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

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 directly 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.

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

1.1.6 NOP - Network Operations Portal

The NOP (Network Operations Portal) aims at facilitating the NM users' access to all kinds of dynamic data and operational information in a consolidated way.
Amongst other things, information on the RAD and the European airspace use plan (EAUP) and their updates are published here.

URL: https://www.public.nm.eurocontrol.int/PUBPORTAL/

1.1.7 Route Availability Document

The Route Availability Document (RAD) is a common reference document containing the policies, procedures and description for route and traffic orientation. It also includes route network and free route airspace utilisation rules and availability.

The RAD is also an Air Traffic Flow and Capacity Management (ATFCM) tool that is designed as a sole-source flight-planning document, which integrates both structural and ATFCM requirements, geographically and vertically.

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

1.2 IFPS - The Integrated initial Flight plan Processing System

1.2.1 General

A centralised flight plan processing and distribution service is established under the authority of the EUROCONTROL Network Manager (NM).
The service is provided by the Integrated Initial Flight Plan Processing System (IFPS) and covers that part of the ICAO EUR Region known as the IFPS Zone (IFPZ).
The IFPS Users Manual provides all users of the IFPS with an easy to access reference manual.
The manual is intended to contain all the necessary procedures and information in order for users to be able to construct, transmit or when necessary to correct, flight plan and associated update messages.
Procedures for the distribution of such messages after processing by the IFPS are also described.
Correct and accurate application of the procedures contained in the document is essential for the achievement of consistent flight plan data among all relevant actors in the flight planning process.

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

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

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.

2.1 Filing and submission of flight plans

Aircraft operators departing within Switzerland shall assume their flight is subject to ATFCM measures. Therefore, flight plans shall be submitted at least 180 minutes before EOBT. An IFR flight plan shall be submitted not more than 120 hours/5 Days in advance of the EOBT.
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.

A separate flight plan is required for each flight to an aerodrome where one or more approaches is intended to be made, even when no landing is intended.

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

2.2 Instructions for the completion of the flight plan form

2.2.1 General

The automated message processing by IFPS is based strictly on the IFPS Users Manual.

2.2.2 The flight plan items

A flight plan shall comprise information regarding the following items:

- Item 7: Aircraft identification (maximum 7 characters)
- Item 8: Flight rules and type of flight (one or two characters)
- Item 9: Number and type of aircraft and wake turbulence category
- Item 10: Equipment and capabilities.
- Item 13: Departure aerodrome and time (8 characters)
- Item 15: Route
  - a. Cruising speed (maximum 5 characters)
  - b. Cruising level (maximum 5 characters)
  - c. Route (including changes of speed, level and/or flight rules)
- Item 16: Destination aerodrome and total estimated elapsed time, destination alternate aerodrome(s)
- Item 18: Other information
- Item 19: Supplementary information

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

3.1 General

All changes to a flight 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 as they are used for message association.
Those flight plan items that are considered by the IFPS as key fields are:

- ACFT IDENT,
- AD of DEP,
- AD of DEST,
- Date of Flight.

Note: The date of flight may not be modified as a direct modification of the DOF sub-field, but a change of EOBT via a modification or a delay message may trigger a change of date of flight.

To change one of the above fields, 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 DLA of up to 20 hours for an IFR/GAT flight operating within the IFPZ shall be submitted to the IFPS for processing.
A new EOBT, which is more than 20 hours in the future, the DLA is not accepted. To file a new EOBT, it is necessary to CNL the original flight plan and to refile a flight plan containing the corrected EOBT and DOF.

The IFPS shall not accept any delay that is a negative time compared to the current system time at the time of processing that delay message by the IFPS.

The aircraft operator shall:

- Delay flight plans if EOBT is 15 minutes (or more) later than transmitted, if operated as (fully or partly) IFR
- Delay flight plans if EOBT is 30 minutes (or more) later than transmitted, if operated as VFR

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 all make an arrival report in person, by radiotelephony or via data link at the earliest possible moment after landing.
In the case of multiple flight plans, the pilot shall provide sufficient information to identify which flight plan is being to be closed.
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 flight plans by telephone, contact the ATS Reporting Office (ARO) 0800 437 837 (0800 IFR VFR, free of charge).

