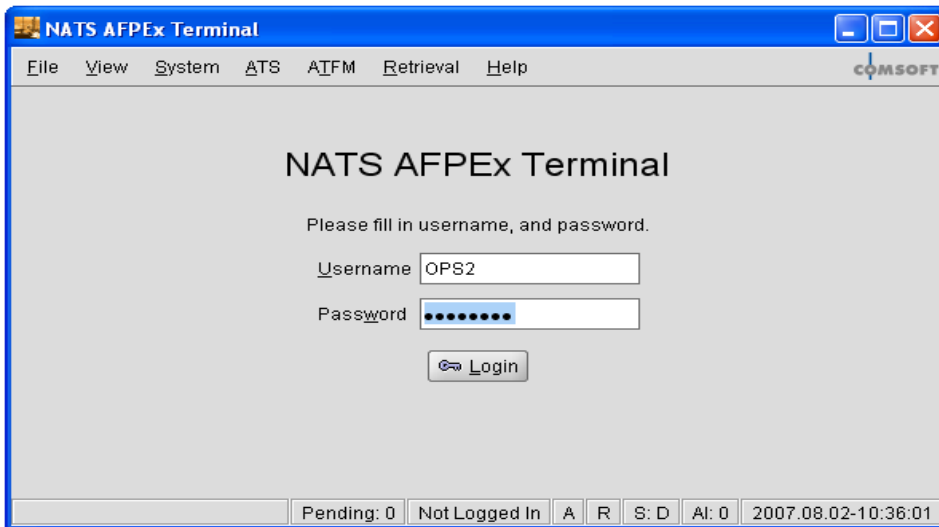
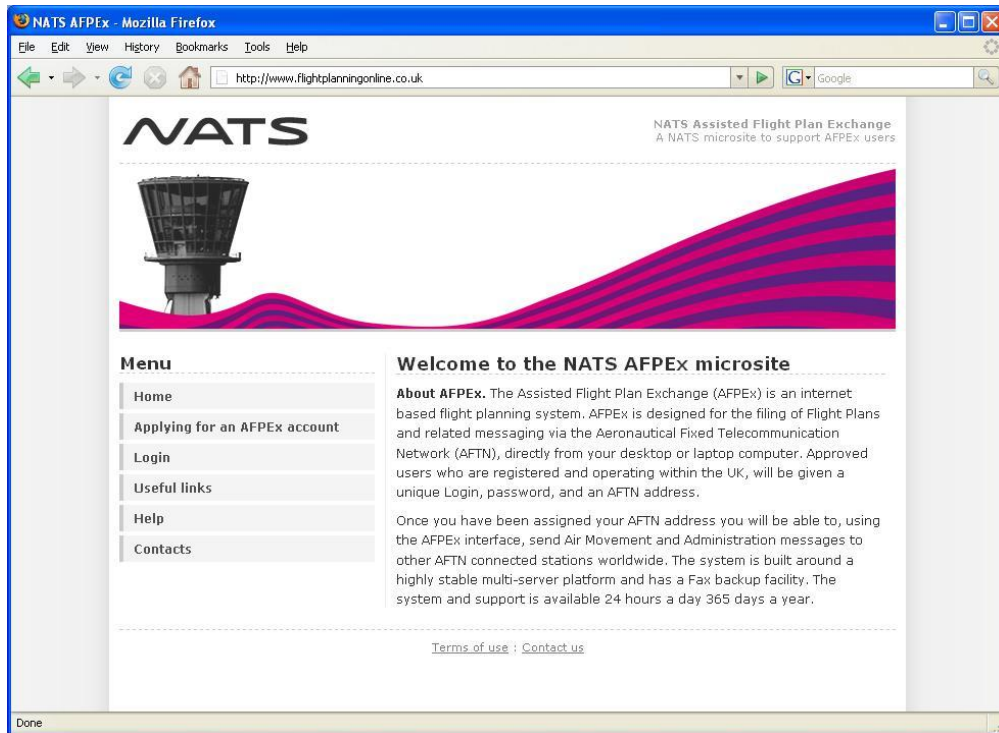


