

Completion of Canadian Flight Plan / Flight Itinerary and ICAO Flight Plan

General

The flight plan form is to be used for Canadian flight plans or flight itineraries and ICAO flight plans. Completion of the form is simply a matter of inserting the requested information in the appropriate boxes. The white boxes relate to required information for both Canadian flight plans/ flight itineraries and ICAO flight plans. The shaded boxes indicate the information, which is applicable only to Canadian flight plans / flight itineraries.

NOTE: A Canadian flight plan is used for flights from Canada to the United States

Canadian

A Canadian flight plan / flight itinerary shall contain such information as is specified in the Canada Flight Supplement (CFS). This includes:

- aircraft identification
- flight rules
- type of flight
- number (if more than one)
- type of aircraft
- wake turbulence category
- equipment
- departure aerodrome
- time of departure (UTC) – proposed/actual
- cruising speed
- altitude/level
- route
- destination aerodrome
- estimated elapsed time enroute (EET)
- SAR time (not required in an ICAO flight plan)
- alternate aerodrome(s)
- other information (ADCUS if applicable)
- endurance (flight time in hours and minutes)
- total number of persons on board
- category of emergency locator transmitter (not required in an ICAO flight plan)
- survival equipment (type, jackets, dinghies)
- aircraft colour and markings
- remarks (regarding other survival equipment)
- arrival report – where it will be filed (not required in an ICAO flight plan)
- name and number or address of person or company to be notified if SAR action initiated (not required in an ICAO flight plan)
- pilot's name
- pilot's licence number (Canadian pilot licence only – not required in an ICAO flight plan)

ICAO

Flight plans for international flights originating in, or entering Canada shall be filed in the ICAO format, as specified in ICAO Doc 4444-RAC/501/ Mil GPH 270 DOD FLIGHT INFO PUBLICATION.

For the purpose of flight planning, flights between Canada and the Continental United States are not classed as "international flights".

For flights intending to operate within MNPS airspace during any portion of their flight, the letter "X" shall be inserted in Item 10 after the letter "S", indicating that the aircraft is capable of complying with MNPS. Similarly, the letter "W" is inserted if the aircraft is capable of complying with reduced vertical separation minima (RVSM) in MNPS airspace.

Instructions for Completing the Form

- (a) Adhere closely to the prescribed formats and manner of specifying data.

Commence inserting data in the first space provided. Where excess space is available, leave unused spaces blank.

Insert all clock times in 4 figures UTC.

Insert all estimated elapsed times (EET) in 4 figures (hours and minutes for flight plans)

NOTE: Because EETs on a flight itinerary may include days as well as hours and minutes: insert the EET in 6 figures if required.

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.

- (b) Instructions for insertion of ATS data:

- (i) Complete Items 7 to 18 as indicated hereunder.
- (ii) Complete also Item 19 to facilitate alerting of SAR services.

NOTE: Item numbers on the form are not consecutive, as they correspond to Field Type numbers in ATS messages.

Contents of a Flight Plan/Itinerary

Item 7: Aircraft Identification (maximum 7 characters)

Canadian:

Normally, this consists of the aircraft registration letters or the company designator followed by the flight number. Examples are:

- Aircraft Registration: N123B, CGABC, 4XGUC, etc.
- Operating Agency and Flight Number: ACA123, KLM672, etc.
- Tactical Call Sign: BRUNO12, SWIFT45, RED1, etc.

ICAO:

- (a) The registration marking of the aircraft (e.g., E1AKO, 4XBCD, N2567GA), when:
 - i. in radiotelephony, the call sign to be used by the aircraft will consist of this identification alone (e.g., OOTEK), or preceded by the ICAO telephony designator for the aircraft operating agency (e.g., SABENA OOTEK);
 - ii. the aircraft is not equipped with radio; or
- (b) The ICAO designator for the aircraft operating agency followed by the flight identification (e.g., KLM511, NGA213, JTR25) when in radiotelephony the call sign to be used by the aircraft will consist of the ICAO telephony designator for the operating agency followed by the flight identification (e.g., KLM511).

NOTE: Provisions for the use of radiotelephony call signs are contained in Annex10, Volume II, and Chapter 5. ICAO designators and telephony designators for aircraft operating agencies are contained in Doc 8585, *Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services*.

Item 8: Flight Rules and Type of Flight

- (a) **Flight Rules** (1 character) (ICAO and Canadian)

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

I	for IFR
V	for VFR
Y	for IFR first, then VFR
Z	for VFR first, then IFR

If “Y” or “Z” is filed, specify, in the route section of the flight plan, the point(s) where a change in flight rules is planned. Similarly, where there is more than one change in the type of flight rules, the code to be used is to reflect the first rule, i.e., use “Z” for VFR/IFR/VFR.

