



FREQUENTLY ASKED QUESTIONS ON FILING OF FLIGHT-PLANS

How should I file my flight-plan?

The following methods of filing a flight-plan are available (in order of preference):

1) Electronically via:

<https://file2fly.atns.co.za>

www.atns.co.za Use the file2fly pilot self briefing button and follow the links
SITA on JNBXCYP

2) Telephone the AIM Service Centre on:

0860 FLY NOW (569 669) (Call share number from within South Africa)

+27 11 928 6518 (for calls from outside South Africa)

3) Fax the AIM Service Centre on:

011 928 6514. Remember to call one of the above numbers for your reference number

How far in advance should I file my flight-plan?

Providing the flight-plan contains the date of flight in field 18, other information, in the format *DOF/090621*, AIM will accept the flight-plan up to 7 days in advance. These flight-plans will

EOBT.

Flight-plans should be filed a minimum of 30 minutes in advance of the intended EOBT. When filing via the fax or electronic methods it is advisable to allow about 45 minutes to an hour before the EOBT.

When is it necessary to file a flight-plan?

According to ICAO and SA CAA a flight-plan shall be filed in respect of:

All international flights

All flights in public transport operations (passengers and cargo)

All flights requiring alerting action (search and rescue)

All flights conducted in controlled or advisory airspace, with the exception of the following:

- A local flight,
- A flight crossing an airway or advisory route at right angles
- A VFR flight entering or departing from an aerodrome traffic zone or control zone, from or to an unmanned aerodrome, and where no other controlled or advisory airspace will be entered during the flight.

When required to do so in circumstances as published in AIP Supplements or NOTAM.

How should the flight-plan form be completed?

The flight-plan form should be fully completed from field 7 to the end of field 19.





It is advisable when completing the flight-plan form for personal submission or faxing to type the required fields; however when this is not possible, it is best to use black pen and write in legible block letters. Do not write on the top or bottom of the page as this is often cut off by the fax and the information lost.

The AIM as well as radar systems are strictly ICAO compliant and will not accept flight-plan data that is not correctly inserted. For this reason it is imperative that flight-plans are filed correctly in accordance to ICAO Doc 4444 and RSA AIC 42.1. The following tips will assist you in correctly inserting the flight-plan information in the correct format so as to avoid problems and unnecessary delays:

Filed 7 Aircraft identification (call-sign)

This is a 7 character group comprising of alphanumeric characters. There should be no spaces or punctuation marks included in this grouping.

The following examples are correct:

Registration / call-sign

ZSQTT

ICAO aircraft operating agency followed by flight number

CAW1234 Irregular

call-signs (military and special arrangement)

B12C

CHEETAH

Field 8 Flight Rules and Type of flight

This field comprises of 2 alphabetic characters. The first letter indicating the flight rules and the second the type of flight

Flight Rules:

I IFR only

V VFR only

Y IFR first changing to VFR

Z VFR first changing to IFR

When Y or Z are used the point or points in the route at which the flight rules will change shall be indicated in field 15 (route).

Type of flight:

S Scheduled air transport

N Non-scheduled air transport

G General Aviation (including training and leisure)

M Military

P Only used for RSA head of state, or visiting head of state as approved by RSA head of state. The name of the VIP on board shall be indicated in field 18 under the STS header. E.g. *STS/UNCLE SAM*

X Any other type of flight that does not fall into any of the categories above. The type of flight shall be specified in field 18 under the STS header. E.g. *STS/MERCY*

Field 9 number, type of aircraft and wake turbulence category

Number maximum of 2 numeric characters. It is only necessary to insert the number if there is more than 1 aircraft flying in formation together on one flight-plan.

Aircraft type- between 2 and 4 alphanumeric characters; as indicated in ICAO Doc 8643, Aircraft type designators.





Where no ICAO aircraft type designator has been assigned or in the case where more than 1 type of aircraft is flying in formation insert ZZZZ in field 9 and specify number and type in field 18 under the header TYP. E.g. *TYP/02BE20 TYP01C172* or *TYP/GIBSON FLYER 120*

Wake turbulence- single alphabetic letter based on the aircrafts maximum certified take-off mass:

| | | |
|----------|--------|-------------------------------|
| <i>H</i> | heavy | 136 000Kg or more |
| <i>M</i> | medium | between 136 000Kg and 7 000Kg |
| <i>L</i> | light | less than 7 000Kg |

Field 10- Equipment (navigation, communication and surveillance)

Alphabetic grouping of:

10 characters (communication and navigation)

A full list of equipment can be seen in AIC 42.1 or on the file2fly drop-down of field 10.

| | |
|----------|--|
| <i>S</i> | is used to indicate standard com/nav equipment comprising of: VHF RTF, ADF, VOR and ILS |
| <i>Z</i> | is used to indicate communication or navigation equipment not designated. If Z is used the equipment shall be specified in field 18 under the COM/ or NAV/ header. |
| <i>J</i> | is used to indicate data line. If used the equipment carried shall be specified in field 18 under the DAT/ header. |
| <i>R</i> | is used to indicate RNP compliance |
| <i>W</i> | is used to indicate RVSM compliance |

and 2 characters (SSR and ADS)

| | |
|----------|--|
| <i>N</i> | indication NILL |
| <i>A</i> | transponder mode A (4 digit code) |
| <i>C</i> | transponder mode A and C |
| <i>X</i> | transponder mode S without both ACFT ID and pressure-altitude transmission |
| <i>P</i> | transponder mode S with both pressure-altitude transmission but without ACFT ID transmission |
| <i>I</i> | transponder mode S with ACFT ID transmission but without pressure-altitude transmission |
| <i>S</i> | transponder mode S with ACFT ID and pressure-altitude transmission |
| <i>D</i> | ADS capability |

Field 13- Departure Aerodrome and time

8 Digit alphanumeric grouping comprising of:

4 Alphabetic digits made up of the ICAO location indicator of the departure aerodrome, and 4 numerical digits indicating the estimated time of departure in universal time constant (utc) in the format HHmm.

