



MINISTERIO
DE TRANSPORTES
Y MOVILIDAD SOSTENIBLE



Scheduled or Non-Scheduled flight program request

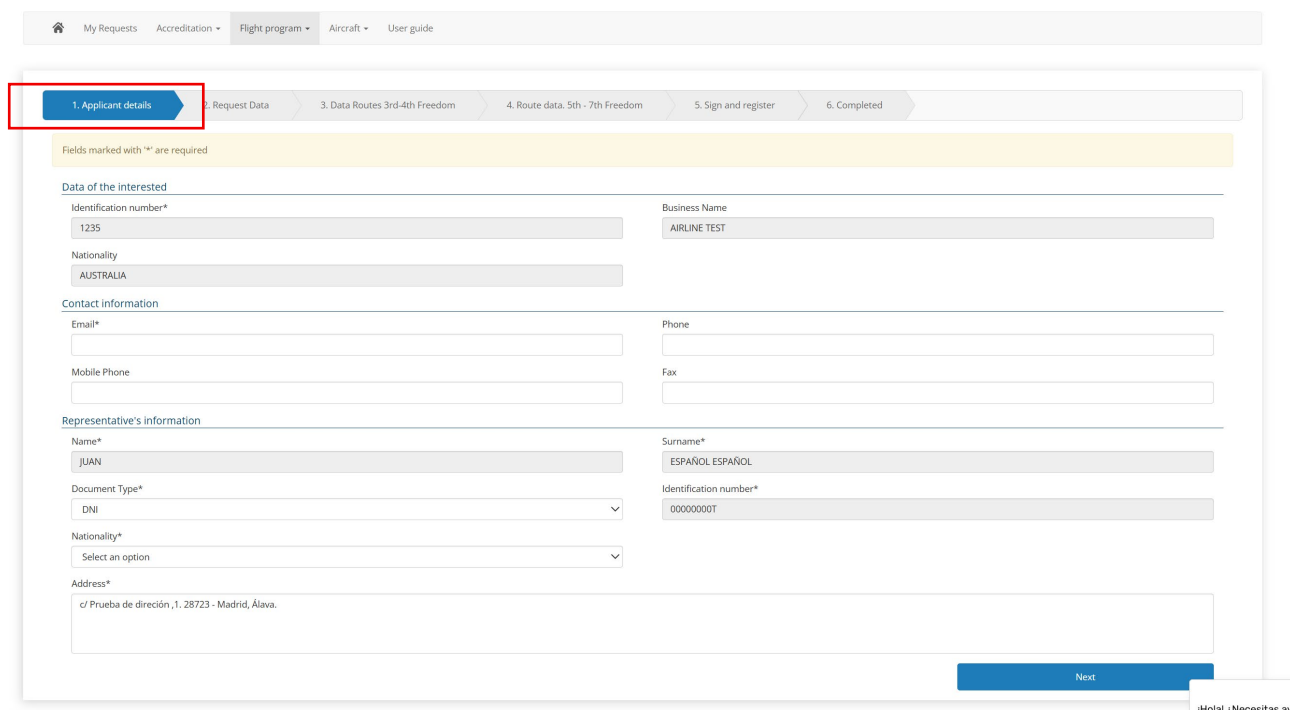


CONTENIDO

1.	NEW FLIGHT PROGRAM FILE.....	3
1.1	Request Data.....	3
1.2	Scheduled or Non-Scheduled flight program request	5
1.2.1	<i>Data Routes 3rd-4th Freedom.....</i>	<i>5</i>
1.2.2	<i>Data Routes 5th-7th Freedom.....</i>	<i>8</i>
1.2.3	<i>Sign the request</i>	<i>12</i>

1. NEW FLIGHT PROGRAM FILE

To request a flight program this is the option that the legal representative of the company shall select. When selected, the applicant details menu will appear:



The screenshot shows a web interface for requesting a flight program. At the top, there is a navigation bar with links: My Requests, Accreditation, Flight program (selected), Aircraft, and User guide. Below this is a progress bar with six steps: 1. Applicant details (highlighted with a red box), 2. Request Data, 3. Data Routes 3rd-4th Freedom, 4. Route data. 5th - 7th Freedom, 5. Sign and register, and 6. Completed. The main form area is titled 'Fields marked with * are required' and contains several sections: 'Data of the interested' with fields for Identification number* (1235), Business Name (AIRLINE TEST), and Nationality (AUSTRALIA); 'Contact information' with fields for Email*, Mobile Phone, Phone, and Fax; 'Representative's information' with fields for Name* (JUAN), Surname* (ESPAÑOL ESPAÑOL), Document Type* (DNI), Nationality* (Select an option), and Identification number* (00000000T); and an 'Address*' field with the value 'c/ Prueba de dirección, 1. 28723 - Madrid, Álava.'. A 'Next' button is located at the bottom right of the form. At the bottom right of the page, there is a small text link: ¡Hola! ¿Necesitas ayuda?

