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Advisory Circular

DCA-AC-AIS06

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Flight Plan Handling Procedure

1. PURPOSE

This Advisory Circular (AC) provides guidelines on the standard procedures for the preparation, submission and acceptance of Flight Plan in accordance with ICAO SARPs.

2. REFERENCES

- 2.1 Civil Aviation Requirements Part VII
- 2.2 Doc 4444 – PANS/ATM
- 2.3 Advisory Circular DCA-AC-AIS01
- 2.4 Advisory Circular DCA-AC-AIS02
- 2.5 Advisory Circular DCA-AC-AIS03
- 2.5 Advisory Circular DCA-AC-AIS04
- 2.6 Advisory Circular DCA-AC-AIS05

3. GUIDANCE AND PROCEDURES

3.1 Flight Plan

3.1.1 Information relative to an intended flight or portion of a flight to be provided to air traffic services units through NOF or ATS Reporting Office shall be in the form of a flight plan as per appendix 1.

3.2 Submission of Flight Plan

3.2.1 A flight plan shall be submitted prior to operating:

- a) any flight or portion thereof to be provided with Air Traffic Control service ;
- b) any IFR flight within advisory airspace ;
- c) any flight within or into designated area (ADIZ) or along designated routes, when so required by ATS to facilitate the provision of Flight Information, Alerting and Search and Rescue services ;
- d) any flight across international borders.

Note: the term flight plan is used to mean variously, full information on all items comprised in the flight plan description, covering the whole route of a flight, or limited information required when the purpose is to obtain a clearance for a minor portion of a flight such as to cross an airway, to take off from, or to land at a controlled aerodrome.

3.2.2 A flight plan for a flight to be provided with Air Traffic Control service or Air Traffic Advisory service shall be submitted at least *thirty minutes* before departure, or, if submitted during flight, at a time which will ensure its receipt by the appropriate Air Traffic Services unit and/or the Air Defense service at least *ten minutes* before the aircraft is estimated to reach:

- a) the intended point of entry into a control area, advisory area or air defense identification zone ;

or

- b) the point of crossing an airway or advisory route.

3.2.3 *For international flights* the standard ICAO flight plan form shall be used. The flight plan form shall be completed in accordance with ICAO Doc-4444.

3.2.3 For domestic flights a flight plan shall comprise information regarding such of the following items as are considered relevant by ATS authority:

- a) Aircraft identification ;
- b) Flight rules and type of flight. If RPT insert " IFR " and Flight Number ;
- c) Type of aircraft ;
- d) Aerodrome of departure and estimated departure time ;
- e) Landing places - in sequence, or " DCT " ;
- f) Positions - identify reporting points ;
- g) Cruising level(s) ;
- h) Time intervals to each prescribed reporting points or landing place.
- i) Flight Procedures - for any route segment which will be flown VFR by an IFR category flight.
- j) Flight area – specify in a simple and straight-forward manner the boundaries within which an area-type flight, reporting by schedules, is planned to take place.
- k) Aerodrome of intended landing and estimated time of arrival.
- l) Alternate aerodrome(s) – followed by route, level, time and flight procedure to it (or them).
- m) Fuel endurance ;
- n) Total number of persons on board ;
- o) VHF survival Beacon – indicate "VSB" if carried ;
- p) Other information.

3.3 Approval of Flight Plan

3.3.1 A pilot in command must obtain ATC approval of his flight plan for flight for which Air Traffic Control Service is provided.

3.3.2 If the flight will depart from an aerodrome at which ATC is in operation, approval shall be obtained before departure.

3.3.3 If the flight will depart from any other aerodrome, it may depart in anticipation of flight plan approval. ATC will inform the pilot in command of any requirements additional to those for which provision has been made in the flight plan and these, or satisfactory alternatives, shall be met before approval will be given.

3.4 Acceptance of Flight Plan

3.4.1 The first Air Traffic Services unit receiving a flight plan, or change thereto shall:

- a) check it for compliance with the format and date conventions ;
- b) check it for completeness and, to the extent possible, for accuracy ;
- c) take action, if necessary, to make it acceptable to the Air Traffic Services ; and
- d) indicate acceptance of the flight plan or change there to, to the originator.

3.4.2 ATC approval of a flight plan for a flight which will depart from an aerodrome at which ATC is in operation will be signified in the following manner:

a) when submitted in writing – by annotation of both the pilot's copy and the duplicate with the period for which the approval is valid and any conditions of approval and either by signature by the approving air traffic controller, " From ATC ".

b) However, if receipt of approval from a distant ATC unit would delay the pilot, the annotation of the pilot's copy may be omitted, and the pilot advised of the details subsequently by telephone or radio before departure.

