by or with the authority of a state and containing aeronautical information of a lasting character essential to air navigation.
- D1.6 **AIRCRAFT:**
any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
- D1.7 **AIR-TAXIING:**
movement of a helicopter/VTOL above the surface of an aerodrome, normally in ground effect and at a ground speed normally less than 20 kts (37 km/h).
- D1.8 **AIR TRAFFIC:**
all aircraft in flight or operating on the manoeuvring area of an aerodrome.
- D1.9 **AIR TRAFFIC CONTROL CLEARANCE:**
authorization for an aircraft to proceed under conditions specified by an air traffic control unit.
- D1.10 **AIR TRAFFIC CONTROL SERVICE:**
- D1.11 a service provided for the purpose of:
- D1.11.1 Preventing collisions:
- D1.11.1.1 Between aircraft, and
- D1.11.1.2 On the manoeuvring area between aircraft and obstructions; and
- D1.11.2 Expediting and maintaining an orderly flow of air traffic.
- D1.12 **AIR TRAFFIC CONTROL UNIT:**
a generic term meaning variously, area control centre, approach control unit or aerodrome control tower.
- D1.13 **AIR TRAFFIC SERVICE:**
a generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).
- D1.14 **AIRWAY:**
a control area or portion thereof established in the form of a corridor.
- D1.15 **ALERTING SERVICE:**
a service provided to notify appropriate organisations regarding aircraft in need of search and rescue aid, and assist such organisations as required.
- D1.16 **ALERT PHASE:**
a situation wherein apprehension exists as to the safety of an aircraft and its occupants.

D1.17 ALTERNATE AERODROME:

an aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing. Alternate aerodromes include the following:

D1.17.1 TAKE-OFF ALTERNATE.

An alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.

D1.17.2 EN-ROUTE ALTERNATE.

An aerodrome at which an aircraft would be able to land after experiencing an abnormal or emergency condition while en route.

D1.17.3 DESTINATION ALTERNATE.

An alternate aerodrome to which an aircraft may proceed should it become either impossible or inadvisable to land at the aerodrome of intended landing.

D1.18 ALTITUDE:

The vertical distance of a level, a point or an object considered as a point, measured from mean sea level.

D1.19 APPROACH CONTROL SERVICE:

Air traffic control service for arriving or departing controlled flights.

D1.20 APPROACH CONTROL UNIT:

A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.

D1.21 APPROPRIATE ATS AUTHORITY:

The relevant authority designated by the state responsible for providing air traffic services in the airspace concerned.

D1.22 APRON:

A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

D1.23 AREA CONTROL CENTRE:

A unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

D1.24 AREA CONTROL SERVICE:

Air traffic control service for controlled flights in control areas.

D1.25 ATS ROUTE:

A specified route designed for channeling the flow of traffic as necessary for the provision of air traffic services.

- D1.26 **AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS):**
The automatic provision of current, routine information to arriving and departing aircraft throughout 24 hours or a specified portion thereof:
- D1.26.1 Data link-automatic terminal information service (D-ATIS). The provision of ATIS via data link.
- D1.26.2 Voice-automatic terminal information service (VOICE-ATIS). The provision of ATIS by means of continuous and repetitive voice broadcasts.
- D1.27 **BASE TURN:**
A turn executed by the aircraft during the initial approach between the end of the outbound track and the beginning of the intermediate or final approach track. The tracks are not reciprocal.
- D1.28 **CHANGE-OVER POINT:**
The point at which an aircraft navigating on an ATS route segment defined by reference to very high frequency omni-directional radio ranges (VORS) is expected to transfer its primary navigational reference from the facility behind the aircraft to the next facility ahead of the aircraft.
- D1.29 **CLEARANCE LIMIT:**
The point to which an aircraft is granted air traffic control clearance.
- D1.30 **CONTROL AREA:**
A controlled airspace extending upwards from a specified limit above the earth.
- D1.31 **CONTROLLED AERODROME:**
An aerodrome at which air traffic control service is provided to aerodrome traffic.
- D1.32 **CONTROLLED AIRSPACE:**
An airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.
- D1.33 **CONTROLLED FLIGHT:**
Any flight, which is subject to an air traffic control clearance.
- D1.34 **CONTROL ZONE:**
A controlled airspace extending upwards from the surface of the earth to a specified upper limit.
- D1.35 **CRUISING LEVEL:**
A level maintained during a significant portion of a flight.
- D1.36 **DISTRESS PHASE:**
A situation wherein there is reasonable certainty that an aircraft and its occupants are threatened by grave and imminent danger or require immediate assistance.
- D1.37 **DOWNSTREAM CLEARANCE:**

A clearance issued to an aircraft by an air traffic control unit that is not the current controlling authority of that aircraft.

D1.38 **EMERGENCY PHASE:**

A generic term meaning, as the case may be, uncertainty phase, alert phase or distress phase.

