

PIT TRACON Approved Document
CHAPTER 3. CLEARANCE DELIVERY

SECTION 1. PROCESS FLIGHT PLAN INFORMATION

3-1. ISSUE CLEARANCES TO IFR/VFR AIRCRAFT

- a. Forward departure strips to the appropriate ground controller (see diagrams).
- b. When flight plan/VFR departure information is received via the radio:
 - (1) Determine the type clearance required.
 - (2) Ensure all items are received and recorded.
 - (3) Enter VFR flight plan into the VATSIM flight plan system via ASRC (see ASRC Manual).
- c. When flight plan information is received from VATSIM flight planning system:
 - (1) Review for completeness and accuracy.
- d. Scan strips to identify and updates or changes that need to be made.

SECTION 2. ISSUE CLEARANCE INSTRUCTIONS

3-2. ISSUE CLEARANCES

- a. When issuing a clearance/amendment:
 - (1) Monitor and operate communications equipment on frequency 126.750.
 - (2) Issue initial altitude restrictions(5000 for Jets 4000 for Props).
 - (3) If a revision to a flight plan is received, Clearance Delivery shall ensure that old data is amended and only the up-to-date flight progress strips are in use.
 - (4) Make sure proper voice tags are correct(voice, text only, receive only)

IFR DEPARTURES

- a. Issue PIT Departure Procedure (DP – PIT8), assigned altitude (if other than that contained in the DP), and the departure frequency as required.
- b. Make sure that westbound flights have a even altitude and eastbound flights have a odd altitude
- c. In the scratchpad put the first three letters of the initial fix.

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- b. For non-DP IFR departures assign IFR jet departures 5,000', prop departures 4,000', or requested altitude if lower. Inform aircraft to expect requested altitude 10 minutes after departure.

VFR CLASS B DEPARTURES

- a. Determine destination or on course heading and assign the departure frequency for direction and/or requested altitude of

flight. Assign 5,000' (or requested altitude if lower) to jets. Assign 3,000' to props.

b. SVFR Helicopters shall be instructed to maintain at or below 3000'

This is an example of what an IFR clearance usually sounds like:

"UCA8799, cleared to the Cleveland airport via the Pittsburgh Eight departure as filed, squawk 5733."

This is an example of what a VFR Class B clearance sounds like:

"N742E, cleared to depart the Pittsburgh Bravo airspace to the north, maintain VFR conditions at or below 3,000', departure frequency will be 124.750, squawk 5133."