

Section 10 Air Traffic Services Messages

Chapter 1 Introduction

1. **General**

- 1.1 The unauthorised interception of communications not intended for the general use of the public, or the divulgence of the contents, simple disclosure of the existence, the publication or any use whatever without authorisation, of any communication not intended for the general use of the public is expressly prohibited. (International Telecommunication Union Radio Regulations).
- 1.2 Any officer who discloses, otherwise than in the discharge of his duties, information acquired in the course thereof or uses for any purpose other than for the discharge of his official duties, information gained or conveyed to him through his connection with the Air Traffic Services, notwithstanding that he does not disclose such information, shall be deemed to have been guilty of misconduct and may be dealt with as provided by the law.

2. **Origination**

- 2.1 The messages for air traffic services purposes shall be originated as required by the appropriate air traffic service units. Where applicable, the contents of the message shall be based on information furnished by the airspace user.
- 2.2 When used, routine messages shall be transmitted with standard texts as prescribed.
- 2.3 When messages are exchanged verbally between the relevant Air Traffic Service Units by land or radio telephone, verbal acknowledgement shall constitute as evidence of receipt of the message, these telephones or ATS/DS which are used for co-ordination are normally recorded.
- 2.4 When requested by an airspace user, aircraft movement messages originated by an ATSU for ATS purposes shall be addressed to:-
- a) One addressee at the point of intended landing or at the point of departure; and
 - b) Not more than 2 operational control units concerned with the flight.

Note: Such addressees will be specified by the airspace user.

- 2.5 The responsibility for the origination of messages concerning the movement of aircraft shall rest with the airspace user in respect of movements for which an ATS message is not required, or when the request for the inclusion of the operator's addressees is received after the despatch of the ATS message.

Section 10 Air Traffic Services Messages

Chapter 2 Composition of Messages

1. General

1.1 All messages intended for transmission on the AFTN must conform to the following standards and shall comprise of the following parts:-

- a) Heading;
- b) Shortened address if diversion activated use a diversion indicator (VVV); (This part will only be inserted when necessary);
- c) Address;
- d) Origin;
- e) Text;
- f) End of message.

1.2 Where an ATSU is responsible for the reception of its own AFTN messages it shall on detection of any missing sequence numbers, mutilated messages or miss-routed messages, advise the transmitting station accordingly.

1.3 The advice should be addressed to "YF" and the following are examples of the texts:-

- a) SVC QTA RPT JGA005 (RPT used for mutilated messages).
- b) SVC QTA MIS JGA007 (MIS used for missing messages).
- c) SVC QTA MSR JGA003 (MSR used for miss-routed messages).

Note: Where several messages are concerned, the message sequence numbers will be expressed as JGA 008-011 (i.e. JGA008 to JGA011 inclusive).

2. Shortened Address and Diversion Indicator

2.1 The shortened address and diversion indicator is intended for Telecom purposes only and is inserted by the Telecommunications Office.

3. Address

3.1 The originator shall be responsible for inserting the appropriate addresses to which the messages is to be sent.

3.2 The address part of the message shall comprise of the following:

- a) The appropriate priority indicator; and
- b) Addressee(s) indicator(s).

3.3 Addressee indicators shall comprise of:-

- a) The ICAO four letter location indicator of the place of destination; and

- b) Following immediately on the four letter location indicator, the ICAO two letter abbreviation indicating the Organisation (Civil Aviation Authority, ATNS, Service or Aircraft Operating Agency) Addressed.
- c) If it is desired to indicate a responsible department, division or official at the organisation indicated in a) and b), the two letter abbreviation allocated to the Department, Division or Official shall be added immediately after the six letter group.

3.4 The fifth and sixth letters to be used to address aircraft movement messages (FPL, DEP, DLA, ARR, EST, and CHG) to the ATSUs concerned with a flight will be:-

- a) ZQZX if the message refers to an IFR flight;
- b) ZFZX if the message refers to a VFR flight.
- c) In the domestic collective addressing system:-
 - I. The letters FAZZ replace the first four ICAO letter location indicators;
 - II. The fifth letter used will be W for TAFS, METARS, SPECIS and SIGMETS while Y is used for management messages.

3.5 Where a message is to be addressed to an organisation that has not been allocated an ICAO two letter abbreviation, the location indicator shall be followed by the letters YY (or the letters YX in the case of a military service/organisation). The name of the addressee organisation shall then be included in the first item of the text of the message.

3.6 Where a message addressed to an aircraft in flight will require handing over the AFTN for part of its routing before re-transmission over the Aeronautical Mobile Service, the location indicator of the Aeronautical Station which is to relay the message to the aircraft shall be followed by the letters ZZZX. The identification of the aircraft shall then be included in the first item of the text of the message.

Example: A message originated at FAJS addressed to SAA501 in flight between FAGG and FACT will be addressed:-

FF FACTZTZX (Text: SAA501 ... etc.)

3.7 A separate 8 letter addressee indicator shall be used for each addressee irrespective of whether they are situated at the same or different locations.

The addressees on any message shall not exceed 7 eight letter addresses.

Note: Consult Station Standing Instruction Manual for specific instructions regarding the addressing of messages intended for more than 7 addressees.

4. Origin

4.1 The originator is responsible for inserting the following components of the origin:-

- a) Filing time;
- b) Originator indicator.

4.2 The filing time shall comprise a 6-digit date-time group indicating the date and time of filing the message. The first 2 digits indicate the date and the remaining 4 digits the time, based on the 24 hour UTC clock. Zone indicators (e.g. B, Z, etc.) shall not be used.

4.3 The originator indicator shall comprise of:-

- a) The ICAO four letter location indicator;
- b) Followed immediately by the ICAO two letter abbreviation identifying the organisation (Aeronautical Authority, Service or Aircraft Operating Agency), which originated the message.
- c) If it is desired to indicate the specific department, division or official originating the message, the two letter abbreviation allocated to the department, division or official shall be added immediately after the six letter group formed by a) and b).

4.4 Where a message originated by an aircraft in flight requires handling on the AFTN for part of its routing before delivery, the originator indicator shall comprise of the location indicator of the Aeronautical Station responsible for transferring the message to the AFTN, followed immediately by the abbreviation ZZ. The identification of the aircraft shall then be included in the first item of the text of the message.

5. Text

5.1 Messages should whenever possible be compiled in accordance with standard text.

5.2 Messages which do not fall within the categories for which standard texts have been provided and supplementary groups in standard text should be in approved Aeronautical abbreviations and/or Codes whenever possible. Where approved abbreviations and/or code groups will not convey the desired meaning, plain language may be used.

5.3 Words and groups which are not essential, such as expressions of politeness, shall not be used.

5.4 Messages must be legibly written and only the following characters may be used:-

- a) Letters: A, B, C, D, etc. to Z
- b) Figures: 1 2 3 4 5 6 7 8 9 0
- c) Other signs:

/	Oblique stroke
.	Full stop
,	Comma
(...)	open and close brackets
-	hyphen
:	colon

Section 10 Air Traffic Services Messages

Chapter 3 Categories of Messages

1. **General**

1.1 The messages listed below are authorised for transmission via the aeronautical fixed service (including the aeronautical fixed telecommunication network (AFTN), direct-speech circuits between air traffic services units and computer-computer circuits), or via the aeronautical mobile service, as applicable. They are classified in categories relating to their use by the air traffic services and providing an approximate indication of their importance.

2. **Emergency Messages**

2.1 This category comprises:-

- a) Distress messages and distress traffic, including alerting messages relating to a distress phase (SS);
- b) Urgency messages, including alerting messages relating to an alert phase or to an uncertainty phase (SS);
- c) Other messages concerning known or suspected emergencies which do not fall under (a) or (b) above, and radio communication failure messages (FF or higher as required).

3. **Movement and Control Messages**

3.1 This category comprises:-

- a) **Movement** messages (FF), including:-
 - I. Filed flight plan messages;
 - II. Delay messages;
 - III. Modification messages;
 - IV. Flight plan cancellation messages;
 - V. Departure messages;
 - VI. Arrival messages.
- b) Co-ordination messages (FF), including:-
 - I. Current flight plan messages
 - II. Estimate messages
 - III. Co-ordination messages
 - IV. Acceptance messages
 - V. Logical acknowledgement messages;
- c) Supplementary messages (FF), including:-
 - I. Request flight plan messages

- II. Request supplementary flight plan messages
- III. Supplementary flight plan messages;

d) AIDC messages, including:-

- I. Notification messages;**
- II. Coordination messages;**
- III. Transfer of control messages;**
- IV. General information messages;**
- V. Application management messages.**

e) Control messages (FF), including:-

- I. Clearance messages
- II. Flow control messages
- III. Position report and air report messages.

