



SUPPLEMENTS TO THE UNITED KINGDOM AIP

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NOTES:

- (a) All times are UTC.
- (b) References are to the UK AIP.
- (c) Information, where applicable, should also be used to amend appropriate charts.

AIP AMENDMENTS POST INTRODUCTION OF AFPEX (ASSISTED FLIGHT PLAN EXCHANGE SERVICE) UK AIP ENR 1.10

1 Introduction

1.1 On the 28 January 2009 the Parent AFTN Unit Function moved to Swanwick ACC. This Supplement introduces changes to the flight planning section of the AIP and replaces existing section ENR 1-10 in its entirety. The Main Changes in this Supplement relate to a description of the service available from the new Parent AFTN Unit together with a description of the 'flightplanningonline' service and also a change to the 'responsible person' section. The following Annex will be promulgated into the UK AIP ENR 1.10 in Amendment 4 on **9 April 2009**.

2 New contact details for Parent AFTN Unit are as follows:

24hr Helpdesk: 0845-6010483/01489-612792
Fax: 01489-612793
AFTN Address: EGGGYFAJ

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Annex A

1 General Procedures

1.1 Reference Documents

- (a) ICAO Annex 2, Chapter 3.3.
- (b) ICAO Doc 4444 Chapter 4, Chapter 11, Chapter 16 and Appendix 2.
- (c) ICAO Doc 7030/5 Regional Supplementary Procedures, Part EUR and Part NAT.
- (d) Central Flow Management Unit (CFMU) Handbook.
- (e) Integrated Initial Flight Plan Processing System (IFPS) Users Manual (part of the CFMU Handbook).
- (f) CAP 694 The UK Flight Planning Guide.
- (g) CAP 550 Random Flight Plan AFTN Address Book.
- (h) North Atlantic MNPS Airspace Operations Manual.
- (i) Manual of Air Traffic Services (MATS) - Part 1.
- (j) Rules of the Air Regulations.
- (k) AFPEX Help Guide.

1.2 Flight Rules and Categories of FPL

1.2.1 Subject to the mandatory requirements of airspace classification shown in paragraph 1.3, a pilot may file a **VFR** or **IFR** Flight Plan for any flight. When flying in different types of airspace, a pilot may indicate if the aircraft will fly VFR first, then change to IFR; or vice versa.

1.2.2 There are three categories of FPL:

- (a) **Full** Flight Plans - the information filed on the FPL Form (CA48/RAF F2919);
- (b) **Repetitive** Flight Plans - see paragraph 3.7;
- (c) **Abbreviated** Flight Plans - the limited information required to obtain a clearance for a portion of flight, filed either by telephone prior to take-off or by radiotelephony (RTF) when airborne. See paragraph 1.4.

Note: The destination aerodrome will be advised of the flight only if the flight plan information covers the whole route of the flight.

1.3 When to File a FPL

1.3.1 A FPL may be filed for any flight.

1.3.1.1 A FPL **must** be filed in the following circumstances:

Type of Airspace / Flight	Type of FPL
All flights within Class A Airspace	only IFR allowed
All flights within any Controlled Airspace in IMC or at night (including those operating under SVFR)	IFR
All flights within any Controlled Airspace, if the flight is to be conducted in accordance with IFR	IFR
All flights within Class B, C and D Controlled Airspace irrespective of weather conditions	IFR or VFR
Any flight from an aerodrome in the United Kingdom, being a flight whose destination is more than 40 km from the aerodrome of departure and the aircraft Maximum Total Weight Authorised exceeds 5700 kg	IFR or VFR
All flights to or from the United Kingdom which will cross the United Kingdom FIR Boundary	IFR or VFR
Any flight in Class F Airspace wishing to participate in the Air Traffic Advisory Service	IFR or VFR

1.3.2 It is **advisable** to file a VFR or IFR FPL if the flight involves flying:

- (a) Over the sea, more than 10 nm from the UK coastline;
- (b) over sparsely populated areas where Search and Rescue operations would be difficult;
- (c) into an area in which search and rescue operations are in progress. The flight plan should include the expected times of entering and leaving the area and the details must also be passed to the appropriate ACC. The ACC will notify Kinloss ARCC.

1.4 Abbreviated Flight Plans

1.4.1 An Abbreviated Flight Plan is the limited information required to obtain a clearance for a portion of flight, filed either by telephone prior to take-off or by radiotelephony (RTF) when airborne. This might apply in the case of a required clearance to fly in a Control Zone (CTR) or crossing an Airway. No flight plan form is submitted and the destination aerodrome will not be informed.

1.4.2 In the case of a departure from an aerodrome within a CTR, an Abbreviated FPL may be sufficient to obtain an ATC clearance to depart the aerodrome and route to the appropriate CTR/CTA boundary and fulfils the requirement for 'Booking Out' (see paragraph 1.5). However, some aerodromes require aircraft to follow designated noise preferential routes, which may be identified as Standard Departure Routes (SDRs) depending on the outbound track of the flight.

1.4.3 A Full flight plan must be filed if the pilot requires the destination aerodrome to be notified of the flight.

1.5 Booking Out

1.5.1 Rule 17 of the Rules of the Air Regulations 2007 requires a pilot intending to make a flight to inform the Air Traffic Service Unit (ATSU) at the aerodrome of departure, an action known as 'Booking Out'. Filing a FPL constitutes compliance with this Rule. The action of 'Booking Out', however, does not involve flight details being transmitted to any other ATSU.

1.6 Submission Time Parameters

1.6.1 The general ICAO requirement is that FPLs should be filed on the ground at least 60 minutes before clearance to start-up or taxi is requested. The 'Estimated Off Block Time' (EOBT) is used as the planned departure time in flight planning, not the planned airborne time. Exceptionally, in cases where it is impossible to meet this requirement, pilots or Aircraft Operators (AOs) should give as much notice as possible, but never less than 30 minutes.

1.6.2 In order to comply with the requirements of the Integrated Initial Flight Plan Processing System (IFPS), FPLs for IFR flights should be filed a minimum of **60 minutes** before Estimated Off Block Time (EOBT) (see paragraph 3).

1.6.3 IFR flights on the North Atlantic and on routes subject to Air Traffic Flow Management, should be filed a minimum of 3 hours before EOBT (see paragraph 3).