Assisted Flight Plan Exchange (AFPEX)

A Pilot's Guide to sending a VFR Flight Plan

Logging on

Logging on: Open web browser. Enter www.flightplanningonline.co.uk Press the return key. Select **Login**



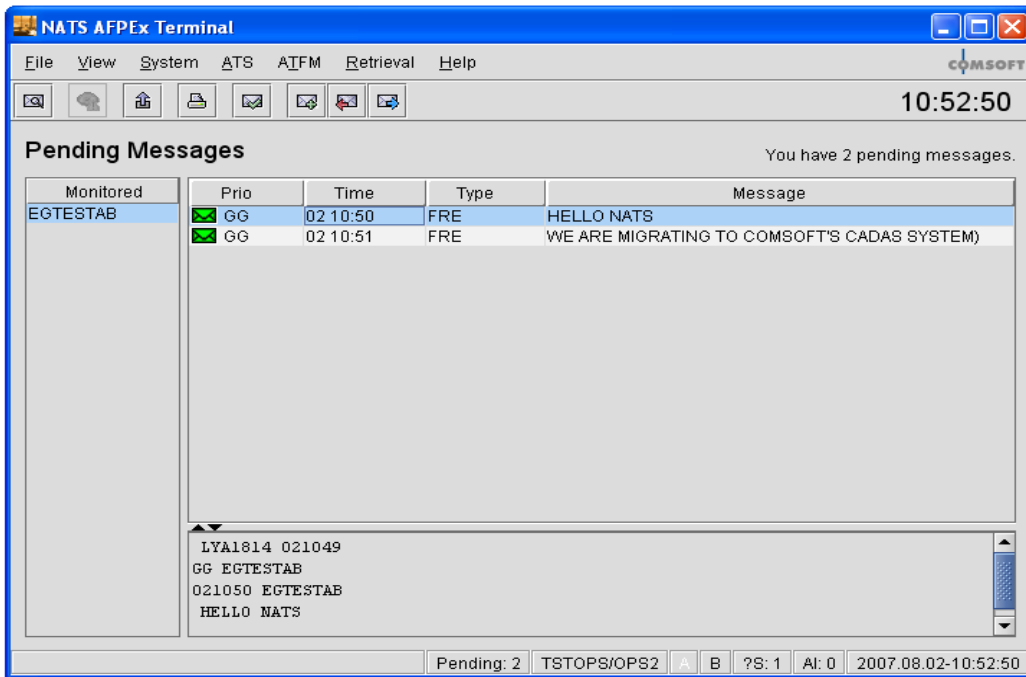
Enter your **Username** and your **Password**, and **passphrase** and click **Login**.

Accept the AFPEX terms and conditions of use as failure to do so will result in access to the AFPEX application being refused.

Check the '**Accept**' box and click **Login**.

Pending Messages View

Pending message screen is displayed. On top line, click **ATS** and select **FPL**.



New messages are displayed here, including serviceability messages. Once sent your FPL will appear in your message folders outbox. Click **View**, **Message Folders**, and double click on **Out**.

Creating an FPL Message

FPL form appears.

The screenshot shows a web-based form titled "Send - FPL - ICAO Flight Plan" with a "NATS" logo. The form is organized into several sections:

- Missing equipment:** A red "x" icon is present next to this label.
- Header:** Includes "Prio." (FF), "Addressees" (LFABZPZX), "Filing Time", "Originator" (EGLLZPZX), "Bell" (* Extra Addr.), and checkboxes for "Address To IFPS", "Full Addressees List", and "Extended Header".
- Flight Details:** Fields for "7/Aircraft ID" (TEST7), "8/Flight Rules" (I), "9/Number", "10/Equipment" (with a red "x"), "13/Departure" (ZZZZ), "Time" (1134), "15/Speed" (N0240), "Altitude/Level" (F190), "Route" (DCT HASTINGS DCT), "16/Destination" (LFAB), "Total EET" (0632), "Alternate", "2nd", and "18/Other" (DEP/SCADGHILL D0F/071210).
- Supplementary Information:** A red "x" is next to the label. A red warning message reads "Item 19 information is not part of message body". Fields include "19/Endurance" (0900), "Person on Board" (TBN), "Emergency Radio" (U, Y, E), "Survival Equipment" (S, P, D, M, J), "Jackets" (J, L, F, U, V), "Dinghies" (D, Number, Capacity, Cover, Colour), "Colour and Markings", "Remark" (N), and "Pilot" (J SMITH).
- Footer:** Fields for "Filed By" (HEATHROW_FBU), "Group" (HEATHROW), and "User" (HEATHROW_FBU).