4. Flight Information Messages

4.1 This category comprises:-

- a) Messages containing traffic information (FF);
- b) Messages containing meteorological information, hazardous surface winds (FF or GG);
- c) Messages concerning the operation of aeronautical facilities (GG);
- d) Messages containing essential aerodrome information (GG);
- e) Messages concerning air traffic incident reports (FF).

4.2 When justified by the requirement for special handling, messages in the fixed service should be assigned the Priority Indicator (DD) in place of the normal Priority Indicator (FF).

5. General Provisions

5.1 The use of expressions such as “originated”, “transmitted”, “addressed” or “received” does not necessarily imply that reference is made to a digital data interchange for a computer-to-computer message. Except where specifically indicated, the messages may also be transmitted by voice, in which case the four terms above represent “initiated”, “spoken by”, “spoken to” and “listened to” respectively.

6. Origination and Addressing of Messages

6.1 Messages for air traffic services purposes shall be originated by the appropriate air traffic service units or by aircraft as specified in Section 3, except that, through special local arrangements, air traffic services units may delegate the responsibility for originating movement messages to the pilot, the operator, or his designated representative.

- 6.2 Origination of movement, service and flight information messages for purpose other than air traffic services (e.g. operational control) shall, except as provided for in Annex 11, 2.15, be the responsibility of the airspace user.
- 6.3 Flight plan messages, amendment messages related thereto and flight plan cancellation messages shall, except as provided in Chapter 6 paragraph 8, be addressed only to those air traffic services units which are specified in the provisions of Chapter 6 paragraph 4.3. Such messages shall be made available to other air traffic services units concerned, or to specified positions within such units and to any other addressees of the messages, in accordance with local arrangements.
- 6.4 When so requested by the operator concerned, emergency and movement messages which are to be transmitted simultaneously to air traffic services units concerned, shall also be addressed to:-
- a) One addressee at the destination aerodrome or departure aerodrome, and
 - b) Not more than two operational control units concerned.
- 6.5 Such addressees to be specified by the operator or his designated representative.
- 6.6 When so requested by the operator concerned, movement messages transmitted progressively between air traffic services units concerned and relating to aircraft for which operational control service is provided by that operator shall, so far as practicable, be made available immediately to the operator or his designated representative in accordance with agreed local procedures.

Note: Movement message in this context comprise flight plan messages, departure messages, delay messages, arrival messages, cancellation messages and position report messages and modification messages relevant thereto.

7. Use of the AFTN

- 7.1 Air traffic services messages transmitted via the AFTN shall contain:-
- a) Information in respect of the priority with which it is to be transmitted and the addressees to whom it is to be delivered, and an indication of the date and time at which it is filed with the aeronautical fixed station concerned and of the Originator Indicator;
 - b) The air traffic services data preceded if necessary by the supplementary address information. This data will be transmitted as the text of the AFTN message.

8. Priority Indicator

- 8.1 This shall consist of the appropriate two-letter Priority Indicator for the message as shown in parentheses for the appropriate category of message in Section 9, Chapter 3, paragraph 3.

Note: It is prescribed in Annex 10 (vol. ii, chapter 4) that the order of priority for the transmission of messages in the AFTN shall be as follows:-

Transmission Priority	Priority Indicator
1	SS
2	DD FF
3	GG KK

9. Address

- 9.1 This shall consist of a sequence of Addressee Indicators, one for each addressee to whom the message is to be delivered.

- 9.2 Each addressee Indicator shall consist of an eight-letter sequence comprising the following order:-
- a) The ICAO Location Indicator assigned to the place of destination;
 - I. The ICAO three letter designator identifying the aeronautical authority, service or aircraft operating agency addressed; or
 - b) In cases where no designator has been assigned, one of the following:
 - I. "YXY" in the case where the addressee is a military service/organisation;
 - II. "ZZZ" in the case where the addressee is an aircraft in flight;
 - III. "YYY" in all other case;

Note: A list of ICAO three-letter designators is contained in DOC 8585 - Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services.

 - IV. The letter X; or
 - V. The one-letter designator identifying the department or division of the organisation addressed.

- 9.3 The following three-letter designators shall be used when addressing ATS messages to ATS units. Centre in charge of a Flight Information Region or an Upper Flight Information Region (whether ACC or FIC):-
- I. If the message is relevant to an IFR flight - ZQZ.
 - II. If the message is relevant to a VFR flight - ZFZ.
 - III. Aerodrome Control Tower - ZTZ.
 - IV. Air Traffic Services Reporting Office - ZPZ.

9.4 Other three-letter designators for ATSU's shall not be used.

10. Filing Time

10.1 The filing time shall consist of a six-digit date-time group indicating the date and the time of filing the message for transmission with the aeronautical fixed station concerned.

11. Originator Indicator

11.1 The originator Indicator shall consist of an eight-letter sequence, similar to an Addressee Indicator, identifying the place of origin and the organisation originating the message.

12. Supplementary Information on the Address and the Origin

12.1 The following supplementary information is required when, in the Indicators of the Address and/or Origin, the three-letter designators "YXY", "ZZZ" or "YYY" (see 4.15 b) are used:-

- a) The name of the organisation or the identity; of the aircraft concerned is to appear at the beginning of the text;

- b) The order of such insertions is to be the same as the order of the Addressee Indicators and/or the Originator Indicator;
- c) Where there is more than one such insertion, the last should be followed by the word "STOP";
- d) Where there are one or more insertions in respect of Addressee Indicators plus an insertion in respect of the Originator Indicator, the word "from" is to appear before that relating to the Originator Indicator.

Section 10 Air Traffic Services Messages

Chapter 4 Emergency Messages

1. Radio Communication Failure Messages (RCF)

1.1 When an ATSU becomes aware that an aircraft which is operating within its area of responsibility is experiencing an apparent radio communication failure, a RCF message will be sent on the AFTN if the ATSU is unable to advise the neighbouring ATSUs or sectors concerned by ATS/DS.

1.2 Priority

DD

1.3 Addressing

- a) ATSU at aerodrome of intended landing;
- b) All ATSUs within whose FIRs or sectors the flight is planned to operate;
- c) To the ATSU responsible for any controlled airspace which the flight will fly through;
- d) To the alternate aerodromes nominated in the flight plan;
- e) To the ATSU at any aerodrome where the aircraft could effect a landing;
- f) To any ATSU which could be of assistance in trying to re-establish communications.

1.4 Filing Time

The date and time of the despatch of the message to the Telecommunications Office.

1.5 Originator

The eight-letter originator indicator, identifying the ATSU originating the message.

1.6 Text

- a) Abbreviation identifying the type of message, preceded by the open bracket sign (RCF);
- b) Hyphen sign followed by the a/c RTF call-sign, SSR mode and code;
- c) Hyphen sign followed by the time of the last 2 way R/T contact, given in 4 figures;
- d) Frequency on which last contact was made;
- e) Last reported position;
- f) Time at last reported position, in 4 figures;
- g) Remaining communication capability if known. Use letters for identifying communication equipment in the flight plan if applicable;

h) Any necessary remarks, using plain language if necessary.

Example: (RCF - SAA314 - 1529 119.5 FAWM 1527 UNK FABLZG to transmit blind that FABL is VMC and ATC expects a/c to land VMC there).

Note: Any information not available is to be shown as "NIL" or "UNK" and not simply omitted.

2. Other Emergency Messages

2.1 This category of messages will include all emergency messages which do not fall under the Alerting of Radio Failure categories.

2.2 This category will also include the messages necessary for the conduct of SAR actions, e.g. Requests for weather information, etc.

2.3 Priority

SS or DD according to circumstances.

2.4 Addressing

To all ATSU's, Met Offices and aircraft operators whom the messages will concern and to FAHQYQQQ.

2.5 Filing Time

The date and time of the despatch of the message to the Telecommunications Office.

