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AIC
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FLIGHT PLANNING PROCEDURES

Ian Fleming International Airport (formerly Boscobel Aerodrome)

Airport Four Letter Indicator – **MKBS**

1. Abbreviations/Definitions:

ATD = Actual Time of Departure
ATS = Air Traffic Services
EOBT = Estimated off-block time
FIR = Flight Information Region
H24 = Continuous day and night service
IFR = Instrument Flight Rules
IMC = Instrument Meteorological Conditions
PIC = Pilot-in-command
RPL = Repetitive Flight Plan
VFR = Visual Flight Rules

2. Reference Documents

ICAO Annex 2 (Rules of The Air) - Chapter 3
ICAO Doc 4444 (PANS – ATM)
ICAO Doc 7030 – regional Supplementary Procedures, Part CAR
JCARS – Jamaica Civil Aviation Regulations 2005
AIP Jamaica – Aeronautical Information Publication

3. For all flights departing or arriving at Ian Fleming International Airport, a flight plan shall be submitted in accordance with ICAO Annex 2, Section 3.3.1. except as provided in paragraph (b).
- a) Except as provided in paragraph (b) of this Subsection, a pilot shall file an IFR or VFR flight plan, as applicable, prior to operating one of the following:
- i) any flight (or portion thereof) to be provided with air traffic control service;
 - ii) any flight to be conducted under IFR or IMC;
 - iii) any flight to be conducted under VFR;
 - iv) any flight within or into designated areas, or along designated routes, when so required by the appropriate air traffic services authority to facilitate the provision of flight information , alerting and search and rescue services;
 - v) any flight within or into designated areas, or along designated routes , when so required by the appropriate ATC authority to facilitate coordination with appropriate military units or with ATC facilities in adjacent States in order to avoid the possible need for interception for the purpose of identification; or
 - vi) any flight across international borders; and
- b) The PIC or operating company shall submit a flight plan before departure to the AIS Office or appropriate ATC facility, unless arrangements have been made with the AIS for submission of repetitive flight plans (*see section 8 of this document for RPL procedures*).
- c) When a flight plan is submitted by telephone, telefax or AFTN, the sequence of items in the flight plan form shall be strictly followed.

3. Place of submission

3.1 All Flight Plans shall be submitted in person, via telefax, telephone or handling agent, as follows:-

a) Norman Manley International Airport

(i) 1200 – 0400 UTC: AIS Aerodrome Unit - Flight Planning Office

General Aviation Terminal

Tel: (876) 932 7193

Fax: (876) 924 8112

(ii) 0401 – 1159 UTC: Air Traffic Control Tower

Tel: (876) 924 8056

Fax: (876) 932 7121

b) Sangster International Airport

(i) H24 – Air Traffic Control Tower

Tel: (876) 952 3627

Fax: (876) 940 2348

c) Ian Fleming International Airport

(i) 1200 – 0000 UTC

The Pilot-in-command is required to complete a Flight Plan Form provided by either:

AAJ's Administrative Coordinator-Marketing Officer

Main Terminal Building

Tel: (876) 975 3101

Fax: (876) 726 4973

Or

APS Officer on Duty

Tel: (876) 975 3693

The Officer will then forward the completed Flight Plan via fax to the AIS Unit at the Norman Manley Aerodrome.

3. Time of submission

- 3.1 The pilot-in-command or his designated representative or handling agent, **shall submit a flight plan at least 60 minutes (1 hour) prior to planned engine start time**, taking into account the requirement of ATS units in the airspace along the route to be flown to receive timely information.
- 3.2 If submitted during flight, a pilot should submit an Air Filed Flight Plan (AFIL) at a time which will ensure its receipt by the appropriate ATC facility at least 10 minutes before the aircraft is estimated to reach:
- (i) the intended point of entry into a control area or advisory area; or
 - (ii) the point of crossing an airway or advisory route.

