

Instructions for filling out the FPL Duplicate Collection Form

The form has four columns:

- Date: the date of the flight plan that is in error.
- Callsign: the callsign of the flight whose flight plan is in error.
- Originating addresses: the addresses from which the duplicate flight plan was sent.
- Comments: any comment of interest for the duplicate flight plan

State:			
Date (dd-mm-yy)	Call Sign	Originating addresses	Comments

A flight plan may be sent several times from one address. In this case, record the flight plan on one line, and indicate the times the flight plan was sent in the comments section. See the following example:

State:			
Date (dd-mm-yy)	Call Sign	Originating addresses	Comments
01-sep-15	DAL818	KATLDALQ	3 times

In this example, the flight plan was sent three times from the same address. The flight plan is recorded on one line, with “3 times” in the comments section.

If the flight plan is sent from several addresses, each address will be recorded on its own line. The date and callsign only needs to be recorded on the first line. See the example below:

State:			
Date (dd-mm-yy)	Call Sign	Originating addresses	Comments
01-sep-15	AAL1901	MDSZPZX	
		KDENXLS	
		MDPCZPZX	2 times
01-sep-15	DAL818	KATLDALQ	3 times

In the previous example, flight AAL1901 was received once from the address MDSDZPZX, once from the address KDENX LDS, and twice from the address MDPCZPZX. Therefore, it will occupy three lines, with the last line for the address MDPCZPZX indicating it was received twice. The next line was only received from a single address, and was received three times from that same address. It will only occupy one line.