

## NOTES TO AID COMPLETION OF USC FORM 1 AND USC FORM 2

1. ***Please read these notes before attempting to complete USC Form 1 and USC Form 2.***
2. Given the monitoring programme time scales it is imperative that operators notify (using **USC Form 1**) the USC as soon as possible after an aircraft has met the requirements for monitoring. A copy of this notification should be forwarded to the appropriate State Authority.
3. If, for a particular airframe, the USC has already been informed, through a questionnaire or otherwise, that the airframe has met the requirements to become eligible for monitoring (i.e. satisfying both items a. and b. as specified in Doc 7030, see §3.1), a form for that airframe does not need to be submitted again.
4. The most preferred method for monitoring is considered to be overflying an HMU, given the many advantages of this method of monitoring compared to GMU monitoring in terms of, amongst others, operator involvement and turn-around time.
5. The numbers below refer to the superscript numbers on the blank USC Form 1.
  1. Enter the operator 3-letter ICAO designator as laid down in ICAO Doc 8585/111. If none, place an X in this field and write the name of the operator/owner in the 'Remarks' field.
  2. Enter the 2-letter ICAO identifier as laid down in ICAO Doc 7910/95. In the event of there being more than one identifier for the same State, the one that appears first in the list should be used.
  3. Enter the ICAO designator as laid down in ICAO Doc 8643/27, e.g. Airbus A300 = A30B.
  4. Enter Mark or Series of aircraft type e.g. 400.
  5. Enter Aircraft Mode S address code (hexadecimal).
  6. Enter date when pre-requisites for monitoring have both been met. Example: for 15 June 2000, write 150600.
  7. To ensure integrity of information in both State Authority data bases and the USC database, the State of Registry has to be provided with the same data.
  8. Enter YES if, using the information on HMU coverage provided in §4.3 of this AIC, the aircraft is expected to overfly one of the 3 HMUs.
  9. If an HMU is expected to be overflowed, enter the expected date for this flight. If this date cannot be given, enter the last date of the period in which the HMU flight is expected, and indicate this by adding the word "BEFORE".
  10. Use separate sheet of paper if insufficient space available.
6. It is important for the USC to have an accurate record of a point of contact for any queries that might arise from ongoing height monitoring. Operators are therefore requested to include a completed **USC Form 2** with their first reply to the USC. Thereafter there is no further requirement unless there has been a change to the details requested on the form.



**POINT OF CONTACT DETAILS/CHANGE OF POINT OF CONTACT DETAILS FOR MATTERS  
RELATING TO RVSM COMPLIANCE OF AIRCRAFT**

*This form should be completed and returned to the address below on the first reply to the USC or when there is a change to any of the details requested on the form. (PLEASE USE BLOCK CAPITALS)*

NAME OF OPERATOR

STATE OF OPERATOR

STATE OF OPERATOR 2 LETTER ICAO IDENTIFIER

ADDRESS

**NAME OF CONTACT PERSON:**

Title

Surname

Initials

Post/Position

Telephone number

Fax Number

Email address

Initial Reply\*/Change of Details\*

*\*Delete as appropriate*

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When complete, please return to the following address:

EUROCONTROL User Support Cell  
96 Rue de la Fusee  
B-1130 Brussels  
Belgium  
fax +32-2-7294634