2.6 Originator

The originator indicator identifying the originator of the message.

2.7 Text

Owing to the diverse circumstances which may necessitate the origination of messages in this category, standard text cannot be prescribed. These messages shall be drafted as briefly as possible consistent with clarity, using authorised abbreviations where possible.

Section 10 Air Traffic Services Messages

Chapter 5 Flight Plan Form

1. General Instructions for the Completion of the Flight Plan Form

- 1.1 Adhere closely to the prescribed formats and the manner of specifying data.
- 1.2 Commence inserting data in the first space provided. Where excess space is available leave unused spaces blank.
- 1.3 Insert all clock times in four figures UTC.
- 1.4 Insert all estimated elapsed times in 4 figures (hours and minutes).
- 1.5 The numbered component parts of the flight plan are known as "Items". It will be noted that the flight plan consist of Items numbered 3, 7,8,9,10,13,15,16,18 and 19. These Item numbers are not transmitted in the flight plan message.
- 1.6 Shaded area preceding Item 3 to be completed by ATS and COM services, unless the responsibility for originating flight plan messages has been delegated.

Note: The term "aerodrome" where used in the flight plan is intended to cover also sites other than aerodromes which may be used by certain types of aircraft, e.g. helicopters or balloons.

- 1.7 On all occasions when a pilot files a flight plan, whether the filing of a flight plan for that flight is mandatory or optional, the entire flight plan form, i.e. Items 3 to 19 must be filed in accordance with these instructions.
- 1.8 The unshaded portion of the form should be completed by the airspace user or the agent when the flight plan is filed in person. However, ATCs should assist airspace users to complete their flight plans correctly in order to avoid confusion during or after the flight.

2. Instructions for Insertion of ATS Data

2.1 Item 3 – Message Type (FPL)

Nothing must be added to this group.

2.2 Item 7 - Aircraft Identification (Maximum 7 Characters)

- 2.2.1 Insert a single identification, of not more than 7 characters in respect of International Flights, for use by the ATS when referring to the aircraft in printed or coded communications. This identification shall be one of the following:-
 - a) The 5 letter radio-telephony call sign of the registration of the aircraft (e.g. ZSCAA or N9392E) if this call-sign alone will be used to identify the aircraft in radio telephony during flight;
 - b) The ICAO 3 letter radio-telephone abbreviation of the airline followed by the flight identification number (e.g. CAW805 indicates Comair's Schedule flight number 805) if the airline's radio-telephony callsign followed by the flight number (e.g. Comair 805) will be used to identify the aircraft in radio-telephony during flight;
 - c) The aircraft type designator (as given in ICAO DOC 8643) followed by the last 3 letters of the aircraft's registration, group not exceed 7 characters in respect of international flights, (e.g. BE55DCH indicates

Beech Baron ZSDCH) if the aircraft type followed by its registration letters (Baron Delta Charlie Hotel) will be used to identify the aircraft in radio-telephony during flight;

- d) In respect of internal flights, irregular callsigns such as “Blue Formation” “Cheetah 3” and Company callsigns for which 3 letter abbreviations have not been allocated, e.g. Rodiar CUC, will be entered as ZZZZ in Item 7 and in Item 18 as RMK/CALLSIGN Blue Formation or Rodiar/CUC.

2.3 Item 8 - Flight Rules and Type of Flight (One or Two Characters)

2.3.1 Insert one of the following letters to denote the category of flight rules with which the pilot intends to comply:-

- a) I if IFR
 - b) V if VFR
 - c) Y if IFR first
 - d) Z if VFR first
- } Specify in Item 15 the point or first points where a change of flight rules is planned

2.3.2 Immediately after the Flight Rules letter insert one of the following letters to denote the types of flight:-

- a) S if Scheduled Air Transport;
- b) N if Non-scheduled Air Transport;
- c) G if General Aviation;
- d) M if Military;
- e) X if other than any of the defined categories above.

Note: With regards to a SAAF VIP flight (The State President) or a visiting Head of State, the person on board must be indicated in item 18 under STS/.

2.4 Item 9 - Number and Type of Aircraft & Wake Turbulence Category

2.4.1 Number and Type of aircraft

- a) Insert the number of aircraft (1 or 2 characters).
- b) Insert the appropriate designator for type of aircraft as specified in ICAO DOC 8643 (Aircraft Type Designators), if no such designator has been assigned, or in case of formation flights comprising more than one aircraft type, insert ZZZZ, and specify in Item 18, the numbers and type(s) of aircraft preceded by TYP/.

2.4.2 Wake Turbulence Category (1 character)

Insert an oblique stroke followed by one of the following letters to indicate the wake turbulence category of the aircraft:-

- a) **J – SUPER (A380-800 type aircraft).**
- b) H - HEAVY, to indicate an aircraft type with a maximum certified take-off mass of 136 000 kg or more;
- s) M - MEDIUM, to indicate an aircraft type with a maximum certified take-off mass of less than 136 000 kg but more than 7 000 kg;
- d) L - LIGHT, to indicate an aircraft type with a maximum certified take-off mass of 7 000 kg or less;

2.5 **Item 10 Equipment** (Communication, Navigation and Approach Aid Equipment)

2.5.1 Insert one letter as follows:-

- a) N - if no COM/NAV/approach aid equipment for the route to be flown is carried, or the equipment is unserviceable, and/or
- b) S - if standard COM/NAV/approach equipment or the route to be flown is carried and serviceable (see Note 1 below), and/or
- c) Insert one or more of the following letters to indicate the COM/NAV/approach aid equipment available and serviceable:-

A	(Not allocated)	M	Omega
B	(Not allocated)	O	VOR
C	LORAN C	P	(Not allocated)
D	DME	Q	(Not allocated)
E	(Not allocated)	R	RNP type certification (See Note 5).
F	ADF	T	TACAN
G	GNSS	U	UHF RTF
H	HF RTF	V	VHF RTF
I	Inertial Navigation	W	When prescribed by ATS
J	Data Link (See Note 3)	X	When prescribed by ATS
K	MLS	Y	When prescribed by ATS
L	ILS	Z	Other equipment carried (See Note 2 below)

Note 1: Standard equipment is considered to be VHF, RTF, ADF, VOR and ILS.

Note 2: If the letter Z is used, specify in Item 18 the other equipment carried, preceded by COM/ and/or NAV/ as appropriate.

Note 3: If the letter J is used, specify in Item 18 the equipment carried, preceded by DAT/ followed by one or more letters as appropriate.

Note 4: Information on navigation capability is provided to ATC for clearance and routing purposes.

Note 5: Inclusion of letter R indicates that an aircraft meets the RNP type prescribed for the route segment(s), route(s) and/or area concerned.

2.5.2 Surveillance Equipment

Insert one or two of the following letters to describe the serviceable surveillance equipment carried:-

N	None
A	Transponder Mode A (4 digits - 4 096 codes)
C	Transponder Mode A and Mode C (4 digits - 4 096 codes)
X	Transponder Mode S without both aircraft identification and pressure altitude transmission.
P	Transponder Mode S, including pressure altitude transmission, but no aircraft identification transmission.
I	Transponder Mode S, including aircraft identification transmission, but no pressure-altitude transmission.
S	Transponder Mode S, including both pressure altitude and aircraft identification transmission.
D	ADS capability.

2.6 **Item 13 - Departure Aerodrome & Time** (8 Characters)

2.6.1 Insert the ICAO four-letter location indicator of the departure aerodrome, or

2.6.2 If no location indicator has been assigned, insert ZZZZ and SPECIFY, in Item 18, the co-ordinates of the aerodrome preceded by DEP/, and the name of the aerodrome preceded by RMK/DEP; or

2.6.3 If the flight plan is received from an aircraft in flight, insert AFIL, and SPECIFY, in Item 18, the ICAO four-letter location indicator of the location of the ATSU from which supplementary flight plan data can be obtained, preceded by DEP/; *THEN, WITHOUT A SPACE,*

2.6.4 Insert for a flight plan submitted before departure, the estimated off-block time, or

2.6.5 For a flight plan received from an aircraft in flight, the actual or estimated time over the first point of the route to which the flight plan applies.

