



# Submitting Flight Plans Online

A field-by-field guide to filling in your VFR flight plan on AFPEX

Send - FPL - ICAO Flight Plan
NATS

File View Edit Help

Any Error messages will appear here

Invalid route points: Field; Unknown item

Prio.	Addressees						
FF	EGLKZTZX	EBKTZTZX	LFACZTZX	EGZYVFRT	EGZYVFRF	EGZYVFEB	EGLFZTZX
Filing Time	Originator	Bell	<input type="checkbox"/> Address To IFPS		<input type="checkbox"/> Full Addressees List		
			<input type="checkbox"/> Extended Header				

7/Aircraft ID	GLATE	SSR	
8/Flight Rules	V	Type of Flight	G
9/Number		Type of Aircraft	C182
		Wake Turbulence	L
10/Equipment	S / S		
13/Departure	EGLK	Time	1000
15/Speed	N0130	Altitude/Level	VFR

Route	DCT BIG DCT LYD DCT		
16/Destination	EBKT	Total EET	0130
	Alternate	LFAC	2nd
18/Other	DOF/080516		

<input checked="" type="checkbox"/> Activate supplementary information		Item 19 information is not part of message body	
19/Endurance	0500	Person on Board	001
		Emergency Radio	<input checked="" type="checkbox"/> UHF <input checked="" type="checkbox"/> VHF <input type="checkbox"/> ELT
Survival Equipment	<input checked="" type="checkbox"/> POLAR <input checked="" type="checkbox"/> DESERT <input checked="" type="checkbox"/> MARITIME <input checked="" type="checkbox"/> JUNGLE	Jackets	<input type="checkbox"/> J <input type="checkbox"/> L <input checked="" type="checkbox"/> LIGHT <input checked="" type="checkbox"/> FLUORES <input checked="" type="checkbox"/> UHF <input checked="" type="checkbox"/> VHF
Dinghies	<input type="checkbox"/> D                 Number <input type="checkbox"/> 01                 Capacity <input type="checkbox"/> 004	Cover	<input type="checkbox"/> C                 Colour <input type="checkbox"/> ORANGE
Colour and Markings	WHITE BLUE		
Remark	N CREW CONTACT +44 7777 123456		
Pilot	SEAGER		

Filed By	SEAGER_I.SEAGER_I	Group	SEAGER_I	User	SEAGER_I
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# Submitting Flight Plans Online

The first user-editable field that you will come to is labelled **Prio.** for priority. This default setting is **FF** which is correct. Of the other settings available, you should be aware that **SS** is the highest safety of life setting. If you send that it will cause all sorts of trouble in all sorts of places. Best leave it set to **FF**.

If you find that you run out of address boxes, clicking on Full Addressees List will give you an additional 14 boxes. There's a section all about addressing on the opposite page.

**Item 7** Aircraft ID is your registration. Leave the SSR field blank.

**Item 8** The default setting here is for an IFR flight plan. This needs to be changed. If you forget to change it the flight plan will be rejected as it will not be IFR compliant. Type of flight should be set to **G** for General.

**Item 9** Number should be left blank (it is there for formations).

**Type of Aircraft.** This should be the ICAO code for your aircraft. If you get this wrong or your aircraft does not have an ICAO code, you will see a yellow triangle. This will not stop the flight plan being sent and processed. You can enter **ZZZZ** in this box and type **TYP/** followed by the type of your aircraft in field 18. If you do have a recognised type, the wake turbulence field will auto fill. If not, piston **GA** is covered by **L** for light.

**Item 10** This asks for details of equipment, CAP694 contains the full list. This flight plan shows **S** for standard and then after the **/S** for Mode **S** transponder (there are options for that too).

**Item 13** This asks for the ICAO code of your departure aerodrome. If you don't know it, right click and search in the window below. If your departure field does not have an ICAO code then enter **ZZZZ** and put **DEP/** followed by a plain text description (such as 'strip 10nm south of Colchester') in item 18. The time is your time of departure in UTC.

**Item 15** This asks for speed and will accept either **N** (knots), **K** (KPH) or **M** (Mach number, probably not applicable for most of us). The altitude field can be entered as **VFR**, a flight level, an altitude or in metres.

**The route box** The syntax here has to be checked by pressing **CTRL E**. The 'space' after **DCT** in the example here has generated an error.

**Item 16** Destination, **EET** and Alternate. Again, right click can be used to search for ICAO codes and **EET** (Estimated Elapsed Time) should be entered in hours and minutes.

**Item 18** This is the field used for other information. There's a full list of acceptable abbreviations in CAP 694. The convention is to follow the abbreviation with a forward slash before adding the free text.

**DEP/** – Departure airfield

**DEST/** – Destination Airfield

**TYP/** – Type

**EET/** – Estimated Elapsed Time (the French are very keen to get an EET to the FIR boundary when leaving France). If you have several EETs, the times shown should be the elapsed time since departure, not since the last EET.

**REG/** Registration markings if different to the aircraft ID in section 7. This could be used for a **GA** aircraft that carries military markings.

**RMK/** This is used for any additional, free text remarks

**DOF/** Date of Flight. This is auto-filled by **AFPEX**, but obviously if you are filing early then you would need to change that. Note the format, **YYMODA**. Once you have completed item 18 you will need to press **CTRL E** to check for any errors. When you do this, **AFPEX** will also sort the additional information into the correct order.

The additional information, from item 19 onwards, is not transmitted with the flight plan, but it is stored, so that in case of search and rescue information it can be retrieved.

**Item 19** Endurance. If the endurance is less than the **EET** in field 16, a red triangle and an error message will appear at the top of your flight plan form. Persons on board is straightforward, while any of the equipment that you don't have should be crossed out by clicking in the box. Clicking on **S** for survival or **J** for jackets will cross out all supplementary boxes. Colour markings should obviously reflect the aeroplane

If you don't want to put anything in the Remarks field, you'll need to click on the letter **N**. It is a good idea to put your contact details here, although putting them in item 18 after **RMK/** would ensure that your destination airfield could contact you.

Finally, the name of the pilot is straightforward and the 'filed by field' is self-explanatory. ■

## HOW TO ADDRESS A VFR FLIGHT PLAN



Even if you are used to filing flight plans, you almost certainly will not have had to address them. Correctly addressing a flight plan ensures that it is seen by everyone who needs to see it. An address consists of eight letters with the first two representing the country. There are two types of address used in **AFPEX**: single addresses that go to a single location (the tower in Le Touquet for example) or collective addresses that are used when a flight plan needs to go to several individual addresses.

**Departure, Destination and Alternates** When you fill in items 13 and 16 **AFPEX** auto-fills the correct addresses for the above

**Departure FIR and countries enroute\*** You will need to address your flight plan to the UK FIR that it started in, as well as any (UK FIRs) that it crosses. In the case of this flight, that will only be London for the UK. You also have to address the flight plan to any country over which you will fly, so for this flight, France and Belgium

**Other requirements\*** As you can see, some countries have other requirements. If you are landing in France, for example, you need to add **ZPXZ** to the ICAO address of the destination and alternate, and add those two addresses. You will also find that some UK airfields have other addressing requirements. You can find these by scrolling through the VFR Address List



**\* To find the VFR Address, right click in an empty address box. Select Add VFR Addressees. You will need to do this once for every additional addressee**