



17 September 2001

MEMORANDUM CIRCULAR No. 12-01

Subject: **HANDLING OF FLIGHT PLAN FOR DOMESTIC FLIGHTS**

1 PURPOSE

- 1.1 To maintain a standard operating procedure and its applications in conformity with ICAO Standard and Recommended Practices (SARPs).

2 GENERAL

- 2.1 Flight Plan is a specified information provided to air traffic services relative to intended flight or portion of a flight of an aircraft.
- 2.2 The term flight plan is used to mean variously; full information on all items comprised in the flight plan form, covering the whole route of flight, or limited information required when the purpose is to obtain a clearance for minor portion of a flight such as to cross an airway, to take off from or to land at a controlled or uncontrolled aerodrome.
- 2.3 A flight plan form shall be provided for and shall be used by operators and air traffic services units for the purpose of completing flight plans and shall conform with the specified flight plan format in attachment 1.
- 2.4 A flight plan shall be free from erasures and/or alteration.
- 2.5 A flight plan shall contain information as applicable, on relative items up to and including alternate aerodrome regarding the whole route or the portion thereof for which the flight plan is submitted, to include pilot license number & expiry date.

- 2.6 The pilot-in-command or his/her duly authorized representative, herein referred to as the licensed flight dispatcher, and appropriate air traffic services unit, herein referred to as the Flight Operations Briefing Station, Flight Service Station, or Control Tower respectively, shall comply with the instructions for completion of a flight plan form.
- 2.7 Repetitive Flight Plan is a flight plan related to a series of frequently recurring, regularly operated individual flights with identical basic features, submitted by an operator for retention and repetitive use by air traffic services units.
- 2.8 A turn-around flight or round-robin flight, herein referred to, shall mean a flight from the aerodrome of origin to the aerodrome of destination back to the aerodrome of origin (two legs only) and with a ground time of not more than one (1) hour.
- 2.9 Scheduled airline flight need not submit a passenger manifest. However, for non-scheduled airline flight (chartered flight) a passenger manifest shall be submitted together with the flight plan.
- 2.10 Helicopter operations shall not be exempted from the provisions herein stated. All flight plans for helicopter operations, if landing in an open space, must include its coordinates and the town wherein the said open space is located.

3 REQUIREMENTS TO SUBMIT A FLIGHT PLAN

- 3.1 A flight plan shall be submitted prior to operating:
- a) Any flight or portion thereof to be provided with air traffic control and advisory service;
 - b) Any IFR flight within advisory airspace;
 - c) Any flight within or into designated areas or along designated routes, when so required by the air traffic services authority to facilitate the provisions of flight information, alerting and search and rescue services;

- d) Any flight within or into designated areas, or along designated routes, when so required by the air traffic services authority to facilitate coordination with appropriate military units.

4 SUBMISSION OF FLIGHT PLAN

4.1 Prior to Departure

4.1.1 A flight plan shall be submitted prior to departure in person by the pilot-in-command or his/her duly authorized representative to the appropriate air traffic services reporting office at the aerodrome of departure. If no such unit exist at the point of departure, the flight plan shall be submitted by radio to the nearest aerodrome air traffic services unit.

4.1.2 With the exception of Category X flights (Training, Transition, Check Ride, Re-currency ...), a flight plan may be submitted prior to departure through facsimile to the appropriate air traffic services reporting office at the aerodrome of departure subject to the following provisions:

4.1.2.1 The pilot-in-command or his/her duly authorized representative shall be responsible for ensuring that the flight plan will be received 60 minutes before its estimated time of departure (ETD).

4.1.2.2 The pilot-in-command or his/her duly authorized representative shall obtain with the appropriate air traffic services unit, by telephone, a pre-flight briefing on NOTAMs, weather information, and other information that will most likely affect or affect the proposed flight including fuel requirements necessary for all contingencies of the flight.

4.1.2.3 The pilot-in-command or his/her duly authorized representative shall secure a copy of the approved flight plan prior to departure. Receipt of a flight plan by the

appropriate aerodrome ATS unit via facsimile does not constitute an approval.

