Show Amendments

**ENR 1.10   Flight planning**

**1  FLIGHT PLAN**

**1.1  General**

Information relative to an intended FLT or portion of a FLT, to be provided to ATS units, shall be in the form of a FLT plan.

**1.2  Flight Plan Form**

A flight plan form based on the model shown hereafter shall be provided and shall be used by operators and ATS units for the purpose of completing flight plans.

If the flight plan is transmitted by FAX, a special flight plan model shall be used. This form can be obtained from EBBR or ELLX ARO.

**2  REQUIREMENT TO SUBMIT A FLIGHT PLAN**

A flight plan shall be submitted prior to operating:

1. any FLT or portion thereof to be provided with ATC service
2. any FLT above FL 660
3. any FLT across international borders, except CIV VFR FLTs conducted between EDKA (Germany) on the one hand and EBLG and EBSP on the other
4. any VFR FLT at night.

*Note 1: A pilot may, if he wishes, submit a flight plan for any FLT. A pilot is advised to submit a flight plan if he intends to fly over sparsely populated areas, particularly if his ACFT is not equipped with radio.*

*Note 2: With regard to point a) above, a pilot is not required to use the flight plan form for the purpose of obtaining an ATC CLR for a FLT to be provided with AD control service only. He should however, either in person, by telephone or by radio, submit the limited information required by the appropriate ATS unit.*

*Note 3: A pilot who has submitted a flight plan for a FLT departing from a private AD is responsible for the forwarding of the associated messages either by TEL or by radio to the ATS unit to which the flight plan was sent.*

**3  SUBMISSION OF A FLIGHT PLAN**

Except for RPLs, a flight plan shall be submitted prior to DEP either to the IFPS or to an ARO, or during flight to an appropriate ATS unit.

The IFPS is the responsible unit for accepting IFR/GAT flight plans, for FLTs conducted within the IFPS-Zone. Unless a flight plan has been received and accepted by the IFPS (i.e. an ACK message has been received), the requirement to submit a flight plan for an IFR/GAT FLT intending to operate into the IFPS -Zone will not have been satisfied and no ATC CLR will be issued for such a FLT.

Aircraft Operators shall file their flight plans and associated messages for IFR/GAT FLTs directly with the IFPS , whenever possible, or they can use the intermediate of a local ARO. The IFPS will send back "Operational Reply Messages" to the message originator (Aircraft Operator or ARO), indicating the status of processing of his flight plan or associated message:

* an acknowledge message (ACK) will indicate the successful processing of the message
* a reject message (REJ) indicates that the submitted message could not be processed and that the message originator should file a new corrected message
* a manual message (MAN) means that the message contains errors and that it will be presented to an IFPS operator for manual processing. A MAN message will be followed either by an ACK message, if the message has been corrected successfully by the IFPS operator, or by a REJ message, if the error(s) could not be solved.

Detailed information on flight plan filing procedures with the IFPS is published in the IFPS Users Manual*CFMU Handbook*. It can be obtained from EUROCONTROL Library (see [ENR 1.9, ATFM Documentation](file:///C:\Program%20Files\eAIP_EB_EL\eAIP_Main\html\eAIP\EB-ENR-1.9-en-GB.html#ATFMDocumentation)).

**3.1  Procedures for Submitting Flight Plans Prior to Departure**

**3.1.1  Flight plans submitted via AFTN and SITA**

**3.1.1.1   IFR/GAT FLTs conducted in the IFPS-Zone**

Such flight plans shall be submitted to the IFPS only via:

* AFTN to EUCHZMFP and EUCBZMFP
* SITA to BRUEP7X and PAREP7X

**3.1.1.2   IFR/GAT FLTs leaving the IFPS-Zone and/or mixed rules flight plans**

IFR/VFR or vice versa = flight rules Y or Z.

Message originators able to file the addresses for the portion of their FLT outside the IFPS -Zone and/or for the VFR portion of their FLT should file to the IFPS only via:

* AFTN to EUCHZMFP and EUCBZMFP
* SITA to BRUEP7X and PAREP7X

Such message originators should fill in the non-IFPS addresses or the VFR addresses in AFTN-format below the date/time/originator line - using the re-addressing procedure - as specified in the CFMU Handbook, Part IFPS Users Manual.

Message originators not able to file the addresses for the portion of their FLT outside the IFPS -Zone and/or for the VFRportion of their FLT should file to the ARO only via:

* AFTN to EBBRZPZX (DEP from Belgium) or ELLXZPZX (DEP from the G.D. of Luxembourg)
* SITA not possible

The ARO will address the IFR or mixed rules flight plan to both IFPS units in accordance with the re-addressing procedure.

*Note 1: Aircraft Operators filing via an ARO shall never submit the same flight plan simultaneously to the IFPS.*

*Note 2: If a REJ message is received from the IFPS , the ARO will transmit this REJ message to the message originator's AFS address for corrective action.*

**3.1.1.3  VFR flight plans shall always be transmitted to the responsible ARO only via:**

* AFTN to EBBRZPZX (DEP from Belgium) or ELLXZPZX (DEP from the G.D. of Luxembourg)
* SITA not possible

**3.1.2  Flight plans submitted by FAX, TEL or in person.**

Regardless the flight rules, flight plans can only be submitted by FAX, TEL or in person at the AROs of EBBR and ELLX. Such flight plans cannot be submitted directly with the IFPS.