3.4.3 Receipt of an Air Traffic Clearance by a pilot in command normally indicates that at the time of clearance, his flight plan is approved for the aspect of his operation covered by the clearance. It should be noted that a flight proceeding controlled airspace requires an air traffic clearance even though flight plan approval has been obtained.

3.5 Change of Flight Plan

3.5.1 In the event of a delay of 30 minutes in excess of the estimated departure time for a controlled flight or an uncontrolled flight within or intending to enter the ADIZ, for which a flight plan has been submitted, the flight plan should be amended or a new flight plan submitted and the old flight plan cancelled, whichever is applicable.

3.5.2 A pilot in command shall, as soon as possible, advise the Airways Operations unit to which his flight was notified, or when in flight, the Airways Operations unit with which he is in communication, of changes in any of the following flight plan details required to be notified:

- a) flight category ;
- b) route, landing places and alternates ;
- c) cruising level ;
- d) time interval for any route segment, or, when in flight, ETA at the next reporting point, when either of these varies by more than 3 minutes ;
- e) nominated climbing IAS;
- f) serviceability of any navigation or approach aid carried;
- g) proposed flight procedure for a route segment ;
- h) ETD, if the change exceeds 30 minutes.

3.5.3 Change from IFR flight to VFR flight is only acceptable when a message initiated by the pilot in command containing the special expression "CANCELLING MY IFR FLIGHT ", together with the changes, if any, to be made to his current flight plan, is received by an Air Traffic Services unit. No invitation to change from IFR flight to VFR flight is to be made either directly or by inference.

3.5.4 No reply, other than the acknowledgement "IFR FLIGHT CANCELLED AT (time)" should normally be made by an Air Traffic services unit.

3.6 Addressing of Flight Plan message

3.6.1 Flight movement messages relating to traffic into or via the Yangon FIR shall be addressed as stated below in order to warrant correct relay and delivery.

Note: Flight movement messages in this context comprise flight plan messages, amendment messages relating thereto and flight plan cancellation messages (ICAO PANS-RAC, DOC 4444, Part VIII, 2.1.3 refers.)

Category of flight (IFR/VFR or both)	Route (Into or via FIR and/or TMA)	Message Address
All Flights	Transiting Yangon FIR	VYYFZQZX
	Inbound to Yangon International Airport	VYYFZQZX VYYYZTZX
	Outbound from Yangon International Airport	VYYFZQZX VYYYZTZX

**Director General
Department of Civil Aviation**

APPENDIX 1.
FLIGHT PLAN FORM

FLIGHT PLAN PLAN DE VOL			
PRIORITY Priorité <<< FF >>>	ADDRESSEE(S) Destinataire(s)		
FILING TIME Heure de dépôt	ORIGINATOR Expéditeur		
SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND/OR ORIGINATOR Identification précise du(des) destinataire(s) et/ou de l'expéditeur			
3 MESSAGE TYPE Type de message <<< (FPL) >>>	7 AIRCRAFT IDENTIFICATION Identification de l'aéronef	8 FLIGHT RULES Règles de vol	TYPE OF FLIGHT Type de vol
9 NUMBER Nombre	TYPE OF AIRCRAFT Type d'aéronef	WAKE TURBULENCE CAT. Cat. de turbulence de sillage	10 EQUIPMENT Équipement
13 DEPARTURE AERODROME Aérodrome de départ	TIME Heure		15 CRUISING SPEED Vitesse croisière
15 CRUISING SPEED Vitesse croisière	LEVEL Niveau	ROUTE Route	
16 DESTINATION AERODROME Aérodrome de destination			
16 DESTINATION AERODROME Aérodrome de destination		TOTAL EET Durée totale estimée HR MIN	ALTN AERODROME Aérodrome de dégagement
18 OTHER INFORMATION Renseignements divers		2ND ALTN AERODROME 2 ^e aérodrome de dégagement	
SUPPLEMENTARY INFORMATION (NOT TO BE TRANSMITTED IN FPL MESSAGES) Renseignements complémentaires (NE PAS TRANSMETTRE DANS LES MESSAGES DE PLAN DE VOL DÉPOSÉ)			
19 ENDURANCE Autonomie E / HR MIN	PERSONS ON BOARD Personnes à bord P /	EMERGENCY RADIO Radio de secours R / UHF U V V V ELT	
SURVIVAL EQUIPMENT/Équipement de survie S / P		JACKETS/Gilets de sauvetage J / L	
DINGHIES/Canots D /		FLUORES Fluores F / U V V	
NUMBER Nombre	CAPACITY Capacité	COVER Couverture	COLOUR Couleur
AIRCRAFT COLOUR AND MARKINGS Couleur et marques de l'aéronef A /			
REMARKS Remarques N /			
PILOT-IN-COMMAND Pilote commandant de bord C /			
FILED BY / Déposé par			
SPACE RESERVED FOR ADDITIONAL REQUIREMENTS Espace réservé à des fins supplémentaires			