

Section 11 Aeronautical Information Management

Chapter 1 General

1 Introduction

- 1.1 All ATSU's are responsible for making available to airspace users on request, accurate information on aerodrome operations, navigation, surveillance and air traffic services within the area of responsibility of the RSA.
- 1.2 The International AIMU shall be responsible for making available such information as in paragraph 1.1 and in respect of adjacent FIRs as detailed in the approved Station Standing Instructions manual.
- 1.3 ATSU's shall maintain the following documents:
 - a) The South African Aeronautical Information Publication (SA-AIP);
 - b) AIP Supplement (AIP SUP);
 - c) Aeronautical Information Circulars (AIC); and
 - d) Current NOTAM's
 - e) ***Special Air Reports***
- 1.4 Aeronautical information data can be prepared in advance and can be valid for a lengthy period of time; other data changes in real-time and becomes obsolete almost immediately. As a principle, any valid and relevant information will be made available as soon as it becomes available to the airspace users.
- 1.5 Airspace users shall be informed without delay on receipt of such information on changes which may affect their planning.

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Chapter 2 NOTAM

1 Origination

- 1.1 A NOTAM shall be originated and issued promptly whenever the information to be disseminated is of a temporary nature and of short duration or when operationally significant permanent changes or temporary changes of long duration are made at short notice.
- 1.2 A NOTAM shall be originated and issued whenever the following information is of direct operational significance:
- a) Establishment, closure or significant changes in operation of aerodrome(s) or runways;
 - b) Establishment, withdrawal and significant changes in operation of aeronautical services;
 - c) The establishment or withdrawal of electronic and other aids to air navigation and aerodromes. This includes: interruption or return to operation, change of frequencies, change in notified hours of service, change of identification, change of orientation (directional aids), change of location, power increase or decrease amounting to 50 percent or more, change in broadcast schedules or contents, or irregularity or unreliability of operation of any electronic aid to air navigation, and air-ground communication services;
 - d) Establishment, withdrawal or significant changes made to visual aids;
 - e) Interruption of or return to operation of major components of aerodrome lighting systems;
 - f) Establishment, withdrawal or significant changes made to procedures for air navigation services;
 - g) Occurrence or correction of major defects or impediments in the manoeuvring area;
 - h) Changes to and limitations on availability of fuel, oil and oxygen;
 - i) Major changes to search and rescue facilities and services available;
 - j) Establishment, withdrawal or return to operation of hazard beacons marking significant obstacles to air navigation;
 - k) Changes in regulation requiring immediate action, e.g. prohibited areas for SAR action;
 - l) Presence of hazards which affect air navigation (including obstacles, military exercises, displays, races, major parachuting events outside promulgated sites);
 - m) Erecting, removal of or changes to significant obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;
 - n) Establishment or discontinuance (including activation or de-activation) as applicable, or changes in the status of prohibited, restricted or danger areas;
 - o) Establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of guard on the VHF emergency frequency 121.5 MHz is required;
 - p) Allocation, cancellation or change of location indicators;

- q) Significant changes in the level of protection normally available at an aerodrome for rescue and fire fighting purposes. NOTAM shall be originated only when a change of category is involved and such changes of category shall be clearly stated (see ICAO Annex 14, Volume 1, Chapter 9, and Attachment A, Section 17);
- r) Presence or removal or significant changes in hazardous conditions due to snow, slush, ice or water on the movement area;

Note: Notifications of such conditions as in paragraph (r) is to be made preferably by use of the SNOWTAM format or the NOTAM code (Doc 8400) and plain language.
- s) Outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures;
- t) Forecasts of solar cosmic radiation, where provided;
- u) Occurrence of pre-eruption volcanic activity, the location, date and time of volcanic eruptions and the existence, density and extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected.
- v) Release into the atmosphere of radioactive materials or toxic chemicals following a nuclear or chemical incident, the location, date and time of the incident, the flight levels and routes or portions thereof which could be affected and the direction of movement;
- w) Establishment of operations of humanitarian relief missions, such as those undertaken under the auspices of United Nations, together with procedures and/or limitations which affect air navigation; and
- x) Implementation of short-term contingency measures in cases of disruption, or partial disruption, of air traffic services and related supporting services.

1.3 When an AIP Amendment or an AIP Supplement is published in accordance with AIRAC procedures, a NOTAM shall be originated giving a brief description of the contents, the effective date and the reference number to the amendment or supplement. This NOTAM shall come into force on the same effective date as the amendment or supplement and shall remain valid in the pre-flight information bulletin for a period of fourteen days.