*Note: All flight plan forms sent by FAX should be filled out in capital letters using a black ballpoint.*

It is the Aircraft Operator's responsibility to ensure himself of the correct reception of his telefax flight plan at the appropriate ARO.

Operators of IFR/GAT flight filing their flight plan by FAX, TEL or in person shall in any case contact the appropriate ARO (preferably 15 MIN after filing) to obtain confirmation on the acceptance of their flight plan by the IFPS (ACK message received at the ARO).

Operators of IFR/GAT flight filing their flight plan by FAX, TEL or in person shall leave a (mobile) telephone number at the ARO, where they can be contacted in case the originally filed flight plan would be changed by the IFPS (especially when in Item 18 "RMK/IFPS REROUTE ACCEPTED" has been included).

EBBR ARO can be contacted at:

* Tel:++32 (2) 206 25 40 or 41
* Fax: ++32 (2) 206 25 39

ELLX ARO can be contacted at:

* Tel:++352 4798 2024
* Fax: ++352 4798 2851 or 2852

**3.1.3  Flight plans submitted via dedicated workstations or via the internet.**

Regardless the flight rules, flight plans can solely be submitted at the Brussels ARO via dedicated workstations or via the Internet.

Dedicated workstations for filing of flight plans are installed at EBAW, EBCI, EBLG and EBOS. Aircraft Operators filing a flight plan on one of these workstations will automatically receive a hard copy of their flight plan on the printer next to the workstation, when the flight plan is accepted by Brussels ARO. If the flight plan is not accepted, a reject message will be received on the same printer, requesting to contact Brussels ARO via TEL for corrective action.

Aircraft Operators intending to use the Internet for the submission of their flight plan, shall exclusively use the electronic flight plan form made available on the Belgocontrol website.

URL: <http://www.belgocontrol.be>

It is the Aircraft Operator's responsibility to ensure himself of the correct reception of his internet flight plan at the Brussels ARO.

Operators of IFR/GAT FLT filing their flight plan via either a dedicated workstation or via the Internet shall in any case contact Brussels ARO (preferably 15 MIN after filing) to obtain confirmation on the acceptance of their flight plan by the IFPS (ACK message received at the ARO).

Operators of IFR/GAT FLT filing their flight plan either via a dedicated workstation or via the Internet shall leave a (mobile) telephone number at the ARO, where they can be contacted in case the originally filed flight plan would be changed by the IFPS (especially when in Item 18 "RMK/IFPS REROUTE ACCEPTED" has been included).

For flight planning problems contact Brussels ARO

Tel: ++32 (2) 206 25 40 or 41

In case of technical problems contact Flight Support Help Desk

Tel: ++32 (2) 206 25 48

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**3.1.4  Submission time**

A flight plan for a FLT to be provided with ATC service shall be submitted at least 30 MIN before the EOBT , furthermore all IFR/GAT flight plans shall be submitted at least 1 HR before the EOBT. See [ENR 1.9](file:///C:\Program%20Files\eAIP_EB_EL\eAIP_Main\html\eAIP\EB-ENR-1.9-en-GB.html#ENR-1.9) for ATFM purposes.

A flight plan shall not be submitted more than 120 HR (5 days) prior to the EOBT.

*Note: If a flight plan for a FLT conducted wholly in the EUR Region is filed more than 24 HR in advance of the EOBT , it is mandatory to provide the date of the FLT.  
Even if the flight plan is filed less than 24 HR in advance of the EOBT , it is strongly recommended to insert the date of the FLT in Item 18 of the flight plan in the form of a 3-letter indicator (DOF) followed by an oblique stroke and the date of the FLT in a 6-figure group format: DOF/YYMMDD (YY = year; MM = month; DD = date).*

In the event of a delay of 15 MIN in excess of the EOBT for a controlled FLT or a delay of 60 MIN for a non-controlled FLT for which a flight plan has been submitted, the flight plan shall be amended or a new flight plan shall be submitted and the old one should be cancelled.

**3.2  Procedures for Submitting Flight Plans During Flight (AFIL)**

A flight plan submitted during flight should normally be transmitted to the ATS unit in charge of the FIR or CTA in which the ACFT is flying, or in, or through which the ACFT whishes to fly.

In case of an AFIL, the ATS unit receiving the flight plan will be responsible for addressing the flight plan message in accordance with the PROCs described above.

An AFIL for a FLT to be provided with ATC service shall be submitted at a time which will ensure its receipt by the appropriate ATS unit at least 10 MIN before the ACFT is estimated to reach:

* the intended point of entry into a CTA
* the point of crossing an airway.

*Note: If the flight plan is submitted for the purpose of obtaining ATC service, the ACFT is required to wait for an ATC CLR prior to proceed under the conditions requiring compliance with ATC procedures.*

**4  CONTENTS OF A FLIGHT PLAN**

A flight plan shall comprise information regarding such of the following items considered relevant by the appropriate ATS unit:

* ACFT identification
* Flight rules and type of FLT
* Number and type(s) of ACFT and wake turbulence category
* Equipment
* AD of DEP(see Note 1)
* EOBT (see Note 2)
* Cruising speed(s)
* Cruising level(s)
* Route to be followed
* AD of DEST and total elapsed time
* Alternate AD(s)
* Fuel endurance
* Total number of persons on board
* Emergency and survival equipment
* Other information.