D1.39 **FINAL APPROACH:**

D1.40 That part of an instrument approach procedure which commences at the specified final approach fix or point, or where such a fix or point is not specified,

D1.40.1 At the end of the last procedure turn, base turn or inbound turn of a racetrack procedure, if

D1.40.2 Specified; or

D1.40.3 At the point of interception of the last track specified in the approach procedure; and ends at a point in the vicinity of an aerodrome from which:

D1.40.3.1 A landing can be made; or

D1.40.3.2 A missed approach procedure is initiated.

D1.41 **FLIGHT INFORMATION CENTRE:**

A unit established to provide flight information service and alerting service.

D1.42 **FLIGHT INFORMATION REGION:**

An airspace of defined dimensions within which flight information service and alerting service are provided.

D1.43 **FLIGHT INFORMATION SERVICE:**

A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

D1.44 **FLIGHT LEVEL:**

A surface of constant atmospheric pressure which is related to a specific pressure datum, 1013.2 hectopascals (hpa), and is separated from other such surfaces by specific pressure intervals.

D1.45 **FLIGHT PLAN:**

Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

D1.46 **HEIGHT:**

The vertical distance of a level, a point or an object considered as a point, measured from a specified datum.

D1.47 **IFR:**

The symbol used to designate the instrument flight rules.

D1.48 **IFR FLIGHT:**

A flight conducted in accordance with the instrument flight rules.

- D1.49 **IMC:**
The symbol used to designate instrument meteorological conditions.
- D1.50 **INCIDENT:**
An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.
- D1.51 **INSTRUMENT METEOROLOGICAL CONDITIONS (IMC):**
Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, less than the minima specified for visual meteorological conditions.
- D1.52 **LEVEL:**
A generic term relating to the vertical position of an aircraft in flight and meaning variously, height, altitude or flight level.
- D1.53 **MANOEUVRING AREA:**
That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
- D1.54 **MOVEMENT AREA:**
That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).
- D1.55 **NOTAM:**
A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
- D1.56 **PILOT-IN-COMMAND:**
The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.
- D1.57 **RADIOTELEPHONY:**
A form of radio communication primarily intended for the exchange of information in the form of speech.
- D1.58 **REPORTING POINT:**
A specified geographical location in relation to which the position of an aircraft can be reported.
- D1.59 **RUNWAY:**
A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
- D1.60 **RUNWAY VISUAL RANGE (RVR):**
The range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line.
- D1.61 **SIGMET INFORMATION:**

Information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified en-route weather phenomena which may affect the safety of aircraft operations.

D1.62 **SIGNIFICANT POINT:**

A specified geographical location used in defining an ATS route or the flight path of an aircraft and for other navigation and ATS purposes.

D1.63 **SPECIAL VFR FLIGHT:**

A VFR flight cleared by air traffic control to operate within a control zone in meteorological conditions below VMC.

D1.64 **TAXIING:**

Movement of an aircraft on the surface of an aerodrome under its own power, excluding take-off and landing.

D1.65 **TERMINAL CONTROL AREA:**

A control area normally established at the confluence of ATS routes in the vicinity of one or more major aerodromes.

D1.66 **TRACK:**

The projection on the earth's surface of the path of an aircraft, the direction of which path at any point is usually expressed in degrees from north (true, magnetic or grid).

D1.67 **TRAFFIC INFORMATION:**

Information issued by an air traffic services unit to alert a pilot about other known or observed air traffic which may be in proximity to the position or intended route of flight and to help the pilot avoid a collision.

D1.68 **TRANSFER OF CONTROL POINT:**

A defined point located along the flight path of an aircraft, at which the responsibility for providing air traffic control service to the aircraft is transferred from one control unit or control position to the next.

D1.69 **TRANSFERRING UNIT:**

Air traffic control unit in the process of transferring the responsibility for providing air traffic control service to an aircraft to the next air traffic control unit along the route of flight.

D1.70 **TOUCHDOWN:**

The point where the glide path intercepts the runway.

D1.71 **UNCERTAINTY PHASE:**

A situation wherein uncertainty exists as to the safety of an aircraft and its occupants.

D1.72 **VFR:**

The symbol used to designate the visual flight rules.

D1.73 **VFR FLIGHT:**

A flight conducted in accordance with the visual flight rules.

D1.74 VISUAL METEOROLOGICAL CONDITIONS (VMC):

Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

D1.75 VMC:

The symbol used to designate visual meteorological conditions.

D1.76 WAYPOINT:

A specified geographical location used to define an area, navigation route or the flight path of an aircraft employing area navigation. Waypoints are identified as either:

D1.76.1 FLY-BY WAYPOINT:

A waypoint which requires turn anticipation to allow tangential interception of the next segment of a route or procedure, or

D1.76.2 FLYOVER WAYPOINT:

A waypoint at which a turn is initiated in order to join the next segment of a route or procedure.

