

## ENR 1.10 FLIGHT PLANNING

### 1. Procedures for the submission of a flight plan (SERA.4001)

#### 1.1 The Swiss flight planning policy

##### 1.1.1 General

Information relative to an intended flight or portion of a flight to be provided to air traffic services units shall be in the form of an ICAO flight plan.

##### 1.1.2 Completion of a flight plan (SERA.4010)

The purpose of a flight plan is to inform the competent ATS units enabling them to supervise the flight within the scope of air traffic control as well as the flight information service and alerting service.

##### 1.1.3 Flight plan message flow

Consider ENR 1.3 (2.2) and ENR 1.11.

In order to comply with the procedures and rules of the EUROCONTROL Network Manager (NM), which require that flight plan messages for flights conducted fully or partially under IFR within its area of responsibility are to be made known to the Network Manager Operations Center (NMOC), the following policy is applied. Flight plan messages related to flights under IFR/General Air Traffic (GAT), mixed IFR/VFR or GAT/Operational Air Traffic (OAT) are forwarded by the most direct way to the Integrated initial Flight plan Processing System (IFPS) only.

##### 1.1.4 Flight plan filling

Flight plans and associated messages (DLA, CHG, CNL and ARR) for flights departing from Swiss aerodromes should be filed with a personal user account on website <http://www.skybriefing.com>. Flight plans for consecutive legs may also be filed. Flight plan messages filed on skybriefing are transmitted automatically to AIM Operations Switzerland for further distribution.

In case of skybriefing unserviceability, AIM Operations Switzerland provides a contingency service for the filing of flight plans by telephone. Associated messages (DLA, CHG, CNL and ARR) can always be transmitted via telephone.

The flight plan filing service in contingency situations:

| Contingency service        | Language       | Flight plan transmission by phone |
|----------------------------|----------------|-----------------------------------|
| AIM Operations Switzerland | German/English | Phone: +41 (0) 43 931 61 61       |
|                            | French/English | Phone: +41 (0) 43 931 62 03       |

##### 1.1.5 Direct filing with Integrated initial Flight plan Processing System (IFPS)

The recommended practice of EUROCONTROL to file IFR flight plan messages direct with IFPS is generally permitted.

ACFT Operators (AO) wishing to do so may use their direct connection to the AFTN if AVBL or the SITA type B network (either purely or its SITA/AFTN gateway), provided the necessary arrangements are made beforehand with EUROCONTROL / Network Operations and skyguide, COM Centre Switzerland:

Phone: +41 (0) 22 747 13 73,

More Information available in the: IFPS User Manual.

##### 1.1.6 Adherence to Airspace Utilization Rules and Availability

No flight plans shall be filed via the airspace of Switzerland FIR/UIR deviating from the State restrictions defined within the Route Availability Document (RAD). This common European reference document contains all airspace utilisation rules and availability for Switzerland FIR/UIR and any reference to them shall be made via

URL: <https://www.nm.eurocontrol.int/RAD/>

## 1.2 IFPS - The Integrated initial Flight plan Processing System

### 1.2.1 General

The IFPS is designed to improve the receipt, processing and delivery of IFR/GAT flight plan data within the area covered by the participating States, known as the IFPS zone.

The IFPS performs message processing of IFR/GAT flights based on flight plans (FPL). It processes the IFR part of mixed IFR/VFR flight plans and the GAT part of mixed OAT/GAT flight plans when these occur within the IFPS zone.

The IFPS responds to flight plan message submission through Operational Reply Messages (ORM) (ACK=ACKnowledge message, MAN=MANual message, REJ=REJect message), indicating to the message originator the status of the processing of a received message.

The IFPS is the sole source for the distribution of IFR/GAT flight plan data to ATS Units within the IFPS zone. In addition, the IFPS provides accurate flight plan data to the Network Operations System for ATFM purposes, a prerequisite for the ATFM operations and slot allocation.

### 1.2.2 IFPS zone

European States forming the IFPS zone (IFPZ).

### 1.2.3 The Network Operations Handbook

The Network Operations Handbook, issued by EUROCONTROL describes the organisation of the Network Operations and the operating procedures to be applied in the Network Management Area of Operations.

The intended audience of the Network Operations Handbook is any person engaged in ACFT operations or in ATS who intends to make use of the services provided by the NMOC, IFPS and ATFM.

The parts of the Network Operations Handbook, as well as other documents listed in the bibliography, can be downloaded: ATFCM Users Manual.

URL: <https://www.eurocontrol.int/publication/ifps-users-manual>

## 2. Contents of a flight plan (SERA.4005)

### 2.1 Commercial flight

For any commercial flight, even if in VMC, an IFR flight plan shall be filed so far as:

- a. the ACFT concerned is certificated for commercial IFR flight;
- b. the crew is in possession of the appropriate licences; and
- c. the nature of the flight permits it.