1.6.4 The Date of Flight (DOF) must be included in Item 18 of the FPL for all flights planned for the following day or beyond.

Note: IFPS will not accept FPLs submitted more than 120 hours in advance of the flight taking place.

1.6.5 An Abbreviated or Full FPL can be filed on RTF when airborne with any ATSU but normally with the appropriate FIR controller. If the FPL contains an intention to enter Controlled Airspace or certain Control Zones/Control Areas, at least 10 minutes prior warning of entry must be given. In all cases, the message should start with the words 'I wish to file an airborne FPL'. However, the filing of Full FPLs on the RTF is to be discouraged due to the delay likely to be caused by controller workload and congestion on the frequency.

1.6.6 The requirements for the submission of a Repetitive FPL are detailed in paragraph 3.7.

1.7 Mechanisms for Filing a FPL

1.7.1 NATS provides the AFTN (Aeronautical Fixed Telecommunications Network) within the UK and in addition, an internet based service called 'flightplanningonline'. This internet service uses an application called AFPEX (Assisted Flight Planning Exchange), which provides a gateway via the internet into the AFTN and allows pilots, Airline Operators, Flight Handlers or small aerodromes access to file their own flight plans and other related messages anywhere within the UK or abroad.

1.7.2 The following categories describe the method which should be adopted by each group to file a FPL within the UK:

- (a) Airline Operators, Flight Handlers and Aerodromes must use the AFTN or 'flightplanningonline';
- (b) GA pilots should use 'flightplanningonline'.

1.7.3 Foreign pilots and UK based GA pilots (who have no access to the internet) may Fax the FPL to the Parent AFTN Unit.

1.7.4 Applications for 'flightplanningonline' may be made via the website www.flightplanningonline.co.uk or through the following contacts. Approval is required from 'flightplanningonline' prior to connection to the AFPEX system.

AFPEX/Parent AFTN Unit	Telephone Number(s)	Fax/AFTN address/E-mail
24hr Helpdesk	0845-6010483 01489-612792	01489-612793 EGGGYFAJ
Registration and new account enquiries	0845-6010484 01489-612227	flightplanningonline@nats.co.uk

Note: Applications for AFTN, refer to UK AIP GEN 3-4-2.

1.7.5 Submitting a FPL through the Departure Aerodrome ATSU

1.7.5.1 A written FPL, which is filed through the ATSU at the departure aerodrome, must be submitted on the FPL form CA48/RAF F2919. The local ATSU may assist in compiling FPLs and checking them. However, the ultimate responsibility for filing an accurate FPL rests with the pilot or AO.

1.7.6 Submitting a FPL via 'flightplanningonline'

1.7.6.1 FPL may be submitted through this system by account holders by using the on-line forms and technical assistance is available from the AFPEX Helpdesk. Responsibility for filing an accurate FPL still rests with the pilot.

1.7.7 Submitting a FPL via Parent AFTN Unit

1.7.7.1 A written, or preferably typewritten, FPL should be submitted to the Parent AFTN Unit for transmission over AFTN using Fax number 01489-612793.

1.7.7.2 A copy of the transmitted data will be faxed back to the pilot for checking. The checking for accuracy of the transmitted information is the responsibility of the pilot and if there are any discrepancies, contact the Helpdesk number in the table at paragraph 1.7.4.

1.8 Addressing Flight Plans

1.8.1 Increasingly the responsibility for originating the FPL and its associated messages is being delegated by ATC to airlines and AOs. In such instances the responsibility for completing all parts of the form, including the addressing, rests with them. Although the ultimate responsibility for filing an accurate FPL rests with the pilot or operator, those who file through 'flightplanningonline' will be given assistance by the AFPEX Helpdesk.

1.8.2 The UK is a participating State in the Integrated Initial Flight Plan Processing System (IFPS). IFPS is the only system for the distribution of IFR General Air Traffic (GAT) flight plans and associated messages to Air Traffic Service Units (ATSUs) within the participating European States - the IFPS Zone. The roles and responsibilities of IFPS, with regard to addressing FPL, are detailed in paragraph 3.

1.8.2.1 Although IFPS handles IFR flight plans, it will not process the VFR portions of any mixed VFR/IFR flight plan.

1.8.2.2 An incident involving a mixed IFR/VFR flight highlighted the importance of the FPL and all associated messages being correctly addressed, especially when departure or destination aerodromes are omitted.

Example:

An aircraft is planned to depart under VFR from an aerodrome in the UK with the intention of later joining controlled airspace flying under IFR. It is then planned to leave controlled airspace and proceed under VFR to a destination in France.

In this example, IFPS will process the IFR portion of the flight (notifying appropriate ATSUs along the route), but it **will not** distribute the flight plan information to either the departure or destination aerodromes, as they are included in the VFR portion of the FPL. Therefore, in order to ensure that all relevant ATSUs are included in the flight plan message distribution, pilots or Aircraft Operators should make certain that whenever a flight plan contains portions of the flight operated under VFR, in addition to IFR, the FPL must be addressed to:

- IFPS (EGZYIFPS);
- Aerodrome of departure;
- Aerodrome of destination;
- All FIRs that the flight will route through under VFR (in UK address to EGZVFRP for Scottish FIR, EGGXZOZX for Shanwick/Oceanic FIR and/or EGZVFR for London FIR).

1.8.3 Additional VFR FPL addressing is detailed in paragraph 2.

1.8.4 Additional IFR FPL addressing is detailed in paragraph 3.

→ 1.8.5 Further addressing information is available on the 'flightplanningonline' system, in UK AIP ENR 1.11, AFPEX Help Guide and in the CAP 550 'Random FPL AFTN Address Book', available for reference at ATSUs. Additionally, CAP 550 is available in electronic format at: www.ais.org.uk (Links) or may be purchased through Tangent Direct, details as follows:

→ Tangent Direct, The Lypiatts, Lansdown Road, Cheltenham, Glos. GL50 2JA
Tel: +44-(0)870-8871410, Fax: +44-(0)870-8871411, E-mail: sales@tangentuk.com

1.9 Parent AFTN System

1.9.1 The Parent AFTN Unit based at Swanwick ACC will provide a Faxing service to visiting foreign pilots and UK pilots who have no access to the internet as detailed in paragraph 1.7.7.