D2. REQUIREMENT TO HOLD AN FRTOL:

D2.1 A person who is to carry out radio communications from an aircraft (aeronautical mobile service) is required to hold a Flight Radio Telephone Operator License (FRTOL). An FRTOL is a prerequisite for the issuance of all flight crew licenses.

D3. ENGLISH PROFICIENCY – REQUIREMENTS:

D3.1 The air-ground radiotelephony communication shall be conducted in English Language. The level of language proficiency required for aeronautical radiotelephony communications is specified in Para D8.

D3.2 An Air Traffic Service provider shall ensure that air traffic controllers speak and understand English Language. Only English language will be used as the approved Language for all telecommunication in Pakistan.

D3.3 A person who applies to CAA on the commencement of This ANO for a flight crew licence must provide to CAA evidence that he /she has at least an English language proficiency level -4 before the license can be issued.

D3.4 The holder of a flight crew license issued before 05 March 2008 who on the commencement of this ANO applies for an upgrade of his her license must demonstrate that he or she has an English proficiency of at least level -4 (operational) before the upgraded license can be issued.

D3.5 Test of English language proficiency, in understanding and speaking standard radiotelephony phraseology is an inbuilt component of training and testing for the issue of an FRTOL.

D3.6 FRTOL theoretical /practical test shall determine the language proficiency level to be endorsed on the Licence/certificate.

D4. ENGLISH PROFICIENCY – HOLISTIC DESCRIPTORS:

D4.1 The applicant shall demonstrate compliance with the description, as given below, in the ATC radiotelephony and in plain language.

D4.2 The proficient speakers shall:

D4.2.1 Communicate effectively in voice-only (telephone/radio telephone) and in face to face situations.

D4.2.2 Communicate on common, concrete and work related topics with accuracy and clarity.

D4.2.3 Use appropriate communicative strategies to exchange messages and to recognise and resolve misunderstandings in a general or work related context (for example to check, confirm or clarify information).

D4.3 Handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and

D4.4 Use a dialect or accent, which is intelligible to the aeronautical community.

D5. ASSESSMENT OF ENGLISH LANGUAGE PROFICIENCY:

D5.1 CAA may by instrument in writing approved an organisation or a person as an English language proficiency assessor to assess the English language proficiency of applicants for the issue, renewal or upgrade of a flight crew Licence.

D5.2 CAA may accept an assessment of English Language proficiency of at least level four as meeting the requirements for the issue, renewal or upgrade of a flight crew Licence if the assessment has been done by an approved English Language proficiency assessor or organisation.

D5.3 CAA may by notice in writing require the holder of a flight crew Licence with English language proficiency level entered on the Licence to undertake an English language proficiency assessment if in the opinion of CAA the holder's English language proficiency may affect the safe exercise of the authority of the Licence.

D5.4 If the holder of a flight crew Licence fails to maintain English language proficiency of at least level four, CAA may suspend the Licence until such time as the person is able to satisfy the minimum requirement of level four proficiency.

D6. HOW TO OBTAIN AN ENGLISH LANGUAGE PROFICIENCY ASSESSMENT:

D6.1 A person may apply to an approved English Language assessor or organization for an English Language proficiency assessment.

D7. VALIDITY OF LANGUAGE PROFICIENCY ASSESSMENT:

D7.1 An English Language proficiency assessment provided by an approved assessor or organisation remains in force as follows:

D7.2 For proficiency level 4 (operational) remains in force for 3 years from the date of issue;

D7.3 For proficiency level 5 (extended) remains in force for 6 years from the date of issue;

D7.4 For proficiency level 6 (expert) remains in force until cancelled.

D8. ENGLISH PROFICIENCY – LEVELS:

D8.1 The under mentioned English language, proficiency levels shall be endorsed on the Licence / certificate:

D8.1.1 Level 1 – Pre-Elementary

D8.1.2 Level 2 – Elementary

D8.1.3	Level 3	–	Pre-Operational
D8.1.4	Level 4	–	Operational
D8.1.5	Level 5	–	Extended
D8.1.6	Level 6	–	Expert

D8.2 For the explanation of the English language proficiency rating scale, refer to Appendix – D.

D9. ENGLISH LANGUAGE PROFICIENCY TESTS:

D9.1 International English Languages Testing System (ILETS) with an overall grade of 5.5 computer-based on condition that no paper based test grade is less than 5.0;

D9.2 Test of English for International Communication (TOEIC) with minimum score of 650;

D9.3 Test of English as a Foreign Language internet based testing (TOEFL iBT) test score of 71.

D9.4 Test of English as a Foreign Language computer – based test (TOEFL CBT) with a test score of 197

D9.5 Test of English as a Foreign Language paper based test (TOEFL with a test score of 530.

D10. ENGLISH LANGUAGE PROFICIENCY – EVALUATION:

D10.1 Flight crew shall be required to hold English language proficiency of operational level (level 4) as a pre-requisite for the issue of FRTOL.

D10.2 Flight crew holders of operational level (level 4) shall be evaluated by the CAA at least once every three years.