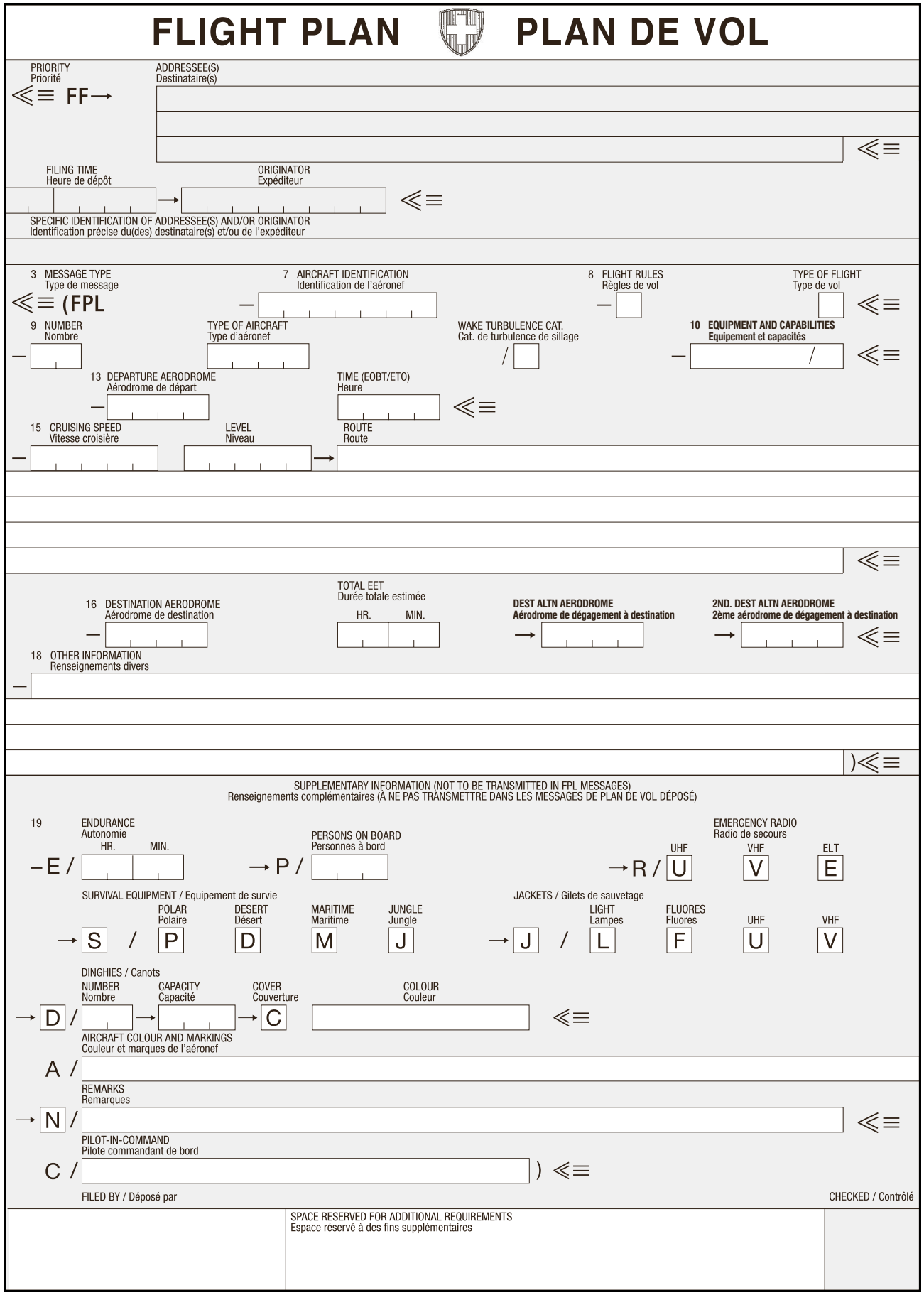
Search and Rescue (SAR) action is initiated for ACFT becoming status of INCERFA and, as a rule, the costs for SAR activities can be charged to the pilot.

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



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