2.7 **Item 15 – Cruising Speed, Flight Level & Route**

2.7.1 Insert the True Air Speed or cruising speed (maximum 5 characters) for the first or the whole cruising portion of the flight, in terms of:-

a) Kilometres per hour, expressed as K followed by 4 figures (e.g. K0830), or

b) Knots expressed as N followed by 4 figures (e.g. N0485), or

c) Mach number, to the nearest Mach unit, expressed as M followed by 3 figures (e.g. M082).

2.7.2 Insert the planned cruising level (maximum 5 characters) for the first or the whole portion of the route to be flown, in terms of:-

a) Flight level, expressed as F followed by 3 figures (e.g. F085, F330), or

b) Altitude in hundreds of feet, expressed as A followed by 3 figures (e.g. A045, A100), or

c) For uncontrolled VFR flights, the letters VFR.

2.7.3 **Route - Flights along Designated ATS Routes** (Including changes of speed, level and/or flight rules)

a) Insert if the departure aerodrome is located on, or connected to the ATS route, the designator of the first ATS route, or

b) If the departure aerodrome is not on, or connected to the ATS route, the letters DCT followed by the point of joining the first ATS route, followed by the designator of the ATS route, then

c) Insert each point at which either a change of speed or level, a change of ATS route, and/or a change of flight rules is planned;

Note: When a transition is planned between a lower and upper ATS route and the routes are oriented in the same direction, the point of transition need not be inserted.

d) Followed in each case by the designator of the next ATS route segment, even if the same as the previous one, or

e) By DCT, if the flight to the next point will be outside a designated route, unless both points are defined by geographical co-ordinates.

2.7.4 **Route - Flights Outside Designated ATS Routes** (Including changes of speed, level and/or flight rules)

- a) Insert points normally not more than 30 minutes flying time or 200NM apart, including each point at which a change of speed or level, a change of track, or change of flight rules is planned, or
- b) Define the trajectory of flight operating predominantly in an east-west direction between 70 degrees N and 70 degrees S by reference to significant points formed by the intersections of half or whole degrees of latitude with meridians spaced at intervals of 10 degrees of longitude. For flights operating in areas outside those latitudes the trajectories shall be defined by significant points formed by the intersection of parallels of latitude with meridians normally spaced at 20 degrees of longitude. The distance between significant points shall, as far as possible, not exceed one hour's flight time. Additional significant points shall be established as deemed necessary.
- c) For flights operating predominantly in a north-south direction, define trajectories by reference to significant points formed by the intersection of whole degrees of longitude with specified parallels of latitude which are spaced at 5 degrees.
- d) Insert DCT between successive points unless both points are defined by geographical co-ordinates or by bearing and distance.

2.7.5 **ATS Route** (2 to 7 characters)

2.7.5.1 The coded designator assigned to the route or route segment including, where appropriate, the coded designator assigned to the standard departure or arrival route (e.g. UW82, W76, UW81, UW95).

2.7.6 **Significant Point** (2 to 11 characters)

- a) The coded designator (2 to 5 characters) assigned to the point (e.g. JS, ORNAD, FAKS), or
- b) If no coded designator has been assigned, one of the following means:

- I. Degrees only (7 characters):-

To figures describing latitude in degrees, followed by "N" (North) or "S" (South), followed by 3 figures describing longitude in degrees, followed by "E" (East) or "W" (West). Make up the correct number of figures, where necessary, by the insertion of zeros, e.g. 46N078W.

- II. Degrees in minutes (11 characters):-

Four figures describing latitude in degrees and tens and units of minutes followed by "N" (North) or "S" (South), followed by 5 figures describing longitude in degrees and tens and units of minutes, followed by "E" (East) or "W" West. Make up the correct number of figures, where necessary, by the insertion of zeros, e.g. 4620N07805W.

- III. Bearing and distance from a navigation aid:

The identification of the navigation aid (normally a VOR), in the form of 2 or 3 characters, THEN the bearing from the aid in the form of 3 figures giving degrees magnetic, THEN the distance from the aid in the form of 3 figures expressing nautical miles. Make up the correct number of figures, where necessary, by the insertion of zeros - e.g. a point 180 degrees magnetic at a distance of 40 nautical miles from VOR "DUB" should be expressed as DUB180040.

2.7.7 **Change of Speed or Level** (Maximum 21 characters)

2.7.7.1 The point at which a change of speed (5% TAS or 0.01 Mach or more) or a change of level is planned, expressed as in paragraph 2.7.6 followed by an oblique stroke and both cruising speed and the cruising level, without a space between them, even when only one of these quantities will be changed.

Example: JS/NO284A045
JSV/NO305F180.

2.7.8 **Change of Flight Rules** (Maximum 3 characters)

2.7.8.1 The point at which the change of flight rules is planned, expressed in paragraph 2.7.6, followed by a space and one of the following;

- a) VFR - if from IFR to VFR; or
- b) IFR - if from VFR to IFR.

Example: CH VFR
CH/N0180F110 IFR

2.7.9 **Cruise Climb** (Maximum 28 characters)

2.7.9.1 The letter C followed by an oblique stroke, then the point at which cruise climb is planned to start, followed by an oblique stroke, followed the speed to be maintained during cruise climb, followed by the two levels defining the layer to be occupied during cruise climb, or the level above which cruise climb is planned followed by the letters PLUS, without a space between them.

Example: C/30S024E/N0480F290F350
C/30S024E/N0480F290PLUS

2.8 **Item 16 - Destination Aerodrome, Total Estimated Elapsed Time (8 Characters) & Alternate Aerodrome(s)**

- a) Insert the ICAO four-letter location indicator of the destination aerodrome followed, without a space, by the total estimated elapsed time, or
- b) If no location indicator has been assigned, Insert ZZZZ followed, without a space, by the total estimated elapsed time, and SPECIFY in Item 18 the co-ordinates of the aerodrome, preceded by DEST/ and the name of the aerodrome preceded by RMK/DEST.

Note: For a flight plan received from an aircraft in flight, the total estimated elapsed time is the estimated time from the first point of the route to which the flight plan applies.

2.9 **Alternate Aerodrome(s) (4 Characters)**

- a) Insert the ICAO four-letter indicator(s) of not more than two alternate aerodromes, separated by a space, or
- b) If no location indicator has been assigned to the alternate aerodrome, Insert ZZZZ and SPECIFY in item 18 the co-ordinates of the aerodrome, preceded by ALTN/ and the name of the aerodrome preceded by RMK/ALTN.

2.10 Item - 18 Other Information

- a) Insert any other necessary information in the form of the appropriate indicator followed by an oblique stroke and the information to be recorded:-

EET/ Significant points of FIR boundary designators and accumulated estimated elapsed times to such points if FIR boundaries, when so prescribed on the basis of regional air navigation agreements, or by the appropriate ATS authority.

Examples: EET/30S024E0135
EET/BDV0241
EET/FABL0035 EET/FACT0140

REG/ The registration markings of the aircraft, if different from the aircraft identification in Item 7.

SEL/ SPECIAL Code, if so prescribed by the appropriate ATS authority.

OPR/ Name of the operator to include postal address, telephone and fax numbers.

STS/ Reason for special handling by ATS, e.g. hospital aircraft, one engine inoperative, e.g. STS/HOSP, STS/ONE ENG INOP.

TYP/ Type(s) of aircraft, preceded if necessary number(s) of aircraft, if ZZZZ is inserted in Item 9.

PER/ Aircraft performance data.

COM/ Significant data related to communication equipment as required by the appropriate ATS authority, e.g. COM/UHF only.

NAV/ Significant data related to navigation equipment , e.g. NAV/INS.

DEP/ Co-ordinates of departure aerodrome, if ZZZZ is inserted in Item 13, or the ICAO four-letter location indicator of the location of the ATS unit from which supplementary flight plan data can be obtained, if AFIL is inserted in Item 13.

DEST/ Co-ordinates of destination aerodrome, if ZZZZ is inserted in Item 16.

ALTN/ Co-ordinates of alternate aerodrome(s) if ZZZZ is inserted in Item 16.

RMK/ Any other plain language remarks when deemed necessary. This will also include the nomination of the type of SAR requested by the pilot.

Examples: RMK/SAR NML
RMK/SAR FAJS ETA 1HOUR

RIF/ The route details to the revised destination aerodrome, followed by the ICAO four-letter location indicator of the aerodrome. The revised route is subject to re-clearance in flight.