D10.3 Flight crew holders of extended level (level 5) shall be evaluated by the CAA at least once every five years.

D10.4 Air traffic controllers who demonstrate proficiency below the expert level (level 6) shall be formally evaluated by the CAA at intervals in accordance with an individual's demonstrated proficiency level.

D10.5 Formal evaluation by the CAA in English language proficiency may be exempted for applicants who demonstrate expert language proficiency, e.g. English speaking or very proficient non-English speaking speakers with a dialect or accent intelligible to the international aeronautical community.

D10.6 The endorsement of English language proficiency level on the licenses / certificates already issued by the CAA will be carried out in a phased manner, starting September 2007.

D11. ENGLISH LANGUAGE PROFICIENCY – ENDORSEMENT:

D11.1 English language proficiency shall be endorsed on the Licence or certificate at para Xiii titled 'remarks' in accordance with the English language prescribed proficiency level in ICAO Annex 1 (Appendix – D).

D12. AVIATION TRAINING ORGANIZATION (ATO):

D12.1 The aviation training organization conducting the basic training for the issuance of flight radiotelephone operator Licence shall be approved by the Licensing Authority.

D12.2 Aviation Training Organizations conducting ICAO English Language Proficiency assessment shall be approved by the Licensing Authority.

D13. FLIGHT RADIO TELEPHONE OPERATOR LICENCE (FRTOL):

D13.1 FRTOL – ELIGIBILITY:

D13.1.1 The applicant for issue of FRTOL shall be eligible for the issue of Student Pilot Licence (for certified aircraft) or student pilot certificate (for uncertified aircraft).

D14. FRTOL – GROUND COURSE SYLLABUS:

D14.1 The FRTOL ground course syllabus shall include:

D14.1.1 Communication between aircraft and air traffic services units that included ground control, aerodrome control, approach control, area control, approach radar and area radar.

D14.1.2 Knowledge of standard phraseology for communication

D14.1.3 Pronunciation of standard phraseology

D14.1.4 Pronunciation of phonetic letters

D14.1.5 Pronunciation of numerals

D14.1.6 Standard phraseology, its application in VMC and circuit patterns

D14.1.7 Standard phraseology, its application in IMC and instrument arrival / departure

Procedures

D14.1.8 Definitions, functions and call signs of ATS units

D14.1.9 Contents and communication of position report.

D14.1.10 Ability to listen, understand and write in abbreviated form; and read back to the ATS unit the ATC messages and clearances

D14.1.11 Radio communication failure (RCF), its procedure and application

D14.1.12 Establishment and continuation of communication

D14.1.13 Transfer of communication

D14.1.14 Distress messages and procedures

D14.1.15 Urgency messages and procedures

D14.1.16 Knowledge of frequency bands for communication (VHF, UHF& HF)

D14.1.17 Knowledge of emergency frequencies

D15. FRTOL – PRACTICAL TEST SYLLABUS:

D15.1 The practical test of radio phraseology in English shall contain the following:

D15.1.1 General radio phraseology

D15.1.2 Radio phraseology for aerodrome control

D15.1.3 Radio phraseology for approach control

D15.1.4 Radio phraseology for area control

- D15.1.5 General radar phraseology
- D15.2 Actual air traffic situations will be simulated and radio calls will be given. The applicant will note these down in short hand and then read back. As a minimum, following areas should be covered:
- D15.2.1 Start up clearance
 - D15.2.2 Taxi instructions
 - D15.2.3 ATC clearance
 - D15.2.4 A change in departure route and height
 - D15.2.5 Essential traffic information
 - D15.2.6 A change of route directions from ATC
 - D15.2.7 Arrival clearance
 - D15.2.8 Radar control calls
 - D15.2.9 Missed approach directions from ATC
 - D15.2.10 Taxi in and parking instructions

D16. FRTOL - AB-INITIO STUDENTS:

D16.1 The holders of student pilot Licence (SPL) shall undergo the theory and practical tests under the supervision of the chief flying instructor (CFI). These reports are to be submitted to the personnel licensing office for the issue of 'restricted FRTOL'. The 'restricted FRTOL' shall only permit the student pilots to meet the 'solo flying' requirements under close monitoring and direct supervision of the CFI. Full privilege FRTOL will be issued subject to meeting the prescribed CAA FRTOL written and practical test requirements.

D16.2 A person who applies for a student pilot Licence must satisfy the Chief Flying Instructor of the flying school that:

D16.2.1 He or she has an English Language proficiency at a level that will enable the person to safely conduct the flying operations: and

D16.2.2 That he or she meets one of the following requirements:

D16.2.2.1 He or she has completed at least a secondary education in an English medium educational institution;

D16.2.2.2 He or she has completed at least the equivalent of a higher secondary education in an educational institution in any other country;

D16.2.2.3 He or she has received at least secondary education in an educational institution where the language of instruction is English;

D16.2.2.4 He or she has been working in English speaking Country least three of the 5 years immediately before applying for the student pilot Licence;

D16.2.2.5 He or she has successfully completed one of the English language proficiency tests in Appendix 3.

