



RWANDA

CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR  
RCAA-AC- AIS 001C

## **AIS FLIGHT PLAN MANAGEMENT, PRE-FLIGHT AND POST FLIGHT ACTIONS**

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### **1.0 PURPOSE**

This Advisory Circular (AC) provides guidance on the establishment of the processes associated with flight plan management function within an AIS. The establishment of this function within an AIS shall ensure that the processes adopted are sufficient enough to capture the details of the pilot's intended flight and facilitate a safe conduct of such intended flight.

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## **2.0 REFERENCES**

- 2.1 Regulation 25.125 of the Civil Aviation (Aeronautical Information Service) Regulations;
- 2.2 Rwanda Civil Aviation Technical Standards – Aeronautical Information Service;
- 2.3. ICAO Annex 2;
- 2.4. ICAO Annex 11;
- 2.5. ICAO Doc 4444 (PANS-ATM);
- 2.6. ICAO Doc 10066 (PANS-AIM).

## **3.0 BACKGROUND**

3.1. The Civil Aviation (Rules of the Air and Air Traffic Control) Regulations specifies the requirement for the flight plan, action required to be done prior to flight, contents of the flight plan and action required to close the flight plan.

3.2. The same Regulations also require the pilot to receive a detailed briefing from the nearest AIS 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 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.

### **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:

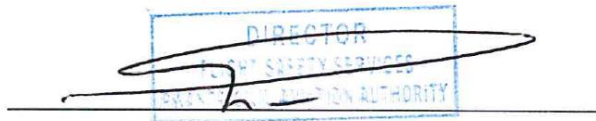
- a) Designate an office where Pilots or airline representatives shall be able to submit flight plans and obtain necessary information to facilitate the safe conduct of a flight at least for the first route segment.
- b) Ensure that such offices are located at the ground floor of a building and in close 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.

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### 4.3 Pre-flight and Post flight actions

Provision of pre-flight and post flight services are necessary at any aerodromes used for both international and national 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) automated systems are installed to enable faster processing of NOTAM and Preflight information bulletin;
- c) requirements are promulgated to their clients that make it mandatory for persons who are able to comprehend the preflight briefing to be the only ones allowed to receive it on behalf of the pilot or Airline.
- d) Mechanisms are put in place to collect and act as appropriate, on all the information obtained in the post flight process.

A blue rectangular stamp with the text "DIRECTOR", "FLIGHT SAFETY SERVICES", and "RWANDA CIVIL AVIATION AUTHORITY" is overlaid with a handwritten signature in black ink. A horizontal line is drawn below the signature.

Director Flight Safety Services  
Rwanda Civil Aviation Authority