

## International Trip Planning: Going on Your Own

### Mission Planning

#### Upon Receiving Trip Request:

- Airport approval
- Choose / contact handler with trip details
  - Confirm any special events / airport restrictions
  - Confirm parking location
  - Get a step by step Customs procedure
- Review NOTAMS for dept/arr / potential alt airports
- Crew / Pax passports & visas valid
- FAA / State Dept / Health Dept warnings and airspace restrictions
- Preliminary flight plans using historical winds

#### Upon Trip Setup:

- Forward General Declaration to handler
- Confirm aircraft parking
- Landing permit, if required (confirm validity window)
- Arrival/Departure slots confirmed with ID and slot validity
- Overflight permit(s), if required

### Pre-Flight Confirmations

#### 24 Hours Prior to Flight:

- Review Weather /Turbulence for departure, arrival, alternates (including emergency)
- Review departure, arrival, alternate (including emergency), FIR NOTAMs
- Check MEL/CDL that could affect routing
- Any ATC considerations at dept/enroute/arr,. Any changes from Mission Planning
- Build route for flight plan, & calculate flight plan using CFP
  - Find suitable enroute emergency alternates (ETOPS, ETPs)
- Contact handler to obtain handling agent details (name/email/mobile phone #)
- Fuel release / billing method confirmed
- Forward applicable items to crew to review

**Day of Trip:**

- Review Weather /Turbulence for departure, arrival, alternates (including emergency)
- Review departure, arrival, alternate (including emergency), FIR NOTAMs
- Generate/file master flight plan (in house) or review flight plan (filed by ISP)
  - Confirm appropriate items listed in Item 18
- US / destination country APIS complete
- Compare Master FPL ETA against obtained slot time and slot validity
- Arrival Crew / Pax ground transportation is confirmed
- Crew hotel early/late check in confirmed (if applicable)
- Forward international trip package to crew for review & brief

**En Route**

- Notify handling agent of ETA
- Notify interested parties of ETA
- Monitor enroute weather / NOTAMs for all applicable airports
- Make changes as needed for safety of flight and advise crew as necessary
- Obtain parking stand number
- Verify ground transportation is on location

**Post Flight**

- Record flight logs
- Review deviations from filed flight plan with crew
- Receive handling/airport feedback from flight crew

**Cancellations**

- Note cancellation in company documentation (if required)
- Notify Handler and inquire about expected charges to be billed (if any)
- Cancel local Customs and Border Patrol clearance, if arranged
- Notify flight crew and maintenance
- Cancel contract flight crew