D17. FRTOL - FOREIGN FRTOL HOLDERS:

D17.1 Foreign FRTOL holders or foreign Licence holders with FRTOL privileges endorsed on the Licence, and applying for a local Licence, will be exempted from FRTOL ground course. They will be required to appear in FRTOL (written) and FRTOL (practical test).

D18. FRTOL - CONVERSION FROM MILITARY EXPERIENCE:

D18.1 Applicants converting military experience into a civil Licence will be exempted from the FRTOL ground course. They will be required to appear in FRTOL (written) and FRTOL (practical test). They are required to become fully familiar with the subject by interaction with the local flying clubs/flying organizations.

D19. FRTOL - TRANSMITTING TECHNIQUE:

D19.1 The following transmitting technique will assist in ensuring that transmitted speech is clearly and satisfactorily received:

D19.1.1 Before transmitting listen out on the frequency to be used to ensure that there will be no interference with a transmission from another station.

D19.1.2 Be familiar with good microphone operating techniques.

D19.1.3 Use a normal conversational tone.

D19.1.4 Maintain an even rate of speech not exceeding 100 words per minute. When it is known that elements of the message will be written down by the recipient, speak at a slightly slower rate.

D19.1.5 Maintain the speaking volume at a constant level.

D19.1.6 A slight pause before and after numbers will assist in making them easier to understand.

D19.1.7 Avoid using hesitation sounds such as "err".

D19.1.8 Depress the transmit switch fully before speaking and do not release it until the message is completed. This will ensure that the entire message is transmitted.

D19.2 An irritating and potentially dangerous situation in radiotelephony is a "stuck" microphone button. Operators should always ensure that the button is released after a transmission and the microphone placed in an appropriate place that will ensure that it will not inadvertently be switched on.

D20. FRTOL - ISSUE OF CLEARANCES BY ATIS UNIT:

D20.1 A clearance may vary in content from a detailed description of route and levels to be flown to a brief landing clearance. Since the ATIS clearance is a long transmission, normally the controllers ask the pilot of the concerned aircraft if he or she is ready to copy ATIS clearance or by saying "ATIS clearance available". With regard to clearances, due importance and attention is required to be paid to the following:

D20.1.1 Contents of clearance

D20.1.2 Clearance limit

D20.2 An ATIS clearance is not to be taken as an instruction to take off or to enter runway. The words "take off" are used only when an aircraft is cleared for take off, or when canceling take off clearance. At other times the word "departure" or "airborne" is used.

D20.3 The pilots are advised to note down the complete ATIS clearance in short form.

D21. FRTOL - READBACK OF CLEARANCES:

D21.1 The flight crew shall read back to the air traffic controller safety-related parts of ATIS clearances and instructions, which are transmitted by voice.

D21.2 The following items shall always be read back:

D21.2.1 ATC route clearances

D21.2.2 Clearances and instructions to enter, land on, take off from, hold short of, cross taxi and backtrack on any runway; and

D21.2.3 Runway-in-use, altimeter settings, SSR codes, level instructions, heading and speed instructions and, weather issued by the controller or contained in automatic terminal information service (ATIS) broadcasts, transition levels etc. Other clearances or instructions, including conditional clearances, shall be read back or acknowledged in a manner to clearly indicate that they have been understood and will be complied with.

D22. FRTOL - CONTENTS OF POSITION REPORTS:

D22.1 The position reports shall contain the following elements of information:

D22.1.1 Aircraft identification

D22.1.2 Position

D22.1.3 Time

D22.1.4 Flight level or altitude, including passing level and cleared level if not maintaining the cleared level

D22.1.5 Next position and time over

D22.1.6 Ensuing significant point

D22.2 Flight level or altitude shall be included in the initial call after changing to a new radio frequency

D22.3 When assigned a speed to maintain, the flight crew shall include the speed in their position reports. The assigned speed shall also be advised on first contact with an ATC unit after a frequency change, whether or not a full position report is required.

D23. FRTOL – EXAMINATIONS AND TESTS:

D23.1 There shall be two examinations for the FRTOL issue as under:

D23.1.1 FRTOL written examination

D23.1.2 FRTOL practical test

D24. FRTOL (WRITTEN EXAMINATION):

D24.1 The details of FRTOL written examination are as under:

Exam	Questions	Duration	Pass marks	Validity
Written	40 - 50	1: 30 hours	70%	2 years

D25. FRTOL (PRACTICAL SKILL TEST):

D25.1 The FRTOL practical skill test shall be conducted in the under mentioned cases:

D25.1.1 For the initial issue of flight radiotelephone operator Licence;

D25.1.2 For rendering a foreign Licence valid;

D25.1.3 For re-assessment of a FRTOL holder where the ATC or any other transmitting station has raised an unsatisfactory/hazard report;

D25.1.4 For endorsement of the English language proficiency level on the Licence;

D25.1.5 Duration of the FRTOL practical skill test shall be at the discretion of the examiner.