*Note 1: For an AFIL, the information to be provided in respect of this item will be an indication of the location from which supplementary information concerning the FLT may be obtained, if required.*

*Note 2: For an AFIL, the information to be provided in respect of this item will be the time over the first point of the route to which the flight plan relates.*

*Note 3: The term "aerodrome" where used in the flight plan is intended to cover also sites other than ADs which may be used by certain types of ACFT (e.g. helicopters or balloons).*

**5  COMPLETION OF A FLIGHT PLAN**

**5.1  General**

Whatever the purpose for which it is submitted, a flight plan shall contain information, as applicable, on relevant items up to and including "alternate aerodrome(s)" regarding the whole route or the portion thereof for which the flight plan is submitted.

**5.2  Information regarding alerting and SAR services**

It shall, in addition, contain information, as applicable, on all other items given under "CONTENTS OF A FLIGHT PLAN" above, when submitted either for facilitating the provision of alerting and SAR services, or prior to DEP for an IFR FLT.

**5.3  Instructions for the Completion of a Flight Plan Form**

**5.3.1  General**

* *Adhere closely* to the prescribed formats and manner of specifying data.
* *Commence inserting data* in the first space provided. Where excess space is available, leave unused spaces blank.
* *Insert* all clock times in *4 figures UTC* .
* *Insert* all estimated elapsed times in 4 figures (HR and MIN).
* *Shaded area preceding Item 3*. - To be completed by ATS and COM services, unless the responsibility for originating flight plan messages has been delegated.

**5.3.2  Instructions for insertion of ATS data**

* *Complete Items 7 to 18* as indicated hereunder.
* *Complete also Item 19* as indicated hereunder, when so required by the appropriate ATS authority or when otherwise deemed necessary.

*Note: Item numbers on the form are not consecutive, as they respond to Field Type numbers in ATS messages.*

**5.3.2.1  ITEM 7: AIRCRAFT IDENTIFICATION (MAX 7 characters)**

*Insert* one of the following ACFT identifications, not exceeding 7 characters:

1. the registration marking of the ACFT (e.g. EIAKO, 4XBCD, OOSDE, N2567GA), when:
   * in RTF the call sign to be used by the ACFT will consist of this identification alone (e.g. OOSDE), or preceded by the ICAO telephony designator for the ACFT operating agency (e.g. SABENA OSDE) and SPECIFY in Item 18 the name of the operator preceded by OPR/
   * the ACFT is not equipped with radio
2. the ICAO designator for the ACFT operating agency followed by the flight identification (e.g. KLM511, NGA213, SAB601) when in RTF the call sign to be used by the ACFT will consist of the ICAO telephony designator for the operating agency followed by the flight identification (e.g. KLM 511, NIGERIA 213, SABENA 601) and SPECIFY in Item 18 the registration marking of the ACFT preceded by REG/.

*Note: Provisions for the use of RTF call signs are contained in ICAO Annex 10, Volume II, "Aeronautical Telecommunications", Chapter 5. ICAO designators for aircraft operating agencies are contained in Doc 8585, "Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services".*

**5.3.2.2  ITEM 8: FLIGHT RULES AND TYPE OF FLIGHT (1 or 2 characters)**

FLIGHT RULES

*Insert* one of the following letters to denote the CAT of flight rules with which the pilot intends to comply:

* I - IFR
* V - VFR
* Y - IFR first (see note)
* Z - VFR first (see note)

*Note: Specify in Item 15 the point(s) where a change of flight rules is planned.*

TYPE OF FLIGHT

*Insert* one of the following letters to denote the type of FLT:

* S - Scheduled Air Service
* N - Non-scheduled Air Transport Operation
* G - General Aviation
* M - Military (see Note 1)
* X - other than any of the defined CATs above (see Note 2)

*Note 1: In addition to MIL operations, operators of customs or police ACFT shall insert the letter "M" in item 8 of the ICAO Flight Plan Form.*

*Note 2: Specify in item 18 the CAT in plain language preceded by RMK/.*

**5.3.2.3  ITEM 9: NUMBER AND TYPE OF AIRCRAFT AND WAKE TURBULENCE CATEGORY**

NUMBER OF AIRCRAFT (1 or 2 characters)

*Insert* the number of ACFT, if more than one.

TYPE OF AIRCRAFT (2 or 4 characters)

*Insert* the appropriate designator as specified in *ICAO Doc 8643, "Aircraft Type Designators".*

If no such designator has been assigned, or in case of formation FLTs comprising more than one type,

*Insert* "ZZZZ" and *Specify* in Item 18 the (numbers and) type(s) of ACFT preceded by TYP/.

WAKE TURBULENCE CATEGORY (1 character)

*Insert* an oblique stroke followed by one of the following letters to indicate the wake turbulence category of the ACFT:

* H - HEAVY, to indicate an ACFT type with a MTOW of 136 000 kg or more
* M - MEDIUM, to indicate an ACFT type with a MTOW of less than 136 000 kg but more than 7 000 kg
* L - LIGHT, to indicate an ACFT type with a MTOW of 7 000 kg or less.