1.9.2 Where there is no ATSU at the departure aerodrome, the pilot is responsible for ensuring that the **departure time** is passed to the Parent AFTN Unit or AFPEX Helpdesk, so as to activate the FPL and to enable the DEP message to be sent to the appropriate addressees. Arrangements should be made for a 'responsible person' on the ground to telephone the departure time to the Helpdesk. Failure to pass the departure time will result in the FPL remaining inactive. Consequently, this could result in the destination aerodrome not being aware that the aircraft is airborne and any necessary alerting action may not then be taken.

1.9.3 Exceptionally, the Flight Information Region (FIR) Controller at the ACC will accept departure times on RTF from pilots who have departed from aerodromes where there is no ATSU, or it is outside the hours of operation. The pilot is to request the Controller to pass the departure time to the AFPEX Helpdesk. However, controller workload may cause a delay in forwarding such departure messages.

1.10 Action When the Destination Aerodrome has no ATSU or AFTN Link

1.10.1 If a pilot has filed a FPL to a destination that does not have an active ATSU, and is not connected to the AFTN, they are required to pass the ETA, prior to departure, to a 'responsible person' at the destination aerodrome. In the event of the aircraft failing to arrive at the destination aerodrome within 30 minutes of the notified ETA, the 'responsible person' must **immediately** advise the AFPEX Helpdesk in order that alerting action may be commenced by ATC.

1.10.2 The AFPEX Helpdesk will commence Overdue Action on behalf of a nominated 'responsible person', but will not act as the responsible person on behalf of the pilot. It is advisable to include contact details of the responsible person in Item 18 RMK/ of the FPL form for reference.

1.11 Flight Planning in Remote Areas

1.11.1 Introduction

1.11.1.1 Pilots may file a flight plan for any flight, but it is most advisable to file a FPL if flying over the sea more than 10 nm from the UK coast, or over sparsely populated areas where search and rescue operations may be difficult.

1.11.2 Flight Planning and Alerting Action

1.11.2.1 Filing a FPL makes the ATSU at the destination aerodrome aware of an inbound aircraft's planned flight details. Once the FPL DEP message has been received, the destination aerodrome calculates the aircraft's estimated time of arrival (ETA). If the aircraft fails to arrive or make communication, the ATSU will start overdue action 30 minutes after the calculated ETA. Preliminary action will be taken to confirm the flight plan details and departure time. The supplementary flight plan information (which is not normally transmitted with the FPL) will be requested from the departure aerodrome. If the FPL has been filed for a departure from an aerodrome not connected to the AFTN, the pilot should indicate in Item 18 where the Supplementary FPL information can be obtained (such as the AFPEX Helpdesk if the FPL has been filed through them).

Note: Booking Out does not constitute filing a flight plan.

1.11.2.2 If no FPL is filed, the destination aerodrome may not know that the aircraft is inbound to them, and will not be able to calculate an ETA, nor will they be prepared to initiate alerting action - unless additional information comes to their notice that an aircraft is in difficulties.

1.11.2.3 Searching for an aircraft that may have forced landed in difficult terrain or a sparsely populated area, or ditched in a large expanse of water, can be a difficult and lengthy process. The sooner an ATSU can detect that an aircraft needs assistance and alerts search and rescue services, the better for all concerned.

1.11.2.4 It is also important, that if a pilot does file a FPL and then lands elsewhere, that they notify the original destination without delay. When landing at an alternate aerodrome with an ATSU, it can be expected that the ATSU will send an arrival message on the pilot's behalf. However, it is important that the pilot informs the ATSU that they have diverted from the planned destination. Failure to notify the original destination may cause unnecessary search and rescue action to be initiated.

1.11.2.5 Specific FPL addressing requirements are detailed in paragraph 2.

1.12 Low Level Cross-Channel Operations - UK/France

1.12.1 Pilots undertaking Cross-Channel flights are reminded that a flight plan **MUST** be filed for all flights to or from the United Kingdom which will cross the United Kingdom/France FIR Boundary.

1.12.2 Specific FPL addressing requirements are detailed in paragraph 2 VFR Flight Planning.

1.12.3 For further details see ENR 1-1-3-7, paragraph 7.

1.13 Action in the Event of Diversion

1.13.1 If a pilot lands at an aerodrome, other than the destination specified in the FPL, they must ensure that the ATSU at the original destination is informed within 30 minutes of the ETA (calculated from the FPL and departure time). This will avoid unnecessary search and rescue action being taken by the Alerting Services.

1.14 Delays, Departures, Modifications and Cancellations to a Filed Flight Plan

1.14.1 General

1.14.1.1 Having filed a FPL, pilots or AOs may require to change the existing FPL details. In most cases, a standard modification message can be sent. However, in some cases, the original FPL must be cancelled and a new FPL submitted. A second FPL cannot simply be used to amend the first.

1.14.2 Delays

1.14.2.1 ICAO requires that an appropriate delay message (DLA) must be sent if the EOBT is more than 30 minutes later than that already shown in the FPL.

→ 1.14.2.2 It is important that, in the event of a delay of 30 minutes or more to the EOBT, the pilot advises the departure aerodrome ATSU/Parent AFTN Unit so that a DLA message can be sent.

1.14.2.3 In order to meet the requirements of ATFM, all IFR aircraft operating within Europe must have any changes to their EOBT of +/- 15 minutes notified to the Integrated Flight Plan Processing System (IFPS). Full details are shown in paragraph 3.

1.14.3 Departures

→ 1.14.3.1 It is also important that the DEP message is sent, as this activates the FPL. Although the ATSU at the departure aerodrome has the responsibility to send the FPL and DEP message by AFTN, the pilot should check that this has been done, especially when departing from a non-UK aerodrome. If there is no ATSU at the departure aerodrome, or the ATSU is not connected to the AFTN, the pilot must ensure that the departure time is passed to the Parent AFTN Unit for onward transmission.

→ 1.14.3.2 A DEP message is not required if an IFR FPL has been filed with IFPS and the flight will operate solely within the IFPS Zone. (See also paragraph 3).

1.14.3.3 DEP messages must always be sent for VFR FPLs and IFR FPLs operating outside Controlled Airspace (CAS) or outside the IFPS Zone.