- (b) **Type of Flight** (2 characters)

INSERT one of the following letters to denote the type of flight when so required by the appropriate ATS authority:

First character (Canadian only – as applicable):

C	for Controlled VFR
D	for Defence VFR
E	for Defence Flight Itinerary
F	for Flight Itinerary

Second character (Canadian and ICAO):

S	for Scheduled Air Service
N	for Non-scheduled Air Transport Operation
G	for General Aviation
M	for Military
X	for other than the preceding categories

Item 9: Number and Type of Aircraft and Wake Turbulence Category

- (a) **Number of Aircraft** (1 or 2 characters)
Insert the number of aircraft, if more than one.
- (b) **Type of Aircraft** (2 to 4 characters)
The type of aircraft is indicated by the manufacturer's designator. The appropriate designator, or if no such designator has been assigned, or in the case of formation flights comprising more than one type, insert **"ZZZZ"** and specify in Item 18 the number(s) and type(s) of aircraft preceded by **"TYP"**.
- (c) **ICAO Wake Turbulence Category** (1 character)
- /H – HEAVY, to indicate an aircraft type with a maximum certificated takeoff mass of 136 000 kg (300 000 lbs) or more.
 - /M – MEDIUM, to indicate an aircraft type with a maximum certificated takeoff mass of less than 136 000 kg (300 000 lbs), but more than 7 000 kg (15 500 lbs).
 - /L – LIGHT, to indicate an aircraft type with a maximum certificated takeoff mass of 7 000 kg (15 500 lbs) or less.

Item 10: Equipment (Canadian and ICAO)

The COM/NAV/SSR equipment on board and its serviceability must be inserted by adding the appropriate suffixes. **The first suffixes will denote the COM/NAV equipment, followed by an oblique stroke, and another suffix to denote the SSR equipment:**

(a) **COM/NAV Equipment**

INSERT one letter as follows:

- N if no COM/NAV/approach aid equipment for the route to be flown is carried, or the equipment is unserviceable, or
- S if standard COM/NAV/approach aid equipment for the route to be flown is available and serviceable (see Note1)

AND/OR INSERT one or more of the following letters to indicate the COM/NAV/approach aid equipment available and serviceable:

A...(Not allocated)	I INS	R RNP type certification (Note 4)
B (Not allocated)	J Data Link (Note 3)	T TACAN
C LORAN C	K MLS	U UHF
D DME	L ILS	V VHF
E (Not allocated)	M (Not allocated)	W RVSM certification
F ADF	O VOR	X MNPS certification
G GNSS (Note 5)	P (Not allocated)	Y CMNPS certification
H HF RTF	Q (Not allocated)	Z Other equipment carried (Note 2)

- NOTES:**
- 1: Standard equipment is considered to be VHF, VOR and ILS.
 - 2: If the letter “Z” is used, specify in Item 18 the other equipment carried, preceded by COM/ and/or NAV/, as appropriate.
 - 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.
 - 4: Inclusion of the letter “R” indicates that an aircraft meets the RNP (e.g., RNP C airspace) type prescribed for the route segment(s), route(s) and/or area concerned.
 - 5: When using the letter “G” on an IFR flight plan, the GPS receiver must be approved in accordance with the requirements specified in Technical Standard Order (TSO) C-129 (Class A1, A2, B1, B2, C1 or C2), installed and approved in accordance with the appropriate sections of the Airworthiness Manual, and operated in accordance with the approved flight manual or flight manual supplement. Pilots are encouraged to use the letter “G” on VFR flight plans when using GPS to assist VFR navigation. TSO C-129 receivers are not mandatory for VFR flights.

(b) **Surveillance (SSR) Equipment** (Canadian and ICAO)

INSERT one or two of the following to describe the serviceable SSR equipment carried:

- N Nil
- A Transponder – Mode A (4 digits – 4096 codes)
- C Transponder – Mode A (4 digits – 4096 codes) and Mode C
- 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

Examples:

A/C	Equipment	Write
Cessna 172 (C172)	VHF only and no transponder	V/N
Cessna 414 (C414)	VHF, VOR, ADF, ILS, DME, HF; Mode A and C transponder	SDH/C
Boeing 747 (B747)	VHF, VOR, ADF, ILS, DME, HF and Mode S transponder, including pressure-altitude transmission, but no aircraft identification transmission	SDH/P

Item13: Departure Aerodrome and Time

Departure Aerodrome: (maximum 4 characters)

On a Canadian flight plan/ flight itinerary the point of departure, stopovers, destination, and the alternate should be indicated by using the three or four character location indicators depicted in the CFS, or in the case of a flight to the USA, in the US Government Flight Information Publication, e.g., Ottawa – CYOW, Waterville-CW3, Seattle Tacoma Int – KSEA.

