**Standard Procedure Words (Prowords)**

Below are several commonly used Prowords than can be used to clarify communications between DCA staff and other organisations.

|  |  |
| --- | --- |
| **Proword** | **Definition** |
| **Acknowledge** | An instruction to the addressee that the message must be acknowledged |
| **Affirmative** | Yes, I understand the message |
| **Break-Break-Break** | I have an URGENT message, all other users standby and free up channel |
| **Break** | I hereby separate the text from other portions of the message |
| **Correct** | You are correct or what you have transmitted is correct |
| **Correction** | An error has been made in this transmission. Transmission will continue with the last word correctly transmitted |
| **Copy** | I have understood everything you sent |
| **Decimal** | To be used when transmitting numerals or numbers instead of Point |
| **Disregard Last or This Transmission** | This transmission is an error. Disregard it. |
| **Figures** | Numerals or Numbers follow |
| **Go Ahead** | I have finished speaking, now listening for a reply |
| **Good Copy** | I have received and understood everything |
| **I Read Back** | The following is my response to your instructions to read back |
|  **I Read You** |  Response to Radio Check |
| **I Say Again** | I am repeating transmission or portion transmitted |
| **I Spell** | I spell the next word phonetically |
| **Message Follows** | I have a formal message. Please write it down |
| **More to Follow** | Transmitting station has additional traffic for the receiving station  |
| **Negative** | No |
| **Negative Copy** | Message NOT understood |
| **Out** | This is the end of my transmission to you and no answer is required or expected. (Since OVER and OUT have opposite meanings, they are never used together)  |
| **Over** | This is the end of my transmission to you and a response is necessary. Go ahead; transmit  |
| **Radio Check** | How do you read my transmission? |
| **Read Back** | Repeat this entire transmission back to me exactly as received  |
| **Relay To** | Transmit this message to all addresses (or addresses immediately following this proword). The address component is mandatory when this proword is used |
| **Roger** | I have received your last transmission satisfactorily |
| **Say Again** | Repeat all of your last transmission. (Followed by identification date means "Repeat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (portion indication)”  |
| **Send** | Go ahead with your transmission |
| **Send Message** | Go ahead. I am ready to copy. |
| **Speak Slower** | SPEAK SLOWER Your transmission is at too fast a speed. Reduce speed of transmission. |
| **Stand By** | Wait on this channel for further transmissions |
| **This Is** | This transmission is from the station whose designator immediately follows |
| **Unknown Station** | The identity of the station with which I am attempting to establish communication is unknown  |
| **Wait** | I must pause for a few seconds |
| **Wait Out** | I must pause, will call again when ready |
| **Wrong** | Your last transmission was incorrect. The correct version is… |