



# **Guidelines for Workflow of AIP AMDT, AIP SUP & AIRAC at Iraq CAA AIS HQ**



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# 1-Introduction

The AIP forms the basic element of the Integrated Aeronautical Information Package. It contains aeronautical information of a permanent nature and temporary changes to this information of long duration. It is the task of each AIS to provide a comprehensive document, to maintain it up to date and to make it simple to use.

The content of an AIP is governed by Annex 15, Chapter 4, Para 4.1, 4.2 and Appendix 1 of Annex 15, supplemented by the guidance in ICAO DOC 8126 as to how the requirements might best be met. Taking into consideration the increased use of automation in AIS, the information contained in the AIP was arranged in such a manner that automation could be used, both for the production of the “paper” AIP as well as for creation of a database for retrieval of that information.

The AIP must be self-contained and include a table of contents. It should be published in loose-leaf form, unless the complete publication is re-issued at frequent intervals.

The AIP is divided into three parts:

**PART 1 — GENERAL (GEN)**, consisting of **five sections**, contains information of an administrative and explanatory nature which is not of such significance/importance that NOTAM need be issued;

**PART 2 — EN-ROUTE (ENR)**, consisting of **seven sections**, contains information concerning airspace and its use; and

**PART 3 — AERODROMES (AD)**, consisting of **four sections**, contains information concerning aerodromes/heliports and their use.

The issuing State and publishing authority must be clearly indicated on the cover.

Each AIP must be dated. In the case of AIP issued in loose-leaf form, each page must be dated. The date, consisting of the day, month (by name) and year, must be the publication date or the effective date (AIRAC) of the information.



## 2-Compiling and Editing of an AIP

The need to use **great care in compiling** an AIP cannot be over-emphasized. First of all, the information should be **carefully checked** to ensure its authenticity. Then, it should be edited and presented in the simplest form possible, both to restrict the amount of material in the AIP to that necessary to achieve its purpose and to enable those not thoroughly familiar with the language used to understand and interpret the information. **The AIP must not duplicate information within itself** or from other sources. When information is considered doubtful, a degree of reliability should be assigned to it and clearly indicated.

### 2.1- Language

The AIP must include English text for those parts expressed in plain language. The necessity to use local languages is of course recognized. If publication in more than one language is undertaken, it is usually more economical to produce a bilingual or multilingual edition rather than a separate edition for each language. It assists in the interpretation of questionable text to have the possibility of comparing two languages. This is particularly true where the producing State is non-English speaking and the translation into English may not be perfect.

### 2.2- Page Numbering

A system of page numbering adaptable to the addition or deletion of sheets should be adopted. The page number should include:

- an identification of the part of the AIP;
- the section; and
- subsection, as applicable;

thus creating a separate set of numbers for each subject (e.g. GEN 2.1-3, ENR 4.1-1 or AD 2.2-3). This system has been used in the Specimen AIP and should be followed as fully as possible, with numbering as indicated therein reserved for pages containing the associated information/tabulation. Any gaps in page sequence would be accounted for by the checklist of pages which should appear at page GEN 0.4-1 (or ENR 0.4-1 and AD 0.4-1 if the AIP is issued in three separate volumes). Maps and charts should be paginated in the same manner as other material.



## 3-Origination of AIP Amendment and Supplement

### 2.1- Origination of AIP Amendments

**Permanent changes to the AIP** shall be published as AIP Amendments

Each AIP Amendment shall be allocated a serial number, which shall be consecuted.

Each AIP Amendment page, including the cover sheet, shall display a publication date.

Each AIRAC AIP Amendment page, including the cover sheet, shall display an effective date. When an effective time other than 0000 UTC is used, the effective time shall also displayed on the cover sheet.

When an AIP Amendment is issued, it shall include references to the serial number of those elements, if any, of the Integrated Package which have been incorporated into the amendment.

A brief indication of the subjects affected by the amendment shall be given on the AIP Amendment cover sheet.

When an AIP Amendment will not be published at the established interval or publication date, a NIL notification shall be originated and distributed by the monthly printed plain-language list of valid NOTAM.

#### **Recommendation:**

*AIP Amendment Cover sheet should be printed on colored paper (**light blue**) to be conspicuous.*

### 2.2- Origination of AIP Supplements

**Temporary changes of long duration** (Three months or longer) and **information of short duration which contains extensive text and/or graphics** shall be published as AIP Supplements.

Each AIP Supplement shall be allocated a serial number which shall be consecutive and based on the calendar year.

AIP Supplement pages shall be kept in the AIP as long as all or some of their contents remain valid.



When an error occurs in an AIP Supplement or when the period of validity of an AIP Supplement is changed, a new AIP Supplement shall be published as a replacement.

When an AIP Supplement is sent in replacement of a NOTAM, it shall include a reference to the serial number of the NOTAM.