On an ICAO flight plan, use four character location indicators. If no location indicator is specified, as is the case in water aerodromes or many of the land VFR aerodromes, INSERT ZZZZ and specify in Item 18 the aerodrome / location printed out in full, e.g., Lake Scugog, Ontario. If the name of the departure point is not listed in any aeronautical publication, use degrees and minutes of latitude and longitude.

Time: (maximum 4 characters)

Time – indicate the hour and minutes in Co-ordinated Universal Time (UTC). Do not use non-alphanumeric characters (+ . ; = ,) they will not be accepted or printed.

Example: **40 minutes = 0040, five hours and ten minutes = 0510,**
 5 days 5 hours and five minutes = 050505

NOTE: Pilots may file a flight plan or flight itinerary up to 24 hours in advance of the departure time.

Item 15: Cruising Speed, Altitude/Level and Route

Canadian:

NOTES:

- 1 On designated airways and air routes, IFR flights may be operated at the published MEA/MOCA except that in winter, when air temperatures may be much lower than those of the ICAO Standard Atmosphere (ISA), aircraft should be operated at an altitude which is at least 1 000 feet higher than the published MEA/MOCA (see RAC 8.5 and 9.5).
- 2 Preferred IFR routes, published in the CFS – PLANNING Section, have been established to aid in the efficient and orderly management of air traffic between selected aerodromes. Pilots are encouraged to file these routes.

Canadian and ICAO:

- INSERT • the first cruising speed as described in (a),
 • the first cruising level as described in (b), and
 • the route description as described in (c).

(a) **Cruising Speed** (maximum 5 characters)

- INSERT the True Airspeed for the first or the whole cruising portion of the flight, in terms of:
- Kilometres per hour, (ICAO only) expressed as “K” followed by 4 figures (e.g., K0830),
- or, Knots, expressed as “N” followed by 4 figures (e.g., N0485),
- or, Mach number, when so prescribed by the appropriate ATS authority, to the nearest hundredth of unit Mach, expressed as “M” followed by 3 figures (e.g., M082).

(b) **Cruising Level** (maximum 5 characters)

- INSERT the planned cruising level for the first or the whole portion of the route to be flown, in terms of:
- Flight Level, expressed as “F” followed by 3 figures (e.g., F085; F330),
- or, Standard Metric Level in tens of metres, (ICAO only) expressed as “S” followed by 4 figures (e.g., S1130), when so prescribed by the appropriate ATS authorities,
- or, Altitude in hundreds of feet, expressed as “A” followed by 3 figures (e.g., A045; A100),
- or, Altitude in tens of metres, (ICAO only) expressed as “M” followed by 4 figures (e.g., M0840),
- or, for uncontrolled VFR flights, the letters “VFR” (ICAO only).

(c) **Route** (including Changes of Speed, Level and/or Flight Rules)

Flights Along Designated ATS Routes:

- INSERT if the departure aerodrome is located on, or connected to the ATS route, the designator of the first ATS route (e.g., if departure aerodrome is Ottawa: V300 ULAMO, etc.)
- or, if the departure aerodrome is not on, or connected to the ATS route, (ICAO only) the letters DCT, followed by the joining point of the first ATS route, followed by the designator of the ATS route.
- or, (Canadian only) by filing the joining point of the first ATS route, followed by the designator of the ATS route (e.g., if departure aerodrome is Ottawa: YSH R76 YGK).
- 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, (e.g., YMX/N020A170 IFR)

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

FOLLOWED IN EACH CASE

- By the designator of the next, ATS route segment, even if the same as the previous one, (e.g., if departure aerodrome is Ottawa: V300 ULAMO, etc.)
- or, (ICAO only) by DCT, if the flight to the next point is outside a designated route, unless both points are defined by geographical co-ordinates
- or, (Canadian only) by filing the next point if it is outside a designated route (e.g., if departure aerodrome is Ottawa: V300 ULAMO 3B, etc.) Absence of DCT between points on a Canadian flight plan/itinerary indicates direct flight.

