# **Entry Requirements**

# 1.2 Entry Requirements

# 1.2.1 Entry, Transit and Departure of ACFT

#### 1.2.1.1 General

The first landing in and final departure from Estonian territory shall be carried out at a customs AD, unless an exception to this rule has been granted in advance by the appropriate customs and border control authorities. Customs aerodromes are listed in section 3.3 Aerodromes with Customs Clearance.

#### 1.2.1.2 Scheduled Flights

Scheduled flights may not be operated for commercial purposes in Estonian territory except with the permission of the CAA.

#### 1.2.1.3 Non-scheduled Flights

No prior permission is required for ACFT registered in states which are parties to the Chicago Convention to make flights into or in transit over Estonian territory. Prior permission is, however, required for such flights with aircraft registered in states which neither are parties to the Chicago Convention nor to a special agreement with Estonia. Application for permission should be made through diplomatic channels.

In case of a charter flight the permission of CAA is required if the flight is operated by a foreign air carrier and it is related to embarkation or disembarkation of passengers or cargo in Estonia.

Taxi flights to/from Estonia are operated according to the flight plan. No permission required.

#### 1.2.1.4 Private Flights

#### 1.2.1.4.1 Advance Notification of Arrival

No prior permission is required for private flights operated into, in transit over or from Estonian territory by aircraft registered in states which are parties to the Chicago Convention.

Prior permission is required for private flights operated into, in transit over or from Estonian territory with aircraft registered in states not parties to the Chicago Convention. Application should be made through diplomatic channels at least 48 HR (EXC Sat, Sun and Estonian public Hol) before passing of the boundary line of Estonian territory.

Application shall contain the following data, to which the information about radio equipment and frequencies used and total number of persons on board shall be added:

- a. Name, address and contact data of the operator;
- b. Nationality, type and registration marks of ACFT;
- c. MTOW of the ACFT:
- d. Name of the pilot-in-command and size of the crew:
- e. Purpose and type (e.g. charter) of the flight;
- f. AD of origin, route and destination AD;
- g. Dates and times of the flight;
- Points of entrance into and exit from Estonian airspace and times when the named points are passed;

- Insurance documents done for the benefit of the crew, passengers and third persons or their copies;
- j. Sought period of validity of the flight permission.

# 1.2.1.4.2 Documentary Requirements for Clearance of ACFT

The only document required for the clearance of an ACFT engaged in private flight is the General Declaration. One copy of the General Declaration is endorsed by the authorities and returned to the pillot in command of the ACFT, signifying that all administrative formalities have been duly completed.

### 1.2.2 Entry, Transit and Departure of Passengers and Crew

#### 1.2.2.1 Customs Requirements

A written declaration is required on arrival into and departure from Estonia from passengers and crew whose cabin-carried articles or baggage include:

- Taxable goods. In case of goods to be used for commercial purpose a declarant shall submit a declaration of goods only if the customs value of the goods exceeds 1000 Estonian Croons In case of goods to be used for non-commercial purpose the passenger shall complete and submit a traveller's declaration to the customs authorities if the value of goods exceeds 5000 Croons or the amount of which exceeds the limit established by the Government of the Republic. Personal belongings are not included in goods subject to declaration if a special licence is not needed for the importation and exportation thereof;
- Foreign currency in the quantity that shall be declared (80,000 Estonian Croons);
- Articles for which a particular permit is required.

Baggage belonging to passengers and crew that does not contain any declared articles are immediately released except for those selected for inspection by the customs authorities.

#### 1.2.2.2 Immigration Requirements

Generally no visas are required of passengers arriving and departing on the same through flight or transferring to another flight in cases, not requiring leaving the direct transit area of the airport.

A person entering Estonia must hold a valid passport or a document replacing it. Expired passports, national registration cards etc. are not accepted, with the exception of Estonian nationals and Estonian resident aliens, who may use a certificate of re-entry or a permit of return issued at Estonian consulates abroad, in lieu of lost or expired passport.

A passenger who continues the journey to a third country shall have a transit visa.

An ACFT from any foreign state may land at Tallinn, Kuressaare, Kärdla, Tartu or Pärnu airport in case the persons aboard have obtained required visas to visit Estonia beforehand.

The standard ICAO embarkation/disembarkation card is not required.

# Regulations

# 2.1 Regulations

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#### 2.1.1 Generalities

# 2.1.1.1 Visual Flight Rules

 Except when operating as a special VFR flight (see section 2.9 Special VFR), VFR flights shall be conducted so that the aircraft is flown in conditions of visibility and distance from clouds equal to or greater than those specified in section 2.1.2 Airspace Classification.