4. Contents of a Flight Plan

- 4.1 The instructions for completing the Flight Plan Form shall be strictly followed.
- 4.2 Flight plans concerning IFR flights along ATS routes must include FIR-boundary estimates. This is also required for international VFR flights.
- 4.3 Each person filing an IFR or VFR flight plan shall include in it the information found in Table 1.

TABLE 1

Required Information	Section on Flight Plan Form
Aircraft Identification	7
Flight Rules and Type of Flight	8
Number and type(s) of aircraft and wake turbulence category	9
Equipment	10
Departure Aerodrome and Departure Time (estimated off-block time)	13
Cruising Speed(s)	15
Cruising Level(s)	15
Route to be followed	15
Destination Aerodrome, Total EET (Estimated Elapsed Time), and Alternate Aerodrome(s)	16
FIR-boundary estimates	18
Fuel Endurance	19
Total number of persons on-board	19
Emergency and survival equipment	19
Other Information	18 and 19

Note:- Whatever the purpose for which it is submitted, a flight plan shall contain information, as applicable, on relevant items up to and including “alternate aerodrome(s)” regarding the whole route or the portion thereof for which the flight plan is submitted.

4.4 Ian Fleming International Airport (MKBS) is a VFR airport, therefore Flight Rules (section 8 of the Flight Plan Form) can only be completed with **Y** for arriving aircraft, **Z** for departing aircraft, or **V**.

- (i) **Y** = IFR first, then VFR (for landing)
- (ii) **Z** = VFR first (for departure), then IFR (for enroute)
- (iii) **V** = VFR for all phase of flight

4.5 Aircraft Operators (AO) are **ultimately** responsible for the complete filing of their flight plans and associated messages. This encompasses compilation, accuracy, and submission of flight plans within the prescribed time.

4.6 AOs who have the facilities and are prepared to file their own flight plans and associated messages directly to ATC via the AFTN may do so, and are **ultimately** responsible for the complete filing of their flight plans and associated messages.

5. Flight Plan Where no ATS is provided

5.1 When a flight plan has been submitted for a flight involving departure from an aerodrome where ATS is not provided, a departure message shall be transmitted to ATS by the most expeditious means. Departure may be brought to the attention of ATS by one of the following means:

- a) by telephone from a person on the ground as arranged between the pilot-in-command and the person involved; or
- b) a statement by the pilot-in-command to the ATS that EOBT shall be considered as ATD; or
- c) by giving the time considered to be ATD to the ATS on the telephone immediately prior to taxiing out for take-off.

The flight plan will not be activated unless the above procedures have been complied with.

6. Changes to the submitted flight plan

6.1 All changes to a submitted flight plan shall be reported as soon as possible to the appropriate AIS and/or 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.

Note 1.- If a delay in departure of a controlled flight is not properly reported, the relevant flight plan data may no longer be readily available to the appropriate ATS unit when a clearance is ultimately requested, which will consequently result in extra delay for the flight

Note 2.- If a delay in departure (or cancellation) of a VFR flight is not properly reported, alerting or search and rescue action may be unnecessarily initiated when the flight fails to arrive at the destination aerodrome within 30 minutes after its current ETA.

6.2 Whenever a flight, for which a flight plan has been submitted, is cancelled, the appropriate AIS and/or ATS unit shall be informed immediately.

6.3 Changes to a current flight plan for a controlled flight during 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 for a VFR flight include changes in endurance, the total number of persons on board, or changes in time estimates of 30 minutes or more.

7. Arrival Report (closing a Flight Plan)

7.1 A report of arrival shall be made at the earliest possible moment after landing, to the airport office of the arrival aerodrome by any flight for which a flight plan has been submitted except when the arrival has been acknowledged by the local ATS unit. After landing at an aerodrome which is not the destination aerodrome (diversionary landing), the local ATS unit shall be specifically informed accordingly. In the absence of a local ATS unit at the aerodrome of diversionary landing, the pilot is responsible for passing the arrival report to the destination aerodrome.