ZZZZ shall be used for aerodromes without an ICAO location indicator and the coordinates of the destination AD inserted in field 18 under the header DEP/ and the name of the aerodrome under the RMK/ header.



Field 15- Route

Alphanumeric groupings as follows:

Cruising speed, maximum of 5 characters indicating true air speed:

N followed by 4 numeric digits e.g. *N0120* indicating speed in Knots or

M followed by 3 numeric digits, e.g. *M082* indicating speed in Mach number expressed to the nearest hundredth of unit

Cruising level, maximum of 5 characters:

F followed by 3 digits e.g. *F085* or *F290*, indicating flight level or

A followed by 3 digits e.g. *A060*, indicating altitude in hundreds of feet or *VFR* for uncontrolled VFR flights

Route:

- There shall be a point on the route for every 30 minutes of flying time or 200NM, there must be at least one point specified.

- *DCT* alone in the route is not

- Use only recognised ICAO designators for ATS routes, navigational aids, aerodromes and significant points

- Where there is no ICAO designator insert co-ordinates in the following format:

DDmmss**S**0DDmmss**E**

- Change of cruising speed and/or flight level shall be indicated in the route following the point at which such change will take place. E.g.

N0180A080 DCT JSV DCT *HBV/N0150F100* PNV

- Changes of flight rules shall be indicated in the route following the point at which such change will take place. E.g.

N0120F080 LIV DCT *HBV/N0120F085 VFR* DCT PNV

Field 16- Destination aerodrome, total estimated elapsed time and Alternate aerodrome(s)

Destination and EET:

4 Alphabetic digits made up of the ICAO location indicator of the destination aerodrome followed directly by

4 numeric digits indicating the EET in the format HHmm

Alternate aerodrome (s)

4 Alphabetic digits made up of the ICAO location indicator of the alternate aerodrome followed by the second alternate in the same format if so desired

ZZZZ shall be used for aerodromes without an ICAO location indicator and the co-ordinates of the aerodrome inserted in field 18 under the header DEST/ or ALTN/ and the name of the aerodrome under the RMK/ header.

Field 18- Other Information

A series of alphanumeric groupings preceded by a header/ and separated by spaces

EET/ estimated elapse time to a compulsory reporting point (significant point) or FIR boundary.

E.g. EET/TAVLA0040 or EET/30S024E0230 or EET/FAJA0103

REG/ registration of the aircraft if different from call-sign

E.g. REG/ZSZAT

SEL/ SELCAL code

OPR/ operator details, name and telephone number



- E.g. OPR/HAPPY FLYERS 0861234567
- STS/ reason for special handling by ATS
E.g. STS/MERCY or STS/STATE
E.g. STS/NON RVSM
- TYP/ type(s) of aircraft; Used if ZZZZ has been used in field 9 or when formation of more than 1 aircraft type.
- PER/ aircraft performance data
- COM/ communication equipment
E.g. COM/UHF only
- NAV/ navigation equipment
E.g. NAV/GPS
- DEP/ co-ordinates of aerodrome of departure where ZZZZ has been used in field 13
E.g. DEP/322200S0280900E
- DEST/ co-ordinates of the destination aerodrome where ZZZZ has been used in field 16
E.g. DEST/322200S0280900E
- ALTN/ co-ordinates of the alternative aerodrome where ZZZZ has been used in field 16
E.g. ALTN/322200S0280900E or ALTN/ENROUTE for helicopters
- RMK/ for any other plain language remarks
E.g. Remarks related to name of DEP/DEST/ALTN AD
RMK/DEP BUTTERWORTH or RMK/DEST BUTTERWORTH or
RMK/ALTN BUTTERWORTH
E.g. Remarks related to special requests
RMK/REQ TGL FALA VOR APCH LIV
E.g. Remarks related to over flight and landing clearances
RMK/FVHF CLR 12345 090612 123
E.g. Remarks related to special flight authorisation number
RMK/FCC 0614 1234567
E.g. Remarks related to Search and Rescue requirements:
RMK/SAR NML or RMK/SAR NIL or RMK/SAR FAJS 1HR
Note- RMK/SAR shall always be the last RMK in field 18

Field 19- Supplementary information

Series of alphanumeric groupings indicating

- E/ Fuel Endurance in the format HHmm
- P/ Persons on board, including crew and passengers
- R/ Emergency Radios cross out what is not applicable
- S/ Survival Equipment cross out what is not applicable
- J/ Jackets cross out what is not applicable
- D/ Dinghies cross out what is not applicable
insert number of dinghies, capacity of each and colour where necessary
- A/ Colour and markings of the aircraft
- N/ Remarks; include any other survival equipment such as first aid kit, Water, Food etc
- C/ Name of pilot in command and cellular number if different to number indicated for operator





General Tips:

Use only ICAO recognised abbreviations, or write the word out in full

Do not include any punctuation marks in any field of the FPL

I trust that you have found the information helpful. Should you have any further queries or feedback please feel free to contact the Aeronautical Information Management Service Centre.