Examples: RIF/DTA HEC KLAX
RIF/ESP G94 CLA APPH

SSR/ Enter appropriate equipment symbols as per paragraph 2.5.2.

2.11 Item 19 - Supplementary Information

- a) Endurance, after E/.... Insert a 4-figure group giving the fuel endurance in hours and minutes.
- b) Persons on board, after P/.... Insert the total number of persons (passengers and crew) on board. Insert TBN (to be notified) if the total number of persons is not known at the time of filing.

2.11.1 Emergency and Survival Equipment

- a) Insert the following symbols for emergency and survival equipment.

R/ (Radio)	CROSS OUT "U" if UHF on frequency 243.0 MHz is not available. CROSS OUT "V" if VHF on frequency 121.5 MHz is not available. CROSS OUT "E" emergency location beacon - aircraft (ELBA) is not available.
S/(Survival)	CROSS OUT all indicators if survival equipment is not carried. CROSS OUT P if polar survival equipment is not carried. CROSS OUT D if desert survival equipment is not carried. CROSS OUT M if maritime survival equipment is not carried. CROSS OUT J if jungle survival equipment is not carried.
J/(Jackets)	CROSS OUT all indicators if life jackets are not carried. CROSS OUT L if life jackets are not equipped with lights. CROSS OUT F if life jackets are not equipped with fluorescence. CROSS OUT U or V or both as in R/ above to indicate radio capability of jackets, if any.
D/(Dinghies)	CROSS OUT indicators D and C if no dinghies are carried, or INSERT number of dinghies carried; and
(Capacity)	<u>Insert</u> total capacity, in persons, of all dinghies carried; and
(Cover)	CROSS OUT indicator C if dinghies are not covered; and
(Colour)	<u>Insert</u> colour of dinghies if carried.
A/(ACFT colour & markings)	<u>Insert</u> colour of aircraft and significant COLOUR markings
N/(Remarks)	CROSS OUT indicator N if no remarks, or INDICATE any other survival equipment carried and any other remarks regarding survival equipment.
C/(Pilot)	<u>Insert</u> name and initial of pilot-in-command.

2.11.2 Filed By

Insert the name of the unit, agency or person filing the flight plan.

2.11.3 Signature

Signature of the agency or person filing the flight plan.

2.11.4 Method Filed

The method of filing to be indicated i.e. telephone, fax etc.

**FLIGHT PLAN
VLUGPLAN**

REPUBLIC OF SOUTH AFRICA

REPUBLIEK VAN SUID-AFRIKA

Priority Prioriteit	Addressee(s) Geadresseerde(s)		
«≡ FF →			
Filing Time Tyd van indiening	Originator Opsteller		
	→		«≡

Specific identification of address(s) and/or originator
Spesifieke identifikasies van geadresseerde(s) en/of opsteller

3 Message type Tipe boodskap	7 Aircraft identification Lugvaart identifikasie	8 Flight rules Vliegreëls	Type of flight Tipe vlug
«≡ (FPL	-	-	»≡
9 Number Nommer	Type of aircraft Tipe lugvaartuig	Wake turbulence cat Volgstroomklas	10 Equipment Toerusting
-		-	»≡
13 Departure aerodrome Vertrek vliegveld	Time Tyd		
-		»≡	
15 Cruising speed Kruisspoed	Level Vlak	Route Roete	
-		→	

16 Destination aerodrome Bestemmingsvliegveld	Hr	Min	Altn aerodrome Uitwykvliegveld	2nd altn aerodrome 2de uitwykvliegveld
-			→	→
18 Other information Ander inligting				
-				

Supplementary information (not to be transmitted in FPL messages)
Aanvullende inligting (moet nie in FPL boodskap oorgesein word nie)

19 Endurance Brandstofduur	Persons on board Persone aan boord	Emergency radio Noodradio		
Hr Min.	→ P /	→ R /	UHF	VHF
-E/			U	V
			Elba	E
Survival equipment/Oorlewings-toerusting	Jackets/Reddingsbaadjies	Floures	UHF	VHF
→ S / P	→ J	F	U	V
Polar Pool	Light Lig			
Desert Woestyn				
Maritime Maritieme				
Jungle Oerwoud				
Dinghies/Reddingsboot	Colour Kleur			
Number Capacity	→	»≡		
Nommer Vermoë	→			
Cover Oortreksel				
→ D /				
Aircraft colour and markings Lugvaartuig kleur en merktekens				
A /				
Remarks Opmerkings				
→ N /	»≡			
Pilot in command Gesagsvoerder				
C /) »≡			
Files by/Ingedien deur				

Space reserved for additional requirements
Spasie voorbehou vir addisionele besonderhede

Section 10 Air Traffic Services Messages

Chapter 6 Flight Plan Messages

1 Flight Plan Messages

1.1 Priority

FF (in respect of jet flights on domestic routes priority DD must be used).

1.2 Flight Plan Messages shall be addressed to the following:-

- a) The ATSU at all manned aerodromes at which the flight is planned to land;
- b) ATSUs which act in respect of movement messages for unmanned neighbouring aerodromes at which the flight is planned to land;
- c) The ATSU nominated as the reporting station in respect of search and rescue action.
- d) All ATCCs within who's FIRs or sectors the flight is planned to operate.
- e) To the ATC Unit responsible for any controlled airspace which the flight will fly through.
- f) In respect of other operations; to the operating agencies requested by the pilot of operator, or according to the Station Standing Instruction manual.

1.3 Filing Time

The date and time of the despatch of the message to the Telecommunications Office.

1.4 Originator

The eight-letter originator indicator identifying the ATSU originating the message.

1.5 Text

The text of Flight Plan messages will consist of Items 3 to 18 inclusive, as completed on the Flight Plan Form.

2 Supplementary Flight Plan Message (SPL)

This type of message will only be sent in reply to a request for supplementary flight plan data.

2.1 Priority

The priority will be the same as the priority on the message requesting the information.

2.2 Addressing

Addressed to the ATSU requesting the information.

2.3 Filing Time

The date and time of the despatch of the message to the telecommunications office.

2.4 Originator

The originator indicator, eight-letter group, identifying the originator of the message.

2.5 Text

- a) The open bracket sign followed by the abbreviation (SPL;
- b) Hyphen sign followed by Items 7, 16, 18 and 19; with the hyphen sign placed between successive items.

Example: (SPL- Item7-16-18-19)

3 Departure Message (DEP)

3.1 A departure message shall be sent immediately after take-off in respect of all flights for which a Flight Plan Message has been sent.

3.2 Departure Message shall also be sent immediately after take-off of schedule flights for which standard flight plans have been filed and whose movements must be notified to other ATSUs.

3.3 Priority

Normal priority of FF, however DD shall be used in respect of jet flights on domestic routes.

3.4 Addressing

3.4.1 Departure message shall be addressed to all the addressees indicated on the Flight Plan of the Standard Flight Plan Message.

3.4.2 The ATSU nominated as the Reporting Station in respect of overdue action. All ATCCs within whose FIRs the flight will operate up to its first landing at a manned aerodrome;

3.4.3 The ATCU responsible for any controlled airspace through which the flight will fly en-route to the first landing at a manned aerodrome;

3.4.4 In respect of a departure from a station which has sent a Delay Message;

3.4.5 In respect of other operators: to the Operating Agencies requested by the pilot or operator, or according to the Station Standing Instruction Manual.

3.5 Originator

The eight letter originator identifying the ATSU originating the message.

3.6 Text

- a) The open bracket sign followed by the abbreviation (DEP- ;
- b) The hyphen sign followed by the aircraft identification, as given in Item 7 of the flight plan;
- c) Followed by the actual time of take-off in 4 figures;
- d) The hyphen sign followed by the destination aerodrome;

- e) The hyphen sign followed by any supplementary data it is desired to contain, such as persons on board (POB);

Note: In cases of flights for which standard FPL's have been filed, insert the hyphen sign followed by the FL and POB/.

- f) The closed bracket sign.