**5.3.2.4  ITEM 10: EQUIPMENT**

RADIO COMMUNICATION, NAVIGATION AND APPROACH AID EQUIPMENT

*Insert* one letter as follows:

* N - if no COM/NAV/APCH aid equipment for the route to be flown is carried, or the equipment is unserviceable
* S - if standard COM/NAV/APCH aid equipment for the route to be flown is carried and serviceable (see Note 1 below),

And/or

*Insert* one or more of the following letters to indicate the COM / NAV / APCH aid equipment AVBL and serviceable:

|  |  |
| --- | --- |
| A | (not allocated) |
| B | (not allocated) |
| C | LORAN C |
| D | DME |
| E | (not allocated) |
| F | ADF |
| G | GNSS |
| H | HF RTF |
| I | Inertial Navigation |
| J | (Data Link) (see note 3) |
| K | MLS |
| L | ILS |
| M | Omega |
| O | VOR |
| P | P-RNAV approved |
| Q | (not allocated) |
| R | RNP type certification (see note 4) |
| T | TACAN |
| U | UHF RTF |
| V | VHF RTF |
| W | RVSM approved ACFT (see note 5) |
| X | When prescribed by ATS (see note 6) |
| Y | 8.33 kHz (see note 7) |
| Z | Other equipment carried (see note 8) |

*Note 1: Standard equipment is considered to be VHF RTF, ADF, VOR and ILS. DME equipment is additionally required for IFR FLTs inbound to EBBR and ELLX.*

*Note 2: Information on navigation capability is provided to ATC for CLR and routeing purposes.*

*Note 3: If the letter "J" is used, specify in Item 18 the equipment carried, preceded by DAT/ followed by one or more letters as appropriate.*

*Note 4: Inclusion of letter "R" indicates that an ACFT meets the RNP type prescribed for the route segment(s), route(s) and/or area concerned.*

*Note 5: Operators of RVSM approved ACFT shall indicate the approval status by inserting the letter "W", regardless of the requested FL. Operators of formation FLTs of State ACFT shall not insert the letter "W", regardless of the RVSM approval status of the ACFT concerned. Operators of formation FLTs of State ACFT intending to operate within the EUR RVSM airspace as GAT shall include STS/NONRVSM in Item 18 of the flight plan. Operators of non-RVSM approved State ACFT with a requested FL of 290 or above shall insert STS/NONRVSM in Item 18.*

*Note 6: For FLTs conducted wholly or partly in the volume of MNPS airspace, the approval status of the ACFT shall be indicated in Item 10 of the flight plan by using the letters "X" for MNPS approval . Furthermore, the ACFT registration shall be indicated in Item 18 of the flight plan. All ACFT that are MNPS approved, whose FLT will be conducted wholly above or below MNPS airspace, shall indicate the approval status of the ACFT in item 10 of the flight plan, using an "X".*

*Note 7: In addition to the letter "S" and/or any other letters, as appropriate, the letter "Y" shall be inserted in Item 10 of the flight plan, for ACFT equipped with 8.33 kHz channel spacing capable radio equipment, or the indicator "STS/EXM833" shall be inserted in Item 18, for ACFT not equipped but which have been granted exemption from the mandatory carriage requirement. ACFT normally capable of operating above FL 195, but planning to fly below these levels, shall include the letter "Y" as specified above. All FLTs subject to RPL are assumed to be 8.33 kHz equipped. In case a FLT is operated with a non-equipped ACFT, a change message for the day of operation shall be sent not earlier than 20 HR before the EOBT.*

*Note 8: If the letter "Z" is used, specify in Item 18 the other equipment carried, preceded by COM/ and/or NAV/ as appropriate.*

SURVEILLANCE EQUIPMENT

*Insert* one or two of the following letters to describe the serviceable surveillance equipment carried:

|  |  |  |
| --- | --- | --- |
| Equipment | Letter | Significance |
| SSR equipment |  |  |
|  | N | NIL |
|  | A | Transponder - Mode A (4 digits - 4 096 codes) |
|  | C | Transponder - Mode A (4 digits - 4 096 codes) and Mode C |
|  | X | Transponder - Mode S without both ACFT identification and pressure-altitude transmission |
|  | P | Transponder - Mode S, including pressure-altitude transmission, but no ACFT identification transmission |
|  | I | Transponder - Mode S, including ACFT identification transmission, but no pressure-altitude transmission |
|  | S | Transponder - Mode S, including both pressure-altitude and ACFT identification transmission |
| ADS equipment |  |  |
|  | D | ADS capability |

**5.3.2.5  ITEM 13: DEPARTURE AERODROME AND TIME (8 characters)**

Insert the ICAO four-letter code of the DEP AD.

Or, if no location indicator has been assigned,

*insert* "ZZZZ" and *specify* in Item 18 the name of the AD preceded by DEP/.

Or, if the flight plan is received from an ACFT in flight,

*insert* AFIL and *specify* in Item 18 the ICAO four-letter location indicator of the location of the ATS unit from which supplementary flight plan data can be obtained, preceded by DEP/.

Then, without a space,

*insert* for a flight plan submitted before DEP, the EOBT,

or, for a flight plan received from an ACFT in flight, the actual or estimated time over the first point of the route to which the flight plan applies.

**5.3.2.6  ITEM 15: ROUTE**

*Insert* the first cruising speed as in a) and the first cruising level as in b), without a space between them.

