

NATS

AFPEX Hints and Tips

24 hr Helpdesk
0845 601 0483

Registrations
0845 601 0484

AFPEX website
www.flightplanningonline.co.uk

Training website
www.myafpex.co.uk

Email (**not for Flight Plans**)
flightplanningonline@nats.co.uk

Eurocontrol AIS database
www.ead.eurocontrol.int

Other useful information

CAP 694 - UK Flight Planning Guide
IFPS Users Manual

IFR FPL Issues (Haren)
0032 2745 1950

London Flow Control
01489 588150

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Dear Pilot,

We have produced this handout to supplement the guidance available on the myafpex.co.uk website to help guide you through filing a Flight plan and using your AFPEX account. Although the information is predominantly aimed at VFR flying, most of the advice applies to IFR flights as well. We hope you find the guide useful but as ever our 24hr helpline will be happy to help should you have any further queries.

Best regards,

The AFPEX Team

13/Departure Time

Search Aerodrome

Search Aerodrome
No entry is selected

Aerodrome IATA Name

EGTE

Search result

ADID	Name	IATA	FIR	View
EGTE	EXETER			<input type="button" value="View"/>

Pilot

Filed By Group User

This snapshot shows the search function mentioned in section 6. Simply enter the Airfield/Aircraft name or ICAO designator and press search. A hint for a more accurate name search is to put a * at the front and the end of your search text.

Activate supplementary information Item 19 information is not part of message body

19/Endurance Person on Board Emergency Radio UHF VHF ELT

Survival Equipment S P D MARITIME JUNGLE Jackets J LIGHT FLUORES UHF VHF

Dinghies Number Capacity Cover Colour

Colour and Markings

Remark

Pilot

Filed By Group

Please remember to cross the items that you are not carrying.

This example shows that the aircraft is carrying Polar, Desert and Jungle but not Maritime.



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DOF/ This is used when a Flight Plan is filed more than 24 hours in advance of the EOBT.

If a Flight Plan for a flight conducted wholly in the **EUR Region** is filed more than 24 hours in advance of the EOBT, it is **mandatory** to provide the date of flight.

The date will be inserted in a 6 figure format after the oblique stroke following the DOF indicator.

e.g. DOF/YYMMDD (YY = year; MM = month; DD = day)

For Example the 4th of May 2010 would be: DOF/100504

TYP/ This is used when ZZZZ is inserted into Field 9/Type of Aircraft, because the aircraft does not have an ICAO designator (if you insert anything in field 9 other than ZZZZ eg ULAC you cannot use this).

e.g. TYP/VANS RV8A

STS/ This is used when special handling by ATS is required, e.g. hospital aircraft, one engine inoperative, e.g. STS/HOSP, STS/ONE ENG INOP.

9. **FIELD 19: Supplementary Information**

Please make sure that all Fields are completed, if you do not have Equipment or any Remark make sure you place a cross in the relevant box. A common mistake is to do the opposite i.e. leave blank the equipment that they do not have, meaning that aircraft appear to be carrying Polar/ Desert and Jungle Survival Equipment but not Maritime. See attached screen shot for more details.



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1. For a more detailed guide to filing a Flight Plan using AFPEX please visit www.myafpex.co.uk.
2. Once you have opened your Flight Plan form, the first thing you should do is check that your Flight Rules are correct. Please change to match your type of flight.
3. As AFPEX has assisted addressing we recommend that for VFR Flight Plans you leave the addressing until you have completed the rest of the Flight Plan as the system will do the majority of the addressing for you as detailed below:

Departure Aerodrome and FIR, Destination Aerodrome and FIR and any Alternates (and FIR) will be automatically addressed. You will need to enter any additional FIRs that you will be crossing. If your Departure, Destination or Alternate Aerodrome is ZZZZ (ie no ICAO designator) the system will not enter the relevant FIR and you will have to do this manually. To see how to add additional FIRs please visit www.myafpex.co.uk.

You should refer to the AIP of the countries that you plan to fly to or through, before filing a Flight Plan. The French, for example, have a very complicated VFR addressing scheme.

4. If you are filing a VFR Flight Plan please make sure that the addresses **EUCHZMFP / EUCBZMFP / EUCHZMFV** are not present in the address line as these go to Eurocontrol (IFPS) who do not process VFR FPL. With VFR Flight Plans you will never receive an Acknowledgment or Reject message, if you do, then you have accidentally included at least one of the addressees above.

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5. The **SSR** field should be left empty unless you have been issued an SSR Squawk.
6. Within the AFPEX Flight Plan form some helpful search functions have been built in, these include helping you to find the ICAO Designator of an aerodrome or aircraft type. To access this facility simply Right Click your mouse button in the Type of Aircraft, Departure, Destination, Alternate or 2nd Alternate fields. This will bring up a search window, see attached screen shots for more details.

7. FIELD 9: NUMBER

This is the number of aircraft the flight plan relates to. For one aircraft the field can be left blank. For two or more it is required along with accompanying information within Field 18.

8. FIELD 18: OTHER INFORMATION

INSERT any other necessary information in the order shown below, using the format of the **appropriate indicator** followed by an **oblique stroke** plus the information to be recorded.

The following standard ICAO indicators should be used to identify "other information":

EET/ This is used when your planned route includes crossing into a different international FIR eg You must include an Estimated Elapsed Time to the FIR boundary for all flights to France.

e.g. EET/LFRR0040 or EET/ORTAC0040

NOTE: standard practice is to use the FIR that you are crossing in to

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REG/ This is used when the registration markings of the aircraft, differ from the aircraft identification (Callsign).

OPR/ This is used when an aircraft is being flown by an Operator and the company name is not obvious from the aircraft identification (Callsign).

DEP/ This is used when the departure aerodrome does not have an ICAO designator and ZZZZ is inserted into Field 13 Departure. e.g. DEP/Lone Barn Farm 4nm East of EGHI.

DEST/ This is used when the destination aerodrome does not have an ICAO designator and ZZZZ is inserted into Field 16 Destination. e.g. DEST/Lone Barn Farm 4nm East of EGHI.

ALTN/ This is used when an alternate aerodrome does not have an ICAO designator and ZZZZ is inserted into Field 16 Alternate. e.g. ALTN/Lone Barn Farm 4nm East of EGHI.

RMK/ This is used for any other plain language remarks that you or the appropriate ATS Authority deem necessary. E.g. for an IFR Flight Plan you might add:

RMK/IFPS Reroute Accepted

If you are happy for IFPS to make changes to your route so that it conforms to their requirements without asking you first.