*Example: (DEP – SAA188 –FAJS0809 – HTDA)
(DEP - SAA301 - FACT0916 – FABL – FL190 - POB/79)
(DEP – ZSNVK – FAJS0916 – ZZZZ – F090 – 16/KOPPIES)*

4 Delay Messages (DLA)

- 4.1 When a scheduled flight, or a flight for which a FPL was despatched, has not left the loading apron within 30 minutes after the scheduled or estimated time of departure; or where there is reason to believe that such a flight will not be in a position to leave within the 30 minutes due to the late arrival of the aircraft on the previous sector or for any other reason, the ATSU shall despatch a Delay Message, whether the operating agency requests that such a signal be sent or not.

Note: This will not prevent an ATSU from sending a delay message immediately information is received that a schedule flight will be delayed in excess of 30 minutes.

- 4.2 ATSUs may liaise with the airspace user to ascertain whether they desire any information regarding the delay or revised ETD to be included in the Delay Message, but this should not be permitted to delay the despatch of the message.

- 4.3 ATSUs receiving Delay Messages must ensure that they are passed promptly to the information centre of the operator concerned.

- 4.4 Priority

GG

- 4.5 Addressing

- 4.5.1 Delay messages shall be addressed to in respect of a flight for which a Flight Plan Message has been sent being delayed, to all addressees on the Flight Plan Message and up to three operator's addressees as requested by the airspace user, or

- 4.5.2 Domestic Schedules:

- a) To FAZZSDLA;
- b) To the ATSUs at all centres served by that schedule and that ATCCs whose FIRs the flight will enter, (using ZQ or ZF as appropriate) in respect of delays at en-route stopping points the delay message will only be sent to those ATSUs concerned with the remainder of the flights;
- c) Met offices at all points in b) above;
- d) A maximum of three operator's addressees as requested by the pilot or operator's agent;

4.5.3 International Schedules

- a) To FAZZSDLA;
- b) To all ATSUs to whom the flight plan was sent or would normally be sent;
- c) A maximum of three operator's addressees as requested by the pilot or operator's agent;
- d) Additional ATSUs requested by the pilot or operator's agent, setting a maximum of one line of addressees per delay;

4.6 Filing Time

The date and time of despatching the message to the Telecommunications Office.

4.7 Originator

The eight letter originator indicator identifying the ATSU originating the message.

4.8 Text

- a) The open bracket sign followed by the abbreviation (DLA- ;
- b) The hyphen sign followed by the aircraft's identification,
- c) The hyphen sign followed by the aircraft's registration as given in Item 18 of the flight plan;
- d) The hyphen sign followed by the Aerodrome of departure and the ETD of the flight in four figures if ETD on the same day or in a six figure date/time group if ETD not the same day. If ETD is unknown, insert the abbreviation UNK;
- e) The hyphen sign followed by the aerodrome of destination;
- f) The close bracket sign.

Note: The reason for the delay may be inserted after the Aerodrome of destination but before the close bracket sign. However, this information will only be inserted on the request of the pilot or operator's agent.

*Example: (DLA - CAW003 - FAJS0800 - FAWM)
(DLA - SAA502 - ZSSBA - FADN UNK - FAJS - FOG)
(DLA - SAA319 - ZSSAA - FACT1015 - FABL - RMK/awaiting pax from SAA728)*

5 Arrival Message (ARR)

5.1 Arrival messages will only be sent in the following circumstances:-

- a) Arrival of aircraft requesting an arrival message in Item 18 of their flight plan, to the address (es) in Item 18 of the flight plan.
- b) Arrival or aircraft listed on Station Standing Instructions, to the address (es) in Station Standing Instructions.

5.2 Priority

GG

5.3 Addressing

As per paragraph 5.1.

5.4 Filing Time

The date and time of despatching the message to the Telecommunications Office.

5.5 Originator

The eight letter originator indicator identifying the ATSU originating the message.

5.6 Text

- a) The open bracket sign followed by the abbreviation (ARR- ;
- b) The hyphen sign followed by the aircraft's identification, as given in Item 7 of the flight plan;
- c) The hyphen sign followed by the location indicator of the point departure;
- d) The hyphen sign followed by one group of 8 characters:-
 - i) 4 letter location indicator of point of arrival
 - ii) 4 figures indicating time of arrival.
- e) Close brackets sign

Examples: (ARR - SAA316-FAJS - FABL0947)
(ARR - ZSCDV - FADN - ZZZZ1615 – 16/PALMIET)

6 Boundary Estimate Messages (EST)

Whenever an aircraft's boundary estimate will vary by more than three minutes from the estimate in Item 18 of the flight plan, the ATSU or sector whose area the flight will be leaving must advise the ATSU or sector whose area the flight will be entering. This notification should normally be done by telephone or ATS/DS whenever possible, but when this is not possible a Boundary Estimate Message shall be sent on the AFTN.

6.1 Priority

DD or FF

6.2 Addressing

To the ATSUs whose airspace the flight will be entering (Using ZQ or ZF as appropriate).

6.3 Filing Time

The date and time of the message to the Telecommunications Office.

6.4 Originator

The eight letter originator indicator identifying the ATSU originating the message.

6.5 Text

- a) The open brackets sign followed by the abbreviation (EST;

- b) The hyphen sign followed by the aircraft's identification and SSR data as given in Item 7 of the flight plan;
- c) The hyphen sign followed by the aerodrome of departure;
- d) The hyphen sign followed by an indication of the point where the transfer is to be made. This could be the 2 letter code of a beacon, a 4 letter location indicator, a place name or the letters FIR;
- e) An oblique stroke;
- f) Time estimated over the boundary point in 4 figures;
- g) The cleared level in the form of F... (FL), A... (Altitude) or VFR;
- h) If the aircraft will cross the boundary while climbing or descending a supplementary group will be added showing the level at or below which, or at or above which the flight will cross the boundary followed by a letter:-
 - i) The letter A will be used if the flight will cross the boundary at or above the level indicated in this group; or
 - ii) The letter B will be used if the flight will cross the boundary at or below the level indicated in this group;
- i) The hyphen sign followed by the aerodrome of destination;
- j) The close brackets sign

Examples:

(EST – SAA022 – FL290 – GWV/0900)
(EST – SAA022 – FAJS – FVHA – FL290 – GWV/0900)
(EST – SAA022 – FAJS – FL290 – GWV/0900 – FVHA)

7 **Modification Message (CHG)**

Whenever there is a change effected to the data contained in a Flight Plan Message already sent to the ATSUs concerned with the flight, they must all be notified. It is particularly important to notify of changes to Flight Level or Flight Rules, whether the change is made before departure or en-route. Such notification may be done by telephone or ATS/DS when possible; otherwise it must be done by means of a Modification Message sent on the AFTN.

7.1 Priority

DD or FF

7.2 Addressing

To the ATSUs concerned with the flight (Using ZQ or ZF as appropriate).

7.3 Filing Time

The date and time of the despatch of the message to the Telecommunications Office.

7.4 Originator

The eight letter group identifying the originator.

7.5 Text

- a) The open brackets sign followed by the abbreviation (CHG- ;
- b) The hyphen sign followed by the aircraft's identification and SSR data as given in Item 7 of the flight plan;
- c) The hyphen sign followed by the aerodrome of departure;
- d) The hyphen sign followed by the aerodrome of destination;
- e) The hyphen sign followed by the Item number of the flight plan Item to be changed;
- f) An oblique stroke;
- g) The whole Item as revised;

Note: If there are changes to be made to more than one item, sub-paragraphs 7.5(e) to (f) will be repeated for each field it is intended to change.

- h) The close bracket sign.

Example:

An aircraft on a charter flight which filed IFR at FL90 changes plan to fly VFR at FL95:-

(CHG - ZSDAL - FAWM - FAEL - 8/VN - 15/N0190F095 DCT)

8 Cancellation Messages (CNL)

When a schedule flight or a flight for which a Flight Plan Message has been sent, is subsequently cancelled, the ATSU at the point where the flight is cancelled shall send a Cancellation Message.

8.1 Priority

GG

8.2 Addressing

Same as for delay messages.

8.3 Filing Time

The date and time of despatching the message to the Telecommunications Office.

8.4 Originator

The eight letter originator indicator identifying the ATSU originating the message.

8.5 Text

- a) The open brackets sign followed by the abbreviation (CNL- ;
- b) The hyphen sign followed by the aircraft's identification as given in Item 7 of the flight plan;
- c) The hyphen sign followed by the aerodrome at which the flight is cancelled;
- d) The hyphen sign followed by the aerodromes(s) of destination;
- e) The close brackets sign.