1.4 The need for origination of a NOTAM should be considered in any other operationally significant circumstances.

1.5 The following information shall not be notified by a NOTAM:

- a) Routine maintenance work on aprons and taxiways which does not affect the safe movement of aircraft;
- b) Runway marking work, when aircraft operations can safely be conducted on other available runways or the equipment used can be removed when necessary;
- c) Temporary obstructions in the vicinity of aerodromes that do not affect the safe operation of aircraft;
- d) Partial failure of aerodrome lighting facilities where such failure does not directly affect aircraft operation;

- e) Partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative;
 - f) The lack of apron marshalling services and road traffic control;
 - g) The unservicability of location, destination or other instructions signs on the aerodrome movement area;
 - h) Parachuting when in uncontrolled airspace under VFR when controlled, at promulgated sites or within danger or prohibited areas;
 - i) Other information of a similar temporary nature.
- 1.6 At least seven days advance notice shall be given of the activation of established danger, restricted, or prohibited areas and of activities requiring temporary airspace restrictions other than for emergency operations.
- 1.7 Notice of any subsequent cancellation of the activities or any reduction of the hours of activity or the dimensions of the airspace should be given as soon as possible.
- Note: Whenever possible, at least 24 hours advance notice is desirable, to permit timely completion of the notification process and to facilitate airspace utilisation planning.*
- 1.8 NOTAM notifying unservicability of aids to air navigation, facilities or communication services should give an estimate of period of unservicability or the time at which restoration of the service is expected.

2 General Specifications

- 2.1 A NOTAM series is identified by a letter and a four-digit number followed by a stroke and a two-digit number for the year. The four-digit number shall be consecutive and based on the calendar year.
- 2.2 Each NOTAM shall deal with only one subject and one condition of the subject.
- 2.3 Each NOTAM shall be as brief as possible and compiled in such a way that its meaning is clear without the need to refer to another document.
- 2.4 Each NOTAM shall be transmitted as a single telecommunication message.
- 2.5 A NOTAM containing permanent or temporary information of long duration shall carry an appropriate AIP or AIP Supplement references.
- 2.6 When a NOTAM is issued which cancels or replaces a previous NOTAM, the series and number of the previous NOTAM shall be indicated. The series, location indicator and subject of both NOTAM shall be the same. Only one NOTAM shall be cancelled or replaced by a NOTAM.
- 2.7 When errors occur in a NOTAM, a NOTAM with a new number to replace the erroneous NOTAM shall be issued.
- 2.8 Location indicators included in the text of a NOTAM shall be those contained in Location Indicators (Doc 7910).
- 2.9 In no case shall a curtailed form of such indicators be used.
- 2.10 Where no ICAO location indicator is assigned to the location, the place name shall be spelt in plain language.

- 2.11 A checklist of valid NOTAM shall be issued as a NOTAM over the Aeronautical Fixed Service (AFS) at intervals of not more than one month. One NOTAM shall be issued for each series.
- 2.12 A checklist of NOTAM shall refer to the latest AIP Amendments, AIP Supplements and at least the internationally distributed AIC.
- 2.13 A checklist of NOTAM shall have the same distribution as the actual message series to which they refer and shall be clearly identified as checklist.
- 2.14 A monthly printed plain-language list of valid NOTAM, including indications of the latest AIP Amendments, AIC issued and a checklist of AIP Supplements shall be prepared with a minimum of delay and forwarded by the most expeditious means to recipients of the Integrated Aeronautical Information Package.

3 Distribution

- 3.1 A NOTAM shall be distributed on the basis of a request.
- 3.2 A NOTAM shall be prepared in conformity with the relevant provisions of the ICAO communication procedures.
- 3.3 The aeronautical fixed telecommunication network (AFTN) shall, whenever practicable, be employed for NOTAM distribution.
- 3.4 When a NOTAM exchanged as specified in paragraph 2.11 is sent by means other than the aeronautical fixed telecommunication network (ATFN), a six-digit date-time group indicating the date and time of NOTAM origination, and the identification of the originator shall be used preceding the text.
- 3.5 NOTAM transmitted over the international telecommunication service shall be composed in the ICAO NOTAM code complemented by ICAO abbreviations, indicators, identifiers, designators, call sign, frequencies, figures and plain language.

Note 1: The ICAO NOTAM code and ICAO abbreviations are those contained in ICAO abbreviation and Codes (Doc 8400).