Most of the data will already be filled in, but the applicant must complete any mandatory fields (*) that are left empty.

1.1 Request Data

In the 'Request Data' section, the applicant must select the type of flight program the company will operate (Code-Shared, Scheduled, Non-Scheduled, or Overflight), the operation type, and the transportation class (passengers and cargo, or cargo-only).

If the applicant wishes to add any observations, they may write them in the 'Observaciones' field



Air Traffic Management System
AIRLINE TEST

My Requests Accreditation Flight program Aircraft User guide

1. Applicant details 2. Request Data 3. Route data. 3rd-4th Freedom 4. Route data. 5th - 7th Freedom 5. Sign and register 6. Completed

Fields marked with "*" are required

Request Data

Request type* Operation type* IATA Season*

Transportation class*

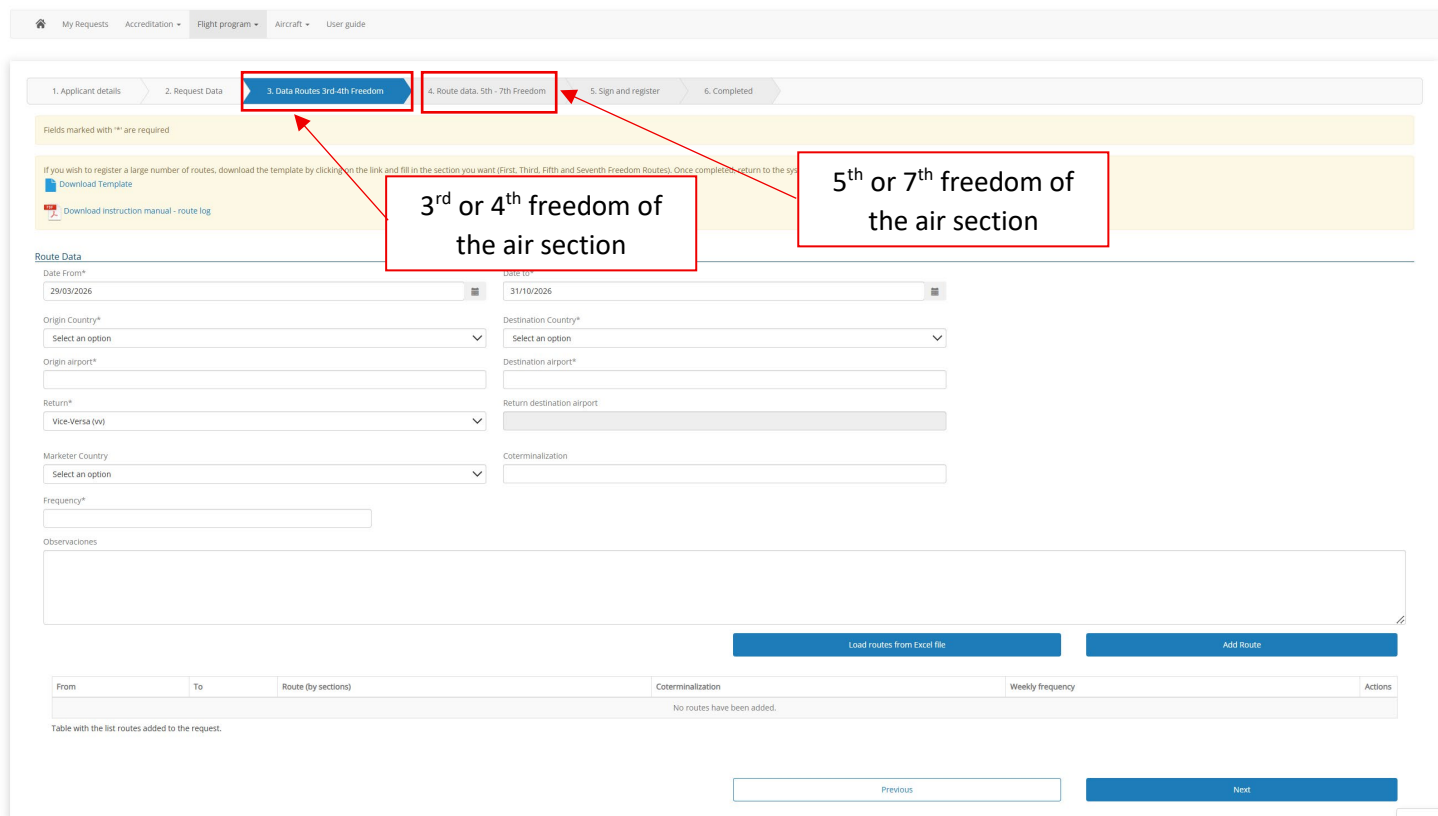
Observaciones

Previous

Next

1.2 Scheduled or Non-Scheduled flight program request

When any of these options are selected, the applicant must choose the type of freedom of the air operation they wish to request (3rd/4th freedom of the air operations or 5th/7th freedom of the air operations):