A check list of valid AIP Supplements shall be issued at intervals of not more than one months. This information shall be issued through the medium of the monthly printed plain-language list of valid NOTAM.

***Recommendation:***

*AIP Supplement pages should be printed on colored paper (**yellow**) to be conspicuous.*

*AIP Supplement pages should be kept as the first item in the AIP parts.*

## **2.3- Origination of publications according AIRAC**

Information concerning the circumstances listed below shall be distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days. **The information notified therein shall not be changed further for at least another 28 days after the effective date**, unless the circumstance notified is of a temporary nature and would not persist for the full period.

According ICAO ANNEX 15, Appendix 4, part 1:

1. The establishment and withdrawal of, and premeditated significant changes (including operational trials) to:

1.1 Limits (horizontal and vertical), regulations and procedures applicable to:

- a) flight information regions;
- b) control areas;
- c) control zones;
- d) advisory areas;
- e) ATS routes;
- f) permanent danger, prohibited and restricted areas (including type and periods of activity when known) and ADIZ;
- g) permanent areas or routes or portions thereof where the



possibility of interception exists.

- 1.2 Positions, frequencies, call signs, identifiers, known irregularities and maintenance periods of radio navigation aids, and communication and surveillance facilities.
- 1.3 Holding and approach procedures, arrival and departure procedures, noise abatement procedures and any other pertinent ATS procedures.
- 1.4 Transition levels, transition altitudes and minimum sector altitudes.
- 1.5 Meteorological facilities (including broadcasts) and procedures.
- 1.6 Runways and stopways.
- 1.7 Taxiways and aprons
- 1.8 Aerodrome ground operating procedures (including low visibility procedures).
- 1.9 Approach and runway lighting.
- 1.10 Aerodrome operating minima if published by a State.

The regulated system (AIRAC) should also be used for the provision of information relating to the establishment and withdrawal of, and premeditated significant changes in, the circumstances listed in Appendix 4, Part 2.

2. The establishment and withdrawal of, and premeditated significant changes to:
  - 2.1 Position, height and lighting of navigational obstacles.
  - 2.2 Hours of service of aerodromes, facilities and services.
  - 2.3 Customs, immigration and health services.
  - 2.4 Temporary danger, prohibited and restricted areas and navigational hazards, military exercises and mass movements of aircraft.
  - 2.5 Temporary areas or routes or portions thereof where the possibility of interception exists.

When information has not been submitted by the AIRAC date, a **NIL notification** shall be originated and distributed by NOTAM or other suitable means, not later than one cycle before the AIRAC effective date concerned.

Implementation dates other than AIRAC effective dates shall not be used for pre-planned operationally significant changes requiring cartographic work and/or for updating of navigation databases.



***Recommendation:***

- ❖ The use of the date in the AIRAC cycle which occurs **between 21 December and 17 January inclusive** should be avoided as an effective date for the introduction of significant changes under the AIRAC system.

**Provision of information in paper copy form**

In all instances, information provided under the AIRAC system shall be published in paper copy form and shall be distributed by the AIS unit at least 42 days in advance of the effective date with the objective of reaching recipients at least 28 days in advance of the effective date.

***Recommendation:***

- ❖ Whenever major changes are planned and where advance notice is desirable and practicable, information published in paper copy form should be distributed by the AIS unit **at least 56 days in advance of the effective date**. This should be applied to the establishment of, and premeditated major changes in, the circumstances listed in Appendix 4, Part 3, and other major changes if deemed necessary.

**Provision of information in electronic form**

States that have established an aeronautical database shall, when updating its contents concerning the circumstances listed in Appendix 4, Part 1 (see minute 1 above), ensure that the effective dates of data coincide with the established AIRAC effective dates used for the provision of information in paper copy form.

Information provided in electronic form, concerning the circumstances listed in Appendix 4, Part 1, shall be distributed/made available by the AIS unit so as to **reach recipients at least 28 days in advance of the AIRAC effective date**.

Whenever major changes are planned and where advance notice is desirable and practicable, **information provided in electronic form** should be distributed/**made available at least 56 days in advance of the effective date**. This should be applied to the establishment of, and premeditated major changes in, the circumstances listed in Appendix 4, Part 3, and other major changes if deemed necessary.

3. The establishment of, and premeditated major changes to:





- 3.1 New aerodromes for international IFR operations.
- 3.2 New runways for IFR operations at international aerodromes.
- 3.3 Design and structure of the air traffic services route network.
- 3.4 Design and structure of a set of terminal procedures (including change of procedure bearings due to magnetic variation change).
- 3.5 Circumstances listed in Part 1 if the entire State or any significant portion thereof is affected or if cross-border coordination is required.

## 4- Value of a AIP Amendments

### 4.1- AIP Amendment

Permanent changes and additions to information contained in the AIP are issued as AIP Amendments. Any information contained in NOTAM or AIP Supplements that renders necessary an amendment to an AIP must be confirmed by a formal amendment or revision with a minimum of delay.