Note 2: A SNOWTAM may be used for information relating to snow, slush, ice, and standing water associated with snow, slush, and ice on the movement area.

- 3.6 The SA-CAA shall select the NOTAM's that are to be distributed internationally.
- 3.7 Selective distribution lists should be used when practicable. These lists are intended to obviate superfluous distribution of information.
- 3.8 International exchange of a NOTAM shall take place only as mutually agreed between the International NOTAM Offices concerned.
- 3.9 These exchanges of NOTAM between International NOTAM offices shall, as far as practicable be limited to the requirements of the receiving State concerned by means of separate series providing for at least international and domestic flights.
- 3.10 A predetermined distribution system for NOTAM transmitted on the AFTN shall be used whenever possible, subject to paragraph 2.11.
- 3.11 A NOTAM should not remain in force for more than 3 months. If the circumstances notified exceed 3 months, then a new or replacement NOTAM should be issued, particularly in those cases where a condition is only expected to last for a further period of one or two months. It should also be noted that any changes of a long duration (3 months or longer) are required to be published in an AIP Supplement (AIP SUP).

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Chapter 3 Summary of Documents

1 Aeronautical Information Regulation and Control (AIRAC)

- 1.1 Information concerning the circumstances listed in paragraph 3.2 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.
- 1.2 The establishment, withdrawal of, and premeditated significant changes (including operational trials) to:
- a) Limits (horizontal and vertical), regulations and procedures applicable to:
 - b) Flight information regions;
 - c) Control areas;
 - d) Control zones;
 - e) Advisory areas;
 - f) ATS routes;
 - g) Permanent danger, prohibited and restricted areas (including type and periods of activity when known) and ADIZ;
 - h) Permanent areas or routes or portions thereof where the possibility of interception exists.
- 1.3 Positions, frequencies, call signs, known irregularities and maintenance periods of radio navigation aids and communication facilities.
- 1.4 Holding and approach procedures, arrival and departure procedures, noise abatement procedures and any other pertinent ATS procedures.
- 1.5 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 contained in paragraph 3.6.
- 1.6 The establishment and withdrawal of, and premeditated significant changes to:
- a) Position, height and lighting of navigational obstacles.
 - b) Taxiways and aprons.
 - c) Hours of service: aerodromes, facilities and services.
 - d) Customs, immigration and health services.
 - e) Temporary danger, prohibited and restricted areas and navigational hazards, military exercises and mass movements of aircraft.

f) Temporary areas or routes or portions thereof where the possibility of interception exists.

- 1.7 When information has not been submitted by the AIRAC date, a NIL notification shall be originated and distributed by NOTAM or by other suitable means, not later than one cycle before the AIRAC effective date concerned.
- 1.8 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.
- 1.9 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.
- 1.10 In all instances, information provided under the AIRAC system shall be published in paper copy form and shall be distributed by the SACAA 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.
- 1.11 Whenever major changes are planned and where advance notice is desirable and practicable, a publication date of at least 56 days in advance of the effective date should be used.

2 AIP Supplements (AIP SUPP)

- 2.1 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 or facility.
- 2.2 The purpose of an AIP Supplement is to bring to the attention of users both temporary changes or 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. Operationally significant changes to the AIP issued as an AIP Supplement must be published under the AIRAC procedures.
- ### **2.3 Specifications For AIP Supplements**
- 2.3.1 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 Supplement.
- 2.3.2 Each AIP Supplement shall be allocated a serial number which shall be consecutive and based on the calendar year e.g. 2/03.
- 2.3.3 AIP Supplement pages shall be kept in a binder as long as all, or part of their contents remains valid.
- 2.3.4 The pages should be printed on coloured paper (preferably yellow) in order to be conspicuous.
- 2.3.5 When an AIP Supplement is sent in replacement of a NOTAM, it shall include a reference to the serial number of the NOTAM.