Unless a valid flight plan is acknowledged by IFPS (ACK), the requirement to file a FPL for an IFR flight intending to operate within the IFPS zone is not fulfilled.

For flights over several legs, even if no landing is planned at an intermediate aerodrome, each leg is considered as a different flight and therefore separate flight plans must be filed.

### 2.2 Filing and submission of flight plans

AO departing within Switzerland shall assume their FLT is subject to ATFM measures and flight plans shall be submitted at least 180 MIN before EOBT.

An IFR flight plan may be submitted more than 24 hours prior EOBT, **but more than 120 hours** in advance of the EOBT (MAX 120 HR/5 days).

Flight plans submitted for flights not operated must be cancelled (CNL).

### 2.3 Instructions for the completion of the flight plan form

#### 2.3.1 General

The automated message processing by IFPS is based strictly on the rules for compilation of flight plans in accordance with ICAO document 4444-ATM/501 and the NM Handbook, as part of the IFPS Users Manual.

### 2.3.2 The flight plan items

A flight plan shall comprise information regarding the following items:

- Aircraft identification
- flight rules and type of flight
- number and type(s) of aircraft and wake turbulence category
- equipment
- departure aerodrome or operating site
- estimated off-block time
- cruising speed(s)
- cruising level(s) and route to be followed
- destination aerodrome or operating site
- total estimated elapsed time
- alternate aerodrome(s) or operating site(s)
- other information
- fuel endurance
- total number of persons on board
- emergency and survival equipment.

## 3. Changes to a flight plan (SERA.4015)

### 3.1 General

All changes (CHG) to a flight plan (e.g. destination, route, EET, etc.) shall be reported as soon as practicable to the appropriate air traffic services unit.

Information submitted prior to departure regarding fuel endurance or total number of persons carried on board, if incorrect at time of departure, constitutes a significant change to the flight plan and as such shall be reported.

### 3.2 Modification message CHG

Certain key fields within a flight plan cannot be modified by a change within IFPS as they are used for message association. These non-changeable fields are:

- ACFT IDENT,
- AD of DEP,
- AD of DEST,
- EOBT,
- Estimated off-block date (when present in the message).

To change one of the above fields (except by means of a DLA to the EOBT), it is necessary to CNL the original flight plan and to refile a flight plan containing the corrected data.

### 3.3 Delay message DLA

Any delay of up to 20 HR can be indicated with a DLA, but for a "negative delay", i.e. a new EOBT which is earlier than the original EOBT given in the flight plan, a DLA shall not be used.

The pilot shall:

- DLA flight plans if EOBT is later than 30 minutes than transmitted when operated as VFR
- DLA flight plans if EOBT is later than 15 minutes than transmitted when operated as IFR

### 3.4 Detailed Information

For further information concerning changes to submitted flight plan, consider the IFPS user manual.

#### 4. Closing of a flight plan (SERA.4020)

Submission of an arrival report is not required after landing on an aerodrome where air traffic services are provided on condition that radio communication or visual signals indicate that the landing has been observed.

(i.e. Bern-Belp, Buochs, Les Eplatures, Geneva, Grenchen, Locarno, Lugano, St. Gallen-Altenrhein, Sion, Zurich and Samedan during ATC HRS).

The pilot in person shall make an arrival report, by radiotelephony or via data link at the earliest possible moment after landing.

When communication facilities at the arrival aerodrome or operating site are known to be inadequate and alternate arrangements for the handling of arrival reports on the ground are not available, the following action shall be taken.

Immediately prior to landing the aircraft shall, if practicable, transmit to the appropriate air traffic services unit, a message comparable to an arrival report, where such a report is required. Normally, this transmission shall be made to the aeronautical station serving the air traffic services unit in charge of the flight information region in which the aircraft is operated.

For closing by telephone contact the ATS Reporting Office (ARO) 0800 437 837 (0800 IFR VFR, free of charge).

Search and Rescue (SAR) action is initiated for ACFT becoming status of INCERFA and, as a rule, the costs for SAR activities can be charged to the pilot.

ACFT become status overdue whenever:

- a FPL (or AFIL) has been filed, and
- the FPL has not been closed within 30 MIN of the estimated time of ARR last notified, or
- initiated by air traffic control services.

Note: INCERFA is the first stage of Search & Rescue and is triggered upon EOBT & EET & 30 minutes.

