



Republic of the Philippines
Department of Transportation and Communications
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Office of the Assistant Director General for Air Traffic Service

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Name of Office : Air Traffic Service
Document ID : ATS Procedure Order No. 02-14
Date : 06 June 2014
Subject : **Standard Flight Plan Processing and Stripmarking Procedures**
for ATS Facilities providing approach control services relative to the implementation of PBN

1. Description

- 1.1. This document establishes the standard flight plan (FPL) processing and stripmarking procedures applicable to all ATS facilities providing approach control services (either established as a stand-alone APP office or in combination with TWR).
- 1.2. The procedures herein were realized following the adoption and full implementation of the provisions of *Amendment 1 to the 15th Edition of ICAO Document 4444 (PANS-ATM)* and the ongoing implementation of PBN in select Philippine airports where specific and relative ATC procedures have been established and which have evolved through lessons learned from the implementation of PBN in the following airports:
 - 1.2.1. Puerto Princesa,
 - 1.2.2. Iloilo (served by Bacolod APP),
 - 1.2.3. Legazpi,
 - 1.2.4. Butuan, and
 - 1.2.5. Dumaguete (served by Mactan APP).
- 1.3. The following procedures shall be used when processing FPLs received by the facility, covering all types of aircraft, whether RNAV-approved or otherwise.

2. Objectives

- 2.1. The primary objective of this document is to standardize the FPL processing and stripmarking procedures of ATS facilities providing approach control services.
- 2.2. This document is also aimed at improving the capabilities of the ATCs in:
 - 2.2.1. understanding the FPL and maximizing use of information contained therein;
 - 2.2.2. pre-planning to better manage traffic that will be provided with services;
 - 2.2.3. avoiding or at least minimizing air-ground transmissions of ATC inquiries to pilots on any information already expressed in the filed FPL; and
 - 2.2.4. improve coordination procedures between ATS facilities.
- 2.3. This document is aimed at reminding ATCs that FPL processing is part of ATC operations.
- 2.4. Finally, this document is to be adopted by all concerned ATS facilities. It is expected that upon adoption, each facility shall create a customized version of this document to be included in their respective Manuals of Operations. A copy of which shall be submitted to ATCAMD and ATS-SMS for monitoring.

ATS Mission: **to provide an excellent air traffic service**

ATS Vision: **to be a world-class air traffic service provider embracing global standards, committed to safety, excellence, and national development**

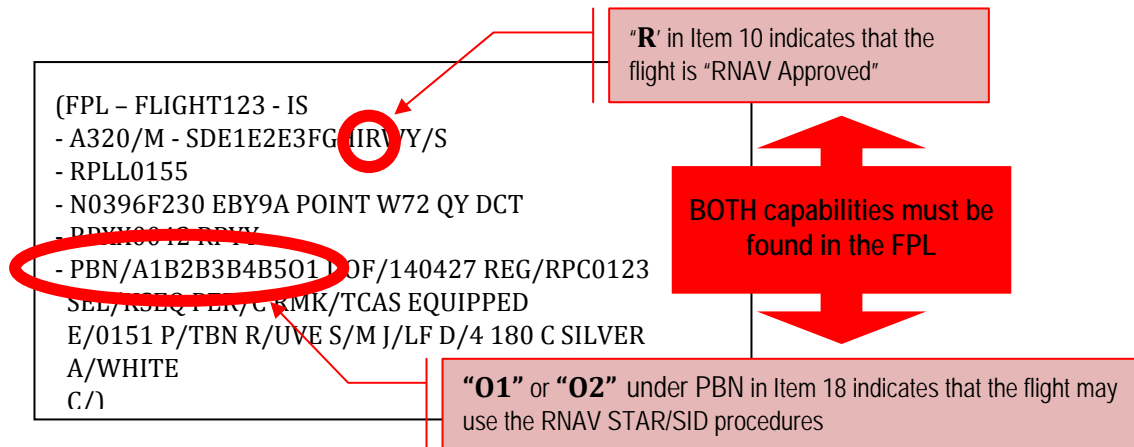
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3. Introduction / Background

- 3.1. On 15 November 2012, Amendment 1 to the 15th Edition of ICAO Document 4444 (PANS-ATM) was effected. This amendment updates the contents and requirements for flight planning. It was at the same time that the Philippine ATS effected the said amendment based on a program prescribed by an ICAO-moderated body and complied with locally.
- 3.2. PBN was adopted by the ICAO council in September 2007. The Philippine Implementation Program started in 2010. Properly equipped/certified aircraft can use new flight procedures that have been designed, approved, and published for select airports the country.
- 3.3. Relative to the aforementioned industry updates, ATC procedures require updating as well. Among the ATC procedures that require updating are processing of FPLs and stripmarking.

