A GUIDE TO FILING AND DECODING A VFR FLIGHT PLAN

Filing a VFR Flight Plan…

Use block capitals throughout, insert all clock times in 4 figures using UTC. Numbers below relate to item numbers on the flight plan form.

Item 7:Aircraft Identification. The aircraft's registration (when it is being used as the RT callsign, or if the aircraft is non-radio) or the flight identification, with a maximum of 7 characters.

Item 8:Flight Rules/Type of Flight

Flight Rules

I   for IFR
V   for VFR
Y   for IFR First
Z   for VFR First

If using Y or Z specify where flight rules will change.

Type of Flight

S Scheduled air Service
N Non-scheduled air transport operation
G General Aviation
M Military
X Other category

Item 9:Number & Type of Aircraft, Wake Turbulence Category

Insert number of aircraft **only** if more than one. Insert type of aircraft as ICAO aircraft type designator. If no such designator exists insert ZZZZ preceded by TYP/

Wake turbulence Category

H – Heavy, MTOW of 136000Kg or more
M – Medium, MTOW of 7001kg – 135999kg
L – Light MTOW 7000Kg or less

Item 10:Equipment

N No comm/nav equipment
S Standard comm/nav equipment (VHF RTF, ADF, VOR, ILS)

Or insert one or more of the following letters as appropriate;

A – Loran A
C - Loran C
D – DME
E – DECCA
F – ADF
H – HF RTF
I – inertial Navigation
M – OMEGA
O – VFR
P – DOPPLER
R – RNAV Route Equipment
T –TACAN
U – UHF RTF
V – VHF RTF
Z – Other (specify at item 18, preceded by COM/ or NAV/)
SSR Equipment; after the slash (/)
N – None
A – Transponder Mode A
C – Transponder Mode C

Item 13:Departure Aerodrome and Time

Insert ICAO four-letter aerodrome designator. If no ICAO designator exists enter ZZZZ
Insert estimated off-block time (UTC).

Item 15:Cruising Speed, Level & Route

Insert True Airspeed for cruising portion of route. Use four figures preceded by K (Kilometres)
or N (Knots) For Mach number three numbers preceded by M.

Insert cruising level as Flight Level (F followed by three numbers); or Altitude (A followed by
three figures showing hundreds of feet); or Standard Metric Level (S followed by tens of
metres); or altitude in tens of metres.

For route, designator of first ATS route (if appropriate), each point of change of speed, level,
ATS route or flight rules, followed by designator of next ATS route.

**Item 16:Destination Aerodrome, Total Elapsed Time, Alternate Aerodrome and 2nd
Alternate Aerodrome.**

Insert ICAO four letter designator for destination aerodrome, if no designator exists enter
ZZZZ, and specify name preceded by DEST/

Insert Total Elapsed Time in hours in hours/minutes.
Insert alternate aerodrome(s) as ICAO designator – if non exists then enter ZZZZ and specify
name preceded by ALTN/

Item 18: Other Information.

0 if None

EET/ - significant point(s) or FIR boundary designator(s) with estimated elapsed time(s)
REG/ - registration if different to aircraft identification in ITEM 7
　　OPR/ - name of operator if appropriate
　　STS/ - reason for special handling by ATC
　　TYP/ - types of aircraft
　　COM/ - comm equipment if Z specified in item 10
　　NAV/ - nav equipment if Z specified in item 10
　　DEP/ - Departure aerodrome name if ZZZZ inserted at item 13
　　DEST/ - Destination aerodrome name if ZZZZ inserted at item 16
　　ALTN/ - Alternate aerodrome name if ZZZZ is inserted at item 16
　　RMK/ - any other plain language remarks as appropriate

Item 19: Supplementary Information.

Endurance:
E/ - fuel endurance in a four-figure group to express hours/minutes

Persons on Board:
P/-(Insert persons on Board)

Emergency Radio:
R/(Radio) –
Cross out U if UHF 243MHz not available
Cross out V if VHF 121.5MHz not available
Cross out E if emergency locator beacon – aircraft ELBA not available.

Survival Equipment:
S/(Survival equipment)-

CROSS OUT ALL INDICATORS IF SURVIVAL EQUIPMENT IS NOT CARRIED
P – polar equipment
D – Desert equipment
M – Maritime equipment
J – Jungle equipment

Jackets:
Cross out all indicators in no life jackets are carried
Cross out L if jackets are not equipped with Lights
Cross out F if life jackets are not equipped with flourescin
Cross out U or V to indicate radio capability of life jackets

Dingies:
(Number) – Cross out indicators D and C if no dinghies are carried, or insert number;
 (Capacity) – Insert total capacity, in persons, or dinghies carried
 (Cover) – Cross out C if dinghies are not covered
 (Colour) – Insert colour of dinghies carried

Aircraft Colour and Markings:
A/(Aircraft colour and markings) – insert colour of aircraft and significant markings

Remarks:
N/(Remarks) – Cross out indicator N if no remarks, or indicate other survival
equipment/remarks

Pilot in Command:
C/(Pilot) – insert name of pilot in command

A VFR flight plan must be filed at least 60 minutes before clearance to start or taxi is requested. Normally the flight plan is filed at the departure airfield that will pass it on to the relevant Parent ATSU Flight Briefing Unit. If the departure airfield will not be able to file the flight plan, it should be telephoned or faxed directly to the appropriate Parent ATSU Flight Briefing Unit:

London/Heathrow

TEL: 0208 745 3111   **FAX**: 0208 745 3491

TEL: 0208 745 3163   **FAX**: 0208 745 3492

Manchester

TEL: 0161 499 5502   **FAX**: 0161 499 5504

TEL: 0161 499 5500

Scottish ACC

TEL: 01292 692679   FAX : 01292 671048

TEL: 01292 692663

The ATSU or FBU must be advised as soon as possible of any cancellations or delays that will exceed 30 minutes, or changes to flight plan details.
If the flight lands at a place other than the flightplan destination, the destination must be informed within 30 minutes of the planned ETA there.