

SCHEDULE 4

(Regulation 103)

The requirements for an Operational Flight Plan in Commercial Air Transport Operations under regulation 103 are as follows:

- (a) the minimum contents of an operational flight plan shall be determined by the method of flight supervision and the type of operations conducted by the operator. An international air operator shall adhere to the 30 items operational flight plan as listed below whereas an operator conducting local flight within 25 minutes from the departure aerodrome and Visual Flight Rules flights may use an informal operational flight plan, being either an Air Traffic Control flight plan, a flight itinerary or other flight following information approved by the Authority;
- (b) the format of the full operational flight plan shall allow the crew to record the fuel state and the progress of the flight relative to the plan. The operational flight plan may be computer generated or produced manually, working from and tables, by either the Flight Operations Officer or the flight crew. When an operational flight plan is prepared manually, an approved form displaying the requisite information and providing the necessary space to make following entries as the flight progresses shall be used;
- (c) the national air operator shall specify, in its company operations manual, how formal acceptance of the operational flight plan by the pilot in command and, if applicable, the Flight Operations Officer shall be recorded;
- (d) the Minimum Required Content of an Operational Flight Plan which are as follows:
 - (i) *air operator's name;
 - (ii) *date;
 - (iii) *aeroplane registration;
 - (iv) *aeroplane tail number (as applicable);
 - (v) *aeroplane type and model (as applicable);
 - (vi) *flight number (as applicable);
 - (vii) type of flight (Instrument Flight Rules or Visual Flight Rules) (not required if all the national air operator's flights are the same);
 - (viii) *pilot-in-command's name;
 - (ix) *Flight Operations Officer's name (as applicable);
 - (x) *departure aerodrome;
 - (xi) *destination aerodrome;
 - (xii) *alternate aerodrome (as applicable), including enroute alternates where required;
 - (xiii) routing to destination by successive navigational way points and a method to obtain associated tracks for each;
 - (xiv) routing to alternate aerodrome (as applicable);

- (xv) specification of any way points en route to satisfy special operations requirements (Extended Range Twin-engine Operations, etc.);
- (xvi) *planned cruise altitudes to destination and alternate (as applicable);
- (xvii) planned cruise true air speed;
- (xviii) planned cruise indicated air speed, or mach number (as applicable);
- (xix) winds at planned cruise altitude: these may be expressed in terms of direction/velocity or as a component/drift angle;
- (xx) temperature at cruise altitude;
- (xxi) ground speed or wind component during cruise;
- (xxii) *estimated time en-route: if broken down into way point time components, a total shall be specified;
- (xxiii) time from destination to alternate (as applicable);
- (xxiv) distance to destination: if broken down into way point distance components, a total shall be specified;
- (xxv) distance from destination to alternate (as applicable);
- (xxvi) *fuel burn en-route and from destination to alternate;
- (xxvii) *fuel required for the type of flight plan as applicable for—
 - (A) taxi;
 - (B) destination;
 - (C) alternate;
 - (D) holding reserve; and
 - (E) additional requirements or en-route reserve (as applicable);
- (xxviii) *weights for—
 - (A) total fuel on board;
 - (B) zero fuel weight; and
 - (C) planned maximum take-off weight;
- (xxix) *signature of pilot-in-command and the Flight Operations Officer (as applicable) or alternate means of certifying acceptance; and
- (xxx) *number of persons on board, crew and passengers, as amended by final load figures.

Note: The items with asterisk () denote the minimum items which shall be adhered to by national air operators on short range operations of less than thirty minutes, night Visual Flight Rules operations and domestic operations.*