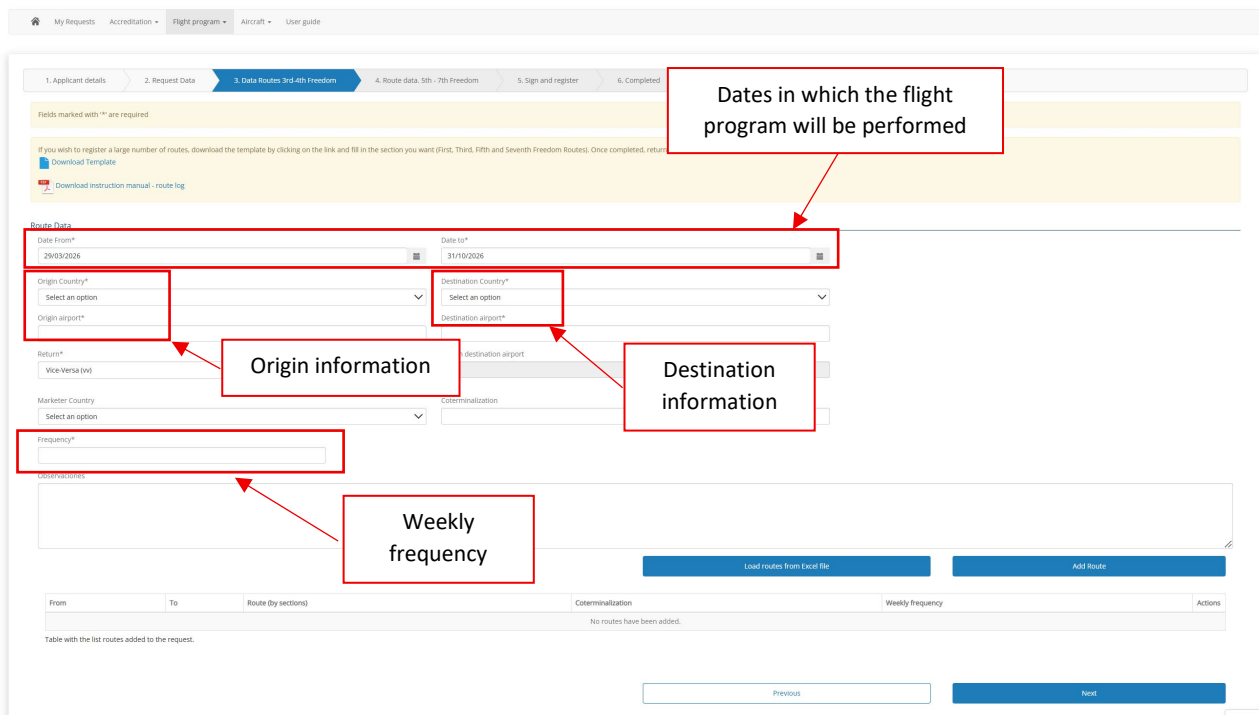


The screenshot shows a web interface for flight program requests. At the top, there are navigation tabs: "My Requests", "Accreditation", "Flight program", "Aircraft", and "User guide". Below this is a progress bar with six steps: "1. Applicant details", "2. Request Data", "3. Data Routes 3rd-4th Freedom", "4. Route data, 5th - 7th Freedom", "5. Sign and register", and "6. Completed". Step 3 is currently active and highlighted in blue. Two red boxes with arrows point to step 3: one labeled "3rd or 4th freedom of the air section" and another labeled "5th or 7th freedom of the air section". The main form area contains a "Route Data" section with various input fields: "Date From*" (29/03/2026), "Date to*" (31/10/2026), "Origin Country*" (dropdown), "Destination Country*" (dropdown), "Origin airport*" (text), "Destination airport*" (text), "Return*" (dropdown), "Return destination airport" (text), "Marketer Country" (dropdown), "Coterminalization" (text), "Frequency*" (text), and "Observaciones" (text area). At the bottom of the form, there are two buttons: "Load routes from Excel file" and "Add Route". Below the form is a table with columns: "From", "To", "Route (by sections)", "Coterminalization", "Weekly frequency", and "Actions". The table currently contains one row with the text "No routes have been added." and a "Table with the list routes added to the request." caption. At the very bottom, there are "Previous" and "Next" navigation buttons.

1.2.1 Data Routes 3rd-4th Freedom

When the applicant wishes to request 3rd or 4th freedom operations, they must select at least:

- The dates in which the flight program will be performed (by default the system will show the IATA season dates)
- The origin country (which must be the same as the company's country),
- The destination country (which must be Spain),
- The airports involved in the route
- The frequency that this route will be performed per week



