



Advisory

Circular

UCAA-AC-AIM002

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GUIDANCE ON FLIGHT PLAN MANAGEMENT, PRE-FLIGHT AND POST FLIGHT ACTIONS.

1.0 PURPOSE

This Advisory Circular (AC) provides information and guidance on the establishment of the processes associated with the flight plan management function within an Aeronautical Information Service Provider (AISP) that is aimed at ensuring the adopted processes are sufficient to capture the pilot's intended flight details and facilitate the safe conduct of such intended flight.

2.0 REFERENCE

- 2.1. Regulations 35, 36, 37, 38, 39 and 40 of The Civil Aviation (Rules of the Air) Regulations, 2020
- 2.2. Regulations 8, 38 and 39 of The Civil Aviation (Aeronautical Information Services) Regulations, 2022
- 2.3. ICAO Doc 10066 – PANS AIM
- 2.4. ICAO Doc 4444 – PANS ATM
- 2.5. ICAO Doc 8126 – AIS Manual

3.0 GUIDANCE AND PROCEDURES

3.1 Background

- 3.1.1. Regulations 35, 36, 37, 38, 39 and 40 of The Civil Aviation (Rules of the Air) Regulations, 2020 specifies the requirements for the management of flight plans, action required to be done prior to a flight, contents of the flight plan, and action required to close the flight plan. The pilot-in-command shall before the commencement of a flight, be familiar with all information appropriate to the intended operation that may affect the safe conduct of the flight according to Regulation 35 of the Civil Aviation (Rules of the Air) Regulations, 2020. This information could be received from a variety of sources that may include a detailed pre-flight briefing from the nearest AIS Aerodrome unit.
- 3.1.2. Regulation 8 of The Civil Aviation (Aeronautical Information Services) Regulations, 2022 specifies the requirement of AIS (inclusive of the AIS Aerodrome unit) to ensure that aeronautical data and aeronautical information necessary for the safety, regularity, or efficiency of air navigation are made available in a form suitable for the operational requirements of the ATM community, inclusive of personnel involved in flight planning.
- 3.1.3. Regulation 38 of The Civil Aviation (Aeronautical Information Services) Regulations, 2022 requires that the AISP to make available aeronautical information relative to the route stages originating at the aerodrome or heliport to flight operations personnel including flight crews and

services responsible for pre-flight information, for any aerodrome or heliport used for international air operations.

- 3.1.4. Regulation 39 of The Civil Aviation (Aeronautical Information Services) Regulation, 2022 require the AISP to make arrangements to receive information concerning the state and operation of air navigation facilities or services noted by aircrews, for any aerodrome or heliport used for international air operations and ensure that the information is distributed as the circumstances necessitate

3.2. Flight plan submission and acceptance

- 3.2.1. The AISP shall put in place plans, mechanisms, and processes to implement the submission and acceptance of a flight plan. In doing this, the following factors shall be taken into consideration:
 - 3.2.1.1. Designate an office where Pilots or airline representatives shall submit flight plans and obtain the necessary information to facilitate the safe conduct of a flight, at least for the first route segment.
 - 3.2.1.2. Ensure that such offices are located at the ground floor of a building and in close proximity to those who need the services.
 - 3.2.1.3. The systems used in processing flight plans should be easily interfaced with the existing ATS Systems to ensure fast processing of this information to facilitate safe conduct of flights as appropriate.

3.3. Air Traffic Service Messages

- 3.3.1. All units managing the reception and approval of flight plans should ensure that they timely originate ATS messages as provided in appendix 3 of the Procedures for Air Navigation Services – Air Traffic Management (PANS-ATM) ICAO Doc 4444.

3.4. Pre-flight and Post-flight actions

- 3.4.1. Provision of pre-flight and post-flight services is necessary at any aerodromes used for both international and national air operations. They facilitate the safety, regularity, and efficiency of air navigation relative to the route stages originating at the aerodrome. The AISP shall ensure that:
 - 3.4.1.1. The officers delegated to provide this service are adequately trained and are knowledgeable to facilitate the provision of this service.
 - 3.4.1.2. Automated systems are installed to enable faster processing of NOTAM and Pre-flight information bulletin.
 - 3.4.1.3. Requirements for pre-flight information are promulgated to their clients that make it mandatory for persons who are able to comprehend the pre-flight briefing to be the only ones allowed to receive it on behalf of the pilot or Airline.
 - 3.4.1.4. Mechanisms are put in place to collect and act as appropriate on all the information obtained in the post-flight process



Director Safety, Security and Economic Regulation.