Each AIP Amendment must be allocated a serial number which must be consecutive. Hand amendments or annotations must be kept to a minimum.

The normal method of amendment must be by issue of replacement pages. The AIP must be amended or re-issued at such regular intervals as necessary to ensure the information contained in the AIP is complete and up to date.

Each **AIP Amendment page**, including the cover sheet, must show a **publication date**.

### 4.2- AIP Supplement

Since the AIP is an operational document and therefore subject to frequent change, provisions exist for its continual updating. In addition, **changes of a temporary nature** affecting the contents of an AIP are often required to cater for unexpected circumstances or, in some cases, planned modifications to a service/facility.

The purpose of an AIP Supplement is to bring to the attention of users both **temporary changes of long duration (three months or longer)** and



**information of short duration containing extensive text or graphics** which affect one or more parts of the AIP.

### **4.3- AIP AIRAC Amendment**

**operationally significant changes** to an AIP must be published in accordance with the AIRAC procedures and clearly identified as such.

Whenever AIP Amendments are issued in accordance with AIRAC procedures, the acronym “AIRAC” is added to the amendment cover page and in the amendment number on each replacement page.

A **NIL notification** must be issued when an AIP Amendment **will not be published at the established regular interval** or on the publication date. This NIL notification should be included in the monthly printed plain-language list of valid of NOTAM.

Each **AIRAC AIP Amendment page**, including the cover sheet, must show a **publication date** and an **effective date**.

### **4.3- AIP AIRAC Supplement**

**Operationally significant changes to the AIP issued as an AIP Supplement must be published under the AIRAC procedures as an AIP AIRAC SUPPLEMENT.**

## **5-Publication Cycles and regular intervals**

Each State is free to establish the regular interval between amendments to its AIP, which should be selected to meet the particular requirements, circumstances and capabilities of the State, taking into consideration:

- a) the area covered by the AIP and the number of facilities and services contained in it;
- b) the frequency at which the information is expected to change; and
- c) the resources available to the AIS, such as personnel, reproduction and printing facilities.



A State may prefer to schedule the interval between AIP Amendments every two, three, four or six months, or more. For whatever publication cycle a state may decide, it should be kept in mind, however, that the purpose of issuing amendments to the AIP is to keep the information up to date.

An AIP that is not up to date can jeopardize the safety of air navigation.

If the AIRAC common effective dates are preferred as a basis for the publication dates, a choice can be made from 13 dates per year (see 2.6.5). It may be decided that one amendment every two, three or six AIRAC periods is enough to keep the AIP up to date.

Momentarily ICAA has decided to amend Iraqi AIP every second AIRAC cycle. This may be sufficient at present situation, but it should be kept in mind that due to increasing information flow, due to repatriation of airspace and associated changes in procedures, establishment of new airways etc. the present publication cycle should be revised in the near future.

## 6-Distribution

All AIP, AIP Amendments and AIP Supplements must be distributed to recipients of the Integrated Aeronautical Information Package by the most expeditious means available.

When an AIP Amendment or an AIP Supplement is published in accordance with AIRAC procedures, **“trigger” NOTAM** must be originated and promulgated. The intent of this NOTAM is to serve as a reminder in the pre-flight information bulletin (PIB) by signalling the coming into effect of operationally significant permanent or temporary changes to the AIP, thus ensuring that users are aware of changes that may affect their flights.

It also serves as a reminder to AIS officers responsible for updating AIP to insert a new AIP Amendment or AIP Supplement in the affected AIP on the amendment or supplement effective date.

### 6.1- Significant dates for AIP Production and Distribution

There are three significant dates associated with the AIRAC system:

- a) the effective date;
- b) the publication date; and



c) the latest date for raw material to reach the AIS.

There **must be an interval of 42 days** between the **distribution date and the effective date**. This allows for a period of up to 14 days' distribution time, by the most expeditious means, in order **for recipients to receive the information at least 28 days in advance of the effective date**.

In cases where major changes (i.e. extensive changes to procedures or services which will impact international air transport) are planned and more advance notice is desirable and practicable, a **distribution date of 56 days** (or even longer) **in advance of the effective date** should be used.