1.14.3.4 **Failure to activate the FPL could result in the destination aerodrome not being aware that alerting action should be taken.**

1.14.4 Modifications

1.14.4.1 Other modifications to a filed FPL, such as a change in aircraft type, speed, level, route, etc, can be notified using a change (CHG) message.

1.14.4.2 It is also important that when any changes or modifications are made to the original FPL, that a change (CHG) message is transmitted to all the addressees that will be affected by the change or modification. In the case of FPLs filed with IFPS, and as long as the CHG message is sent to them, IFPS will do this automatically for the IFR portions of the FPL.

1.14.5 Cancellations

1.14.5.1 Any changes to aircraft callsign, point of departure and/or destination will require the original FPL to be cancelled and a new FPL submitted.

1.14.5.2 Should the flight be cancelled, for any reason, it is equally important to ensure that a cancellation (CNL) message is transmitted to all the original FPL addressees. In the case of FPLs filed with IFPS, and as long as the CNL message is sent to them, IFPS will do this automatically for the IFR portion of the FPL.

1.15 Cancelling an IFR FPL in Flight

1.15.1 If a pilot has begun a flight in Controlled Airspace under an IFR FPL he may decide on encountering VMC that he wishes to cancel his IFR FPL and fly under VFR. However, it must be stressed that a pilot cannot exercise this choice when operating a flight:

- (a) In Controlled Airspace which is notified as Class A Airspace.
- (b) Above FL 195 in Controlled Airspace which is notified as Class C Airspace.
- (c) Along an ATS Route which is notified as Class C Airspace.

In these circumstances all flights in all weather conditions are subject to IFR procedures.

1.15.2 In classes of Controlled Airspace where a choice of Flight Rules is possible in VMC, the pilot may cancel an IFR FPL by transmitting the following message to the ATSU:

'(Identification) - Cancel my IFR flight.'

1.15.3 ATC cannot approve or disapprove cancellation of an IFR FPL but, when in possession of information that IMC is likely to be encountered along the intended route of flight, will advise the pilot accordingly as follows:

'IMC reported (or forecast) in the vicinity of.....'

1.15.4 The fact that a pilot reports that he is flying in VMC does not in itself constitute cancellation of an IFR FPL. Unless cancellation action is taken, the flight will continue to be regulated in relation to other IFR traffic.

1.16 Persons On Board

1.16.1 The number of persons on board a flight for which a FPL has been filed must be available to ATC for search and rescue purposes for the period up to the ETA at the destination aerodrome plus one hour. If this information has been sent to the AO's handling agency at destination, no further action is required. Otherwise, the information is to be made available as follows:

- (a) Where the AO or handling agency at the departure aerodrome closes before the ETA plus one hour, the AO or handling agency must lodge the number on board with the ATSU serving the aerodrome of departure;
- (b) where the departure aerodrome ATSU closes down before the ETA plus one hour, that ATSU must lodge the number directly with the appropriate Area Control Centre (ACC);
- (c) at aerodromes without an ATSU, where the aerodrome closes before ETA at destination plus one hour, the aerodrome operator or handling agency must lodge the name and address of officials who have access to flight departure records with the appropriate ACC, so that they can be contacted as necessary, either direct or through the local police.

Note: The procedure above only applies if 'TBN' (or similar) has been inserted in Item 19 to indicate that the total number of persons on board was not known at the time of filing the FPL.

2 VFR Flight Plans

2.1 **When to File a VFR Flight Plan** see paragraph 1.3.

2.2 Highland and Island Airports Limited

2.2.1 Highland and Island Airports Limited have highlighted the specific remoteness of some of their airports and the CAA considers it appropriate to emphasise the advice to pilots to file a flight plan when flying to or from the following HIAL aerodromes:

Barra (EGPR)
Benbecula (EGPL)
Campbeltown (EGEC)
Inverness (EGPE)
Islay (EGPI)
Kirkwall (EGPA)
Stornoway (EGPO)
Sumburgh (EGPB)
Tiree (EGPU)
Wick (EGPC)

2.3 Submission Time Parameters

2.3.1 VFR flight plans should be submitted to the ATSU at the departure aerodrome at least 60 minutes before clearance to start up or taxi is requested. The local ATSU, if required, will assist in compiling the flight plan. If the departure aerodrome is not connected to the AFTN, and the pilot has no AFPEX account, the pilot is responsible for arranging the dispatch of the completed flight plan to the AFPEX Helpdesk/Parent AFTN Unit by Fax.

2.4 Addressing VFR Flight Plans

2.4.1 When addressing a VFR flight plan it is important to note that in addition to addressing the Destination Aerodrome, and when applicable the appropriate adjacent foreign FIR(s), it **must** also be addressed to the appropriate UK FIR(s), when entering or remaining within them, as listed below:

- (a) EGZVFRP Scottish FIR →
- (b) EGZVFRT London FIR
- (c) EGGXZOZX Shanwick/Oceanic FIR ←

2.4.2 For addressing Cross-Channel flight plans see paragraph 2.7.2.4.

2.4.3 Further addressing information is available on the 'flightplanningonline' system, AFPEX Help Guide, in UK AIP ENR 1.11 and in the CAP 550 'Random FPL AFTN Address Book', available for reference at ATSUs. Additionally, CAP 550 is available in electronic format at: www.ais.org.uk (Links) or may be purchased through Tangent Direct, details as follows:

Tangent Direct,
The Lypiatts, Lansdown Road, Cheltenham, Glos. GL50 2JA
Tel: +44-(0)870-8871410
Fax: +44-(0)870-8871411
E-mail: sales@tangentuk.com

2.5 VFR Flight Plans with Portion(s) of Flight Operated as IFR

2.5.1 IFPS is the only source for the distribution of IFR/General Air Traffic (GAT) flight plans and associated messages to ATSUs within the participating European States - the IFPS Zone. Although IFPS handles IFR flight plans, **it will not** process the VFR portions of any mixed VFR/IFR flight plan. Therefore, in order to ensure that all relevant ATSUs are included in the flight plan message distribution, pilots or Aircraft Operators should make certain that whenever a flight plan contains portions of the flight operated under VFR, in addition to IFR, the FPL must be addressed to:

- (a) IFPS (EGZYIFPS);
- (b) aerodrome of departure;
- (c) aerodrome of destination and alternate;
- ← (d) all FIRs that the flight will route through as VFR (in UK address to EGZVFRP for Scottish FIR and/or EGZVFRT for London FIR);
- (e) Shanwick/Oceanic FIR to EGGXZOZX (for VFR and IFR FPL as outside IFPS Zone);
- (f) any additional addressees specifically required by State or Aerodrome Authorities.