The screenshot shows a web form for flight program registration. The form is divided into several sections: 'Route Data', 'Origin information', 'Destination information', and 'Weekly frequency'. Red boxes and arrows highlight specific fields: 'Date From' and 'Date to' are highlighted with a box labeled 'Dates in which the flight program will be performed'. 'Origin Country' and 'Origin airport' are highlighted with a box labeled 'Origin information'. 'Destination Country' and 'Destination airport' are highlighted with a box labeled 'Destination information'. The 'Frequency' field is highlighted with a box labeled 'Weekly frequency'. The form also includes a 'Return' field, 'Market Country', and 'Coterminalization' fields. At the bottom, there are buttons for 'Load routes from Excel file' and 'Add Route', and a table with columns for 'From', 'To', 'Route (By sections)', 'Coterminalization', 'Weekly frequency', and 'Actions'. The table currently contains no data.

IMPORTANT NOTE: If the weekly frequency of a route varies, the route should be entered only once, indicating the maximum weekly frequencies the airline will operate during the IATA season.

IMPORTANT NOTE 2: By default, the system will indicate that the selected route is a round-trip route (e.g., SYD-MAD vv.). If this is not the case, select the 'Return to country of origin' option in the Return field, and select which other airport the route will include (e.g., SYD-MAD-MEL).

IMPORTANT NOTE 3: If the applicant wishes to add any comments, please enter them in the 'Observaciones' field

EXAMPLE:

Week number	Route 1	Frequency
16	SYD-MAD-SYD	2
17	SYD-MAD-SYD	2
18	SYD-MAD-SYD	5
Week number	Route 2	Frequency
19	SYD-MAD-MEL	4
20	SYD-MAD-MEL	3
21	SYD-MAD-MEL	6

Route 1:

Route Data

Date From*

Date to*

Origin Country*

Destination Country*

Origin airport*

Destination airport*

Return*

Return destination airport

Marketer Country

Coterminalization

Frequency*

Route 2:

Route Data

Date From*

Date to*

Origin Country*

Destination Country*

Origin airport*

Destination airport*

Return*

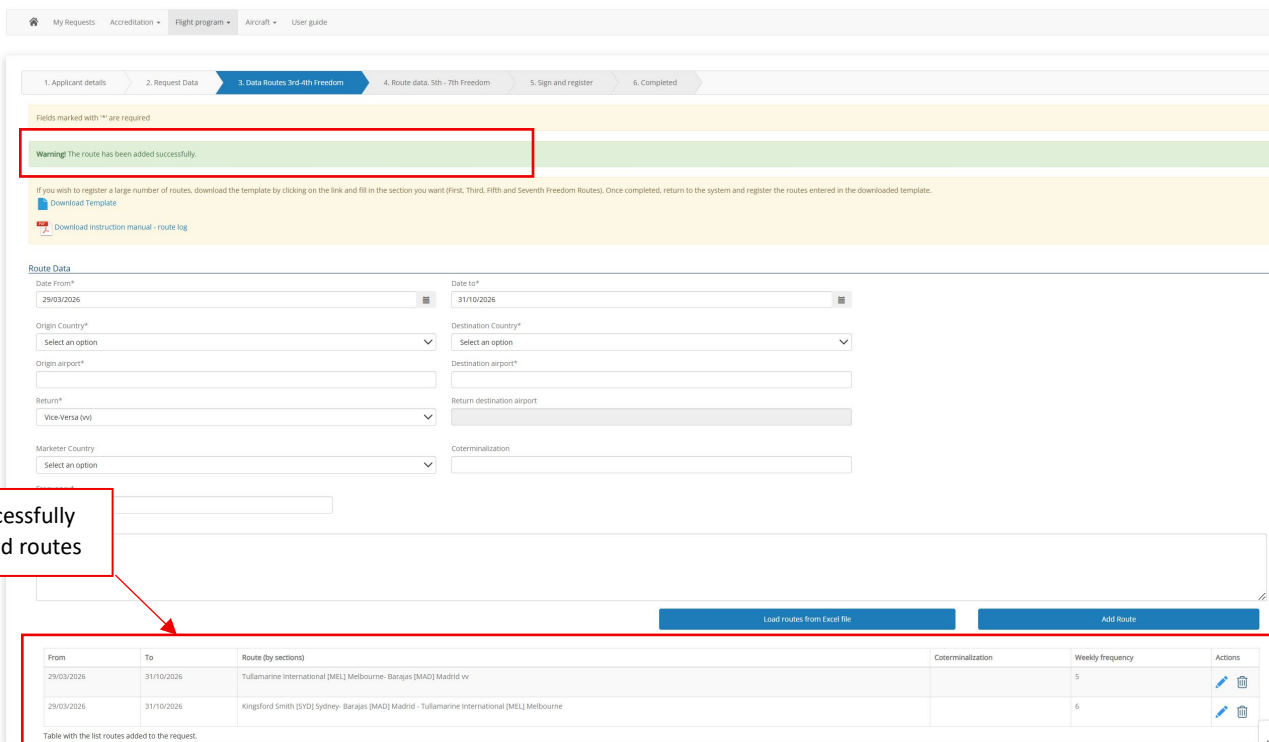
Return destination airport

Marketer Country

Coterminalization

Frequency*

Once all these fields have been filled in, the applicant must click the 'Add Route' button. If everything has been completed correctly, a 'The route has been added successfully' message will appear:



The screenshot shows a web interface for flight route registration. A green message box at the top states: "Warning! The route has been added successfully." Below this, there are buttons for "Download Template" and "Download instruction manual - route log". The "Route Data" section contains various input fields for flight details. At the bottom, a table lists the added routes:





From	To	Route (by sections)	Coterminalization	Weekly frequency	Actions
29/03/2026	31/10/2026	Tullamarine International [MEL] Melbourne- Barajas [MAD] Madrid vv		5	 
29/03/2026	31/10/2026	Kingsford Smith [SYD] Sydney- Barajas [MAD] Madrid - Tullamarine International [MEL] Melbourne		6	 

Table with the list routes added to the request.

1.2.2 Data Routes 5th-7th Freedom

When the applicant wishes to request 5th freedom operations, they must select at least:

- The dates in which the flight program will be performed (by default the system will show the IATA season dates)
- The airport in his country (origin)
- The intermediate airports before arriving to Spain (as many as required)
- The Spanish airport involved
- The beyond airports after leaving Spain (as many as required)
- The frequency that this route will be performed per week

When the applicant wishes to request 7th freedom operations, they must select at least:

- The dates in which the flight program will be performed (by default the system will show the IATA season dates)
- The third-country airport involved
- The Spanish airport involved
- The frequency that this route will be performed per week

IMPORTANT NOTE: If the weekly frequency of a route varies, the route should be entered only once, indicating the maximum weekly frequencies the airline will operate during the IATA season.