Example:

(CNL - SAA212 - FAJS - FVHA)
(CNL - ZSBMH - FAAB - FAUP)

9 Supplementary Messages

9.1 Supplementary messages comprise of the following;

- a) Request flight plan messages (RQP).
- b) Supplementary flight plan messages (SPL).
- c) Request supplementary flight plan messages (RQS).

9.2 Request Flight Plan Messages (RQP)

A request flight plan message shall be transmitted when an ATSU wishes to obtain flight plan data. This might occur upon receipt of a message concerning an aircraft for which no corresponding basic flight plan data had been previously received. The RQP message shall be transmitted to the transferring ATSU which originated an EST message, or to the ATSU which originated an update message for which no corresponding basic flight plan data is available. If no message has been received at all, but an aircraft establishes RTF communications and requires air traffic services, the RQP message shall be transmitted to the previous ATSU along the route of flight.

9.3 Supplementary Flight Plan Messages (SPL)

9.3.1 A supplementary flight plan message shall be transmitted by the ATSU at the departure aerodrome to ATSUs requesting information additional to that already transmitted in a CPL or FPL message. When transmitted by the AFTN, the message shall be assigned the same priority indicator as that in the request message (See Chapter 6 paragraph 2).

9.3.2 When an ATSU wishes to obtain supplementary flight plan data from the ATSU at the aerodrome of departure, or in the case of a flight plan submitted in flight, from the ATSU specified in the flight plan message, a message shall be sent as described in the following sub-paragraphs.

9.4 Request Supplementary Flight Plan Message (RQS)

A request supplementary flight plan message shall be transmitted when an ATSU wishes to obtain supplementary flight plan data. The message shall be transmitted to the air traffic services reporting office at the departure aerodrome or in the case of a flight plan submitted during flight, to the air traffic services unit specified in the flight plan message.

9.4.1 Priority

DD or FF

9.4.2 Addressing

To the ATSU which originated the flight plan message.

9.4.3 Filing Time

The date and time of despatch the message to the Telecommunications Office.

9.4.4 Originator

The eight letter originator indicator identifying the ATS Unit originating the message.

9.4.5 Text

- a) The open brackets sign followed by the abbreviation (RQS- ;
- b) The hyphen sign followed by the aircraft's identification and SSR data as given in Item 7 of the Flight Plan;
- c) The hyphen sign followed by the aerodrome of departure;
- d) The hyphen sign followed by the aerodrome of destination;
- e) The close brackets sign.

Example:

(RQS - MAU833/A4446 - FIMP - FAJS)

(RQS - ZSBDW - FVHA - FAJS)

10 **Modification Messages (CHG)**

A CHG message shall be transmitted when any change is made to the basic flight plan data contained in a previously transmitted FPL or RPL data. The CHG message shall be sent to those recipients of the basic flight plan data which are affected by the change.

10.1 Priority

FF or DD

10.2 Addressing

Modification messages shall be addressed to:-

- a) Up to 3 operators' addresses as requested by the pilot or operator's agent (Where necessary, this information shall be contained in the SSI Manual);
- b) FAZZADIV if bound to/from FAJS.

10.3 Filing Time

The date and time of despatch of the message to the Telecommunications Office.

10.4 Originator

The eight letter originator indicator identifying the ATSU originating the message.

10.5 Text

- a) The open bracket sign followed by the abbreviation (CHG- ;
- b) Hyphen sign followed by the aircraft's Identification and/or SSR Mode and Code;
- c) Hyphen sign followed by the Departure Aerodrome;
- d) Hyphen sign followed by the affected items;
- e) The close bracket sign.

Examples: (CHG-SFR225-FAJS-FADN-16/FAJS)
(CHG-SFR225-FAJS-FADN-16/FAJS0045 FABL)

Section 10 Air Traffic Services Messages

Chapter 7 System NOTAM

Note: Refer also to Section 11, Chapter 2

1 General

1.1 When System NOTAMs are issued, the message shall be in accordance with the following;

1.2 NOTAM Classification

1.2.1 NOTAMs issued within South Africa are classified in the following series;

- a) Series A NOTAM NOTAM containing information of concern to long and medium range flights and given selected international distribution.
- b) Series B NOTAM NOTAM containing full information on all aerodromes/heliports, facilities and procedures available for use in international civil aviation and given international distribution to adjacent States and other States on request.
- c) Series C NOTAM NOTAM containing information of concern to aircraft other than those engaged in international civil aviation and given national distribution only.

1.3 NOTAM Addresses

1.3.1 System NOTAMs are issued by the International NOTAM Office and shall be addressed in accordance with the collective (abbreviated) AFTN address system.

1.3.2 All ATSUs in South Africa and adjacent States, selected Central/North African States and other non-African countries shall receive series 'A' and/or 'B' NOTAMs.

1.3.3 Intercontinental and medium range international flights shall be briefed on series 'A' NOTAMs only; international flights to adjacent States on series 'A' and 'B' NOTAMs and domestic flights on series 'A', 'B' and 'C' NOTAMs depending on the trajectory and cruising level of the flight.

1.4 Filing Time

The date and time of the despatch of the message to the Telecommunications Office.

1.5 Originator

The eight letter group identifying the ATSU originating the message.

1.6 Text

The text of a NOTAM shall be compiled in accordance with the relative instruction in paragraph 1.8 below.

1.7 Message Identifiers

- a) NOTAMN if it concerns a NOTAM containing new information.

- b) NOTAMR if it concerns a NOTAM replacing a previous NOTAM, followed by the series and number/year of the NOTAM replaced (e.g. A0125/03 NOTAMR A0123/03).
- c) NOTAMC if it concerns a NOTAM cancelling a previous NOTAM, followed by the series and number/year of the cancelled NOTAM (e.g. A0460/03 NOTAMC A0456/03).

1.8 Standard NOTAM Format (See paragraph 1.8.10 for an example of the format).

1.8.1 General

The qualifier line (Item Q) and all identifiers (Items A to G inclusive) each followed by a closing parenthesis, as shown in the format, shall be transmitted unless there is no entry to be made against a particular identifier.

1.8.2 NOTAM Numbering

Each NOTAM shall be allocated a series identified by a letter and a four-digit number followed by a stroke and a two-digit number for the year (e.g. A0023/03).

1.8.3 Qualifiers (Item Q)

Item Q is divided into eight fields, each separated by a stroke. If no entry is to be made in a field, it is not necessary to transmit blanks between the strokes. The definition of each field is as follows:

- a) FIR - ICAO location indicator of affected FIR or, if applicable to more than one FIR within the RSA, the first two letters of the ICAO location indicator plus "XX". The ICAO location indicators of the FIRs concerned shall then be listed in Item A.
- b) NOTAM CODE - All NOTAM Code groups contain a total of five letters and the first letter is always the letter Q. The second and third letters identify the subject, and the fourth and fifth letters denote the status of the subject reported upon.
 - I) If the subject is not listed in the NOTAM Code or in the NOTAM selection criteria, insert "XX" as the second and third qualifiers.
 - II) If the condition of the subject is not listed in the NOTAM Code (ICAO Doc 8400) or in the NOTAM Selection Criteria (ICAO Doc 8126), insert "XX" as the fourth and fifth letters (e.g. QFAXX);
 - III) When a NOTAM containing operationally significant information is issued in accordance with Annex 15, Chapter 6 and Appendix 4 and used to announce the existence of AIRAC AIP Amendments or Supplements, insert "TT" as the fourth and fifth letters of the NOTAM Code;
 - IV) When a NOTAM is issued containing a checklist of valid NOTAM, insert QKKKK as the second, third, fourth and fifth letters; and
 - V) The following fourth and fifth letters of the NOTAM Code shall be used in NOTAM cancellations:
 - a) AK Resumed normal operation.
 - b) AL Operative (or re-operative) subject to previously published limitations/conditions.
 - c) AO Operational.
 - d) CC Completed.
 - e) XX Plain language.

c) Traffic

- I) I = IFR
- II) V = VFR
- III) K = NOTAM is a checklist

d) Purpose

- I) N = NOTAM selected for the immediate attention of aircraft operators
- II) B = NOTAM selected for PIB entry
- III) O = NOTAM concerning flight operations
- IV) M = Miscellaneous NOTAM, not subject for a briefing, but it is available on request
- V) K = NOTAM is a checklist.

e) Scope

- I) A = Aerodrome
- II) E = En-route
- III) W = Navigation warning
- IV) K = NOTAM is a checklist

f) Lower

LOWER limits shall always be completed and shall only be expressed in flight levels (FL). In the case of navigation warnings and airspace restrictions, values entered shall be consistent with those provided under Items F and G. If the subject does not contain specific height information, insert "-000" for LOWER and "999" for UPPER as default values.

g) Upper

As per paragraph 1.8.3 (f).

h) Coordinates, Radius

The latitude and longitude accurate to one minute, as well as a three-digit distance figure giving the radius of influence in NM (e.g. 4700N01140E043). Coordinates present approximate centre of circle whose radius encompasses the whole area of influence and if the NOTAM affects the entire FIR/UIR or more than one FIR/UIR, enter the default value "-999" for radius.