D26. FRTOL - PRACTICAL TEST PROCEDURE:

D26.1 Examiner will act as the ATC. The examinee will be given a paper to note down the essential ATC transmission and read back. The examinee will be encouraged to use the recommended symbols for noting down the ATC transmission. The examinee will be given a radio call sign. Instrument charts, aerodrome actual departure/approach plates, maps and sample flight plan should be readily available if simulated during the test.

D26.1.1 The speed of ATC transmission will be initially slow and after the examinee settles down, it will be at the normal speed.

D26.1.2 The examiner will assess both the comprehension of the transmissions by the examinee and his/her level of communication in English language.

D26.1.3 If more than one transmission stations can not be simulated, the test may be conducted with only ATC station.

D26.1.4 The examinees appearing for the initial issue of FRTOL will be given an additional oral test on the theoretical knowledge, terminology/s used and other essential aspects of the radio communications.

D26.1.5 The examiner will raise the FRTOL oral assessment report, attach the examinee's note sheet; and complete the assessment remarks as required on the assessment.

D27. AERONAUTICAL INFORMATION PUBLICATION:

D27.1 The Aeronautical Information Publication and other published Aeronautical Publications concerning facilities shall be in English Language.

D28. FRTOL - FEE SCHEDULE:

D28.1 As per the CAA fee schedule (ANO-021-XXLC-2.0).

E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):

E1. ACRONYMS:

E1.1	ANO	AIR NAVIGATION ORDER
E1.2	ATC	AIR TRAFFIC CONTROL
E1.3	ATS	AIR TRAFFIC SERVICES
E1.4	CAA	CIVIL AVIATION AUTHORITY
E1.5	ELP	ENGLISH LANGUAGE PROFICIENCY
E1.6	RCF	RADIO COMMUNICATION FAILURE

E2. RECORDS:

E2.1 Assessment form CAAF-663-XXLC-2.0

E3.	REFERENCES:
E3.1	ICAO Annex-1 Personnel Licensing
E3.2	ICAO Doc 9432 – Manual of Radiotelephony
E3.3	ICAO Doc ATM/501 (Chapter 12)
E3.4	ICAO Annex-10 (Volume 2) Communication Procedures
E3.5	ANO 90.0010 Basic Licenses
E3.6	ANO 90.0011 Advance Licenses
E3.7	ANO 90.0005 Validation of Foreign Licenses
E3.8	ANO 90.0002 CAA Technical Examinations
E3.9	ANO-021-XXLC-2.0

IMPLEMENTATION:

This Air Navigation Order shall be implemented with effect from 20th May, 2011 and supersedes ANO 90.0006 (Issue 1).

(RIAZ UL HAQ)

Air Vice Marshal
Director General,
Pakistan Civil Aviation Authority

Dated: May, 2011

(CAPT. S. AFTAB HUSAIN)

General Manager Licensing

Dated: May, 2011

File No. HQCAA/1719/03/Lic

FRTOL EXAMINATION (Written)


Specimen Questions

1. Define ATIS?
2. Define ATS route?
3. Define change over point?
4. Define clearance limit?
5. Define control zone?
6. Define flight information region?
7. Define way point?
8. What is the minimum CAA English language proficiency level accepted for the flight crew?
9. What are the privileges of a flight radio telephone operator licence?
10. Give five examples of ATC transmissions that are mandatory to be read back by the flight crew?
11. What is the short hand symbol for climb?
12. What is the short hand symbol for descend?
13. What is the short hand symbol for VOR?
14. What are the distress frequencies?
15. What are the distress squawks?
16. Write down the contents of a standard position report?
17. When does the ATC use words `break break`?
18. What are the two essential components of a clearance?
19. What is the difference between `May Day` and `Pan Pan`?
20. Where is the aerodrome frequencies information available in the cockpit?
21. What is the short hand symbol for above FL280?
22. Which ICAO document provides the basic guidance for radio telephony?
23. What is the word for letter "f"?
24. What is the word for letter "x"?

25. The correct pronunciation on the radio for 'bravo' is brah voh. What is the correct pronunciation for 'foxtrot' and 'echo'?
26. What is the correct pronunciation for 'hotel' and 'quebec'?
27. What important information is to be passed on to the next transferred ATS unit?
28. Write in words as to how you speak 2500 and 25 000 on radio?
29. What is the difference between flight level and height?
30. "Go ahead" means:
- a) Clear for take off
 - b) Continue taxi
 - c) Proceed with your message
 - d) Clear for approach
31. "Roger" means:
- a) Over and out
 - b) I will comply with the ATC clearance
 - c) I have received all of your last transmission
 - d) All of the above
32. "Negative" means:
- a) No
 - b) Permission not granted
 - c) That is not correct
 - d) All of the above
33. VHF frequency range is:
- a) 3 to 30 MHZ