In Airspace (G), HEL may operate in less than 1.5 KM flight visibility by day and not less than 3 KM by night, if manoeuvred at a speed that will give adequate opportunity to observe other traffic or any obstacles in time to avoid collision.

- VFR flights by day are not permitted within control zone and aerodrome traffic zone
  - a. when the ceiling is less than 1500'; or
- b. when the ground visibility is less than 5 KM, unless an air traffic control clearance (special VFR clearance) has been obtained from the appropriate ATC unit
- Unless authorised by the appropriate ATS authority, VFR flights shall not be operated above FL 200.
- VFR flights in level cruising flight when operated above 3000' SFC shall be conducted at a flight level appropriate to the track as specified in column "VFR Flights" of the table of cruising levels (see chapter Regulations, section Table of Cruising Levels).

VFR flights operated within Airspace (B) and (C) shall be conducted at a flight level appropriate to the track as specified in column "IFR flights" of the table of cruising levels mentioned above.

These provisions do not apply to non-power driven aircraft and in cases when otherwise instructed in the ATC clearance or prescribed by the appropriate ATS authority.

- VFR flights shall comply with the provisions of ICAO Rules of the Air Annex 2, section 3.6
  - a. when operated within Airspace (B), (C) and (D);
  - b. when forming part of aerodrome traffic at controlled aerodrome; or
  - c. when operated as special VFR flight.
- A VFR flight operating within areas, or along routes, designated by the appropriate ATS-authority in accordance with Annex 2 section 3.3.1.2.1 c) or d), shall maintain continuous listening watch on the appropriate radio frequency of, and report its position as necessary to, the air traffic services unit providing flight information service.
- An aircraft operated in accordance with the visual flight rules which wishes to change to compliance with the instrument flight rules shall:
  - a. if a flight plan was submitted, communicate the necessary changes to be effected to its current flight plan and obtain clearance; or

 b. when so required by section 3.3 of ICAO Annex 2, submit a flight plan to the appropriate ATS unit and obtain clearance prior to proceeding IFR when in controlled airspace.

ESTONIA (en) 2.1-1

### 2.1.2 Airspace Classification

Class (A), (B), (E) and (F) airspace is normally not used within Tallin FIR.

See also chapter Regulations, section ATS Airspace Classification.

Traffic avoidance advice within Class (C) and (D) airspace is provided within Terminal Control Areas and Control Zones below 4500'.

Class (F), (G) and (G+) airspace: Speed limitation reduced to 140 KT IAS with VMC Minima flight visibility 1.5 KM, clear of cloud and in sight of ground or water.

Class (G+) airspace established with the same requirements and services as Class (G) airspace, except:

- Service: Aerodrome Flight Information Service, and
- Radio: continuous two-way.

Class (G) airspace: Flight Information Service on request.

#### Airspace Restrictions

# 2.2 Airspace Restrictions (Prohibited, Restricted, Danger Areas, etc.)

2. Type of restriction

NOTE: Airspace restrictions affecting the upper airspace above FL 95 are not shown.

|  |                            | Restricted Areas                                   | Attend to second   |                              |
|--|----------------------------|--|--|------------------------------|
| bevieser ed no vivilse tuod identification | Upper Limit<br>Lower Limit | 1. Times of ac<br>2. Type of rest                  | The second secon | EE-D18 TSIATSUNGÕLMAA EE-D20 |
| EE-R1 .99A n                               | 1000                       | 1. H24.  | SFC  | MÄNNIKU                      |
| PIIRIALA ed não vilvitos fued              | B noil SFC                 | 3. Permission shall be received from ESTONIAN CAA. |  |                              |
| EE-R3                                      | 3500'                      | 1. H24.  | SEC  | NAISSAAR                     |
| bout activity can biddinazily              | s noit SFC ni 10           | 3. Permission s                                    | shall be received  | from ESTONIAN CAA.           |
| EE-R4                                      | 3500'                      | 1. H24.  | 910  | KLOOGA Z                     |
| MATSALU d nao ylivitos tuod                | B non SFC 11 10            | 3. Permission s                                    | ission shall be received from ESTONIAN CAA.  |                              |