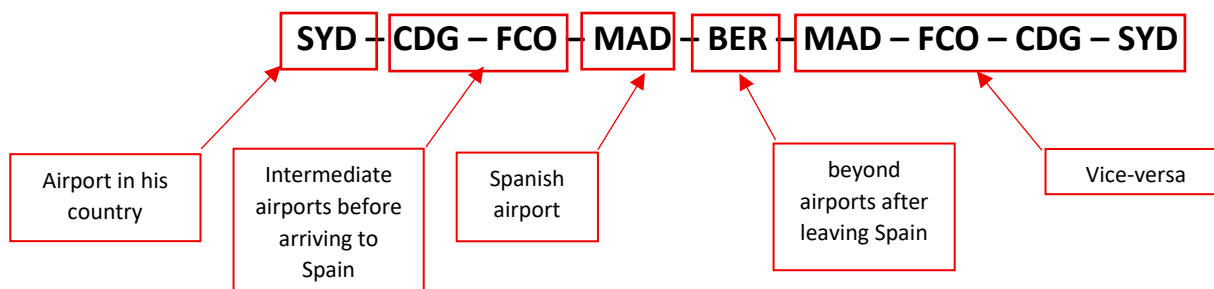


IMPORTANT NOTE 2: By default, the system will indicate that the selected route is a round-trip route (e.g., SYD-CDG-FCO-MAD-BER vv.). If this is not the case, select the 'Return to country of origin' option in the Return field, and select which other airport the route will include (e.g., SYD-CDG-MAD-FCO-MEL).

IMPORTANT NOTE 3: If the applicant wishes to add any comments, please enter them in the 'Observaciones' field

5TH FREEDOM OF THE AIR OPERATION EXAMPLE 1

Route 1:



Route Registration

Date From* 29/03/2026 Date to* 31/10/2026

Point in his country

Country dot in your country* AUSTRALIA Airport point in your country* Sydney [SYD] Kingsford Smith

Points intermediate

Country FRANCE Intermediate airport Charles De Gaulle [CDG] Paris Delete Point
Country ITALY Intermediate airport Leonardo Da Vinci (Fiumicino) [FCO] Rome Delete Point

Add Point Intermediate

Point in Spain

Spain* SPAIN Airport point in Spain* Barajas [MAD] Madrid

Points beyond

Country GERMANY Airport point beyond Berlin Brandenburg [BER] Berlin

Add Point Beyond

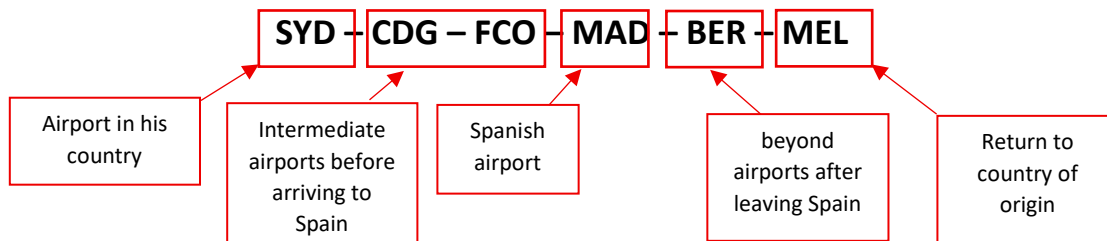
Return* Vice-Versa (vv) Return destination airport

Marketer Country Select an option Coterminalization

Frequency* 3

5TH FREEDOM OF THE AIR OPERATION EXAMPLE 2

Route 2:



My Requests | Accreditation | Flight program | Aircraft | User guide

Date From* 29/03/2026 | Date to* 31/10/2026

Point in his country

Country dot in your country* AUSTRALIA | Airport point in your country* Sydney [SYD] Kingsford Smith

Points intermediate

Country FRANCE | Intermediate airport Charles De Gaulle [CDG] Paris | Delete Point

Country ITALY | Intermediate airport Leonardo Da Vinci (Fiumicino) [FCO] Rome | Delete Point

Add Point Intermediate

Point in Spain

Spain* SPAIN | Airport point in Spain* Barajas [MAD] Madrid

Points beyond

Country GERMANY | Airport point beyond Berlin Brandenburg [BER] Berlin | Add Point Beyond