4. Procedures

- 4.1. The facility receives a copy of a flight's filed FPL through the AFTN.
NOTE 1. An ATS facility providing approach control services shall have an FDP or Flight Data Position who shall be responsible for accepting and processing FPLs.
 - (a) "FPL processing" shall include creation of FPS or flight progress strip for each flight that the facility will be provided with their services.
 - (b) The FDP may be an additional tasked assigned to an existing working position: the Coordinator, Approach Controller, or the Supervisor. Identification of the position with which FDP tasks are to be assigned shall be accomplished by the Facility Chief and must be expressed in the facility's ManOps.
NOTE 2. ATS facilities that have no access to AFTN (no CADAS port) shall identify in their documented procedure the source of their FPL copy. A relative LOA or Letter of Agreement between the facility and its source (and relaying stations, if any) shall be a mandatory requirement. The accomplished LOA must explicitly provide the arrangements between the two facilities. The preparation of FPS relative to each FPL shall rest with the facility's FDP.
- 4.2. The FDP shall review the FPL and determine if such flight is RNAV approved/capable. FPL item 10 must have "R". FPL item 18 must have any of the following: O1 or O2 (to use STAR and SID) or S1 or S2 (to use instrument approach).
 - 4.2.1. Sample Arrival FPL for ATS facility X



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4.2.2. Sample Departure FPL for ATS facility X

"R" in Item 10 indicates that the flight is "RNAV Approved"

BOTH capabilities must be found in the FPL

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(FPL - FLIGHT124 - IS
- A320/M - SDE1E2E3FC IR /Y/S
- RPXX0315
- N0396F230 DCT QY W72 POINT EBY9B
PBN/A1B2B3B4B501 OF/140427 REG/RPC0123
SEL/KSEQ/PER/C RMK/TCAS EQUIPPED
E/0151 P/TBN R/UVES/MJ/LFD/4 180 C SILVER
A/WHITE
C/)
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"01" or "02" under PBN in Item 18 indicates that the flight may use the RNAV STAR/SID procedures

4.3. After reviewing the FPL, the FDP creates the relative FPS. To indicate that the flight is both RNAV-approved (as indicated in FPL item 10) and properly equipped (as provided in FPL item 18) and may be cleared for RNAV, if pilot so requests, the flight's equipage shall be written immediately after the filed aircraft type:

FDP writes	if FPL item 10 shows "R" and item 18 shows	which means the flight may be cleared for:
/R1	O1 or O2 + S1 or S2	Terminal (STAR / SID) and Approach
/R2	O1 or O2 only	Terminal (STAR / SID) only
/R3	S1 or S2 only	Approach only

NOTE. Expect that other combinations of RNAV capabilities will be established as PBN implementation progresses.

4.3.1. FDP Stripmarking: Arrival

FLIGHT123							
A320 R2	RPXX						
RPLL							

"/R2" is written after the aircraft type to inform the approach controller that FLIGHT123 may be cleared only for RNAV STAR.

4.3.2. FDP Stripmarking: Departure

FLIGHT124	AVIA				
A320 R2	FL240				
RPXX	RPLL			B	

"/R2" is written after the aircraft type to inform the approach controller that FLIGHT123 may be cleared only for RNAV SID.