| bout activity can be received                                    | or Information a           | Danger Areas 0000  | E-D26  |  |
|--|----------------------------|--|--|--|
| bevier Identification on tuod<br>. OOA anillar                   | Upper Limit<br>Lower Limit | Times of activity     Type of restriction     Remarks            | IHU<br>E-D27<br>ARUJÄRVE                                   |  |
| EE-D1 <sup>®</sup> 1 <sup>®</sup> 3 AB3 VIVIS & NOO<br>SIRGALA 1 | 2200'<br>SFC               | By NOTAM or information about a from Tallinn ACC.                | ctivity can be received                                    |  |
| EE-D2 <sup>®)</sup> <sup>®</sup> d nso yavgos 1900<br>UNIKÜLA    | 1900'<br>SFC               | By NOTAM or information about a from Tartu TWR and Tallinn ACC.  | ctivity can be received                                    |  |
| EE-D3<br>NURSIPALU 1   | 2300'<br>SFC               | By NOTAM or information about a from Tallinn ACC.                | ctivity can be received                                    |  |
| EE-D4<br>NURSIPALU 2   | 9200'<br>SFC               | By NOTAM or information about a from Tallinn ACC.                | ctivity can be received                                    |  |
| EE-D5<br>KILTSI 890 si   | 2100'<br>SFC 11 no         | By NOTAM or information about a from Tallinn ACC.                | or information about activity can be received in ACC.      |  |
| EE-D6 OTA vd beblyong bi<br>PAHKLA mon beviecen ed an            | 2300'<br>SFC               | By NOTAM or information about a from Tallinn APP.                | ctivity can be received                                    |  |
| EE-D7<br>PIIRSALŪ  | 2200'<br>SFC               | By NOTAM or information about a from Tallinn APP.                | ctivity can be received                                    |  |
| EE-D8<br>RUTJA   | 2200'<br>SFC               | By NOTAM or information about a from Tallinn ACC.                | AM or information about activity can be received linn ACC. |  |
| <b>EE-D9</b><br>VÄLUSTE  | 2200'<br>SFC               | By NOTAM or information about a from Tallinn ACC.                | ctivity can be received                                    |  |
| EE-D10<br>UTSALI   | 2200'<br>SFC               | By NOTAM or information about a from Tartu TWR and Tallinn ACC.  | ctivity can be receive                                     |  |
| EE-D11<br>METSNIKU   | 2300'<br>SFC               | By NOTAM or information about a from Tallinn ACC.                | ctivity can be received                                    |  |
| EE-D12<br>POTSEPA  | 2200'<br>SFC               | By NOTAM or information about a from Pärnu AFIS and Tallinn ACC  |  |  |
| EE-D13<br>TAPA 1   | 2400'<br>SFC               | By NOTAM or information about a from Tallinn APP.                | ctivity can be received                                    |  |
| EE-D14<br>TAPA 2   | 14,700'<br>SFC             | By NOTAM or information about a from Tallinn APP and Tallinn ACC |  |  |
| EE-D16<br>KLOOGA 1   | 2100'<br>SFC               | By NOTAM or information about a from Tallinn APP and Ämari TWR   |  |  |
| EE-D17   | 9000'                      | By NOTAM or information about a                                  | ctivity can be received                                    |  |

from Tallinn ACC

SFC

SIRGALA 2

#### Communications

Flight Information Service (FIS) Frequencies

#### 2.3 Communications

# 2.3.1 Generalities

2.3.1.1 Communication and Position Reporting outside Controlled Airspace

#### 2.3.1.1.1 Establishment of Communication

Unless otherwise prescribed or agreed, an ACFT operated outside controlled airspace shall establish radio communication with the appropriate ATS unit as follows:

- a. prior to entering Tallinn FIR;
- b. prior to entering controlled airspace to receive ATC clearance;
- c. prior to entering flight information zone;
- d. prior to entering radio mandatory zone (RMZ).

#### 2.3.1.1.2 VFR Procedures in Uncontrolled Airspace below Tallinn TMA

ACFT flying in uncontrolled airspace below Tallinn TMA shall, without coordination with TALLINN RADAR, stay at least 500' below the lower limit of Tallinn TMA.

With intention to climb closer than 500' to the lower limit of Tallinn TMA, a report shall be made to TALLINN RADAR, provided the ACFT has:

- continuous two-way radio communication;
- | operating transponder with Mode C.

#### 2.3.1.1.3 Communication and Position Report

Any flight outside controlled airspace within Tallinn FIR at or above 3000' in accordance with VFR by night shall in en route phase of flight, if not in communication with another ATS unit:

- a. establish two-way communication with Tallinn ACC; and
- b. report position.