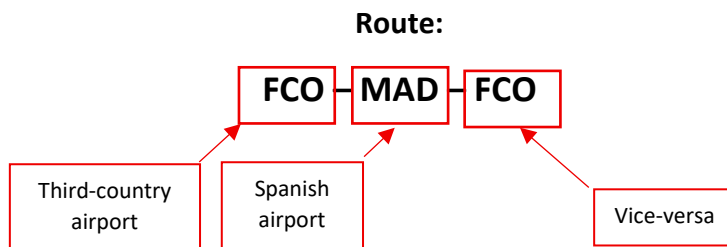
Return* Return to country of origin | Return destination airport Melbourne [MEL] Tullamarine International

Marketer Country Select an option | Coterminalization

Frequency* 1

Observations

7TH FREEDOM OF THE AIR OPERATION PRACTICAL EXAMPLE



Select the type of route to add

Data Route 7th Freedom

Route Registration

Date From*

29/03/2026

Date to*

31/10/2026

Point in Spain

Spain*

SPAIN

Airport point in Spain*

Barajas [MAD] Madrid

Point in third country

Country*

ITALY

Country point third country*

Leonardo Da Vinci (Fiumicino) [FCO] Rome

Return*

Vice-Versa (vv)

Return destination airport

Marketer Country

Select an option

Coterminalization

Frequency*

1

Once all these fields have been filled in, the applicant must click the 'Add Route' button. If everything has been completed correctly, a 'The route has been added successfully' message will appear:

New accreditation file

1. Applicant details > 2. Request Data > 3. Data Routes 3rd-4th Freedom > **4. Route data. 5th - 7th Freedom** > 5. Sign and register > 6. Completed

Fields marked with "*" are required

If you wish to register a large number of routes, download the template by clicking on the link and fill in the section you want (First, Third, Fifth and Seventh Freedom Routes). Once completed, return to the system and register the routes entered in the downloaded template.

[Download Template](#)

[Download instruction manual - route log](#)

Warning! The route has been added successfully.

Successfully added routes

Route data. 5th - 7th Freedom

Select the type of route to add

Select an option

From	To	Point in his country	Points Intermediate	Point in Spain	Points beyond	Coterminalization	Frequency	Return destination
29/03/2026	31/10/2026	Kingsford Smith [SYD] Sydney	Leonardo Da Vinci (Fiumicino) [FCO] Rome Charles De Gaulle [CDG] Paris	Barajas [MAD] Madrid	Berlin Brandenburg [BER] Berlin		3	VV

Table with the list of 5th freedom routes added to the request.

From	To	Point in Spain	Point in third country	Coterminalization	Frequency	Return destination	Return destination airport	Actions
29/03/2026	31/10/2026	Barajas [MAD] Madrid	Leonardo Da Vinci (Fiumicino) [FCO] Rome		1	VV		Edit Delete

Table with the list of 7th freedom routes added to the request.

1.2.3 Sign the request

When all the routes have been added the applicant shall sign the request on the 'Sign and Register page':

New accreditation file

1. Applicant details | 2. Request Data | 3. Data Routes 3rd-4th Freedom | 4. Route data, 5th - 7th Freedom | **5. Sign and register** | 6. Completed

Data Protection

To finish the process click on 'Sign application'. This action may take a few minutes.

[View PDF Request](#)

The State Aviation Safety Agency (hereinafter AESA), as Responsible for the Processing of your personal data in compliance with Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights and the Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons with regard to the processing of personal data and the free circulation of these data (General Data Protection Regulation), informs you, explicitly and unequivocally, that your personal data obtained from the "Registration of Files Form" will be processed, for the treatment "Registration of Files on AESA services" and with the purpose:

From "Assisting the registration of files on AESA services". The improvement in the General State Administration".

This processing of personal data is included in the AESA Personal Data Protection Policy.

The legality of the treatment is based on a legal obligation.

Personal information will be kept as long as it is necessary or your right of cancellation or deletion is not exercised.

The information may be transferred to third parties to collaborate in the management of personal data, solely for the purpose described above.

The category of personal data that is processed is only "Identifying data (name, ID, address, email, signature, position...).

In accordance with the provisions of the aforementioned Organic Law on Data Protection and Digital Rights Guarantees and the also cited General Data Protection Regulation, you can exercise your rights of Access, Rectification, Deletion, Portability of your data, Limitation or Opposition to its treatment before the Data Protection Delegate, directing a communication to the email dpd.aesa@seguridadaerea.es

For more information on the processing of personal data, click on the following [link](#)

[Previous](#) [Sign request](#)

PDF to be downloaded with the routes requested