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**SAFETY NOTICE No. 01/2020**

**AIRCRAFT TRACKING MISSED POSITION REPORT**

This Safety Notice applies to operators of San Marino registered aircraft that are required to track their aeroplanes under CAR OPS 1.170.

**1. Introduction**

Operators of San Marino registered aircraft required to track their aeroplanes must ensure they include procedures for the monitoring of automated aeroplane position reports, including actions to take in the event of a missed position report and that a training programme is provided for relevant personnel on the policies and procedures.

**2. Missed Position Report**

Operators should provide and maintain up-to-date their operational contact details in the ICAO OPS Control Directory and their Operational control documentation to facilitate contact between the operator and Air Traffic Service Units (ATSU).

**3. Template for Aircraft Tracking Missed Position Report**

The template on the following page should be used in the event of a missed position report and sent to the appropriate ATSU.

In the interests of aviation safety,

Marco Conti  
Director General

02/01/2020



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	<b>Aircraft tracking missed position report message</b>	
	From: _____	
	To: _____	
	<b>This message provides information regarding potential uncertainty as to the safety of an aircraft. This is a request for action to resolve this uncertainty.</b>	
	Please contact _____ at _____ with details of action taken.	
	<b>Required information</b>	
1.	Initial or subsequent notification indication	
2.	Aircraft identification in Field 7 of filed flight plan	
3.	Aircraft type	
4.	Last known position (Time, Latitude and Longitude or bearing and range)	
5.	Time of last communication	
6.	Last known flight level or altitude	
7.	Next expected position (if known), and estimate	
8.	Name of air traffic service unit notified	
9.	Name of operator	
10.	Contact details of operator primary point of contact for this event	
	<b>Supplementary information, if available</b>	
11.	Contact actions attempted, including frequency channels and SATCOM numbers	
12.	Aircraft registration (if different from aircraft identification in 2 above)	
13.	Information contained in Item 19 of the filed flight plan	
14.	If not included in 13 above, fuel endurance or fuel endurance remaining at last known position	
15.	Total persons on board	
16.	Alternate or possible alternates	
17.	Any other relevant information (e.g. dangerous goods on board, etc.)	