Any flight outside controlled airspace within Tallinn FIR below 3000' in accordance with VFR by night shall in en route phase of flight, if not in communication with another ATS unit:

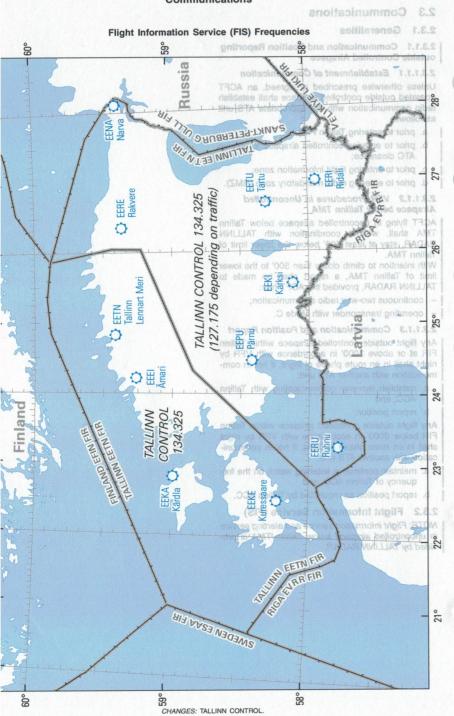
- a. maintain continuous listening watch on the frequency of Tallinn ACC; and
- report position as requested by Tallinn ACC.

#### 2.3.2 Flight Information Service (FIS)

NOTE: Flight information service and alerting service in uncontrolled airspace below Tallinn TMA is provided by TALLINN RADAR.



# Communications



# Airspace Restrictions

ESTONIA (en) 2.2-2

| Identification                      | Upper Limit<br>Lower Limit | Times of activity     Type of restriction     Remarks                        | VOTE: Arspectivespece above f   |  |
|-------------------------------------|----------------------------|--|---|--|
| EE-D18<br>TSIATSUNGÕLMAA            | 2400' SFC                  | By NOTAM or information about activity from Tallinn ACC.                     | can be received   |  |
| EE-D20<br>MÄNNIKU                   | 1700'<br>SFC               | By NOTAM or information about activity from Tallinn TWR and Tallinn APP.     | OTAM or information about activity can be received Tallinn TWR and Tallinn APP. |  |
| TOTAL ESTONIAN CECTOR               | t beviec 4000'llada<br>SFC | 1. By NOTAM or information about activity from Tallinn APP.                  | can be received   |  |
| EE-D24 O MAINOTES MOT<br>KLOOGA 2   | t beviec 2100' lane<br>SFC | from Tallinn APP and Ämari TWR.  | can be received   |  |
| EE-D25<br>MURU CAAD MOTOR           | bevies 2200' SFC           | 1. By NOTAM or information about activity from Tallinn ACC.                  | can be received   |  |
| EE-D26<br>VIRU                      | 1700'<br>SFC               | 81) By NOTAM or information about activity from Tallinn ACC.                 | can be received   |  |
| EE-D27<br>KARUJÄRVE                 | 2200'<br>SFC               | By NOTAM or information about activity from Kuressaare AFIS and Tallinn ACC. | can be received   |  |
| EE-D29<br>KAPASTU d nso viivijos ju | ods not SFC ni 10          | By NOTAM or information about activity from Tallinn ACC.                     | can be received   |  |
| TOOTSI ed no vivitos tu             | ods noi SFC ni to          | 1. By NOTAM or information about activity from Tallinn ACC.                  | can be received   |  |
| ut activity can be received         | ods noil Temporar          | y Segregated Areas (TSA)   | 60-58   |  |
| beview Identification as lu         | Upper Limit<br>Lower Limit | Times of activity     Type of restriction     Remarks                        | NURSIPALU 2<br>NURSIPALU 2  |  |
| EE-TSA1 Od Nas VIIVAR III           | UNL<br>5000' SFC           | By NOTAM on the day before OPS.  Alternative routeing/vectoring provided by  | KHTSI ATC   |  |

| nearent an use duares un   | remporar                   | ry Segregated Areas (ISA)   |
|--|----------------------------|---|
| beview Identification of the   | Upper Limit<br>Lower Limit | Times of activity     Type of restriction     Remarks                               |
| EE-TSA1 OF THE STATE OF THE STA | UNL<br>5000' SFC           | By NOTAM on the day before OPS.     Alternative routeing/vectoring provided by ATC. |
| EE-TSA14   | FL 115<br>1700'            | Information about activity can be received from Tallinn APP and Amari TWR.          |