1.8.4 Item A

Insert the location indicator of the aerodrome or FIR in which the facility, airspace, or condition being reported on is located. More than one FIR/UIR may be indicated when appropriate. If there is no available ICAO location indicator, use the ICAO nationality letter as given in Doc 7910, Part 2, plus XX and followed up in Item E by the name, in plain language.

1.8.5 Item B

For date/time group, use a ten-figure group, giving year, month, day, hours and minutes in UTC. This entry is the date-time at which the NOTAMN comes into force. In the cases of NOTAMR and NOTAMC, the date-time group is the actual date and time of the NOTAM origination.

1.8.6 Item C

With the exception of NOTAMC, a date-time group (a ten figure group giving year, month, day, hours and minutes in UTC) indicating duration of information shall be used unless the information is, of a permanent nature in which case the abbreviation "PERM" is inserted instead. If the information on timing is uncertain, the approximate duration shall be indicated using a date-time group followed by the abbreviation "EST". Any NOTAM which includes an "EST" shall be cancelled or replaced before the date-time specified in Item C.

1.8.7 Item D

If the hazard, status of operation or condition of facilities being reported on will be active in accordance with a specific time and date schedule between the dates-time indicated in Items B and Q, insert such information under Item D). If Item D) exceeds 200 characters, consideration shall be given to providing such information in a separate, consecutive NOTAM.

1.8.8 Item E

Use decoded NOTAM Code, complemented where necessary by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language. When a NOTAM is selected for international distribution, English text shall be included for those parts expressed in plain language. This entry shall be clear and concise in order to provide a suitable PIB entry. In the case of NOTAMC, a subject reference and status message shall be included to enable accurate plausibility checks.

1.8.9 Items F & G

These items are normally applicable to navigation warnings or airspace restrictions and are usually part of the PIB entry. Insert both lower and upper height limits of activities or restrictions, clearly indicating reference datum and units of measurement.

NOTAM FORMAT (EXAMPLE)

Priority Indicator									→	
Address										
≪≡										
Date and Time of filing									≪≡	
Originator's Indicator									→	
Message Series Number and Identifier										
NOTAM containing new information NOTAMN (series and number / year)									
NOTAM replacing a previous NOTAM NOTAMR (series and number / year) (series and number / year of NOTAM to be replaced)									
NOTAM cancelling a previous NOTAM NOTAMC ≪≡ (series and number / year) (series and number / year of NOTAM to be cancelled)									
Qualifiers										
	FIR	NOTAM Code	Traffic	Purpose	Scope	Lower Limit	Upper Limit	Co-ordinates, radius		
Q)	/	Q	/	/	/	/	/		≪≡	
Identification of ICAO location identifier in which the facility, airspace or condition reported on is located.						A) →				
Period of Validity										
From (date-time group)	B)								→	
To (PERM or date-time group)	C)								est.* perm*	≪≡
Time Schedule (if applicable)	D)								→	
									≪≡	
Text of NOTAM : Plain Language Entry (Using ICAO Abbreviations)										
E)										
≪≡										
Lower Limit	F)								→	
Upper Limit	G)								≪≡	
Signature										

* Delete as appropriate

Section 10 Air Traffic Services Messages

Chapter 7 Aeronautical Administrative Messages

1 General

1.1 Aeronautical Administrative Message originated by ATSU's shall comprise of the following:-

- a) Messages regarding the operation of facilities essential to the safety or regularity of aircraft operations;
 and
- b) Messages essential to the efficient functioning of the aeronautical communication services.

1.2 Priority

GG or KK.

1.3 Addressing

To the ATSU's and/ or Authorities concerned.

1.4 Filing Time

The date and time of the despatch of the message to the Telecommunications Office.

1.5 Originator

The eight letter group identifying the originator.

1.6 Text

- a) Texts must be in a standard form when sending the messages for which standard texts or lay-outs are prescribed.
- b) When sending messages for which standard texts or lay-outs are not prescribed, the texts must be drafted as briefly, clear and concise as possible, using authorised abbreviations where possible.

Section 10 Air Traffic Services Messages

Chapter 8 Search and Rescue, Accident & Incident Reports

1 Search and Rescue Reports

1.1 When an ATSU considers that an aircraft is in a state of emergency as defined in the SASAR manual, an alerting message shall be sent by completing a SAR reporting form CA172-08 and passing the resulting message on the AFTN.

Note: Form CA172-08 is only used for the initial declaration of a SAR phase and not for the up or down-grading of SAR phases, where an ALR message is used.

1.2 Priority

SS

1.3 Addressing

- a) To the responsible ARCC; Civilian SAR FAZZARCC (include FAXVYCYX and AFCP803 if oceanic).
- b) All ATCCs in whose FIR the flight was planned to operate;
- c) The departure aerodrome (if there is an ATSU there);
- d) The destination aerodrome (if there is an ATSU there);
- e) Any manned aerodrome near the intended route where the aircraft may have landed;
- f) The alternates listed on the flight plan;
- g) The aircraft owner or operator.

1.4 Filing Time

The date and time of despatch of the message to the telecommunications office.

1.5 Originator

The six or eight letter originator indicator identifying the ATSU originating the message.

1.6 Text

- a) The text of ALR messages will be compiled by inserting all the relevant information which is available in the appropriate blocks on the CA172-08 form.
- b) Delete those parts of the CA172-08 form which are not applicable to the incident being reported, or for which the information is not readily available.
- c) When transmitting ALR messages, the letters printed in the white blocks must also be transmitted so as to facilitate decoding by the recipient.

2 Accident Reports

- 2.1 When a report of an aircraft accident is made to, or originated by an ATSU, a CA172-14 form (Accident Report) shall be despatched via the AFTN.

Priority

- a) FF = For reporting minor accidents without fatalities.
- b) DD = For reporting accidents with fatalities and/or serious injuries.

2.3 Addressing

- a) FAZZACCD;
- b) To the manager of the relevant ATCC if the ATSU receiving or originating the report is not itself the ATCC for the relevant FIR;
- c) To FAZZAMIL (ATT: CAF314 and AFCP803) if a SAAF aircraft is involved.

2.4 Filing Time

The date and time of the despatch of the message to the telecommunications office.

2.5 Originator

The eight letter originator indicator identifying the ATSU originating the message.

2.6 Text

As per the current CA172-14 form.

3 Incident Reports

3.1 **AIR TRAFFIC INCIDENT REPORT**

An air traffic incident report shall be submitted, normally to the air traffic services unit concerned, for incidents specifically related to the provision of air traffic services involving such occurrences as aircraft proximity (AIRPROX), obstructions on runways, runway incursions, or other serious difficulty resulting in a hazard to aircraft, caused by, among others, faulty procedures, noncompliance with procedures, or failure of ground facilities. When a report of an aircraft or ATS incident is made to, or originated by an ATSU, a CA172-13 form (Incident Report) shall be despatched via the AFTN.

Priority

- a) FF = For reporting all incidents.

3.3 Addressing

- a) FAZZINCD;
- b) To the manager of the relevant ATCC if the ATSU receiving or originating the report is not itself the ATCC for the relevant FIR;
- c) To FAZZAMIL (ATT: CAF314 and AFCP803) if a SAAF aircraft is involved.

3.4 Filing Time

The date and time of the despatch of the message to the telecommunications office.

3.5 Originator

The eight letter originator indicator identifying the ATSU originating the message.

3.6 Text

As per the current CA172-13 form.