- 4.1.3 A flight plan for a flight to be provided with air traffic service shall be submitted at least sixty (60) minutes before departure.
- 4.1.4 In the event of a delay of thirty (30) minutes or more in excess of the estimated departure time for a controlled flight or a delay of one (1) hour or more for an uncontrolled flight for which a flight plan had been submitted, the flight plan shall be amended or a new flight plan submitted and the old flight plan cancelled, whichever is applicable.
- 4.1.5 Flights such as turn-around (round-robin), provided that the actual ground time shall be one (1) hour or less, may opt to file a flight plan at the aerodrome of origin. As such, the name of every passenger & crew for both legs (destinations) of the flight must be specifically indicated (Thus, "Mr. Juan dela Cruz and party", is not acceptable). If the space allotted for manifest in the flight plan form is not enough, a separate sheet bearing the company's identification and duly signed by the Pilot-in-Command or his/her duly authorized representative shall be attached.
- 4.1.6 The flight plan for turn-around flight with an actual ground time exceeding one (1) hour shall be closed (paragraph 10) and a new flight plan for the next intended destination or return flight shall be filed, to the appropriate air traffic services unit at the aerodrome of departure.
- 4.1.7 A turn-around flight shall submit two sets of flight plan form, one for each leg.
- 4.1.8 A flight with multiple destinations, provided that such destinations has no available air traffic service, shall include in their flight plan the details of their succeeding destinations and shall file the same at the aerodrome of origin.

4.2 During Flight

4.2.1 A flight plan submitted during flight shall normally be transmitted to the aeronautical telecommunication station serving the air traffic services unit in charge of the flight information region, control area or advisory route or in which the aircraft is flying, or in or through which the aircraft wishes to fly. When this is not practicable, it shall be submitted to another telecommunication station for retransmission, as required or to the appropriate air traffic services unit.

Note: If the flight plan is submitted for the purpose of obtaining air traffic control service, the aircraft is required to wait for an air traffic control clearance prior to proceeding under the conditions requiring compliance with air traffic control procedures. If the flight plan is submitted for the purpose of obtaining air traffic advisory service, the aircraft is required to wait for acknowledgement of receipt by the unit providing the service.

4.2.2 A flight plan to be provided with air traffic control service or air traffic advisory service shall be submitted at a time which will ensure receipt by appropriate air traffic services unit at least ten (10) minutes before the aircraft is estimated to reach:

- a) the intended point of entry into a control area or advisory area or
- b) the point of crossing an airway or advisory route.

5 ACCEPTANCE OF A FLIGHT PLAN

5.1 The air traffic services unit receiving a flight plan, or change thereto, shall:

- a) Ensure compliance to format and data conventions;
- b) Ensure completeness and, to the extent possible, for accuracy;

- c) Ensure that the provisions stipulated in paragraph 4 – “Submission of a Flight Plan” are strictly adhered to;
- d) Ensure prompt dissemination to all concerned units, and for those classified under the provision stipulated in item 4.1.4 , acceptance of which should be specifically notified and disseminated to all the destination airports; and
- e) Ensure that all flight plans are securely stored for a period of six (6) months and readily available for whatever purpose the agency may opt to.

6 ADHERENCE TO A FLIGHT PLAN

- 6.1 Except as provided for in paragraph 8, an aircraft shall adhere to the current flight plan or the applicable portion of a current flight plan submitted for a controlled flight unless a request for change has been made and clearance obtained from the appropriate air traffic control unit, or unless an emergency situation arises which necessitate immediate action by the aircraft, in which event, as soon as circumstances permit, after such emergency authority is exercised, the appropriate air traffic services unit shall be notified of the action taken, and that this action has been taken under emergency authority.

7 CHANGES TO A FLIGHT PLAN

- 7.1 All changes to a flight plan submitted, subject to the provisions of paragraph 8, shall be reported as soon as practicable to the appropriate air traffic services unit.
- 7.2 Any change(s) in the flight plan submitted prior to departure constitutes a significant change and as such, must be reported in person or through facsimile. However, a change reported through facsimile must bear the company's identification, telephone number and duly signed by the pilot-in-command or his/her duly authorized representative.

- 7.3 Flights classified under the provision stipulated in item 4.1.4, shall report any change(s) in the flight plan through radio or facsimile which should bear the company's identification, telephone number and duly signed by the pilot-in-command or his/her duly authorized representative.
- 7.4 Notwithstanding the preceding provisions, change in the flight plan such as destination aerodrome or pilot-in-command requires the filing of a new flight plan.

