




Company Name	<b>የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b>	Document No. <b>ECAA/ANR/AC/007</b>	
Document Title:	<b>Flight plan Management, Pre-flight and Post flight Advisory Circular</b>	Issue No. <b>1</b>	Page No. <b>Page 1 of 1</b>

## ADVISORY CIRCULAR

---

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	<p>Company Name</p> <p><b>የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b>  <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b></p>	<p>Document No.</p> <p><b>ECAA/ANR/AC/007</b></p>	
<p>Document Title:</p> <p><b>Flight plan Management, Pre-flight and Post flight Advisory Circular</b></p>		<p>Issue No.</p> <p><b>1</b></p>	<p>Page No</p> <p><b>Page 2 of 5</b></p>

**APPROVAL PAGE**

This Flight plan Management, Pre-flight and Post flight Advisory Circular has been prepared by Air Navigation Regulation Directorate to assist the effort of the Ethiopian Civil Aviation Authority to maintain the provision of effective Air Navigation Services with in Ethiopia airspace.

It is important to note that the Flight plan Management, Pre-flight and Post flight Advisory Circular improves the safety of Air Navigation Services in Ethiopia.

The Director General of Ethiopian Civil Aviation Authority has here by approved the Flight plan Management, Pre-flight and Post flight Advisory Circular on June, 2016 to be used as guidance to AIS Directorate.

Approved by .....

Wosenyetch Hunegnaw (Col)  
 Date June, 2016 Director General





Company Name

**የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን**  
**ETHIOPIAN CIVIL AVIATION AUTHORITY**

Document No.

**ECAA/ANR/AC/007**

Document Title:

**Flight plan Management, Pre-flight and Post flight Advisory  
Circular**

Issue No.


**1**

Page No

**Page 3 of 5**

**Record of Amendments**

No	Date	Description
1	June 2016	New QMS numbering

	Company Name <b>የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/AC/007	
	Document Title: <b>Flight plan Management, Pre-flight and Post flight Advisory Circular</b>	Issue No. 1	Page No. Page 4 of 5

## **Flight plan Management, Pre-flight and Post flight Advisory Circular**

### **1.0 PURPOSE**

This Advisory Circular (AC) provides guidance on the establishment of the processes associated with flight plan management function within AIS. The establishment of this function within AIS shall ensure that the processes adopted are sufficient enough to capture the details of the pilot’s intended flight and facilitate a safe conduct of such intended flight.

### **2.0 REFERENCES**

- 2.1. ICAO Annex 15 - Aeronautical Information Services
- 2.2. ICAO Annex 2
- 2.3. ICAO Annex 11
- 2.4. ICAO Doc 4444 (PANS-ATM)


### **3.0 BACKGROUND**

- 3.1. The Civil Aviation (Rules of the Air and Air Traffic Control) specifies the requirement for the flight plan, action required to be done prior to flight, contents of the flight plan and action required to close the flight plan.
- 3.2. The same Regulations also require the pilot to receive a detailed briefing from the nearest AIS Aerodrome unit. This enables the pilot in command of a flight to be aware of all the circumstances that may affect the safe conduct of a flight.

### **4.0 GUIDANCE AND PROCEDURES**

#### **4.1 General**

The guidance provided in this advisory circular outlines procedures, processes and resources necessary to implement setting up of a flight plan acceptance office to

	Company Name <b>የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b>	Document No. <b>ECAA/ANR/AC/007</b>	
	Document Title: <b>Flight plan Management, Pre-flight and Post flight Advisory Circular</b>	Issue No. <b>1</b>	Page No. <b>Page 4 of 5</b>

facilitate the reception and processing of flight plans and the subsequent management to the associated ATS messages.

#### **4.2 Flight plan submission and acceptance**

The ANSP Shall recalled standard 3.3.1.2 of Annex 2, which reflected hereunder:

A flight plan shall be submitted prior to operating:-

- a) Any flight or portion thereof to be provided with air traffic control service;
- b) Any IFR flight within advisory airspace;
- c) Any flight within or into designated areas, or along designated routes, when so required by the appropriate ATS authority to facilitate the provision of flight information, alerting and search and rescue services;
- d) Any flight within or into designated areas, or along designated routes, when so required by the appropriate ATS authority to facilitate coordination with appropriate military units or with air traffic services units in adjacent States in order to avoid the possible need for interception for the purpose of identification;
- e) Any flight across international borders.

And in addition put in place plans, mechanisms and processes to implement the submission and acceptance of a flight plan. In doing this the following factors shall be taken into consideration:-

- a) Designate an office where Pilots or airline representatives shall be able to submit flight plans and obtain necessary information to facilitate the safe conduct of a flight at least for the first route segment.
- b) Ensure that such offices are located at the ground floor of a building and in close proximity to those who need the services.
- c) The systems used in processing flight plans should be easily interfaced with the existing ATS Systems to ensure fast processing of this information to facilitate a safe conduct of flights as appropriate.

	Company Name <b>የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b>	Document No. <b>ECAA/ANR/AC/007</b>	
Document Title: <b>Flight plan Management, Pre-flight and Post flight Advisory Circular</b>		Issue No. <b>1</b>	Page No <b>Page 4 of 5</b>

### 4.3 Pre-flight and Post flight actions

Provision of pre-flight and post flight services are necessary at any aerodromes used for both international and national air operations as they facilitate the safety regularity and efficiency of air navigation relative to the route stages originating at the aerodrome. The Air Navigation Service Provider (ANSP) shall ensure that:-

- a) The officers delegated to provide for this service are adequately trained and are knowledgeable to facilitate provision of this service;
- b) Automated systems are installed to enable faster processing of NOTAM and Pre-flight information bulletin;
- c) Requirements are promulgated to their clients that make it mandatory for persons who are able to comprehend the pre-flight briefing to be the only ones allowed to receive it on behalf of the pilot or Airline.
- d) Mechanisms are put in place to collect and act as appropriate, on all the information obtained in the post flight process.