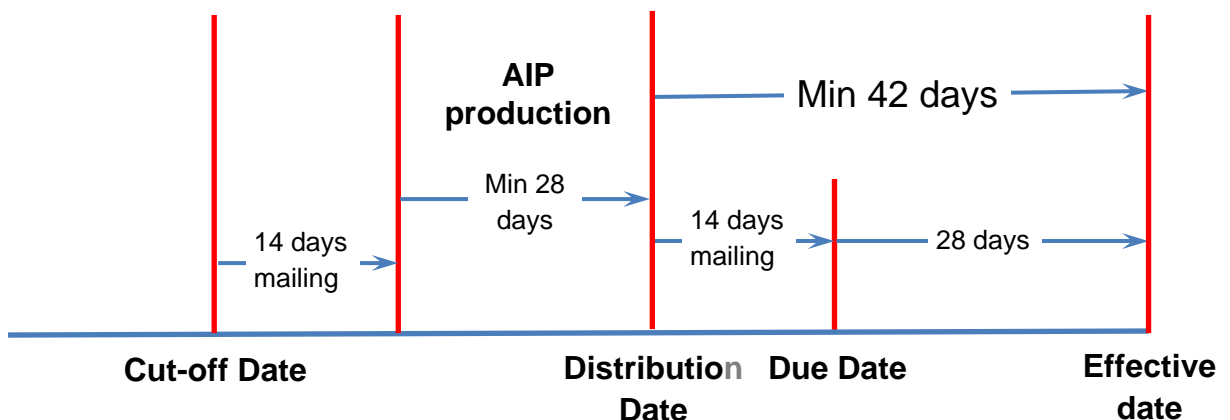
Examples of major changes are:

- a) the introduction of a new aerodrome;
- b) the introduction of new approach and/or departure procedures at international aerodromes; and
- c) the introduction of new ATS routes.

When the AIS does not receive AIRAC material from the responsible authorities/agencies for publication on the next scheduled AIRAC effective date, it must issue a NIL notification by NOTAM (or other means) at least one cycle (28 days or more) before the AIRAC effective date concerned.

Under the **AIRAC system** information **must always be published in paper copy form** and be distributed by the AIS at least 42 days in advance of the AIRAC effective date, to reach the user at least 28 days in advance of the effective date.

### 6.1- Timeline and dead lines, cut-off dates, due dates





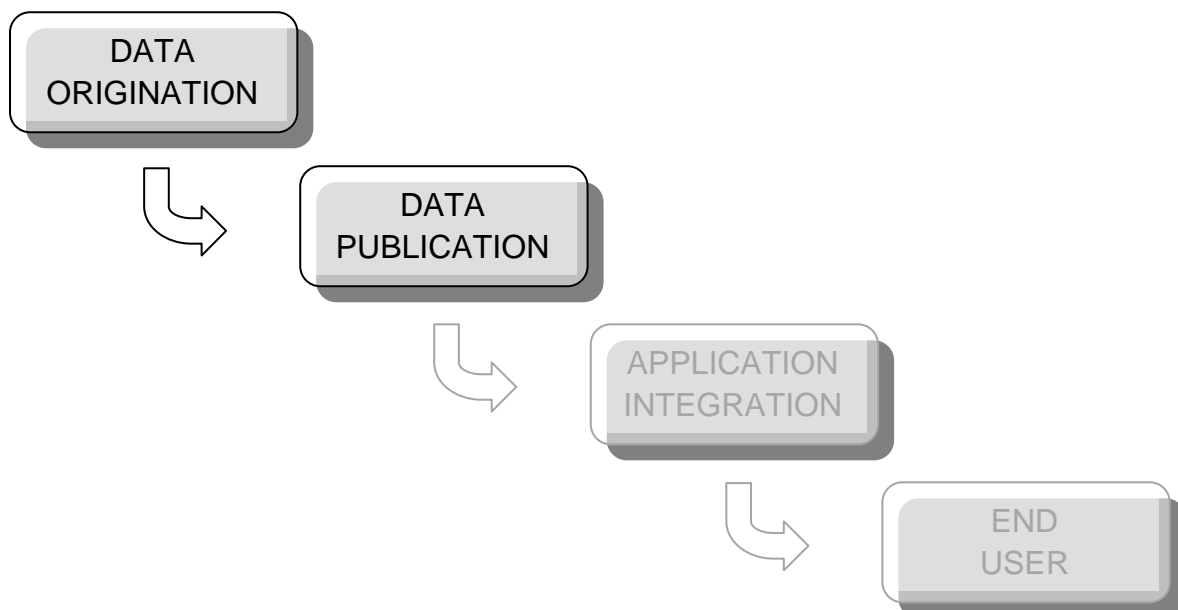
**Cut-Off date:** latest date raw data should be available at AIS HQ

**Distribution date:** latest date for publishing new amendments, calculating 14 days for delivery postal mailing

**Due date:** latest date new information should be on hand of customers (Air Lines, other AIS units, Aircraft operators, Nav Data provider, etc.)