| PIRSALU             | SFC                  | from Tallinn APP.   |
|---------------------|----------------------|---|
| 80-33<br>RUTJA      | 2200 <u>'</u><br>SFC | By NOTAM or information about activity can be received from Tallinn ACC.                    |
| EE-D9<br>VALUSTE    | 2200'<br>SFC         | By NOTAM or information about activity can be received from Tallinn ACC.                    |
| EE-D10<br>UTSALI    | 2200'<br>SFC         | By NOTAM or information about activity can be received from Tartu TWR and Tallinn ACC.      |
| EE-D11<br>METSNIKU  | 2300°<br>SPC         | By NOTAM or information about activity can be received from Tallinn ACC.                    |
| EE-012<br>POTSEPA   | 2200<br>SFC          | By NOTAM or information about activity can be received from Parnu AFIS and Tallinn ACC.     |
| RE-D13<br>TAPA 1    | 2400°<br>SFC         | By NOTAM or information about ectivity can be redeived from Tallinn APP.                    |
| EE-D16<br>TAPA 2    | 14,700'<br>SFC       | By NOTAM or information about activity can be received<br>from Tatlinn APP and Tallinn ACC. |
| EE-D16<br>KLOOGA 1  | 2100<br>SEC          | By NOTAM or information about activity can be received from Tallinn APP and Amari TWR.      |
| EE-017<br>SIRGALA 2 | 9000 <u>°</u><br>SFC | By NOTAM or information about activity can be received from Tallinn ACC.                    |

#### Communications

#### 2.3.3 RTF/NAV Equipment

#### 2.3.3.1 Carriage of SSR Transponder

When flying within controlled airspace and in transponder mandatory zone (TMZ), ACFT, except gliders flying within designated areas, shall be equipped with a serviceable Mode A/3 and C SSR transponder switched on.

# 2.3.4 Transponder Settings

#### 2.3.4.1 General

Operating SSR transponder must be in accordance with ICAO and EUROCONTROL provisions.

Except when encountering a state of emergency, pilots shall operate transponders and select modes and codes in accordance with ATC instructions.

When entering Tallinn FIR a pilot shall operate the transponder in line with guidance of ATS unit (until further instructions).

Pilot, who has not received specific instructions from ATS unit concerning the setting of the transponder, shall maintain Mode A/3 Code 2000 (until further instructions).

#### 2.3.4.2 Emergency Procedures

If the pilot of an ACFT encountering a state of emergency has previously been directed by ATC to set a specific squawk, this setting shall be maintained until otherwise advised.

#### 2.3.5 Radio Communication Failure **Procedures**

In case of two-way radio COM failure, first it is determined that the receiver is functional. ATC shall give ACFT instructions to use special position indicator (SPI), change code or to make a special manoeuvre. ATC shall monitor its implementation. If pilot fails to comply, responsible ATC shall give these instructions on every frequency that the pilot may monitor.

In case of total loss of radio communication pilot shall set squawk A7600 and follow ICAO Annex 2 compliant radio COM failure procedures according to phase of flight.

In case of radio COM failure, pilot may call

Tallinn ATC centre operational supervisor 625 8254 Tel:

#### 2.3.6 Emergency Locator Transmitter (ELT)

On flights in Estonian airspace, an operated ACFT (excluding ULM, GLD, powered GLD, hot air airship and balloon), shall be equipped with an emergency locator transmitter (ELT) operating on 121.500 MHz and 406 MHz and which parameters shall comply with the requirements of ICAO Annex 10, Vol III, Section 5.

An aeroplane whose initial certificate of airworthiness has been issued after 01 JUL 2008 shall be equipped with at least one automatic emergency locator transmitter.

A helicopter shall be equipped with at least one automatic emergency locator transmitter. A helicopter which is operated on overwater flights shall in addition be equipped with an emergency locator transmitter fitted to a life jacket or life raft.

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# Flight Planning and Preparation

# 2.4 Flight Planning and Preparation

#### 2.4.1 Flight Plan

#### 2.4.1.1 Submission of a Flight Plan

#### 2.4.1.1.1 Generalities

A flight plan shall be submitted in accordance with ICAO Annex 2, 3,3,1, prior to operating

- a. any flight or portion thereof to be provided with air traffic control service:
- b. any IFR flight outside controlled airspace, any VFR en route flight by night or any flight operated within a flight information zone surrounding an AFIS aerodrome:
- c. any flight or portion thereof in areas or routes prescribed by the appropriate ATC authority to facilitate the provision of flight information, alerting and search and rescue services;
- d. any flight or portion thereof in areas or routes prescribed by the appropriate ATS authority to facilitate co-ordination with appropriate military units or with ATS units in adjacent states in order to avoid the possible need for interception for the purpose of identification;

NOTE: A Flight plan is to be submitted for domestic flights within uncontrolled airspace when flying closer than 2.7 NM to the dividing line between Estonia and Russia or the mainland part of the border line between Estonia and Latvia.

e. any flight across national borders.

#### 2.4.1.1.2 Time of Submission

Flight plan for VFR flight shall be submitted at least 60 MIN prior to DEP.

Unless a repetitive flight plan has been submitted, a flight plan shall be submitted at least 60 MIN before DEP or, if submitted during flight, at the time which will ensure its receipt by the appropriate ATS unit at least 10 MIN before the ACFT is estimated to reach

- a. the intended point of entry into a control area; or
- b. the point of crossing an airway.