Flights Outside Designated ATS Routes:

ICAO:

INSERT points normally not more than 30 minutes flying time or 370 km (200 NM) apart (ICAO only), including each point at which a change of speed or level, a change of track, or a change of flight rules is planned,

or, when required by appropriate ATS authority(ies),

DEFINE (ICAO only) the track of flights operating predominantly in an east – west direction between 70°N and 70°S by reference to significant points formed by the intersections of half or whole degrees of latitude with meridians spaced at intervals of 10° of longitude. For flights, operating in areas outside those latitudes the tracks shall be defined by significant points formed by the intersection of parallels of latitude with meridians normally spaced at 20° 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.

(ICAO only) For flights operating predominantly in a north – south direction, define tracks by reference to significant points formed by the intersection of whole degrees of longitude with specified parallels of latitude which are spaced at 5°.

INSERT (ICAO only) DCT between successive points unless both points are defined by geographical co-ordinates or by bearing and distance.

Canadian:

INSERT (Canadian only) points at which a change of speed or level, a change of track, or a change of flight rules is planned. Absence of DCT between points on a Canadian flight plan/itinerary indicates direct flight.

or, when required by appropriate ATS authority(ies),

Canadian and ICAO:

USE convention (1) to (5) and SEPARATE each sub-item by a space.

(1) **ATS ROUTE** (2 to 7 characters)

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., BCN1, B1, R14, UB10, KODAP2A).

(2) **SIGNIFICANT POINT** (2 to 11 characters)

The coded designator (2 to 5 characters) assigned to the point (e.g., LN, MAY, HADDY),

or, if no coded designator has been assigned, one of the following ways:

Degrees only (7 characters): 2 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 insertion of zeros, e.g., 46N078W.

Degrees and minutes (11 characters): 4 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 insertion of zeros, e.g., 4620N07805W.

Bearing and distance from a NAVAID: The identification of the NAVAID (normally a VOR), in the form of 2 or 3 characters, THEN the bearing from the NAVAID in the form of 3 figures giving degrees magnetic, THEN the distance from the NAVAID in the form of 3 figures expressing nautical miles. Make up the correct number of figures, where necessary, by insertion of zeros – e.g., a point 180° magnetic at a distance of 40 NM from VOR “DUB” should be expressed as DUB180040.

(3) **CHANGE OF SPEED OR LEVEL** (maximum 21 characters)

The point at which a change of speed (5% TAS or 0.01 Mach or more) or a change of level is planned, expressed exactly as in (2), followed by an oblique stroke and both the cruising speed and the cruising level, expressed exactly as in (a) and (b), without a space between them, even when only one of these quantities will be changed.

Examples: LN/N0284A045
MAY/N0305F180
HADDY/N0420F330
4602N07805W/N0500F350
46N078W/M082F330

(4) **CHANGE OF FLIGHT RULES** (maximum 3 characters)

The point at which the change of flight rules is planned, expressed exactly as in (2) or (3) as appropriate, followed by a space and one of the following:

VFR if from IFR to VFR
IFR if from VFR to IFR

Examples: LN VFR
LN/N0284A050 IFR

(5) **CRUISE CLIMB** (maximum 28 characters)

The letter “C” followed by an oblique stroke; THEN the point at which cruise climb is planned to start, expressed exactly as in (2), followed by an oblique stroke; THEN the speed to be maintained during cruise climb, expressed exactly as in (a), followed by the two levels defining the layer to be occupied during cruise climb, each level expressed exactly as in (b), or the level above which cruise climb is planned followed by the letters PLUS, without a space between them.

Examples: C/48N050W/M082F290F350
C/48N050W/M082F290PLUS
C/52N050W/M220F580F620

Item16: Destination Aerodrome, Total Estimated Elapsed Time, SAR Time (Canadian only) and Alternate Aerodrome(s)

(a) **Destination Aerodrome and Total Estimated Elapsed Time** (10 characters max)

INSERT the ICAO 4-letter (Canadian/U.S. 3- or 4-letter/number) location indicator of the destination aerodrome followed by the total estimated elapsed time,

NOTE: in the case of a Canadian flight itinerary, as applicable, the EET may also include the number of days.

or, if no location indicator has been assigned,

INSERT ZZZZ followed, without a space, by the total estimated elapsed time, and SPECIFY in Item18 the name of the aerodrome, preceded by DEST/.

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

INSERT SAR time (4 characters)(maximum of 24 hours beyond EET)

(b) **Alternate Aerodrome(s)** (4 characters – ICAO)(3 or 4 – Canadian/U.S.)

INSERT the ICAO 4-letter (Canadian 3- or 4-letter/number) location indicator(s) of not more than two alternate aerodromes, separated by a space,

or, if no location indicator has been assigned to the alternate aerodrome,

INSERT ZZZZ and SPECIFY in Item 18 the name of the aerodrome, preceded by ALTN/.

