

	<b>TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</b>	<b>Revision: 1</b>
<b>Document No: TCAA/QSP/SR/AC/ANS -34</b>	<b>Title: AIS/MAP Flight Planning Management, Pre-Flight and Post Flight actions</b>	<b>Page 1 of 2</b>

## 1.0 PURPOSE

This Advisory Circular (AC) provides guidance on the establishment and operations of the processes associated with flight planning management within an AIS/MAP. The establishment of this function within an AIS/MAP shall ensure that the processes adopted are sufficient to ensure that the intentions of the pilot are well captured to facilitate a safe conduct of a flight.

## 2.0 REFERENCES

- 2.1. Civil Aviation (Rules of the Air and Air Traffic Control) Regulations.
- 2.2. The Civil Aviation (Communication Procedures) Regulations,
- 2.3. Civil Aviation (Aeronautical Information Service) Regulations;
- 2.4. Civil Aviation (Aeronautical Charts) Regulations;
- 2.5. ICAO Doc 8126 AIS Manual
- 2.6. ICAO Doc 4444 (PANS-ATM) .

## 3.0 BACKGROUND

- 3.1. The importance of filing a flight plan before departure from an ANSP manned or any other aerodrome cannot be underscored but briefly stated is to facilitate making the intentions of the pilot well known in advance to the relevant ATS unit. This will facilitate the provision of air traffic services or use of the details provided therein to facilitate search and rescue. This calls for a meticulous approach to the process of flight plan acceptance and processing.
- 3.2. The same regulations cited above make it mandatory for a pilot to obtain and undertake preflight actions prior to flight. Amongst others is the need to receive a detailed briefing from the nearest AIM 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 in this advisory circular outlines procedures, processes and resources necessary to implement setting up of a flight plan acceptance office to facilitate the reception and processing of flight plans and the subsequent management to the associated ATS messages.

	<b>TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</b>	<b>Revision: 1</b>
<b>Document No: TCAA/QSP/SR/AC/ANS -34</b>	<b>Title: AIS/MAP Flight Planning Management, Pre-Flight and Post Flight actions</b>	<b>Page 2 of 2</b>

#### 4.2 Flight plan submission and acceptance

The ANSP Shall 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 atleast 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.

#### 4.3 Pre-flight and Post flight actions

Provision of pre-flight and post flight services are necessary at any aerodromes normally used for international air operations as they facilitate the safety regularity and efficiency of air navigation relative to the route stages originating at the aerodrome. The 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) Install automated systems to enable faster processing of NOTAM and Preflight information bulletin;
- c) Promulgate necessary requirements to their clients that make it mandatory that only persons who are able to comprehend the preflight briefing shall be the only ones allowed to receive it on behalf of the pilot or Airline.
- d) Put in place mechanisms to collect and act as appropriate all the information obtained in the post flight process.



**Tanzania Civil Aviation Authority**