- b) 30 to 300 MHZ
- c) 300 to 3000 MHZ
- d) None of the above
34. Time "2045" is to be transmitted with following pronunciation:
- a) Forty five or twenty forty five
- b) Four five or two zero four five
- c) Four five or twenty forty five
- d) None of the above
35. "AP-BAC contact 'Luxor' control" means:
- a) AP-BAC should contact 'Luxor' approach control frequency
- b) AP-BAC should contact 'Luxor' area control frequency
- c) AP-BAC should contact 'Luxor' approach control radar frequency
- d) None of the above
36. Number "5" is to be transmitted with following pronunciation
- a) Five
- b) Fife
- c) Fiver
- d) None of the above

APPENDIX – B

 <p>پاکستان سولہ ایوی ایشن اتھارٹی</p>	<p>FRTOL PRACTICAL TEST (CAAF- 663- XXLC- 2.0) ASSESSMENT REPORT (ICAO DOC 9432(Manual of Radio Telephony), Annex-10 Vol II, PANS-RAC Doc 4444, Jeppesen Manual)</p>
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PURPOSE OF TEST (Tick where applicable)

<input type="checkbox"/> For Initial Issue of FRTOL	<input type="checkbox"/> For Rendering Foreign Licence Valid
<input type="checkbox"/> For Quantifying English Language Proficiency	<input type="checkbox"/> Re-assessment after a 'Hazard / Unsatisfactory Report'

EXAMINEE DATA (fill where applicable)

Position	Name	Pakistani Operator	Nationality
Licence & No	Licence Validity	Instrument Rating: SE/ME	Instrument Rating Validity
Medical Class	Medical Validity	Licence Issue State	Aircraft Reg State
Aircraft to be flown	Aircraft rating on Licence Y/N	Total Hours	Airports Flown

Examiner Guide

<ul style="list-style-type: none"> <input type="checkbox"/> Examiner will act as the ATC. The Examinee will be given a paper to note down the essential ATC information and read back. The Examinee may be given a Radio Call sign. Aeronautical Charts, Aerodrome Departure/Approach plates, Maps and sample flight plan should be readily available if simulated during the test. <input type="checkbox"/> The speed of ATC transmission will be initially slow and after the examinee settles down, it will be at the normal speed. <input type="checkbox"/> The Examiner will assess both the comprehension of the transmissions by the examinee and his/her level of communication in English Language. <input type="checkbox"/> If not all the Transmissions stations can be made available, the test may be conducted with only ATC transmissions. <input type="checkbox"/> The examinees appearing for the initial issue of FRTOL will be given an additional Oral Test on the theoretical knowledge, terminology used and other essential aspects of the radio communications.
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Part A: Knowledge of ATC Communication Procedures

(Applicable for only initial issue of FRTOL or Re-assessment to hold FRTOL)

Part B: Comprehension of ATC Phraseology in English

Ground & Departure Phase

Station	Transmission (SPECIMEN ONLY)	Assessment
KHI Ground	Alpha 100. KHI Ground. Start and push back approved. QHN 1014. Give way to Aero Asia crossing behind. Squawk 2314. Contact KHI Tower 118.1	
KHI Tower	Alpha 100. KHI Tower. Taxy to holding point RW 36 R via J, X, B and M. Follow Thai 747 taxying out from Stand 14.	
KHI Tower	Alpha 100. KHI Tower. ATC available	

KHI Tower	Alpha 100. KHI Tower. Control clears Alpha 100 to destination via Badal 2 charlie departure Juliet 145, Juliet 567. Climb to FL 280	
KHI Tower	Alpha 100. KHI Tower Request persons on board. Slow down.	
KHI Tower	Alpha 100. KHI Tower. Re-cleared to runway 08 L via Q, D, L. Hold short of intersection delta	
KHI Tower	Alpha 100. KHI Tower. Cross runway 08R. After departure, climb 3000 feet on runway heading. Turn Right and track outbound 045 on VOR LM. Climb initially FL 80.	
KHI Tower	Alpha 100. KHI Tower. Behind the landing Cessna Line up runway 08 L and wait	
KHI Tower	Alpha 100. KHI Tower. Surface wind 090 degrees 06 knots Clear Take Off runway 08L.	
KHI Tower	Alpha 100. KHI Tower. Airborne time 30. Contact Approach 1225.	
KHI APP	Alpha 100. KHI APP. Identified on departure. Climb to FL 80 Turn Left Direct to November Hotel. Expect further climb after 40 DME. Report position November Hotel.	
KHI APP	Alpha 100. KHI APP. Continue climb FL 280. Cleared from NH to destination Lahore via Juliet 145, Juliet-170. Contact Multan on 123.5.	