Then, following the arrow, *insert* the route description as in c).

a ) CRUISING SPEED (MAX 5 characters)

*Insert* the TAS for the first or the whole cruising portion of the FLT, in terms of:

* kilometers per hour, expressed as "K" followed by 4 figures (e.g. K0830)
* knots, expressed as "N" followed by 4 figures (e.g. N0485)
* Mach number, when so prescribed by the appropriate ATS authority, to the nearest hundredth of unit Mach, expressed as "M" followed by 3 figures (e.g. M082).

b ) CRUISING LEVEL (MAX 5 characters)

*Insert* the planned cruising level for the first or the whole portion of the route to be flown, in terms of:

* flight level, expressed as "F" followed by 3 figures (e.g. F085, F330)
* Standard Metric Level in tens of meters, expressed as "S" followed by 4 figures (e.g. S1130), when so prescribed by the appropriate ATS authorities
* Altitude in hundreds of feet, expressed as "A" followed by 3 figures (e.g. A045, A100)
* Altitude in tens of metres, expressed as "M" followed by 4 figures (e.g. M0840)
* for uncontrolled VFR FLTs, the letters VFR.

c ) ROUTE (including changes of speed, level and/or flight rules)

* RVSM airspace

Operators of RVSM approved ACFT and non-RVSM approved State ACFT intending to operate within EUR RVSM airspace shall include the following in Item 15:

* + the entry point at the lateral limits of the EUR RVSM airspace and the requested FL for that portion of the route commencing immediately after the RVSM entry point
  + the exit point at the lateral limits of the EUR RVSM airspace and the requested FL for that portion of the route commencing immediately after the RVSM exit point. When the RVSM exit point is situated in the planned final descent trajectory, the requirement to include a requested FL is withdrawn. where appropriate, a co-located STAR may be included after the RVSM exit point.
* FLTs along designated ATS routes

*Insert,* if the DEP is located on or connected to the ATS route, the significant route at the end of the SID.

Or, if the DEP AD is not on or connected to the ATS route, *insert* the letters "DCT" followed by the point of joining the first ATS route, followed by the designator of the ATS route.

Then, *insert* each point at which either a change of speed or level, a change of ATS route, and/or a change of flight rules is planned.

*Note: When a transition is planned between a lower and upper ATS route and the routes are oriented in the same direction, the point of transition need not be inserted.*

*Followed in each case* by the designator of the next ATS route segment, even if the same as the previous one,

or by "DCT", if the FLT to the next point will be outside a designated route, unless both points are defined by geographical co-ordinates.

*Note: If a STAR is prescribed for the AD of DEST, the last point of the route shall be the first point of a STAR.*

* FLTs outside designated ATS routes

*Insert* points normally not more than 30 MIN flying time or 370 km (200 NM) apart, including each point at which a change of speed or level, a change of track, or a change of flight rules is planned.

Or, when required by appropriate ATS authority(ies),

*Define* the track of FLTs operating predominantly in an East - West direction between 70° N and 70° S by reference to significant points formed by the intersections of half or whole degrees of latitude with meridians spaced at intervals of 10 degrees of longitude. For FLTs operating in areas outside those latitudes, the tracks shall be defined by significant points formed by the intersection of parallels of latitude with meridians normally spaced at 20 degrees of longitude. The DIST between significant points shall, as far as possible, not exceed one HR flight time. Additional significant points shall be established as deemed necessary.

For FLTs operating predominantly in a North - South direction, *define* tracks by reference to significant points formed by the intersection of whole degrees of longitude with specified parallels of latitude which are spaced at 5 degrees.

*Insert* "DCT" between successive points unless both points are defined by geographical co-ordinates or by bearing and DIST.

*Use only* the conventions in 1. to 5. below and *separate* each sub-time by a space.

* + ATS route (2 to 7 characters)

The coded designator assigned to the route or route segment including, where appropriate, the coded designator assigned to the standard departure or arrival route (e.g. BCN 1, B1, R14, UB10, KODAP2A).

*Note: Provisions for the application of route designators are contained in ICAO Annex 11, "Air Traffic Management", Appendix 1, whilst guidance material on the application of an RNP type to a specific route segment(s), route(s) or area is contained in ICAO Doc. 9613, "Manual on Required Navigation Performance (RNP)".*

* + Significant point (2 to 11 characters)

The coded designator (2 to 5 characters) assigned to the point (e.g. LN, MAY, HADDY), or if no coded designator has been assigned, one of the following ways:

* + - Degrees only (7 characters): 2 figures describing latitude in degrees, followed by "N" (North) or "S" (South), followed by 3 figures describing longitude in degrees, followed by "E" (East) or "W" (West). Make up the correct number of figures, where necessary, by insertion of zeros (e.g. 46N078W).
    - Degrees and minutes (11 characters): 4 figures describing latitude in degrees and tens and units of minutes, followed by "N" (North) or "S" (South), followed by 5 figures describing longitude in degrees and tens and units of minutes, followed by "E" (East) or "W" (West). Make up the correct number of figures, where necessary, by insertion of zeros (e.g. 4620N07805W).
    - Bearing and DIST from a NAV aid: The identification of the NAV aid (normally a VOR), in the form of 2 or 3 characters, *then* the bearing from the aid in the form of 3 figures giving degrees MAG, *then* the DIST from the aid in the form of 3 figures expressing NM. Make up the correct number of figures, where necessary, by insertion of zeros (e.g. a point 180°MAG at a DIST of 40 NM from VOR "DUB" should be expressed as DUB180040).
  + Change of speed or level (MAX 21 characters)

The point at which a change of speed (5% TAS or 0.01 M or more) or a change of level is planned, expressed exactly as in 2. above, followed by an oblique stroke and both the cruising speed and the cruising level, expressed exactly as in a) and b) above, without a space between them, even when only one of these quantities will be changed.

