

## ATC FLIGHT PLAN REQUIREMENTS

### Issued under the Authority of:

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### Background Information:

CAE is committed to achieving the highest level of safety by meeting or surpassing regulatory requirements, by auditing the safety implications of our activities, by identifying areas for improvement through incident reporting, investigation and risk assessment, and by encouraging the open and honest reporting of safety issues.

To further define the requirement specified in the CAE Global Academy Operations Manual, Section 15 – Flight Planning (General), related to requiring all training flights, except local flights, to file an ATC flight plan.

### Abbreviations:

CAE OAA	CAE Oxford Aviation Academy
FTO	Flight Training Organization
IFR	Instrument Flight Rules
NAA	National Aviation Authority
NOTAC	Notice to Aircrew
PIC	Pilot-in-Command
VFR	Visual Flight Rules

### Policy:

An ATC VFR (Visual) or IFR (Instrument) Flight Plan, dependent upon the course curriculum in which the student is being taught, must be created, filed and opened. Additionally, a copy of the filed Flight Plan must be provided to Dispatch before departure.

This policy applies for any flight where **any** of the following is met:

- **Solo Flights** exceeding a radius of 25 nautical miles or more from the airport of departure.
- **Dual Flights** exceeding a radius of 50 nautical miles or more from the airport of departure.
- **Solo or Dual Night Flights** outside of the traffic pattern of the airport of departure; or, the flight must be in communication with and under constant radar surveillance of ATC (i.e. VFR Flight Following).

NOTE: All flight crew personnel should be reminded that the pilot-in-command (PIC) is always responsible for the closing of flight plans, and that the FTO is not held responsible for any consequences for not doing so.

### EXCEPTIONS AND REVIEW:

This policy may be reviewed by the Chief Safety Officer.

**SCOPE:**

CAE Oxford Aviation Academies