Enroute Phase

Station	Transmission (SPECIMEN ONLY)	Assessment
Multan Control	Alpha 100. Multan Control. Radar contact.. Continue climb FL 320. Reciprocal traffic B-737 at FL 270.	
Multan Control	Alpha 100. Multan Control . Maintain FL 320. Squawk Alpha 1041.	
Multan Control	Alpha 100. Multan Control. Contact Lahore Approach 125.6.	
Lahore APP	Alpha 100. Lahore APP. Radar contact.. Report when ready for Descend	
Lahore APP	Alpha 100. Lahore APP. Descend FL 200. Report Position Hotel Mike	
Lahore APP	Alpha 100. Lahore APP. Cleared for charlie 2 bravo arrival for runway 15. Descend 9500 feet. Report over NDB LE for NDB approach Runway 15	
Lahore APP	Alpha 100. Lahore APP. Disregard charlie 2 bravo arrival. Turn right HDG 060. Radar vector for ILS 36R.	
Lahore APP	Alpha 100. Lahore APP. Continue descend to 6000. Expedite descent	
Lahore APP	Alpha 100. Lahore APP. Turn left HDG 045. Descend 5000	
Lahore APP	Alpha 100. Lahore APP. Turn Left HDG 030. Descend 3000 feet.. Report established on ILS runway 36R	
Lahore APP	Alpha 100. Lahore APP. Contact Lahore tower 125.5.	
Lahore Tower	Alpha 100. Lahore Tower. FOD on runway. Execute a Missed Approach.	
Lahore Tower	Alpha 100. Lahore Tower. Turn Left HDG 350. Climb FL 200. Track outbound 350 on VOR LE. Divert to Peshawar on Juliet 100, Juliet 167. Contact approach 134.2.	
Lahore APP	Alpha 100. Lahore Approach. Radar contact proceed as cleared climb unrestricted FL 200	



Arrival & Parking Phase

Station	Transmission (SPECIMEN ONLY)	Assessment
Lahore Approach	Alpha 100. Lahore Approach. Identified. Squawk 2156. Climb FL 200. Direct to VOR Papa Echo . Contact Cherat 1255.	
Cherat APP	Alpha 100. Cherat approach. Descend FL 140. Contact Peshawar on 132.7	
Peshawar	Alpha 100. Peshawar. Descend 9500. Report over the VOR for VOR-DME approach Runway 02 L.	
Peshawar	Alpha 100. Peshawar. Proceed outbound 180. Descend 6000 feet. Report 10 DME	
Peshawar	Alpha 100. Peshawar. Report established inbound descend 3000	
Peshawar	Alpha 100. Peshawar. Make Right Hand Orbit at present position.	
Peshawar	Alpha 100. Peshawar. Descend circuit altitude and Report Finals Runway 02 L.	
Peshawar	Alpha 100. Peshawar. Clear Land runway 02L.	
Peshawar	Alpha 100. Peshawar. Back Track at End of Runway. Taxi to Night Parking via Q, X, Y, D.	
Peshawar	Alpha 100. Peshawar. Hold short of taxiway X	
Peshawar	Alpha 100. Peshawar. Continue Taxi to Night Parking.	
Peshawar	Alpha 100. Peshawar. Stop. Hold position. Fuel truck on Taxi Way.	
Peshawar	Alpha 100. Peshawar Continue Taxi to Night Parking.	

(a) **Part `A` Oral – ATC Communications Procedures** (circle where applicable)

Satisfactory	Unsatisfactory
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(b) **Part `B` - ATC Phraseology Practical Test** (circle where applicable)

Satisfactory	Unsatisfactory
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(c) **English Language Proficiency** (circle where applicable)

Proficiency Level	1. 2. 3. 4. 5. 6.
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Remarks, if any:

Examiner Signature:

Examiner Name: (.....)

Examiner Designation (.....)

Date:

Syllabus: Practical Test of Radio Phraseology in English

1. The practical test of radio phraseology in English shall contain the following:
 - a. General radio phraseology
 - b. Radio phraseology for aerodrome control
 - c. Radio phraseology for approach control
 - d. Radio phraseology for area control
 - e. General radar phraseology
2. Actual air traffic situations will be simulated and radio calls will be given. The applicant will note these down in short hand and then read back. As a minimum, following areas will be covered:
 - a. Start up clearance
 - b. Taxi instructions
 - c. ATC clearances
 - d. A change in departure route and height
 - e. Essential traffic information
 - f. A change of route directions from ATC
 - g. Arrival clearance
 - h. Radar control calls
 - i. Missed approach directions from ATC.
 - j. Taxi in and parking instructions
3. A suggested skill test format for conducting the practical test is attached as Appendix B.

ICAO LANGUAGE PROFICIENCY SCALE

ICAO Language Proficiency Scale: Expert, Extended and Operational Levels						
Level	Pronunciation	Structure	Vocabulary	Fluency	Comprehension	Interactions
	Assumes a dialect and/or accent intelligible to the aeronautical community.	Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.				
Expert 6	Pronunciation, stress, rhythm and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are usually immediate, appropriate and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming or clarifying.
Operational 4	Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but	Comprehension is mostly accurate on common, concrete and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational	Responses are usually immediate, appropriate and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings