



CIVIL AVIATION DIRECTION GENERAL  
AIR NAVIGATION DEPARTMENT  
AIS/MAP

AIC

AFS: MROCYOYX  
TEL/FAX: (506)220-0923  
Mail Box: 5026-1000, San José, Costa Rica  
Web Page: [www.dgac.go.cr](http://www.dgac.go.cr)  
e-mail: [aiscr@dgac.go.cr](mailto:aiscr@dgac.go.cr)

AERONAUTICAL INFORMATION  
CIRCULAR

No. 07/C2  
Date: 07/01/17

## **A.I.S** **FLIGHT PLAN PROCEDURE**

The Civil Aviation Direction General reminds Air Companies and all operators in the aeronautical branch and especially crew-members of aircrafts requiring international flights, the following dispositions:

1. It is obligatory for all pilot in-command of an aircraft or the respective Licentiate, Dispatcher by Civil Aviation Direction General and credited by Air Companies or Air dispatch to complete the **FLIGHT PLAN** form, properly signed and with license number; for the respective revision, approval and proceeding, by AIS/ARO aerodrome dependencies. Also shall clearly detail in the document the name of the pilot-in command and persons on board.
2. When the flight plan is presented by another representative of the company different to the Dispatcher and this one contains mistakes or lacks data, will be returned it by the shift technician, until pending information is completed.
3. These flight plans shall be completed according to the effective dispositions for that reason, any question or doubt in this respect must be canalized with the AIS/ARO Aeronautical Technician. The copy of the flight plan signed and sealed shall be keep it by the pilot-in-command of the aircraft as evidence of the air operation approval.
4. Whenever it is required to amend a stall of the flight plan or to cancel the operation, must immediately communicate the corresponding AIS/ARO aerodrome dependency.
5. As part of the flight planning, we remind the responsibility of verifying properly the weather conditions, the destination aerodrome condition, aid navigation facilities, facilities and services, routes, etc.

**REPLACES 04/AIC C07**  
**WITH MODIFICATIONS**

Visit our web page: [www.dgac.go.cr](http://www.dgac.go.cr) and up date the information