



## **HOW DO I FILE A FLIGHT PLAN?**

Unless the flight plan (FPL) is not completed *exactly* as required, it will be rejected by the ATC computer system.

There are various ways of submitting a FPL, but all require the same inputs. [NATS AFPEX](#) is a computer login which requires prior registration with NATS and the issue of a password to gain access. FPL can also be hand written and submitted on a [CA48 form](#) to an ATC unit. It is often difficult to find such a unit, although Redhill will do this for you.

Other modern systems such as SkyDemon will also have a portal for filing.

The FPL is divided up into various section, these should be completed in BLOCK CAPITALS. Complete exactly as required, which includes not adding unnecessary characters such as obliques etc. Use UTC time and start at the beginning of each box. This guide is suitable for all Redhill Aviation aircraft at present.

**7. Aircraft registration:** "GBIUY", do not add a hyphen.

**8. Flight rules:** Select "VFR", in second box add "G", which is a general flight.

**9. Number of aircraft:** "001" unless in a formation, or number of a/c in formation.

In second box insert **a/c designator**, examples below. Others can be found via internet (search ICAO type designators).

Cessna C152: "C152"  
Piper PA28 series: "P28A"  
Piper Arrow: "P28R"

**Wake turbulence:** AFPEX puts this in automatically, light a/c are "L".

**10. Equipment:** LHS of box enter one or more of:  
(left of "/) "S" Standard Comm.  
  
(right of "/) "N" No transponder  
"A" Mode Alpha 4096 codes  
"C" As above plus mode C  
"P" Mode S with height (no a/c reg).  
"S" Mode S, with height & a/c reg.

**13. Departure aerodrome:** ICAO code (e.g. Redhill is EGKR). If aerodrome is not allocated an ICAO designator, type "ZZZZ" and add in section 18 as: "DEP/name of a/d"

**15. Cruising speed and level:** First box: "N" for Knots, e.g. 0105 is 105 Kts, use 4 figures  
Second box enter cruising level, "F" for FL, F085 is FL85  
"A" for Altitude, A030 is 3000'  
"VFR" if flying VFR with no confirmed level.

Third box route starts with DCT space then various ways points (normally a maximum of 30 mins flying time or 200nm). They can be:

VOR: e.g. "LYD"

NDB: e.g. "SHM" or "MP"

Airways 5 letter waypoint: e.g. "ALESO", half way to LFAT and a French FIR boundary

Radial and bearing from a VOR/NDB - e.g. "BIG135025" which is SE of BIG VOR at 25nm

### 16. Destination aerodrome, elapsed time and alternate(s):

In the first box enter ICAO location indicator, 4 letters or "ZZZZ" and in first box of section 18 put "DEST/name of a/d".

In the second box enter total en route time in hours and minutes, 4 numbers.

In the third (and fourth) box type the alternate(s) in the same format as destination.

### 18. Other information:

Insert "0" if no further information.

EET/KONAN0045, an example of estimated elapsed time to KONAN FIR boundary, required for international flights

"TYP/..." if type not an ICAO designated one.

"DEP/..." or "DEST/..." or "ALTN/..." if no ICAO location indicator and ZZZZ was used.

"DOF/..." if more than 24 hours from filing time.

"RMK/..." for any other remarks required.

### 19. Supplementary information

Endurance:

Insert 4 figures for hours and minutes.

Persons on Board

Insert number.

Emergency and survival equipment:

Cross out items NOT carried.

A/C colour and markings:

Main colour(s) and any significant markings.

Remarks:

Cross N if no remarks, otherwise indicate other survival equipment, e.g.: life jackets carried.

Pilot

Insert name of Captain.

Filed by:

Usually the pilot's name is inserted here.