Mandatory fields are highlighted with a red [x]. Hovering over text boxes provides assistance/advice. If invalid data is entered the red [x] remains until valid data entered.

The following is a step by step guide to completing a VFR Flight Plan.

Step 1

Start at item 7. We will return to the addressing at the end.

Enter aircraft call-sign or registration.

Go to item 8. Click on down arrow, from drop down list, click to select **VFR** (if appropriate) flight rules. In the same way select **G** from the drop-down list for type of flight.

In item 9 enter the type of aircraft. Alternatively, **right click** in this box. Search aircraft type by scrolling through list. Clicking on aircraft type, click **OK**. Aircraft type is entered and appropriate wake turbulence category. Aircraft type is not listed? - Enter '**ZZZZ**' and in item 18 enter **TYP/** plain language description of aircraft type.

Type	Name	Wake Turbulence
L200	Morava, L-200 Morava	L
L29	Delfin	L
L29A	Jetstar 8, Jetstar 6	M
L29B	Jetstar 731, Jetstar 2	M


Items 10 – Hover over this box for help selecting the aircraft equipment.

Item 13 – Enter location indicator of departure airfield, or **right click** in this box to display search facility on all aerodromes. Select airfield by clicking on your selection and click **OK**. If airfield has no 4 letter id enter '**ZZZZ**'. Add **DEP/**plain language description to field 18.

Search Aerodrome

✖ No entry is selected


Aerodrome IATA Name


 Search


Search result


✖


ADID	Name	IATA	FIR
AGAF	AFUTARA		
AGAR	ARONA		
AGAT	ATOIFI		
AGBA	BARAKOMA		
AGBT	BATUNA		
AGEV	GEVA		

 View

 Previous

 Next

 OK

 Cancel

Item 15 – Enter speed and cruising flight level. **Hover** over these boxes for assistance. Enter routing information. (VFR routing assistance may be available from your airfield of departure).

Item 16 – Enter location indicator for destination airfield. **Right click** in this box for assistance as in item 13. If airfield has no 4 letter identifier, enter '**ZZZZ**'. Add **DEST**/plain language description to field 18.

Enter total elapsed time and alternate Airfields. If airfield has no 4 letter identifier, enter '**ZZZZ**'. Add **ALTN**/plain language description to field 18.


Item 18 – Complete elapsed times, and other information. AFPEX system will put in correct order. Use **RMK** to enter other information e.g. Pilot's/Responsible Person's contact telephone number, etc.

Item 19 – Must be completed in all cases.

STEP 2.

Addressing. The AFPEX system will have already addressed to the Departure, Destination and Alternate airfields. (In the case of IFR it will address to IFPS). **Hover** over next empty box. **Right click**, Select **VFR Addresses**. From list **click** on every **country** that you will **depart**, **overfly** and **land**, plus any other **domestic requirement**. **The addressing help provided is dependant on the flight rules selected.** **Check item 8.**

STEP 3

Click on the '**Send**' Icon () located at the top left of the FPL form. Proof of sending can be found in your message folders outbox. No reply will be received for a VFR flight Plan.

Notes:

To save and reuse a FPL refer to the User Guide. For advice and help use the contact numbers below.

Contact us

24 Hour Helpdesk **0845 601 0483**

Registration and General

Enquiries **0845 601 0484**

Email **flightplanningonline@nats.co.uk**