



GHANA
CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR AC-15-001

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

SECTION 1 - GENERAL

1. PURPOSE

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

2. STATUS OF THE ADVISORY CIRCULAR

This AC is an original issuance.

3. BACKGROUND

- A. The Ghana Civil Aviation (ANS) Directive, Part 19 - Rules of the Air specifies the requirement for the flight plan, action required to be done prior to flight, contents of the flight plan and action required to close the flight plan.
- B. The same Directives also require the pilot to receive a detailed briefing from the AIS. This enables the pilot-in-command of a flight to be aware of all the circumstances that may affect the safe conduct of a flight.

4. APPLICABILITY

This AC is applicable to Aeronautical Information Service Providers in Ghana.



5. RELATED DIRECTIVIES

This AC is related to the following Parts of the Ghana Civil Aviation (Air Navigation Services) Directives:

- Part 15 – Aeronautical Information Service (AIS)
- Part 19 – Rules of the Air
- Part 24 – Air Traffic Services (ATS)

6. RELATED READING MATERIAL

- A. ICAO Annex 2
- B. ICAO Annex 15
- C. ICAO Annex 11
- D. ICAO Doc 4444 (PANS-ATM)
- E. ICAO Doc 10066 (PANS-AIM)
- F. ICAO Doc 8126 (Aeronautical Information Service)

7. ACRONYMS

AC	-	Advisory Circular
ANS	-	Air Navigation Service
ATS	-	Air Traffic Services
ANSP	-	Air Navigation Service Provider
GCAA	-	Ghana Civil Aviation Authority
GCAD	-	Ghana Civil Aviation Directives
DG	-	Director General
ATM	-	Air Traffic Management
PANS	-	Procedure for Air Navigation Services

SECTION B - GUIDANCE AND PROCEDURES

8. GENERAL

The guidance provided in this advisory circular outlines procedures, processes and resources necessary to implement setting up of a flight plan acceptance office to facilitate the reception and processing of flight plans and the subsequent management to the associated ATS messages.



9. FLIGHT PLAN SUBMISSION AND ACCEPTANCE

The ANSP Shall put in place plans, mechanisms and processes to implement the submission and acceptance of a flight plan. In doing this the following factors shall be taken into consideration:-

- A. Designate an office where Pilots or airline representatives shall be able to submit flight plans and obtain necessary information to facilitate the safe conduct of a flight at least for the first route segment.
- B. Ensure that such offices are located at the ground floor of a building and in close proximity to those who need the services.
- C. The systems used in processing flight plans should be easily interfaced with the existing ATS Systems to ensure fast processing of this information to facilitate a safe conduct of flights as appropriate.

10. PRE-FLIGHT AND POST FLIGHT ACTIONS

Provision of pre-flight and post flight services are necessary at any aerodromes used for both international and national air operations as they facilitate the safety regularity and efficiency of air navigation relative to the route stages originating at the aerodrome. The ANSP shall ensure that:-

- A. the officers delegated to provide for this service are adequately trained and are knowledgeable to facilitate provision of this service;
- B. automated systems are installed to enable faster processing of NOTAM and Preflight information bulletin;
- C. requirements are promulgated to their clients that make it mandatory for persons who are able to comprehend the preflight briefing to be the only ones allowed to receive it on behalf of the pilot or Airline; and
- D. mechanisms are put in place to collect and act as appropriate, on all the information obtained in the post flight process.

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