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- 4.4. After creating the correct FPS, the FDP delivers the arrival FPS to the approach controller or coordinator as appropriate. The departure FPS shall be given to the ATC in charge of delivering en route/ATC clearance to departure traffic.
 - 4.5. The coordination procedures regarding estimates and releases with adjacent facilities shall be covered by the LOAs that exist between the coordinating facilities. Relative phraseologies and stripmarking must be explicitly provided in the documented procedures created by each facility and incorporated in their respective manuals (ManOps).
 - 4.6. Stripmarking while handling an active traffic.
 - 4.6.1. To indicate that an arrival flight had been cleared for an RNAV procedure, the acronym "RNAV" followed by the numerical ID of the runway shall be written on the last column of the FPS (Data Entry no.24, see Annex A).
 - 4.6.2. To indicate that a departure flight had been cleared for an RNAV procedure, the acronym "RNAV" followed by the numerical ID of the runway shall be written on the middle column of the FPS (Data Entry no.6, see Annex B).

5. Effectivity

- 5.1. This procedure shall be submitted to ATCAMD for review.
- 5.2. Should this document be deemed acceptable without modification/s, the ATCAMD shall endorse this for the approval of the Acting ADG II for ATS.
- 5.3. This procedure shall be effective 15 calendar days after the relative ATS Procedure Order has been signed by the ADG for ATS except when another date is specified by the approving officer.

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Acting Assistant Director General II
Air Traffic Service
Date Signed: _____

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Annex A. Standard Entries for Terminal Flight Progress Strips - Arrival

1	6	7	9	11	13	14	25	21
2	(SSR code)	8	10	12	18	20	24	23
3			4	5				

No	Data Entries
01	Aircraft identification (ICAO Doc 8585)
02	Type of Aircraft (ICAO Doc 8643) + “/R” if RNAV capable
03	Point of Departure (ICAO Doc 7910) + inbound track (STAR)
04	Airport of first intended landing if other than the airport where the approach control facility is located (ICAO Doc 7910)
05	Clearance limit (as advised by ACC)
06	Estimated time of arrival at the clearance limit (hours + minutes)
07	Flight Level / Altitude information
08	Point at which APP assumed control of the aircraft
09	Time aircraft was released by ACC to APP (time of coordination in minutes)
10	Time initial contact was established between APP and aircraft after the release (minutes)
11	Estimated time over transfer of control point (minutes)
12	Actual time over transfer of control point (minutes)
13	Miscellaneous information such as secondary fix position or time over a reporting point (minutes)
14	
15	Time approach clearance was delivered to aircraft (minutes)
16	Time over primary/initial approach fix/point (minutes)
17	Time aircraft commenced instrument let-down procedures (minutes)
18	Time aircraft on procedure or base turn (minutes)
19	Time over final approach fix/point (minutes)
20	Arrival time or time when aircraft initiated a missed approach (minutes)
21	Expected approach clearance time (hours + minutes)
22	Z + Time aircraft was released to TWR (minutes)
23	Q + Time pilot cancelled IFR flight plan before completion of the instrument approach procedure
24	Instrument approach procedure utilized
25	H + Time aircraft entered and left the holding pattern (hours + minutes)

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Annex B. Standard Entries for Terminal Flight Progress Strips - Departure

1	AVIA 6 <i>(SSR code)</i>	14	15
2		16	17
3		18	19
4	5 7 8 9 10 11	20	21

No	Data Entries	
01	Aircraft Identification (ICAO Doc 8585)	
02	Type of Aircraft (ICAO Doc 8643) + “/R” if RNAV capable	
03	Requested altitude / flight level	
04	Point of departure if other than the aerodrome where the approach control facility is located (ICAO Doc 7910)	
05	Destination / Aerodrome of first intended landing (ICAO Doc 7910)	
06	AVIA + departure procedure and ATC clearance (assigned SSR Code written on next line)	
07	Takeoff Runway	
08	Time of initial contact with the aircraft (hours + minutes)	
09	Initials of ACC controller who delivered departure clearance to APP	
10	Initials of APP controller who received departure clearance from ACC	
11	Time departure clearance was received from ACC (minutes)	
12	B + Time departure clearance was delivered to pilot (minutes)	
13	Working Initials of APP controller who delivered departure clearance to pilot	
14	Time when release was issued by APP to TWR	EDCT
15	P + proposed time of departure (hours + minutes)	EOBT
16	Actual time of departure (hours + minutes)	
17	Time aircraft was released to ACC (minutes)	
18	Position or altitude at which ATC required for pilot to report	
20		
19	Pilot’s reported actual time over position or at altitude where reporting was required by the ATC	
21		