2.6 Airborne Time

- 2.6.1 The pilot is responsible for ensuring that the airborne time of the flight is passed to the ATSU with whom the flight plan has been filed. The ATSU will ensure that the departure (DEP) message is sent to the appropriate addressees. The pilot should try to → arrange for a 'responsible person' on the ground to telephone the airborne time to the ATSU/AFPEX Helpdesk, as passing it over the RTF may, due to controller workload, lead to a delay in sending a departure message. Failure to pass the airborne time will result in the flight plan remaining inactive; consequently, this could result in the destination aerodrome not being aware that alerting action should be taken.

2.7 Cross-Channel Flight Planning

2.7.1 Introduction

2.7.1.1 The CAA have received reports that some VFR flight plans, filed for flights between France and the United Kingdom, have not been received at the UK destination aerodrome. Although these reports are infrequent, they nevertheless identify a significant safety aspect of cross-channel flight planning. The ability of the Air Traffic Service Unit at the destination aerodrome to be aware of an inbound flight is a key factor to alert search and rescue services, when appropriate.

2.7.2 Pilots' Responsibilities

- 2.7.2.1 The pilot is responsible for submitting (filing) a FPL to the Air Traffic Service Unit (ATSU) at the departure aerodrome at least 60 minutes before clearance to start up or taxi is requested. The local ATSU will, if required, assist the pilot to complete the FPL. If there is no ATSU at the departure aerodrome, or the ATSU is not connected to the Aeronautical Fixed Telecommunication Network (AFTN), the pilot must ensure that the FPL is passed to the Parent AFTN Unit for onward transmission (see paragraph 1.9).
- 2.7.2.2 If pilots send their FPLs by Fax, or make use of a non-UK computer based FPL system, they should assure themselves that the FPL has been accepted and has been transmitted by AFTN on their behalf. A telephone call to the ATSU receiving the FPL, or contact with the ATSU at the aerodrome of departure, will enable pilots to confirm that their FPL has been received, accepted and transmitted.

2.7.2.3 Pilots submitting a FPL via Fax to the Parent AFTN Unit, will receive a faxed copy of the transmitted FPL as proof of filing and to check for accuracy as detailed in paragraph 1.7.

→ **2.7.2.4 VFR Flight Plan Addressing**

2.7.2.4.1 The FPL should be addressed to:

- (a) The departure aerodrome;
- (b) the destination aerodrome and alternate;
- (c) all interested ATSUs en-route;
- (d) the London FIR - EGZVFRT;
- ← (e) the Scottish FIR - EGZVFRP (when necessary);
- (f) the Shanwick/Oceanic FIR - EGGXZOZX (when necessary);
- (g) all foreign FIRs that the aircraft will fly through or land/depart from.

2.7.2.5 Flight Plan Route

2.7.2.5.1 Pilots must ensure that well defined, significant points are included in the FPL to indicate where the aircraft will cross the UK or near continent coastlines. This information should be shown in Item 15 (Route) or Item 18 (Other information: EET/).

2.7.2.5.2 Routing information will NOT be given by the Parent AFTN Unit/AFPEX Helpdesk. For assistance with routing pilots should refer to the AIP and/or local ATSU in the vicinity of intended flight.

2.7.3 Flight Plan Route - Flights to/from France

2.7.3.1 Additionally, for flights to/from France, the French Authorities require the frontier crossing point (the UK/France FIR boundary position) to be included in Item 15 (Route) of the FPL. To assist pilots, the UK now includes the ATS route reporting points on the Southern England and Wales 1:500 000 chart. These can be used as a frontier crossing point. A position may also be shown as LAT/LONG, or as a bearing and distance from a route reporting point or navigation aid.

Example:
Cap Gris Nez - RINTI
Cap Gris Nez - 51N00130E
Cap Gris Nez - RINTI23005
Cap Gris Nez - DVR16010

2.7.3.2 The EET for this position should be shown in Item 18 of the FPL (Other information) in the format EET/LFFF(elapsed time) or EET/EGTT (elapsed time), depending on flight direction.

Example: EET/LFFF0145 (UK/France) or EET/EGTT0020 (France/UK).

2.7.4 Flight Plan Route - Flights to/from Channel Islands

2.7.4.1 Recommended VFR routes from the Solent CTA to the Channel Islands are shown in the UK AIP Aerodrome Section - Jersey, page AD 2-EGJJ-3-1.

2.7.5 Return Flight Plans Filed from the UK

2.7.5.1 Pilots may elect to file their return FPLs at the same time as they file their outbound FPL. The normal requirement is to address the FPL solely to the aerodrome of departure. However, if the pilot also adds the addressee of the destination aerodrome, then this will ensure that the return destination in the UK is aware of the intended return flight, just in case the return FPL is not transmitted from the non-UK country. If the return flight occurs on a different day, pilots must ensure that the date of flight (DOF) is shown in Item 18 of the FPL.

Example: DOF/060922 (DOF/year/month/day = Date of flight 22 September 2006).

2.8 Flight Planning in Remote Areas - see paragraph 1.15.

2.9 Special VFR Flight - see ENR 1-2-1, paragraph 2.

3 IFR Flight Planning

3.1 Introduction

3.1.1 The UK is a participating State in the **Integrated Initial Flight Plan Processing System (IFPS)**, which is an integral part of the Eurocontrol centralised **Air Traffic Flow Management (ATFM)** system.

3.1.2 IFPS is the **sole** source for the distribution of **IFR/General Air Traffic (GAT)** FPL information to ATSUs within the participating European States, which collectively comprise the **IFPS Zone**. A description and map of the IFPS Zone is shown at ENR 6-1-10-2.

3.1.3 IFPS will **not** handle VFR flight plans or Military Operational Air Traffic (OAT) flights but will process the GAT portions of a mixed OAT/GAT FPL and the IFR portions of a VFR/IFR FPL.