A flight plan for the flight within or via restricted or danger areas (see section 2.2 Airspace Restrictions) shall be submitted to reach the appropriate ATS unit at least 2 hours prior to the departure.

#### 2.4.1.1.3 VFR Flight Plan for Alerting Service

Alerting service is provided to flights for which a flight plan has been submitted.

#### 2.4.1.1.4 Contents and Form of a Flight Plan

- a. ICAO flight plan forms are available at ATS units and at ARO at Tallinn aerodrome. The instructions for completing those forms shall be fol-
- b. When a flight plan is submitted by telephone or telefax, the sequence of items in the flight plan form shall be strictly followed.
- c. To conduct a glider operation in controlled airspace, a flight plan shall be submitted to an appropriate ATS unit. This flight plan shall

contain detailed information on the entire route or area employed for the flight, ETO and the vertical layer of operation (lowest and highest level).

- d. A flight plan submitted for a flight across the Estonian territorial border shall contain information for the entire flight up to the aerodrome of intended landing.
- e. A flight plan submitted to conduct a flight along the Estonian territorial border or any ad hoc flight shall include detailed information on route, times to be over and flight levels.
- f. For the flight within or via restricted and danger areas estimated times of entry and exit of areas concerned shall be inserted in the flight plan. The permission reference number shall be inserted in item 18 preceded by the abbreviation

#### 2.4.1.1.5 Adherence to ATS Route Structure

No flight plans shall be filed for routes deviating from the published ATS route structure unless prior permission has been obtained from the Tallinn Air Traffic Flow Management Position.

#### 2.4.1.1.6 Authorisation for Special Flights

Authorisation for organising flying events and for flights of specific character, such as survey flights, scientific research flights, aerial filming and photographing, interest flights departing from uncertified fields, flights of water planes, flights of manned free balloons, aerial works etc. shall be received from Estonian Civil Aviation Administration.

The same requirements are applied for charter flights, which are performed by foreign operator and are related with uploading and disembarking of passengers or cargo on the territory of Estonia. A request for authorisation shall be mailed so as to be received at least one week before the intended day of operation to Estonian Civil Aviation Administration (see section 1.1 Addresses).

# 2.4.1.2 Changes to the Submitted Flight Plan

# 2.4.1.2.1 Generalities

All changes to a flight plan submitted for an IFR flight or a controlled VFR flight and significant changes to a flight plan submitted for an uncontrolled VFR flight shall be reported as soon as practicable to the appropriate ATS unit. In the event of a delay in departure of 30 MIN or more for a flight for which a flight plan has been submitted, the flight plan shall be amended or a new flight plan shall be submitted after the old plan has been cancelled.

NOTE 1: If a delay in departure of a controlled flight is not properly reported, the relevant flight plan data may no longer be readily available to the appropriate ATS unit when a clearance is ultimately requested, which will consequently result in extra delay for the flight.

### Flight Planning and Preparation

OTE 2: If a delay in departure (or cancellation) of a uncontrolled VFR flight is not properly reported, orting or search and rescue action may be unnecessarily initiated when the flight fails to arrive at the stination aerodrome within 30 MIN after its current TA.

henever a flight, for which a flight plan has been bmitted, is cancelled, the appropriate ATS unit shall informed immediately.

nanges to a current flight plan for a controlled flight ring flight shall be reported or requested, subject the provisions in ICAO Annex 2, 3.6.2. Significant and subject to a flight plan for an uncontrolled VFR flight clude changes in endurance or in the total number persons on board and changes in time estimates 30 MIN or more.

#### 1.1.2.2 Arrival Report (Closing of Flight Plan)

an aerodrome where air traffic service is not proled, a report of arrival shall be made at the earliest ssible moment after landing to

llinn ACC selnu diutants etua STA bensidug ent

625 8256, 625 8254, 621 4428

nen communication facilities at the arrival aerome are known to be inadequate, immediately prior landing the aircraft shall, if practicable, transmit by dio directly to an appropriate ATS unit or via other craft, a message comparable to an arrival report, ere such a report is required.

ival reports made by aircraft shall contain the folling elements of information:

aircraft identification;

departure aerodrome; mohaq enc dataw suppli

destination aerodrome (only in the case of diversionary landing);

arrival aerodrome; laste months and to eupon

time of arrival.

is expected that the arrival report will not reach the propriate ATS unit within 30 MIN after the ETA, a iffication shall be made in item 18 of the flight plan, neerning the time when the arrival report may be sected:

# AMPLE: RMK/EXPECT ARR 1835

OTE: Whenever an arrival report is required, a failto comply with the provisions as listed above may use serious disruption in the ATS and incur great benses in carrying out unnecessary search and cue operations. Meteorological Services

# 2.5 Meteorological Services

Forecasting meteorological services for civil aviation are provided by the Estonian Environment Agency (see section 1.1 Addresses).

