

## ENR 1.10 FLIGHT PLANNING

### 1. Procedures for the submission of a flight plan

- 1.1 A flight plan shall be submitted in accordance with ICAO Annex 2, 3.3.1, prior to operating:
- a) Any flight or portion thereof to be provided with air traffic control service; or
  - b) Any IFR flight within advisory airspace; or
  - 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; or
  - d) Any flight within or into designated areas, or along designated routes, when so required by the appropriate ATS authority to facilitate co-ordination with appropriate military units or with air traffic service units in adjacent States in order to avoid the possible need for interception for the purpose of identification; or
  - e) Any flight across international borders.
- 1.2 A flight plan shall be submitted before departure to an air traffic services reporting office or, during flight, transmitted to the appropriate air traffic services unit or air-ground control radio station, unless arrangements have been made for submission of repetitive flight plans.
- 1.3 **Time of submission**  
Unless otherwise prescribed by the appropriate ATS authority, a flight plan for a flight to be provided with air traffic control service or air traffic advisory service shall be submitted at least sixty minutes before departure, or, if submitted during flight, at a time which will ensure its receipt by the appropriate air traffic services unit at least ten minutes before the aircraft is estimated to reach:
- a) The intended point of entry into a control area or advisory area; or
  - b) The point of crossing an airway or advisory route
- 1.4 **Place of submission**  
Flight plans shall be submitted at **ATC Reporting Office (ARO)**, at the departure aerodrome.
- 1.5 **VFR flight plan for alerting service only**  
An alerting service is, in principle, provided to flights for which a flight plan has been submitted.
- 1.6 **Contents and form of a flight plan**
- a) ICAO flight plan forms are available at **ATC Reporting Office (ARO)**. The instructions for completing those forms shall be followed;
  - b) Flight plans concerning IFR flights along ATS routes need to include FIR boundary estimates.
- 1.7 **Adherence to ATS route structure**  
No flight plans shall be filed for routes deviating from the published ATS route structure.
- 18 **Authorisation for special flights**  
Flights of a specific character, such as survey flights, scientific research flights, etc. may be exempted from the restriction specified above. A request for exemption shall be mailed so as to be received at least one week before the intended day of operation to the HoA, BCAA

### 2. Repetitive flight plan system

- 2.1 **General**  
The Procedures concerning the use of Repetitive Flight Plans (RPL) conform to ICAO Doc 7030 and the PANS-ATM.
- RPL lists relating to flights in and to flights overflying the Bhutan airspace shall be submitted at least two weeks in advance, in duplicate, to the following address:
- a) Director General,  
Department of Air Transport,  
Ministry of Information & Communications,  
Paro : Bhutan;
  - b) ATC Reporting Office (ARO),  
Control Tower,

Paro Intl. Airport,  
Paro, Bhutan.  
Tel: 975-8-272859/272306,  
Fax: 975-8-272307  
AFS: VQPRZPZX

RPL lists shall be replaced in their entirety by new lists prior to the introduction of the summer and winter schedules.

2.2 *Incidental changes and cancellations of RPL*

Incidental changes to and cancellations of RPL relating to departure shall be notified as early as possible and not later than 30 minutes before departure to the ATC.

2.3 *Delay*

When a specific flight is likely to encounter delay of one hour or more in excess of the departure time stated in the RPL, the ATS unit serving the departure aerodrome shall be notified immediately.

*Note. : Failure to comply with this procedure may result in the automatic cancellation of the RPL for that specific flight at one or more of the ATS units concerned.*

2.4 *ATS messages*

For a flight operated on an RPL, no flight plan message (FPL) will be transmitted. Departure message (DEP) or delay message (DLA) relating to such flights will be transmitted to ATS unit outside Bhutan.

### 3. Changes to the submitted flight plan

3.1 All changes to a flight plan submitted for an IFR flight or a controlled VFR flight and significant changes to a flight plan submitted shall be reported as soon as possible to the appropriate ATS unit. In the event of a delay in departure of 30 minutes or more for a flight for which a flight plan has been submitted, the flight plan shall be amended or a new flight plan shall be submitted after the old plan has been cancelled.

3.2 Whenever a flight, for which a flight plan has been submitted, is cancelled, the appropriate ATS unit shall be informed immediately.

3.3 Change to a current flight plan for a controlled flight shall be reported or requested, subject to the provisions in ICAO Annex 2, 3.6.2. (Adherence to flight plan). Significant changes to a flight plan include changes in endurance or in the total number of persons on board and changes in time estimates of 30 minutes or more.

3.4 Arriving report (closing a flight plan).

3.4.1 A report of arrival shall be made in person, by a radiotelephony or via data link at the earliest possible moment after landing, to the appropriate air traffic services unit at the arrival aerodrome, by any flight for which a flight plan has been submitted covering the entire flight or the remaining portion of a flight to the destination aerodrome.

3.4.2 When a flight plan has been submitted only in respect of a portion of a flight, other than the remaining portion of a flight to destination, it shall, when required, be closed by an appropriate report to the relevant air traffic services unit.

3.4.3 When no air traffic services unit exists at the arrival aerodrome, the arrival report, when required, shall be made as soon as practicable after landing and by the quickest means available to the nearest air traffic services unit.

3.4.5 When communication facilities at the arrival aerodrome 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.

3.4.2 Arrival reports shall contain the following elements of information:

- a) Aircraft identification
- b) Departure aerodrome
- c) Destination aerodrome (only in the case of a diversionary landing);
- d) Arrival aerodrome;
- e) Time of arrival.