Examples :

|  |  |
| --- | --- |
| LN/N0284A045 | 4602N07805W/N0500F350 |
| HADDY/N0420F330 | DUB180040/N0350M0840 |
| MAY/N0305F180 | 46N078W/M082F330 |

* + Change of flight rules (3 MAX characters)

The point at which the change of flight rules is planned, expressed exactly as in 2. and 3. above as appropriate, followed by a space and one of the following:

- VFR if from IFR to VFR

- IFR if from VFR to IFR

Examples:

* + - LN VFR
    - LN/N0284A050 IFR
  + Cruise climb (MAX 28 characters)

The letter "C" followed by an oblique stroke; *then* the point at which cruise climb is planned to start, expressed exactly as in 2. above, followed by an oblique stroke; *then* the speed to be maintained during cruise climb, expressed exactly as in a) above, followed by the two LVLs defining the layer to be occupied during cruise climb, each LVL expressed exactly as in b) above, or theLVL above which cruise climb is planned, followed by the letters "PLUS", without a space between them.

Examples:

C/48N050W/M082F290F350

C/48N050W/M082F290PLUS

C/52N050W/M220F580F620

**5.3.2.7  ITEM 16: DESTINATION AERODROME, TOTAL ESTIMATED ELAPSED TIME AND ALTERNATE AERODROME(S)**

DESTINATION AD AND TOTAL ESTIMATED ELAPSED TIME (8 characters)

*Insert* the ICAO four-letter location indicator of the DEST ADfollowed, without a space, by the total estimated elapsed time,

or, if no location indicator has been assigned,

*insert* "ZZZZ" followed, without a space, by the total estimated elapsed time, and *specify* in Item 18 the name of the AD, preceded by DEST/.

*Note: For a flight plan received from an ACFT in flight, the total estimated elapsed time is the estimated time from the first point of the route to which the flight plan applies.*

ALTERNATE AD(S) (4 characters)

*Insert* the ICAO four-letter location indicator(s) of not more than two alternate ADs, separated by a space,

or, if no location indicator has been assigned to the alternate AD,

*insert* "ZZZZ" and *specify* in Item 18 the name of the AD, preceded by ALTN/.

**5.3.2.8  ITEM 18: OTHER INFORMATION**

*Insert* "0" (zero) if no other information,

or, any other necessary information in the preferred sequence shown hereunder, in the form of the appropriate indicator followed by an oblique stroke and the information to be recorded:

*RFP /* To be used by FLTs within the EUR Region on routes subject to ATFM to identify a replacement flight plan. After the oblique stroke, insert "Qn" where "n" represents the sequence number of the replacement flight plan.

Examples:

RFP /Q1

RFP /Q2

*DOF/* Date of the FLT, expressed as YYMMDD where: YY = year; MM = month; DD = day.

Example: DOF/981008

*EET/* Significant points or FIR boundary designators and accumulated estimated elapsed times to such points or FIR boundaries, when so prescribed on the basis of regional air navigation agreements, or by the appropriate ATS authority.

Examples:

EET/CAP0745 XYZ0830

EET/EINN0204

*RIF/* The route details to the revised DEST AD, followed by the ICAO four-letter location indicator of the AD. The revised route is subject to reclearance in flight.

Examples:

RIF/DTA HEC KLAX

RIF/ESP G94 CLA APPH

RIF/LEMD

*REG/* The registration marking of the ACFT, if different from the ACFT identification in Item 7.

*SEL/* SELCAL Code, if so prescribed by the appropriate ATS authority.

*OPR/* Name of the operator, if not obvious from the ACFT identification in Item 7.

*STS/* Status indicator. For particular reasons, a request for special processing of the FLT may be specified in Item 18 of the flight plan.

* STS/EMER for FLTs in a state of emergency (e.g. hijacked ACFT)
* STS/EXM833 for FLTs which are not 8.33 kHz equipped, but which have been granted exemption from the mandatory carriage requirement
* STS/HEAD for FLTs carrying Heads of State
* STS/HOSP for officially approved medical FLTs
* STS/HUM for FLTs operating for humanitarian reasons
* STS/NONRVSM for formation FLTs performed by State ACFT intending to operate within the EUR RVSM airspace as GAT and for FLTs performed by non-RVSM approved State ACFT planned at FL 290 or above
* STS/PROTECTED for FLTs critical to safety whose flight plan is only to be made AVBL to a limited number of recipients
* STS/SAR for FLTs engaged in SAR missions
* STS/STATE for aircraft used in military, customs and police service
* STS/ATFMEXEMPTAPPROVED for use only when approval has been obtained from the appropriate State authority for exemption from flow regulation

*Note: These abbreviations are only to be used in the cases described above. Any fraudulent use could lead to an inquiry and punishment.*

*TYP/* Type(s) of ACFT, preceded if necessary by number(s) of ACFT, if "ZZZZ" is inserted in Item 9.

*PER/* ACFT performance data, if so prescribed by the appropriate ATS authority.

*COM/* Significant data related to communication equipment as required by the appropriate ATS authority. (e.g. COM/UHF only).

*DAT/* Significant data related to data link capability, using one or more of the letters "S", "H", "V" and "M".

Examples:

DAT/S for satellite data link

DAT/H for HF data link

DAT/V for VHF data link

DAT/M for SSR Mode S data link

*NAV/* Significant data related to NAV equipment as required by the appropriate ATS authority. (e.g. NAV/INS)

*DEP/* Name of DEP AD, if "ZZZZ" is inserted in Item 13, or the ICAO four-letter location indicator of the location of the ATS unit from which supplementary flight plan data can be obtained, if AFIL is inserted in item 13.

*DEST/* Name of DEST AD, if "ZZZZ" is inserted in Item 16.