Weather radar images can be obtained via web site of

Estonian Environment Agency Internet: www.emhi.ee

Flight documentation (incl. meteorological information) for supplying to operators and flight crew members are provided by the Estonian Air Navigation Services AIM unit H24.

TALLINN (Lennart Meri) airport is served by the AIM unit and all other airports are served by the appropriate ATS or MET unit.

The flight documentation includes:

- a significant weather prognostic chart (significant weather medium (SWM) / significant weather high (SWH) issued by WAFC),
- an upper winds and air temperature prognostic chart (WAFC),
- AD forecasts (TAF, TAF AMD) for the ADs of DEP and intended LDG, for TKOF, en-route and destination alternate AD,
- AD reports (METAR) and selected special reports (SPECI) for the destination and alternate ADs,
- SIGMET information,
- area forecast for low-level flights in chart form (significant weather low (SWL) issued by Estonian Environment Agency SIGWX SFC-10000' chart), if appropriate.

For low-level flights a significant weather prognostic chart SIGWX SFC-10000' with an upper winds/ air temperature forecast is issued for fixed valid time 0600, 0900, 1200, 1500, 1800 UTC and transmitted to the AIM unit 4 hr before validity time.

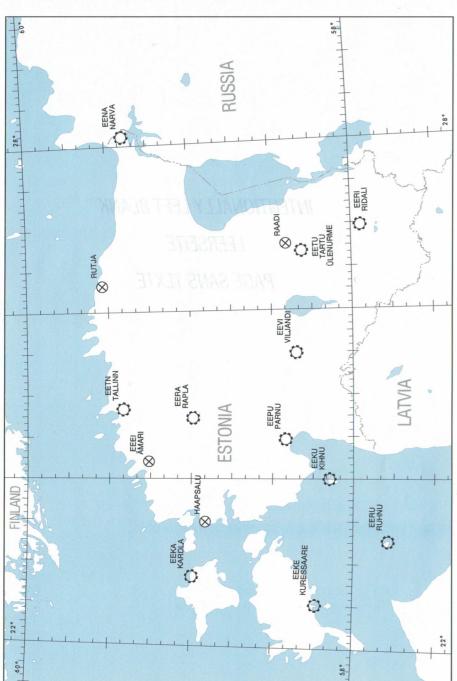
# 2.5.1 Individual Meteorological Information and Briefing

Consultation is available by TEL in Estonian, English and/or Russian from

Aviation Meteorological Department (forecaster)
Tel: 666 0932

#### Aerodrome Index Chart

# 3.1 Aerodrome Index Chart



# Flight Planning and Preparation

# 2.4 Flight Planning and Preparation

### 2.4.1 Flight Plan

#### 2.4.1.1 Submission of a Flight Plan

#### 2.4.1.1.1 Generalities

A flight plan shall be submitted in accordance with ICAO Annex 2, 3.3.1, prior to operating

- a. any flight or portion thereof to be provided with air traffic control service;
- any IFR flight outside controlled airspace, any VFR en route flight by night or any flight operated within a flight information zone surrounding an AFIS aerodrome:
- any flight or portion thereof in areas or routes prescribed by the appropriate ATC authority to facilitate the provision of flight information, alerting and search and rescue services;
- any flight or portion thereof in areas or routes prescribed by the appropriate ATS authority to facilitate co-ordination with appropriate military units or with ATS units in adjacent states in order to avoid the possible need for interception for the purpose of identification;

NOTE: A Flight plan is to be submitted for domestic flights within uncontrolled airspace when flying closer than 2.7 NM to the dividing line between Estonia and Russia or the mainland part of the border line between Estonia and Latvia.

e. any flight across national borders.

#### 2.4.1.1.2 Time of Submission

Flight plan for VFR flight shall be submitted at least 60 MIN prior to DEP.

Unless a repetitive flight plan has been submitted, a flight plan shall be submitted at least 60 MIN before DEP or, if submitted during flight, at the time which will ensure its receipt by the appropriate ATS unit at least 10 MIN before the ACFT is estimated to reach

- a. the intended point of entry into a control area; or
- b. the point of crossing an airway.

A flight plan for the flight within or via restricted or danger areas (see section 2.2 Airspace Restrictions) shall be submitted to reach the appropriate ATS unit at least 2 hours prior to the departure.

#### 2.4.1.1.3 VFR Flight Plan for Alerting Service

Alerting service is provided to flights for which a flight plan has been submitted.