8 INADVERTENT CHANGES

- 8.1 In the event that a controlled flight inadvertently deviates from its current flight plan, the following action shall be taken:
- a) deviation from track – If the aircraft is off track, action shall be taken forthwith to adjust the heading of the aircraft to regain track as soon as possible.
 - b) Variation in True Airspeed – If the average true airspeed as cruising level between reporting points varies or is expected to vary by plus or minus five (5) percent of the true airspeed, from that given in the flight plan, the appropriate air traffic control unit shall be informed.
 - c) Change in estimated time – If the estimated time at the next applicable reporting point, flight information boundary or aerodrome of intended landing, whichever comes first, is found to be in error in excess of three minutes from that notified to the air traffic control unit, or such other period of time as prescribed by the appropriate Air Traffic Services authority, or on the basis of air navigation regional agreements, a revised estimated time shall be notified as soon as possible to the appropriate air traffic control unit.

9 REPETITIVE FLIGHT PLAN (RPL)

- 9.1 Repetitive flight plan shall be used only for IFR flights operated regularly on the same day(s) of consecutive weeks and on at least on

ten (10) occasions or every day over a period of at least ten (10) consecutive days.

- 9.2 The operator shall submit repetitive flight plan (RPL) listings at the air traffic services unit at the aerodrome of departure in the form of a single or multiple repetitive listing forms.
- 9.3 Completed repetitive flight plan (RPL) listing form shall be submitted at the air traffic services unit at least two (2) weeks prior to the date of the first flight in series of operations to which they apply.
- 9.4 In the event of delay in excess of thirty (30) minutes of the proposed time of departure, air traffic services units shall be notified so as to send delay messages to all concerned.
- 9.5 Changes of cancellation of a temporary, non-recurring nature such as aircraft type, speed and/or cruising level shall be contained in modification message to be relayed to air traffic services units.
- 9.6 Incidental changes in the aircraft identification, aerodrome of departure, route and/or aerodrome of destination requires cancellation of the repetitive flight plans for the day by submission of an individual and new flight plan.
- 9.7 Revised repetitive flight plan (RPL) involving permanent changes shall be submitted at least two (2) weeks prior to the effectivity of such changes. Supplementary information provided in item 19 of the flight plan filed as repetitive flight plan shall be kept readily available by the operator anytime, when requested by any appropriate air traffic services units.
- 9.8 The operator shall be responsible for coordinating, notifying and double-checking with air traffic services units regarding the transmission of said approved repetitive flight plan, one (1) hour before its estimated time of departure (ETD).
- 9.9 Passenger manifest of all the approved flights filed as repetitive flight plan shall be filed at the air traffic services unit, after every departure of the flights either personally or via facsimile.

Note: Failure by operators to comply with this procedure may result in the automatic cancellation of the repetitive flight plan (RPL) for that specific flight at one or more of the air traffic services units concerned.

10 CLOSING OF FLIGHT PLAN

- 10.1 A report of arrival shall be made in person, by radio, or telephone immediately after landing, to the appropriate air traffic services unit at the aerodrome of arrival by any flight for which a flight plan has been submitted covering the entire flight or the remaining portion of a flight to the aerodrome of destination.
- 10.2 When a flight plan has been submitted only in respect of a portion of a flight, other than the remaining portion of a flight to destination, it shall, when required, be closed by an appropriate report to the appropriate air traffic services unit.
- 10.3 When no air traffic services unit exist at the aerodrome of arrival, the arrival report, shall be made as soon as practicable to the nearest air traffic services unit.
- 10.4 Arrival report made by aircraft shall contain the following elements of information:
 - a) Aircraft identification.
 - b) Aerodrome of departure.
 - c) Time of arrival.
 - d) Aerodrome of arrival.

Note: Failure to comply with these provisions may cause serious disruption in the air traffic services and incur great expense in carrying out unnecessary search and rescue operations.

11 REPEALING CLAUSE

- 11.1 All Orders, Memoranda, Circulars, Publications, and other issuances, which are inconsistent herewith, are hereby rescinded.

12 EFFECTIVITY

12.1 This Procedure Order shall take effect immediately.

(Sgd.)M/Gen. ADELBERTO F. YAP (Ret.)
Assistant Secretary