

Preparation of a flight plan

1. Register via the Log in menu at the top right of the www.ais.fi website. You will receive a link to the email address you provided, through which you can set your own password and log in to the site to fill out the flight plan.
2. The flight plans you send from the site are saved on your own dashboard, through which you can reuse your flight plans by editing the content. You can also set some of your flight plans as favorites so you can easily find the flight plans you use the most.
3. When you have filled and sent the flight plan form on the www.ais.fi page, it has arrived for processing by the FPC. There is no need to call FPC after that but to wait for confirmation to the e-mail address you provided.
4. **When it is a VFR or IFR/Z/Y OAT flight plan**, and there is nothing to correct, you will receive the flight plan you sent **as an acknowledgment of approval into your e-mail**. Possible formatting errors (e.g. in section 18) have been corrected by FPC staff so that you would see the correct way to present the information in the next flight plan. It is therefore important to open the e-mail, check its contents and record the information correctly the next time, so that the processing of the flight plans proceeds as quickly as possible.
5. If there is something in the flight plan that prevents transmission, a person from FPC will call you, you will fix the problem together, and you will receive the corrected flight plan in your e-mail.
6. If there is no email or phone contact from FPC within 15 minutes, please contact FPC yourself at **+358 29 150 2070**.

Sample email response:

Emails come from address fpc@ops-ansfinland.fi. If there is no email, you should check the spam folder settings. Example of an incoming message:

Briefing Facility Messages

```
FF EFHKYFYX
081019 EFHK2PZX
(FPL-TEST4-VX
-C152/L-GOVY/E
-EFMA1020
-N0093A015 WINHA LIMPU TALVI
-EFHA0100
-DOF/231108 OPR/TEST GROUP RMK/TEST FLT PIC TEL 1234567890)
```

Editing the flight plan

 **Departure place:** EFTP  **Landing place:** EFTP

TEST TEST TEST

TEST5

AC90

Flight rules: V

Date of dispatch: 11.06.2024

Departure time: 10:00

 [USE AGAIN](#)

 [PIN](#)

 [EDIT FLIGHT](#)

1. You can name the flight plan during the filling stage or later via the change form.
2. You can delay the flight departure time or cancel the flight plan via the change form.
3. After sending a delay (DLA) or cancellation message (CNL), you do not need to call FPC, but wait for confirmation to the email address you provided in the flight plan. If you do not receive an email or contact from FPC by phone within 15 minutes, please contact FPC yourself at +35820 428 4800.

4. Example of a flight plan delay message sent to your e-mail:

Briefing Facility Messages

FF EFHKYFYX
081021 EFHKZPZX
(DLA-TEST4-EFMA1040-EFHA-DOF/231108)

5. Example of a flight plan cancellation message sent to your e-mail:

Briefing Facility Messages

FF EFHKYFYX
081109 EFHKZPZX
(CNL-TEST1-EFMA1000-EFHA-DOF/231108)

6. If you need to change (CHG) the content of your flight plan (excl. delay of departure time), call FPC and ask them to send the message. Example of a flight plan change message sent to your e-mail:

Briefing Facility Messages

FF EFHKYFYX
081025 EFHKZPZX
(CHG-TEST4-EFMA1040-EFHA-DOF/231108
-18/DOF/231108 OPR/TEST GROUP RMK/TEST FLT PIC TEL 1234567890 EFTP)

7. IFR flight plans to the IFPS system:

When you fill in and send the flight plan to be sent to Eurocontrol's IFPS system, you will receive not only the message sent by FPC but also the responses from IFPS and possible Air Traffic Flow Management messages into your e-mail. From the IFPS system, you will receive either a **TITLE ACK** message, which means that your flight plan (FPL), delay message (DLA), change message (CHG) or cancellation message (CNL) has been accepted. E.g.:

-**TITLE ACK** -MSGTYP IFPL -FILTIM 192031 -ORIGINDT 1510192031
-BEGIN ADDR
-FAC EFHKZPZX
-END ADDR

-EXTADDR -NUM 007
-IFPLID AA46847524
-BEGIN MSGSUM -**ARCID TEST6 -ADEP EFHK -ADES EFVA -EOBT 1100**
-**EOBD 231108** -ORGN EFHKZPZX -END MSGSUM

8. If your flight plan has gone to manual processing in IFPS, you will receive a **TITLE MAN** message. In this case, your flight plan has not yet been accepted. Usually, it's a format error and when it's fixed in IFPS you get an ACK message. Example of a MAN message:

-**TITLE MAN** -MSGTYP IFPL -FILTIM 192031 -ORIGINDT 1510192031
-BEGIN ADDR
-FAC EFHKZPZX
-END ADDR
-BEGIN MSGSUM -**ARCID TEST6 -ADEP EFHK -ADES EFVA -EOBT 1100**
-**EOBD 231108** -ORGN EFHKZPZX -END MSGSUM

9. If your flight plan has been rejected by IFPS, you will receive a **TITLE REJ** message. In this case, your flight plan has not been approved and must be changed before a new transmission. You can call FPC and inquire about it. Example of an REJ message:

-**TITLE REJ** -MSGTYP IFPL -FILTIM 192031 -ORIGINDT 1510192031
-BEGIN ADDR
-FAC EFHKZPZX
-END ADDR
-POSRTE N0260F180 NEPEK DCT NEPEK Y361 NISVI DCT GUBTU
-ERROR ROUTE138: CANNOT HAVE A ROUTE BETWEEN THE SAME POINT? ROUTE:
DCT, POINT: NEPEK
-MSGTXT (FPL-TEST6-IG
-PC12/L-SBDFGRWY/S
-EFHK1100
-N0260F180 NEPEK DCT NEPEK Y361 NISVI DCT GUBTU
-EFVA0055 EFOU
-PBN/C2O2S2 NAV/GPS BASED FMS DOF/231108 REG/TEST6 RMK/IFPSRA
ASLEFHKDGN6859000)

Fintraffic Air Navigation Services Ltd

Remes Marianne

Head of FPC Operations