#### 2.4.1.1.4 Contents and Form of a Flight Plan

- ICAO flight plan forms are available at ATS units and at ARO at Tallinn aerodrome. The instructions for completing those forms shall be fol-
- When a flight plan is submitted by telephone or telefax, the sequence of items in the flight plan form shall be strictly followed.
- c. To conduct a glider operation in controlled airspace, a flight plan shall be submitted to an appropriate ATS unit. This flight plan shall

- contain detailed information on the entire route or area employed for the flight, ETO and the vertical layer of operation (lowest and highest level).
- d. A flight plan submitted for a flight across the Estonian territorial border shall contain information for the entire flight up to the aerodrome of intended landing.
- A flight plan submitted to conduct a flight along the Estonian territorial border or any ad hoc flight shall include detailed information on route, times to be over and flight levels.
- f. For the flight within or via restricted and danger areas estimated times of entry and exit of areas concerned shall be inserted in the flight plan. The permission reference number shall be inserted in item 18 preceded by the abbreviation RMK.

# 2.4.1.1.5 Adherence to ATS Route Structure

No flight plans shall be filed for routes deviating from the published ATS route structure unless prior permission has been obtained from the Tallinn Air Traffic Flow Management Position.

#### 2.4.1.1.6 Authorisation for Special Flights

Authorisation for organising flying events and for flights of specific character, such as survey flights, scientific research flights, aerial filming and photographing, interest flights departing from uncertified fields, flights of water planes, flights of manned free balloons, aerial works etc. shall be received from Estonian Civil Aviation Administration.

The same requirements are applied for charter flights, which are performed by foreign operator and are related with uploading and disembarking of passengers or cargo on the territory of Estonia. A request for authorisation shall be mailed so as to be received at least one week before the intended day of operation to Estonian Civil Aviation Administration (see section 1.1 Addresses).

#### 2.4.1.2 Changes to the Submitted Flight Plan

#### 2.4.1.2.1 Generalities

All changes to a flight plan submitted for an IFR flight or a controlled VFR flight and significant changes to a flight plan submitted for an uncontrolled VFR flight shall be reported as soon as practicable to the appropriate ATS unit. In the event of a delay in departure of 30 MIN or more for a flight for which a flight plan has been submitted, the flight plan shall be amended or a new flight plan shall be submitted after the old plan has been cancelled.

NOTE 1: If a delay in departure of a controlled flight is not properly reported, the relevant flight plan data may no longer be readily available to the appropriate ATS unit when a clearance is ultimately requested, which will consequently result in extra delay for the flight.

#### Use of Aerodromes

#### 3.2 Use of Aerodromes

#### 3.2.1 Generalities

# 3.2.1.1 General Conditions under which Aerodromes/Heliports and Associated Facilities are Available for Use

In addition to the aerodromes/heliports available for public use, a number of aerodromes/airfields are located throughout the country which are available only for private flights and are subject to permission for use by the owner. Details about these aerodromes/airfields can be obtained through the Estonian Civil Aviation Administration (see section 1.1 Addresses)

# 3.2.1.2 Landings Made elsewhere than at an International Aerodrome/Heliport or a Designated Alternate Aerodrome/Heliport

If a landing is made elsewhere than at an international aerodrome/heliport or a designated alternate aerodrome/heliport, the pilot-in-command shall report the landing as soon as practicable to the health, customs and immigration authorities at the international aerodrome/heliport at which the landing was scheduled to take place. This notification may be made through any available communication link.

The pilot-in-command shall be responsible for ensuring that

- a. if pratique has not been granted to the ACFT at the previous landing, contact between other persons on one hand and passengers and crew on the other is avoided,
- b. cargo, baggage and mail are not removed from the ACFT.
- any foodstuff of overseas origin or any plant material is not removed from the ACFT except where local food is unobtainable.

All food refuse including peelings, cores, stones of fruit, etc. must be collected and returned to the galley refuse container, the contents of which should not be removed from the ACFT except for hygiene reasons; in that circumstance the contents must be destroyed either by burning or by deep burial.

# 3.2.2 Use of Military Aerodromes by Civil Aircraft

Applicable at Airbase Of Estonian Air Forces.

#### **Aerodromes with Customs Clearance**

# 3.3 Aerodromes with Customs Clearance

# 3.3.1 Airports and Aerodromes with regular Customs Clearance

NOTE: For details see section 3.5.

- TALLINN (Lennart Meri)

3.3.2 Other Aerodromes with Customs Clearance

NOTE: For details see section 3.5.

- ÄMARI
- KÄRDLA
- KURESSAARE
- PÄRNU
- TARTU

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