**Effective date:** new information coming in force

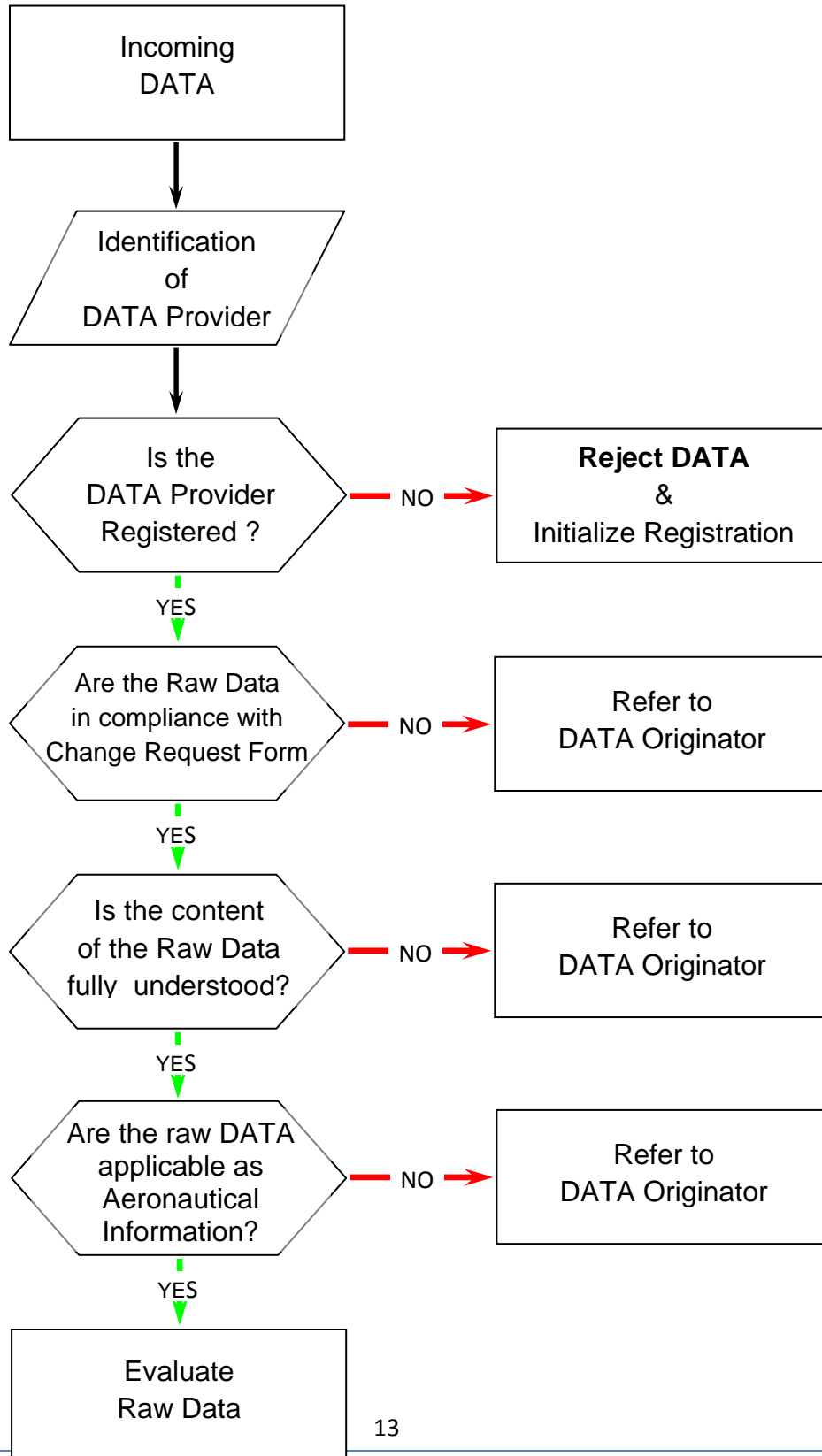
## 7- The Aeronautical Data