Figure 1. Flight Plan

| <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 2em; font-weight: bold;">FLIGHT PLAN</span> <span style="font-size: 2em; font-weight: bold;">PLAN DE VOL</span> </div>                                                  |                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRIORITY<br>Priorité<br><< ≡ FF →                                                                                                                                                                                                                                                 | ADDRESSEE(S)<br>Destinataire(s) <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> |
| FILING TIME<br>Heure de dépôt <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                           | ORIGINATOR<br>Expéditeur <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                  |
| SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND/OR ORIGINATOR<br>Identification précise du(des) destinataire(s) et/ou de l'expéditeur <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>                                                                     |                                                                                                                                                                                                                                                                     |
| 3 MESSAGE TYPE<br>Type de message<br><< ≡ (FPL                                                                                                                                                                                                                                    | 7 AIRCRAFT IDENTIFICATION<br>Identification de l'aéronef<br>— <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                             |
| 9 NUMBER<br>Nombre<br>— <div style="border: 1px solid black; width: 40px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                                  | TYPE OF AIRCRAFT<br>Type d'aéronef<br><div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                                     |
| 13 DEPARTURE AERODROME<br>Aérodrome de départ<br>— <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                                      | TIME (EOBT/ETO)<br>Heure<br><div style="border: 1px solid black; width: 80px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                |
| 15 CRUISING SPEED<br>Vitesse croisière<br>— <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                                             | LEVEL<br>Niveau<br><div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                        |
| ROUTE<br>Route<br><div style="border: 1px solid black; width: 200px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                                       |                                                                                                                                                                                                                                                                     |
| 8 FLIGHT RULES<br>Règles de vol<br>— <div style="border: 1px solid black; width: 40px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                     |                                                                                                                                                                                                                                                                     |
| WAKE TURBULENCE CAT.<br>Cat. de turbulence de sillage<br>/ <div style="border: 1px solid black; width: 40px; height: 20px; margin-top: 5px;"></div>                                                                                                                               |                                                                                                                                                                                                                                                                     |
| 10 EQUIPMENT AND CAPABILITIES<br>Équipement et capacités<br>— <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                           |                                                                                                                                                                                                                                                                     |
| 16 DESTINATION AERODROME<br>Aérodrome de destination<br>— <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                               |                                                                                                                                                                                                                                                                     |
| TOTAL EET<br>Durée totale estimée<br>HR. MIN. <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div> |                                                                                                                                                                                                                                                                     |
| DEST ALTN AERODROME<br>Aérodrome de dégagement à destination<br>→ <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                       |                                                                                                                                                                                                                                                                     |
| 2ND. DEST ALTN AERODROME<br>2ème aérodrome de dégagement à destination<br>→ <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                             |                                                                                                                                                                                                                                                                     |
| 18 OTHER INFORMATION<br>Renseignements divers<br>— <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>                                                                                                                                                    |                                                                                                                                                                                                                                                                     |
| SUPPLEMENTARY INFORMATION (NOT TO BE TRANSMITTED IN FPL MESSAGES)<br>Renseignements complémentaires (À NE PAS TRANSMETTRE DANS LES MESSAGES DE PLAN DE VOL DÉPOSÉ)                                                                                                                |                                                                                                                                                                                                                                                                     |
| 19 ENDURANCE<br>Autonomie<br>HR. MIN.<br>— E / <div style="border: 1px solid black; width: 40px; height: 20px; margin-top: 5px;"></div>                                                                                                                                           | PERSONS ON BOARD<br>Personnes à bord<br>→ P / <div style="border: 1px solid black; width: 40px; height: 20px; margin-top: 5px;"></div>                                                                                                                              |
| SURVIVAL EQUIPMENT / Équipement de survie<br>→ S / P D M J                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                     |
| JACKETS / Gilets de sauvetage<br>→ J / L F U V                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                     |
| DINGHIES / Canots<br>NUMBER / Nombre<br>→ D / <div style="border: 1px solid black; width: 40px; height: 20px; margin-top: 5px;"></div>                                                                                                                                            |                                                                                                                                                                                                                                                                     |
| CAPACITY / Capacité<br>→ <div style="border: 1px solid black; width: 40px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                                 |                                                                                                                                                                                                                                                                     |
| COVER / Couverture<br>→ C <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                               |                                                                                                                                                                                                                                                                     |
| COLOUR / Couleur<br><div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                                     |                                                                                                                                                                                                                                                                     |
| AIRCRAFT COLOUR AND MARKINGS<br>Couleur et marques de l'aéronef<br>A / <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>                                                                                                                                |                                                                                                                                                                                                                                                                     |
| REMARKS<br>Remarques<br>→ N / <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>                                                                                                                                                                         |                                                                                                                                                                                                                                                                     |
| PILOT-IN-COMMAND<br>Pilote commandant de bord<br>C / <div style="border: 1px solid black; width: 200px; height: 20px; margin-top: 5px;"></div>                                                                                                                                    |                                                                                                                                                                                                                                                                     |
| FILED BY / Déposé par<br><div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                                |                                                                                                                                                                                                                                                                     |
| SPACE RESERVED FOR ADDITIONAL REQUIREMENTS<br>Espace réservé à des fins supplémentaires<br><div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>                                                                                                            |                                                                                                                                                                                                                                                                     |
| CHECKED / Contrôlé<br><div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>                                                                                                                                                                   |                                                                                                                                                                                                                                                                     |

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