3.1.4 The Oceanic Control Areas of the North Atlantic are also outside the IFPS Zone (see paragraph 3.5.5).

3.2 IFPS

3.2.1 IFPS comprises two Units (IFPU) sited within the Eurocontrol facilities at Haren, Brussels and at Bretigny, Paris. The IFPS Zone is divided into two separate geographical areas, each IFPU having a primary responsibility for one area and a secondary role, for contingency purposes, for the other. Consequently all IFR/GAT flight plans and associated messages **must** be addressed to both IFPUs (see paragraph 3.5). Following successful processing, the FPL will be delivered, at the appropriate time, to all the ATSU addressees on the flight-profiled route within the IFPS Zone.

3.2.2 As all IFR/GAT flight plans within the IFPS Zone are addressed to both IFPUs, the effect of one unit being out of action will be transparent to flight plan originators. The likelihood of a simultaneous outage of both IFPUs is considered to be extremely low. In such an event, flight plan originators will be alerted, by NOTAM, to reinstate the filing of messages, for flight plan and RPL operations, to **all** appropriate addresses, both within and outside the IFPS Zone.

3.3 ATFM

3.3.1 Additionally, IFPS provides accurate flight data to the ATFM elements of the **Central Flow Management Unit (CFMU)**, located at Haren, Brussels. The day-to-day ATFM activities in the participating states are managed by the CFMU, supported by the UK Flow Management Position (FMP) established at London Area Control (Swanwick), and Flight Data Operations (FDO). Overall authority for the provision of ATFM in the London and Scottish FIRs/UIRs is delegated to the Eurocontrol CFMU.

3.3.2 NATS has provided an FMP at London Area Control (Swanwick) to liaise between the CFMU, local AOs and ATS.

3.3.3 ATS is responsible for monitoring a flight's compliance with any **Calculated Take-Off Time (CTOT)** that may be issued by the CFMU in response to the filing of a FPL on a route that is regulated. In accordance with agreed procedures, flights that cannot adhere to their CTOT will be denied start-up clearance. However, ATS will make all efforts to enable departing flights to comply with the CTOT and flights will not be prevented from departing due to small taxiing delays.

3.3.4 In some cases, due to specific restrictions in enroute airspace, or at aerodromes, flights will need to be stopped from departing. In this event, a Flight Suspension (FLS) message may be issued after a CTOT has been issued.

3.3.5 Where a flight departs from an aerodrome with an ATSU, the Aircraft Operator or pilot should obtain information, prior to start up from ATS as to whether a CTOT or FLS affects their flight.

→ 3.3.6 Where a flight departs from an aerodrome **without** an ATSU, or when the FPL has been filed with a Parent AFTN Unit, it is the Aircraft Operator or pilot's responsibility to determine whether a CTOT or FLS affects their flight. In this case, the Aircraft Operator or pilot should contact the CFMU or FMP before the aircraft departs.

3.3.7 For additional information see ENR 1.9.

3.4 Submission Time Parameters

3.4.1 FPLs should be filed a minimum of **3 hours** before Estimated Off Block Time (EOBT) for North Atlantic flights and those subject to ATFM measures, and a minimum of **60 minutes** before EOBT for all other flights.

3.4.2 IFPS always calculates the Date of Flight (DOF) if none is given in the FPL. In doing so it will assume the EOBT to be within the next 24 hours after the filing time. If a FPL is filed more than **24 hours** in advance of the EOBT, the **DOF** must be indicated in **Item 18** of the FPL.

3.4.3 IFPS will not accept flight plans submitted more than 120 hours in advance of the flight taking place.

3.5 Addressing IFR Flight Plans

3.5.1 Flights Wholly Within the IFPS Zone

3.5.1.1 FPLs and associated messages must be addressed to both IFPUs. This can be achieved by using either the standard collective AFTN address, or the individual AFTN or SITA addresses:

		AFTN	SITA
Collective		EGZYIFPS	
→	Individual		
	Haren	EUCHZMFP	BRUEP7X
→	Bretigny	EUCBZMFP	PAREP7X

3.5.2 Flights Entering or Overflying the IFPS Zone

3.5.2.1 For that part of the flight within the IFPS Zone, only the two IFPUs need to be addressed as shown above.

3.5.3 Flights Departing from an Aerodrome Within, and then Exiting, the IFPS Zone

3.5.3.1 For that part of the flight within the IFPS Zone, only the two IFPUs need be addressed as shown above. For any parts of the flight outside the IFPS Zone, the FPL and associated messages must also be addressed to the appropriate ATSUs outside the Zone.

3.5.3.2 FPL originators filing directly to IFPS are responsible for ensuring that any modifications made to the FPL, either by IFPS or through subsequent messages, are distributed to the relevant ATSUs outside the Zone. This is achieved by use of the 'Re-addressing Function' which is described fully in the IFPS User's Manual.

3.5.3.3 Operators are reminded that IFPS does not forward mixed IFR/VFR FPL to VFR addresses.

3.5.4 IFR Flight Plans with Portion(s) of Flight Operated as VFR

3.5.4.1 IFPS is the only source for the distribution of IFR/General Air Traffic (GAT) flight plans within the participating European States - the IFPS Zone. Although IFPS handles IFR flight plans, **it will not** process the VFR portions of any mixed VFR/IFR flight plan. Therefore, in order to ensure that all relevant ATSUs are included in the flight plan message distribution, pilots or Aircraft Operators should make certain that whenever a flight plan contains VFR, in addition to IFR, the FPL must be addressed to:

- (a) IFPS (EGZYIFPS);
- (b) aerodrome of departure;
- (c) aerodrome of destination and alternate;
- (d) all FIRs that the flight will route through as VFR (in UK address to EGZVFRP for London FIR);
- (e) any additional addressees specifically required by State or Aerodrome Authorities.

3.5.5 Oceanic Flights

3.5.5.1 For Oceanic flights it should be noted that Shanwick is outside the IFPS Zone and FPLs should also be addressed to EGGXZOZX.

3.6 Filing of Flight Plans and Associated Messages

3.6.1 Flight Plans

3.6.1.1 Filing flight plans under IFPS involves an automatic interface with the computer database. Consequently, a rigid protocol for message exchange is needed, especially when delays or modifications are required to the planned route.