7.2 Arrival reports shall contain the following elements of information:

- aircraft identification
- departure aerodrome
- destination aerodrome
- time of arrival

7.3 When communication facilities at Ian Fleming International Airport are known to be inadequate and alternate arrangement 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 Manley Approach, a message comparable to an arrival report, where such report is required.

8. Repetitive Flight Plan System

8.1 *Submission of a Repetitive Flight Plan (RPL)*

8.1.1 RPLs shall be submitted to the AIS Aerodrome Unit Office at the Norman Manley International Airport at least two weeks in advance of the intended first flight. They shall be submitted:

- i) in person; or
- ii) telefax: 1 (876) 924 8112;

8.1.2 RPLs shall cover the entire flight from the departure aerodrome to the destination aerodrome.

8.1.3 RPLs must state the date the flight(s) are scheduled to begin and when they are scheduled to end, up to a maximum period of 1 year. Thereafter, a new RPL should be submitted.

8.1.4 Upon receipt, the AIS Officer will then process the file and contact the Aircraft Operator (AO) only if there are any problems, such as the route or validity periods. It follows, therefore, that if no subsequent query is initiated by an AIS Officer, the AO can assume that the file has been successfully processed.

8.2 *Types of RPL submission*

8.2.1 RPL data submission may be in the form of a New RPL or a Revised RPL.

8.2.2 A **New RPL** is a submission that contains **only** new information (typically the start of a new flight, or new flight period/schedule);

8.2.3 A **Revised RPL** is a submission that contains revised information to a previously submitted list. This revised or amended information could be a combination of any of the following:

- i) changes;
- ii) cancellations; or
- iii) additional flights

8.3 *Aviation Operator Changes*

8.3. Any change to the address or contact number of the AO (for example, a change of contact number/address for obtaining supplementary information) must be advised to the AIS Officer immediately.

8.4 *Delay, incidental changes and cancellations of RPL*

8.4.1 When a specific flight is likely to encounter a delay of one hour or more in excess of the departure time stated in the RPL, the AIS Aerodrome Unit Office at the Norman Manley International Airport shall be notified immediately.

8.4.2 Incidental changes to and cancellations of RPL shall be notified as early as possible, and no later than 30 minutes before scheduled departure, to the AIS Aerodrome Unit Office at the Norman Manley International Airport.

8.5 *Expiration of RPL*

8.5.1 A RPL automatically expires on the ending date specified when submitted, and will be deleted from the AIS Flight Plan schedule / schedule.

8.5.2 If the AO intends to continue the same schedule, the submission of a new RPL is required at least 2 weeks prior to the expiration date.

9. **Adherence to Flight Plan**

9.1 Pilots are required to strictly adhere to the current flight plan unless a request for a change has been made and in the case of an IFR flight, alternative clearance has been obtained from the appropriate air traffic control unit, or unless an emergency situation arises which necessitates immediate action by the pilot-in-command of the aircraft, in which event as soon as circumstances permit, after such emergency authority has been exercised, the appropriate ATSU shall be notified of the action taken and that this action has been taken under emergency authority.

10. Additional Flight Planning Requirements

- 10.1 VFR flights are NOT allowed over Cuban Airspace
- 10.2 IFR Flights require overflight permit from Cuban Authorities. Request for overflight permit must be made at 48 hours in advance
- 10.3 Pilots or representatives shall contact AIS NMIA / KIN ATCC to confirm receipt/acceptance of flight plans
- 10.4 Consult AIP Jamaica, AIP Supplements, NOTAM, AICs for further information. The AIP Jamaica may be purchased at the AIS HQ Office.

Note: For instruction/information on how to complete a Flight Plan, please consult our Local Advisory Circular AC 01/11 dated 17 January, 2011 on our Website www.jcaa.gov.jm

This AIC supersedes Advisory Circular 01/10 dated 17 June, 2010.