Chain





## 8- The Workflow

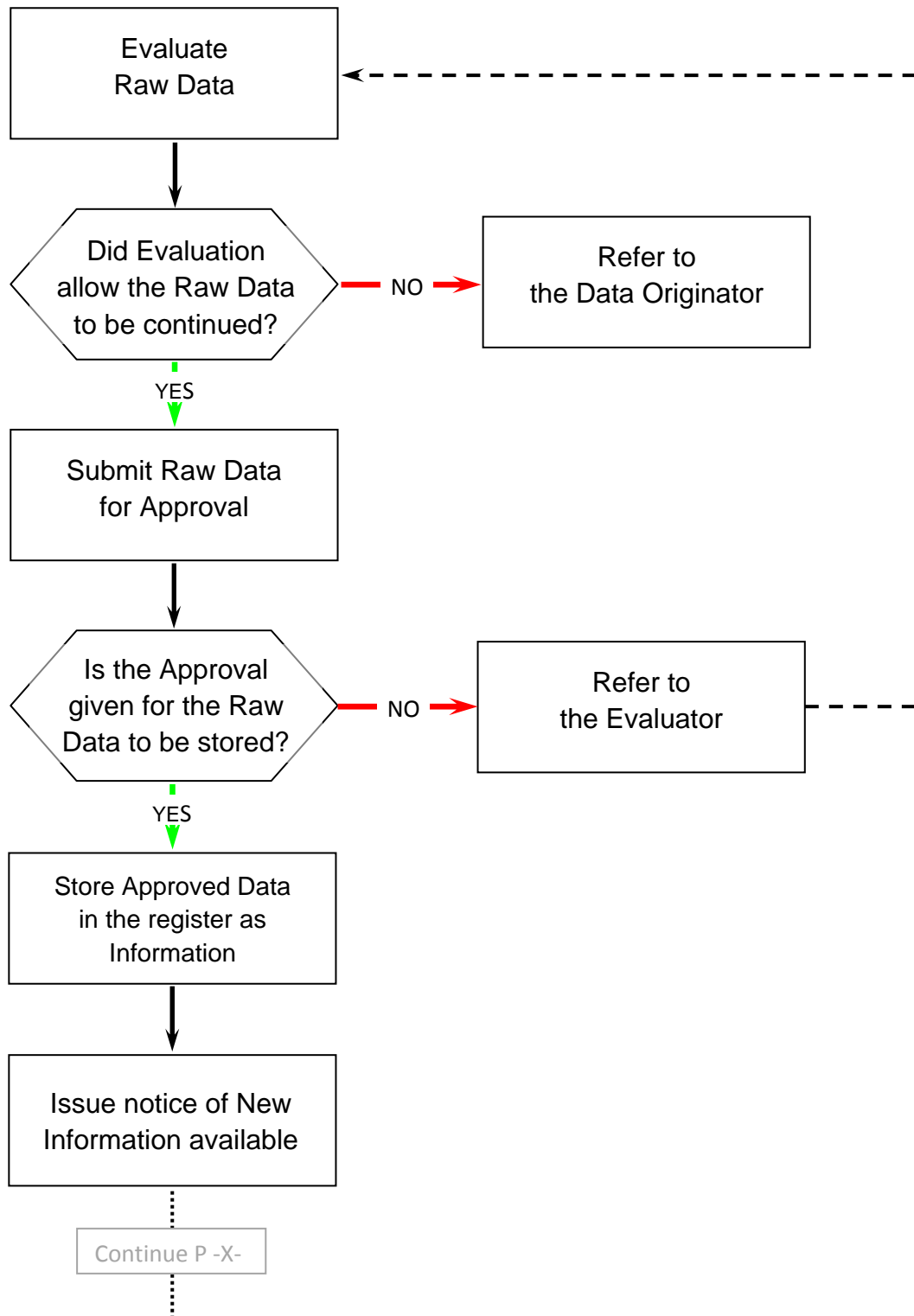
Initial general CHECK for provided DATA:





## Evaluation of Data – Registering Data:

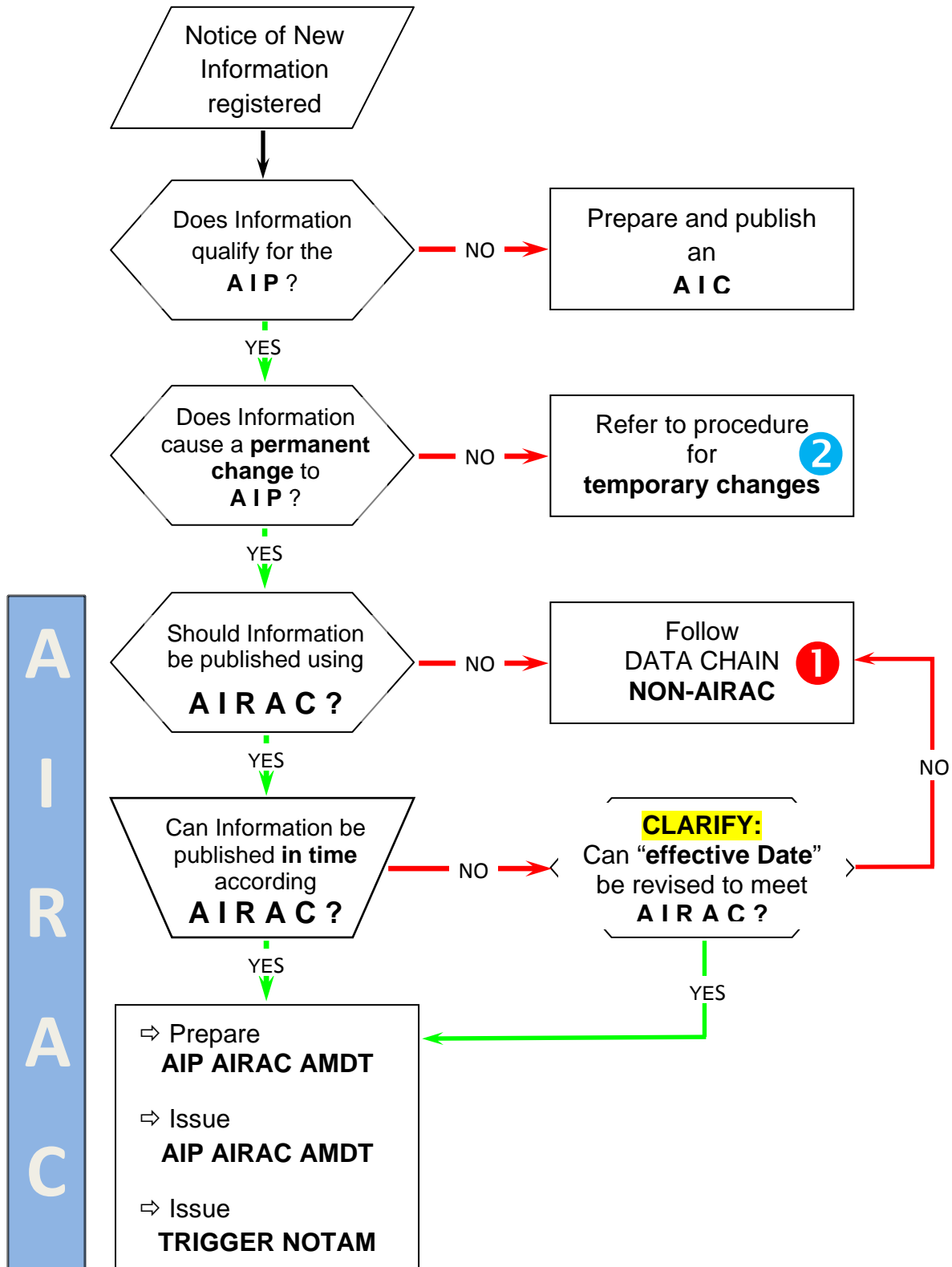
Continued from page -x-





**Qualification of DATA:**

**DATA causing permanent changes to the AIP (AIRAC process)**

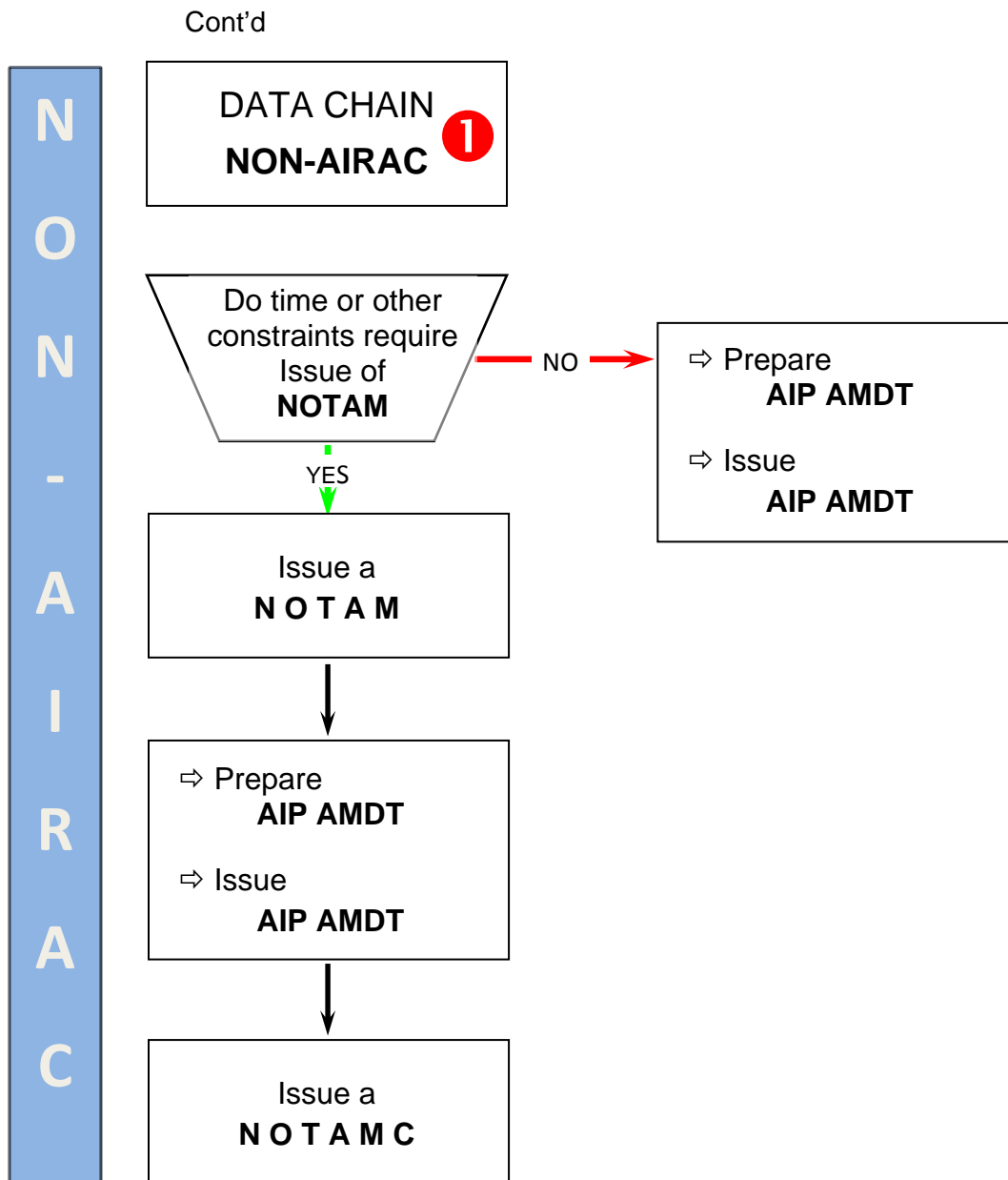






**Qualification of DATA:**

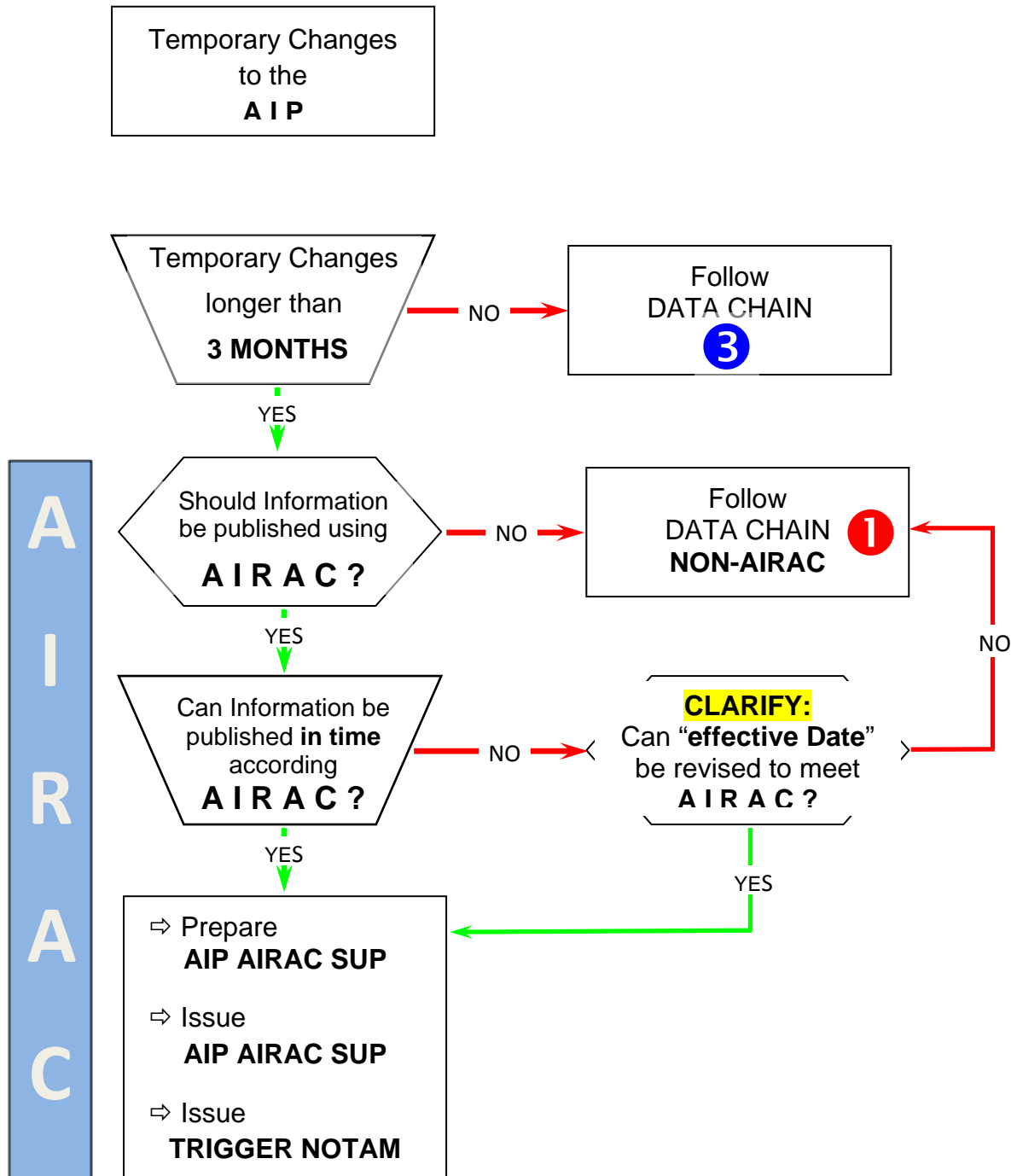
**DATA causing permanent changes to the AIP (NON-AIRAC process)**





**Qualification of DATA:**

**DATA causing temporary changes to the AIP (AIRAC process)**





**Qualification of DATA:**

**DATA causing temporary changes to the AIP (extensive Graphic/Text)**