3.6.1.2 AOs are ultimately responsible for the complete filing of their FPLs and all associated messages. This encompasses compilation (including addressing), accuracy and submission of FPLs and also for the reception of the Acknowledgement (ACK) message from IFPS.

3.6.1.3 In the UK, AOs who have the facilities (AFTN or 'flightplanningonline' account) may file their own flight plans and associated messages directly with IFPS and any other non-IFPS states. This is the standard IFPS IFR/GAT FPL filing procedure and is termed '**direct filing**'. ←

3.6.1.4 **AOs and pilots who, for whatever reason, are unable to conform to the direct filing procedure** should make local arrangements to file their IFR/GAT flight plans through the ATSU at the aerodrome of departure. The ATSU will, when appropriate, assist in the compilation of flight plans and interpreting the associated messages. It is essential for reasons indicated below that the flight crew remains contactable by the ATSU prior to departure. →

3.6.2 Associated Messages

3.6.2.1 The compilation of Departure (**DEP**), Arrival (**ARR**), Modification (**CHG**), Delay (**DLA**) and Cancellation (**CNL**) messages is detailed in ICAO Doc 4444. Their use for the exchange of information with the automatic IFPS database is strictly governed by the instructions given in the IFPS Users Manual. For example, to change the information in certain Items of the FPL, it is necessary to cancel the original FPL and refile with the amended data after a time lapse of at least 5 minutes.

3.6.2.2 The occasions when an **ARR** message must be sent are minimal, mainly when an aircraft has diverted or when a controlled flight has experienced radio failure. In each instance it is the responsibility of the ATSU at the landing aerodrome to send an ARR message.

3.6.2.3 Certain FPL messages are exclusive to the IFPS process, and are named Operational Reply Messages (**ORM**). They are:

- (a) The FPL Acceptance Acknowledgement Message (**ACK**);
- (b) Referred for Manual Repair (**MAN**);
- (c) FPL Message Rejected (**REJ**).

3.6.2.4 The **ACK** message will be automatically received from IFPS when the FPL has been automatically accepted into the system. Alternatively, a **MAN** message will indicate that the FPL has not been accepted and is awaiting manual intervention by an IFPS operator. Manual repair of a failed FPL is often carried out in conjunction with the FPL originator. Where FPLs are filed directly to IFPS, it is strongly advised that the originator's contact details be included in Item 18 where this is not obvious from the flight details. Dependant upon the success or otherwise of the manual 'repair' to the message, an **ACK** or **REJ** will be received. An ACK message will include the 'repaired' message so that the changes can be checked by the originator, and it is essential that the **flight crew are informed** of the accepted FPL route.

3.6.2.5 Receipt of a **REJ** message will indicate that the FPL has **not** been accepted by IFPS. The REJ message will indicate the errors in the message which need to be resolved and will also include a copy of the message received by IFPS; this will enable the originator to determine if the message has been corrupted during transmission. If a FPL or associated message is rejected by IFPS, a corrected message must be sent without delay.

3.6.2.6 It is a European ATFM requirement that all controlled flights that are departing, arriving or overflying Europe that have a change (+ or -) in an EOBT of more than 15 minutes shall be notified to the CFMU through IFPS. Modification procedures are, therefore, necessary to enable Aircraft Operators (AOs) to meet this requirement whenever they know that a flight will not meet its EOBT.

Note 1: AOs should not modify the EOBT simply as a result of an ATFM delay. The EOBT is to be modified only if the original EOBT established by the AOs cannot be met. It is not possible to amend the EOBT to an earlier time than the EOBT given in the flight plan.

The procedure to be followed to modify the EOBT of a flight is shown in ENR 1.9 and full details are contained in the IFPS Users Manual, pages 4.1 and 4.2.

Some states outside the CFMU area of responsibility still require AOs to update the EOBT, regardless of why the flight's original EOBT may have changed. AOs should bear in mind the formula (as shown in ENR 1.9) for calculating the new EOBT when doing this. Where it is known that ATC send departure messages (DEP) for all flights, then this DEP message will suffice.

Note 2: Extreme care should be exercised when compiling a DLA message; the time specified in the message must be the EOBT, **not** the planned airborne time or the Calculated Take-Off Time (CTOT).

3.6.2.7 **Until an ACK message has been received by the message originator, the requirement to submit a valid FPL for an IFR/GAT flight intending to operate within the IFPS Zone will not have been satisfied.** In this case the flight details will not have been processed by IFPS and consequently the flight data will **not** have been distributed to the relevant ATSUs within the IFPS Zone. Similarly, processed data will **not** have been sent to the database of the CFMU to be considered for ATFM purposes.

3.6.2.8 Therefore, **errors in the FPL or associated messages may result in the flight concerned being delayed.**

3.6.3 To indicate the necessity for 'special handling', the appropriate Status Indicator (STS) should be inserted in Field 18 of the flight plan.

3.6.3.1 The following standard abbreviations should be used:

-STS/EMER	for flights in a state of emergency;
-STS/HOSP	for medical flights specifically declared by the medical authorities;
-STS/SAR	for flights engaged in Search and Rescue missions;
-STS/HUM	for flights operating for humanitarian reasons;
-STS/HEAD	for flights with 'Head of State' status;
-STS/STATE	for flights other than 'Head of State' specifically required by State authorities;
-STS/PROTECTED	for use in flight plans which should only be available to those who 'need to know'. Normally flights that are security sensitive;
-STS/ATFMEXEMPTAPPROVED	for use only when approval has been obtained from the appropriate State authority for exemption from flow regulation.

If more than one designator is to be used, each should be inserted as a separate STS/entry within Field 18 of the Flight Plan form.

3.6.3.2 The following STS/indicators will be recognised by the CFMU and will be provided with automatic exemption from flow regulation:

STS/EMER; STS/HEAD; STS/SAR and STS/ATFMEXEMPTAPPROVED.

3.6.3.3 The following STS/indicators require approval for exemption from flow regulation from the appropriate State authorities, in accordance with the requirements detailed in the ATFM Users Handbook and in ENR 1.9:

STS/HUM; STS/HOSP and STS/STATE.

3.6.3.4 In addition to military operations, operators of customs or police aircraft shall insert the letter M in Item 8 of the Flight Plan Form.