NOTE: No alternate is required on a VFR flight plan/itinerary.

Item18: Other Information

INSERT 0 (zero) if no other information,

or, any other necessary information in the preferred sequence shown hereunder, in the form of the appropriate indicator followed by an oblique stroke and the information to be recorded:

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

Examples: EET/CAP0745 XYZ0830
EET/EINN0204

RIF/ The route details to the revised destination aerodrome, followed by the ICAO 4-letter (Canadian/U.S. 3- or 4-letter/number) 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
RIF/LEMD

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

SEL/ SELCAL Code, if so prescribed by the appropriate ATS authority (e.g. SEL/BMDL)

OPR/ Name of the operator, if not obvious from the aircraft identification in Item7.

STS/ Reason for special handling by ATS, e.g., hospital aircraft, one engine inoperative would be: STS/HOSP, STS/ONE ENG INOP, Medical Evacuation STS/MEDEVAC, No radio STS/NORDO, Receiver Only STS/ROONLY, Hazardous Cargo on Board STS/HAZ.

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

PER/ Aircraft performance data, if so prescribed by the appropriate ATS authority.

DAT/ Data link Capability (DAT/S = satellite; H = HF; V = VHF; M = Mode S)

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 as required by the appropriate ATS authority, e.g., NAV/INS.

DEP/ Name of departure aerodrome, if ZZZZ is inserted in Item 13, or the ICAO 4-letter (Canadian/U.S. 3- or 4-letter/number) 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/ Name of destination aerodrome, if ZZZZ is inserted in Item 16.

ALTN/ Name of alternate aerodrome(s), if ZZZZ is inserted in Item 16.

RALT Name of enroute alternate aerodrome(s).

RMK/ Any other plain language remarks when required by the appropriate ATS authority or deemed necessary, i.e., when flying from Canada to the U.S.A., use the term ADCUS and indicate the number of U.S. citizens, non-U.S. citizens and the pilot's name (RMK/ADCUS/4 /10/ Rennick); (TCAS equipped – ICAO only).

Item 19: Supplementary Information

Endurance:

AFTER E/ INSERT a 4-figure group giving the fuel endurance in hours and minutes.

Persons On Board:

AFTER P/ INSERT the total number of persons (passengers and crew) on board, when required by the appropriate ATS authority. INSERT TBN (to be notified) if the total number of persons is not known at the time of filing.

Emergency and Survival Equipment:

R/(RADIO) CROSS OUT indicator U if UHF on frequency 243.0 MHz is not available. CROSS OUT indicator V if VHF on frequency 121.5 MHz is not available. CROSS OUT indicator E if an Emergency Locator Transmitter (ELT) is not available.

(Canadian use only) Emergency Locator Transmitter (ELT) categories should be entered in the "ELT" box on the Flight Plan / Flight Itinerary forms. These categories (types) are described in SAR 3.2.

S/(SURVIVAL EQUIPMENT) CROSS OUT all indicators if survival equipment is not carried.
CROSS OUT indicator P if polar survival equipment is not carried.
CROSS OUT indicator D if desert survival equipment is not carried.
CROSS OUT indicator M if maritime survival equipment is not carried.
CROSS OUT indicator J if jungle survival equipment is not carried.

J/(JACKETS) CROSS OUT all indicators if life jackets are not carried. CROSS OUT indicator L if life jackets are not equipped with lights. CROSS OUT indicator F if life jackets are not equipped with fluorescein. CROSS OUT indicator U or V or both (as in R/) to indicate radio capability of jackets, if any.

D/(DINGHIES (NUMBER) CROSS OUT indicators D and C if no dinghies are carried, or INSERT number of dinghies carried; and

(CAPACITY) INSERT total capacity, in persons, of all dinghies carried; and

(COVER) CROSS OUT indicator C if dinghies are not covered; and

(COLOUR) INSERT colour of dinghies if carried.

A/(AIRCRAFT COLOUR AND MARKINGS) INSERT colour of aircraft and significant markings.
Tic appropriate box for wheels, skis, etc. (Canadian use only)

N/(REMARKS) CROSS OUT indicator N if no remarks, or INDICATE any other survival equipment carried and any other remarks regarding survival equipment.

ARRIVAL REPORT (Canadian use only). Fill in the required information.

AIRCRAFT (Canadian use only). Indicate the aircraft owner, person(s) or Company to be notified if search and rescue action is initiated

C/(PILOT) INSERT name of pilot-in-command.

INSERT pilot's licence number. (Canadian use only)