

Chapter 5. Air Traffic Procedures

Section 1. Preflight

5-1-1. Preflight Preparation

a. Every pilot is urged to receive a preflight briefing and to file a flight plan. This briefing should consist of the latest or most current weather, airport, and en route NAVAID information. Briefing service may be obtained from an FSS either by telephone or radio when airborne. Pilots within the contiguous U.S. may access Flight Service through **www.1800wxbrief.com** or by contacting them at 1-800-WX-Brief to obtain preflight weather data and to file IFR and VFR flight plans.

NOTE-

Pilots filing flight plans via “fast file” who desire to have their briefing recorded, should include a statement at the end of the recording as to the source of their weather briefing.

b. The information required by the FAA to process flight plans is contained on FAA Form 7233-1, Flight Plan, or FAA Form 7233-4, International Flight Plan. The forms are available at all flight service stations. Additional copies will be provided on request.

REFERENCE-

AIM, Paragraph 5-1-4, Flight Plan- VFR Flights

AIM, Paragraph 5-1-8, Flight Plan- IFR Flights

AIM, Paragraph 5-1-9, International Flight Plan- IFR Flights

c. Consult an FSS for preflight weather briefing.

d. FSSs are required to advise of pertinent NOTAMs if a *standard* briefing is requested, but if they are overlooked, do not hesitate to remind the specialist that you have not received NOTAM information.

NOTE-

NOTAMs, graphic notices, and other information published in the Notices to Airmen Publication (NTAP) are not provided during a briefing unless specifically requested by the pilot since the FSS specialist has no way of knowing whether the pilot has already checked the NTAP prior to calling. Airway NOTAMs, procedural NOTAMs, and NOTAMs that are general in nature and not tied to a specific airport/facility (for example, flight advisories and restrictions, open duration special security instructions, and special flight rules areas) are briefed solely by pilot request. Remember to ask for NOTAMs and graphic notices published in the NTAP if you have not already reviewed this

information, and to request all pertinent NOTAMs specific to your flight.

REFERENCE-

AIM, Paragraph 5-1-3, Notice to Airmen (NOTAM) System

e. Pilots are urged to use only the latest issue of aeronautical charts in planning and conducting flight operations. Aeronautical charts are revised and reissued on a regular scheduled basis to ensure that depicted data are current and reliable. In the conterminous U.S., Sectional Charts are updated every 6 months, IFR En Route Charts every 56 days, and amendments to civil IFR Approach Charts are accomplished on a 56-day cycle with a change notice volume issued on the 28-day midcycle. Charts that have been superseded by those of a more recent date may contain obsolete or incomplete flight information.

REFERENCE-

AIM, Paragraph 9-1-4, General Description of Each Chart Series

f. When requesting a preflight briefing, identify yourself as a pilot and provide the following:

1. Type of flight planned; e.g., VFR or IFR.
2. Aircraft's number or pilot's name.
3. Aircraft type.
4. Departure Airport.
5. Route of flight.
6. Destination.
7. Flight altitude(s).
8. ETD and ETE.

g. Prior to conducting a briefing, briefers are required to have the background information listed above so that they may tailor the briefing to the needs of the proposed flight. The objective is to communicate a “picture” of meteorological and aeronautical information necessary for the conduct of a safe and efficient flight. Briefers use all available weather and aeronautical information to summarize data applicable to the proposed flight. They do not read weather reports and forecasts verbatim unless specifically requested by the pilot. FSS briefers do not provide FDC NOTAM information for special