3.6.3.5 For formation flights that intend to operate - for any part - as GAT, it is essential for en-route ATC Providers to have as much notification as possible in order for planning to take place. Although use of FPL Item 9 in the current ICAO standard Flight Plan Proforma provides for indication of the number of aircraft (if more than one operating under the same callsign), the ability of some ATC Flight Data Processing Systems to detect and highlight this to control staff may not be robust; this is especially the case where Air-to-Air refuelling tanker aircraft file as singleton, only to include an FPL Item 18 remark that it will be joined by other aircraft which have filed separate flight plans. To this end, commanders of all planned GAT formation flights are requested to enter RMK/Formation flight in FPL Item 18 of their flight plan to ensure that ATC Flight Data Processing Systems can detect and promulgate such information correctly to control staff. Any queries should be directed to London Control (Swanwick) Flight Planning and Airspace Data (Tel: +44-(0)1489-612590/612040).

3.6.4 Supplementary Flight Plan Information

3.6.4.1 As an alternative to ICAO procedure that Supplementary Information should not be transmitted in a flight plan message (ICAO Doc 4444: Appendices 2 and 3) it should be noted that IFPS is able to process and store Field 19 - Supplementary Flight Plan Information. Where such information is supplied as part of a flight plan submission to IFPS it will be extracted and stored for later retrieval, if required, in the event of an emergency situation arising. Supplementary flight plan information will not be included in the normal flight plan distribution by IFPS.

Note: If the FPL has been filed via 'flightplanningonline' this information will be held by the system, but will not be transmitted. Should this information be required contact the AFPEX Helpdesk.

3.6.4.2 Whilst the ICAO procedure should normally be followed by flight plan originators in the UK, they may avail themselves of the IFPS facility if they so wish.

3.6.4.3 ATS Authorities, or other relevant bodies, requiring Supplementary flight plan information on a particular flight and for urgent operational reasons may contact the Supervisor at the appropriate IFPU; assistance will be provided by either:

- (a) giving information on Field 19 where such information has been submitted to and stored by IFPS;
- (b) giving advice on a contact name/Tel No. of the AO and/or originator of the flight plan, which may be stored in the CFMU database;
- (c) giving any additional information which may be contained in Field 18.

3.6.5 **Replacement Flight Plan Procedure.** If, within 4 hours of the EOBT, an alternative routing is selected between the same points of departure and destination, the procedure shall be as follows:

- (a) The original Flight Plan **must be cancelled** by submitting a CNL message using the DD priority indicator;
- (b) the replacement Flight Plan shall be filed **not less than 5 minutes** after the CNL message (It is recommended that the replacement Flight Plan is not submitted until the ACK for the CNL message has been received);
- (c) the replacement Flight Plan shall contain in Field 18 the indication RFP/Qn where:
 - (i) **RFP/Q** refers to the replacement Flight Plan; and
 - (ii) **n** corresponds to the sequence number relating to the replacement Flight Plan.

Example: First replacement Flight Plan - ICAO Field 18 - **RFP/Q1**;
Second replacement Flight Plan - ICAO Field 18 - **RFP/Q2**.

3.7 Repetitive Flight Plans (RPLs)

3.7.1 As part of the continuing development of the Central Flow Management Unit (CFMU), Eurocontrol will assume full responsibility for the reception, processing and distribution of Repetitive Flight Plan (RPL) data within the IFPS Zone (See the chart at ENR 6-1-10-2). Flights within the IFPS Zone shall be filed solely with Eurocontrol at the CFMU, Brussels, in accordance with the requirements and procedures detailed below.

3.7.2 Operators who fly routes on a regular or scheduled basis within the IFPS Zone are able to file Repetitive Flight Plans on the Eurocontrol database. These plans are activated automatically at the appropriate time before each flight. RPLs for flights within the IFPS Zone, but which have a route portion outside the Zone, have to be **filed** to the National Authorities of those external states. All external states on the route must have agreed to the use of RPLs; a mixture of RPLs and FPLs is not permitted for an individual flight.

3.7.3 Attention is drawn to the fact that the Shanwick (EGGX) and Santa Maria (LPPO) OACCs are NOT within the IFPS Zone.

3.7.4 Details of the requirements for the submission and duration of RPLs can be found in the IFPS User Manual section of the CFMU Handbook. The **IFPS Users Manual** and the **CFMU Handbook** are available, free of charge, from:

Eurocontrol Library
Rue de la Fusee, 96
B - 1130 Brussels, Belgium
www.cfm.eurocontrol.be/index.htm

or may be downloaded from the CFMU website at: www.cfm.eurocontrol.int

3.8 Specific Eurocontrol Requirements for RPL Operations

3.8.1 The basic principles for the submission of Repetitive Flight Plans are contained in ICAO Docs 4444 and 7030. The following paragraphs detail the differences between the ICAO Standard and the Eurocontrol requirement, which permits a more flexible approach within the basic rules. Full details are contained in the IFPS User Manual section of the CFMU Handbook.

3.8.2 RPLs shall cover the entire flight from the departure aerodrome to the destination aerodrome. Therefore, an RPL shall be submitted by the flight plan originator for its entire route. A mixture of both RPL and FPL message shall not be permitted. RPL procedures shall be applied **only** when ALL ATS authorities concerned with the flights have agreed to accept RPLs. In this respect, all States of the IFPS Zone accept RPLs. It is the responsibility of the AO to ensure that RPLs for flights which are partly outside the Zone are properly co-ordinated and addressed to the relevant external ATS authorities.

3.8.3 To suspend an RPL the originator should send the information in the format as shown in the IFPS User Manual. However, originators should note that flights cannot be suspended for less than 3 days. If the suspension is for less than 3 days, individual daily cancellation messages must be sent by the originator to the IFPS in order not to waste ATC capacity by leaving 'ghost' flights in the CFMU and ATC databases.

→ 3.8.4 To cancel an RPL for a specific day, the originator need only send a normal ICAO CNL message to **both** of the IFPS units (EUCHZMFP and EUCBZMFP or BRUEP7X and PAREP7X) **but not earlier than 20 hours before the EOBT of the flight**. The same rule applies for a change (CHG) or delay (DLA) message since at 20 hours before EOBT the RPL is transferred to the IFPS and the RPL effectively becomes a FPL.