*ALTN/* Name of DEST alternate AD(s), if "ZZZZ" is inserted in Item 16.

*RALT/* Name of en-route alternate AD(s).

*RMK/* Any other plain language remarks when required by the appropriate ATS authority or deemed necessary.

*RVR/* Runway Visual Range capabilities of the flight, expressed in metres and defined by three digits (example "RVR/250")

**5.3.2.9  ITEM 19: SUPPLEMENTARY INFORMATION**

ENDURANCE

After *E/* insert a 4-figure group giving the fuel endurance in HR and MIN.

PERSONS ON BOARD

After *P/* insert the total number of persons (passengers and crew) on board.

insert "TBN" (To Be Notified) if the total number of persons is not known at the time of filing.

EMERGENCY AND SURVIVAL EQUIPMENT

*R/* (RADIO)

* CROSS OUT "U" if UHF on FREQ 243.000 MHz is not AVBL.
* CROSS OUT "V" if VHF on FREQ 121.500 MHz is not AVBL.
* CROSS OUT "E" if emergency location beacon-ACFT (ELBA) is not available.

*S/* (SURVIVAL EQUIPMENT)

* CROSS OUT all indicators if survival equipment is not carried.
* CROSS OUT "P" if polar survival equipment is not carried.
* CROSS OUT "D" if desert survival equipment is not carried.
* CROSS OUT "M" if maritime survival equipment is not carried.
* CROSS OUT "J" if jungle survival equipment is not carried.

*J/* (JACKETS)

* CROSS OUT all indicators if life jackets are not carried.
* CROSS OUT "L" if life jackets are not equipped with lights.
* CROSS OUT "F" if life jackets are not equipped with fluorescein.
* CROSS OUT "U" or "V" or both as in R/ (RADIO) above to indicate radio capability of jackets, if any.

*D/* (DINGHIES)

* (Number): CROSS OUT "D" and "C" if no dinghies are carried, or *insert* number of dinghies carried.
* (Capacity): *insert* total capacity, in persons, of all dinghies carried.
* (Cover): CROSS OUT "C" if dinghies are not covered.
* (Colour): *insert* colour of dinghies if carried.

*A/* (AIRCRAFT COLOUR AND MARKINGS)

* *insert* colour of ACFT and significant markings.

*N/* (REMARKS)

* CROSS OUT "N" if no remarks, or *indicate* any other survival equipment carried and any other remarks regarding survival equipment.

*C/* (PILOT)

* *insert* name of pilot-in-command.

Filed by: *insert* the name of the unit, agency or person filing the flight plan.

**6  CHANGES TO A FLIGHT PLAN**

Except for the provisions described in [ENR 1.1, Inadvertent changes to a flight plan](file:///C:\Program%20Files\eAIP_EB_EL\eAIP_Main\html\eAIP\EB-ENR-1.1-en-GB.html#ENR1-9Inadvertentchanges) , all changes to a flight plan submitted for an IFR FLT and/or a mixed flight rules FLT shall be reported as soon as practicable to the IFPS only (either directly via AFTN or SITA, or through the intermediate of a local ARO).

All changes to VFR flight plans shall be reported as soon as practicable to the responsible ARO or to the appropriate ATS unit.

*Note 1: Information submitted prior to DEP regarding fuel endurance or total number of persons carried on board, if incorrect at the time of departure, constitutes a significant change to the flight plan and as such must be reported.*

*Note 2: Changes to the route of a flight plan, affecting the AFS addresses, involve the cancellation of the flight plan and subsequent submission of a new flight plan, except for IFR flights remaining within the IFPS zone.*

**7  CLOSING A FLIGHT PLAN**

A report of arrival shall be made either in person or by radio at the earliest possible moment after landing, to the appropriate ATS unit at the arrival AD, by any FLT for which a flight plan has been submitted covering the entire FLT or the remaining portion of a FLT to the DEST AD.

When a flight plan has been submitted only in respect of a portion of a FLT, other than the remaining portion of a FLT to destination, it shall, when required, be closed by an appropriate report to the relevant ATS unit.

When no ATS unit exists at the arrival AD, the pilot of a FLT for which a flight plan has been submitted shall ensure that the arrival report is made immediately after landing to:

* Brussels FIC

Tel:++32 (2) 206 27 25

* Brussels ACC

Tel:++32 (2) 206 27 22

* AFS:EBBUZGZX
* Or if this is not possible, to any other ATS unit with the request to inform Brussels FIC .

*Note 1: A flight plan and its associated messages submitted for a VFR FLT to be conducted wholly within Brussels FIR will not be sent to the DEST AD if the latter is a private AD. This FLT will nevertheless be provided with alerting service in so far as it is known or believed to be in a state of emergency.*

*Note 2: As a consequence, the pilot shall ensure that an arrival message is forwarded immediately after landing to the DEP AD, or, if it is impossible, to Brussels FIC or Brussels ATC with the request to inform the AD. Any failure to meet this obligation may cause unnecessary and expensive SAR operations.*

Arrival reports made by the pilots shall contain the following information:

* ACFT identification
* DEP AD
* DEST AD (in case of diversion only)
* arrival AD
* time of arrival.

**8  REPETITIVE FLIGHT PLANS (RPLs)**

*Note: In order to avoid a disproportionate workload on ATS units, RPLs will not be accepted for any FLT conducted on 25 DEC. On this day individual flight plans shall be filed for all FLTs.*

**8.1  General**

RPLs shall not be used for FLTs other than IFR FLTs operated regularly on the same day(s) of consecutive weeks and on at least ten occasions or every day over a period of at least ten consecutive days. The elements of each flight plan shall have a high degree of stability.

RPLs shall cover the entire FLT from the DEP AD to the DEST AD. RPL procedures shall be applied only when all ATS authorities concerned with the FLTs have agreed to accept RPLs.

The use by States of RPLs for international FLT shall be subject to the provision that the affected adjacent States either already use RPLs or will use them at the same time. The procedures for use between States shall be the subject of bilateral, multilateral or regional air navigation agreement as appropriate.

Conditions governing submission, notification of changes, or cancellation of RPLs shall be the subject of appropriate arrangements between operators and the ATS authority concerned or of regional air navigation agreements.

An RPL shall comprise information regarding such of the following items as are considered relevant by the appropriate ATS authority:

* validity period of the flight plan
* days of operation
* ACFT identification
* ACFT type and wake turbulence category
* DEP AD
* EOBT
* cruising speed(s)
* cruising level(s)
* route to be followed
* DEST AD
* total estimated elapsed time
* indication of the location where the following information may be obtained immediately upon request:
  + alternate ADs
  + fuel endurance
  + total number of persons on board
  + emergency equipment
  + other information

**8.2  Submission of RPL data**

The CFMU assumes the full responsibility for the reception, processing and distribution of RPL data within the Brussels FIR/UIR.

Operators shall submit RPL data to:

Mail:

EUROCONTROL CFMU  
FDO / RPL Team  
Rue de la Fusée / Raketstraat, 96  
B - 1130 Brussels

Tel:++32 (0) 2 729 98 47

Fax: ++32 (0) 2 729 90 42

SITA: BRUER7X

*Note: For FLTs conducted partially outside the IFPS -Zone and for which an RPL is filed, the RPL data shall additionally be forwarded to the RPL offices of the States concerned outside the IFPS -Zone, using the appropriate form.*

RPLs may be submitted in any of the 2 following formats:

* IFPS RPL format via floppy disk (1.44 Mb), SITA or electronic file transfer
* ICAO format (hard copy) - REF *ICAO Doc 4444*

*Note: The method of electronic transfer shall be agreed between the operator and the CFMU .*

Details of the IFPS RPL format may be found in the *ABBR-IFPS Users Manual*CFMU Handbook

Instructions for the completion of RPL listings in ICAO format (hard copy) are specified in *ICAO Doc 4444, "Air Traffic Management"*. However, this kind of format is discouraged.

**8.3  Types of submission**

The submission of RPL data may be in the form of a new list or a revised list.

A new list is a submission that contains only new information (typically the start of a new summer or winter period).

A revised list is a submission that contains revised information to a previously submitted list. This revised or amended information could be a combination of any of the following:

* changes
* cancellations
* additional new FLTs.

A new list must be received by the CFMU with a *MNM of 14 days* before the first intended FLT. A revised list must be received by the CFMU with a *MNM of 7 working-days* before the activation of the first FLT affected by the AMDT. This 7 working-days period shall furthermore include at least two Mondays.

Acknowledgement of receipt of RPL data and/or amendment thereto shall be sent by the CFMU to the operator by SITA or by FAX, as appropriate.

**8.4  Changes to RPL listings**

**8.4.1  Changes of a permanent nature**

Changes of a permanent nature involving the inclusion of new FLTs and the deletion or modification of currently listed FLTs shall be submitted in the form of a revised list.

All RPL changes shall be submitted in accordance with the instructions for submission of RPL data as contained in the *IFPS Users Manual* CFMU Handbook and in *ICAO Doc 4444, "Air Traffic Management"*.

**8.4.2  Changes of a temporary nature**

1. Changes of a temporary, non-recurring nature relating to RPLs concerning ACFT type and wake turbulence category, speed and/or cruising level shall be notified for each individual FLT as early as possible, but not more than 20 HR prior to the EOBT, and not later than 30 MIN before DEP to the IFPS (either directly via AFTN or SITA, or through the intermediate of a local ARO).
2. In case of an incidental change in the ACFT identification, the DEP AD, the route and/or the DEST the RPL shall be cancelled for the day concerned and an individual flight plan shall be submitted.
3. Whenever it is expected by the operator that a specific FLT, for which an RPL has been submitted, is likely to encounter a delay of 30 MIN or more in excess of the EOBT stated in that flight plan, the IFPS shall be notified immediately, but not more than 20 HR prior to the EOBT (either directly via AFTN or SITA, or through the intermediate of a local ARO).

*Note: Because of the stringent requirements of flow control, failure by operators to comply with this procedure may result in the automatic cancellation of the RPL for that specific FLT at one or more of the ATS units concerned.*

1. Whenever it is known to the operator that any FLT, for which an RPL has been submitted, is cancelled, the IFPS shall be notified, but not more than 20 HR prior to the EOBT (either directly via AFTN or SITA, or through the intermediate of a local ARO).

*Note 1: It will be the operator's responsibility to add all AFS addresses for those ATS units situated outside the IFPS-Zone, using the re-addressing procedure for those addressees (seeIFPS Users Manual CFMU Handbook ).*

*Note 2: An RPL is considered to be cancelled if the departure has not been effected within 60 minutes after the EOBT indicated in the flight plan, unless a new EOBT has been reported to the IFPS (either directly via AFTN or SITA, or through the intermediate of a local ARO).*