3 Aeronautical Information Circulars (AIC)

- 3.1 An AIC shall be originated whenever it is necessary to promulgate aeronautical information which does not qualify for the origination of a NOTAM, or for inclusion into the AIP, but which relates to flight safety, air navigation, technical, administrative or legislative matters.
- 3.2 An AIC shall be originated whenever it is desirable to promulgate:
- a) A long-term forecast of any major change in legislation, regulations, procedures or facilities;

- b) Information of a purely explanatory or advisory nature liable to affect flight safety;
- c) Information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters. This shall include:
 - I. Forecasts of important changes in the air navigation procedures, services and facilities provided;
 - II. Forecasts of implementation of new navigational systems;
 - III. Significant information arising from aircraft accident/ incident investigation which has a bearing on flight safety;
 - IV. Information on regulations relating to the safeguarding of international civil aviation against acts of unlawful interference;
 - V. Advice on medical matters of special interest to pilots;
 - VI. Warnings to pilots concerning the avoidance of physical hazards;
 - VII. Effects of certain weather phenomena on aircraft operations;
 - VIII. Information on new hazards affecting aircraft handling techniques.
 - IX. Regulations relating to the carriage of restricted articles by air;
 - X. Reference to the requirements of, and publication of changes in, national legislation;
 - XI. Aircrew licensing arrangements;
 - XII. Training of aviation personnel;
 - XIII. Application of, or exemption from, requirements in national legislation;
 - XIV. Advice on the use and maintenance of specific types of equipment;
 - XV. Actual or planned availability of new or revised editions of aeronautical charts;
 - XVI. Carriage of radio equipment;
 - XVII. Explanatory information relating to noise abatement;
 - XVIII. Selected airworthiness directives;
 - XIX. Changes in NOTAM series or distribution, new editions of AIP or major changes in their contents, coverage or format;
 - XX. Other information of a similar nature.

3.3 General Specifications of AIC

3.3.1 An AIC shall be issued in printed form which will include both text and diagrams.

3.3.2 The SACAA shall select the appropriate AIC that are to be given international distribution.

- 3.3.3 Each AIC shall be allocated a serial number which should be consecutive and based on the calendar year.
- 3.3.4 When AIC are distributed in more than one series, each series shall be separately identified by a letter.
- 3.3.5 The SACAA differentiates and identifies the various AIC topics in the following manner:
- | | | |
|-----------------------------|-----------------|--------|
| a) General, | Series 10 to 19 | White |
| b) Operation of aircraft, | Series 20 to 29 | Orange |
| c) Personnel licensing, | Series 30 to 39 | Ivory |
| d) Air navigation services, | Series 40 to 49 | Pink |
| e) Aerodromes, | Series 50 to 59 | Green |
| f) Airworthiness, | Series 60 to 69 | Blue |
- 3.3.6 A checklist of AIC currently in force shall be issued during January, April, July and October each year.

4 Aeronautical Information Publication (AIP)

- 4.1 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 the SACAA to provide a comprehensive document, to ensure its accuracy and simplicity in use.
- 4.2 The AIP is divided into three parts:
- a) PART 1 - GENERAL (GEN), consisting of five sections, contains information of an administrative and explanatory nature which is not of such significant importance that NOTAM need be issued (See paragraph 3.31);
 - b) PART 2 - EN-ROUTE (ENR), consisting of seven sections, contains information concerning airspace and its use (See paragraph 3.32); and
 - c) PART 3 - AERODROMES (AD), consisting of four sections, contains information concerning aerodromes/ heliports and their use (**See paragraph 3.33**).
- 4.3 **General (GEN):** Aeronautical Information Publications shall include in Part 1;
- a) GEN 0 – Preface, record of AIP amendments and supplements, checklist of AIP pages, list of hand amendments and a table of contents to Part 1;
 - b) GEN 1 – National regulations and requirements;
 - c) GEN 2 – Tables and codes;
 - d) GEN 3 – Services;
 - e) GEN 4 – Charges for aerodromes/heliports and air navigation services.
- 4.4 **En-Route (ENR):** Aeronautical Information Publications shall include in Part 2;
- a) ENR 0 - Preface, record of AIP amendments and supplements, checklist of AIP pages, list of hand amendments and a table of contents to Part 2;
 - b) ENR 1 – General rule and procedures;

- c) ENR 2 – Air traffic services airspace;
- d) ENR 3 – ATS routes;
- e) ENR 4 – Radio navigation aids/systems;
- f) ENR 5 – Navigation warnings;
- g) ENR 6 – En-route charts.

4.5 **Aerodromes (AD):** Aeronautical Information Publications shall include in Part 3;

- a) AD 0 - Preface, record of AIP amendments and supplements, checklist of AIP pages, list of hand amendments and a table of contents to Part 2;
- b) AD 1 – Aerodromes/Heliports – Introduction;
- c) AD 2 – Aerodromes;
- d) AD 3 – Heliports.

4.6 **General Specifications**

4.6.1 The SA-AIP is a self-contained document and shall include a table of contents.

4.6.2 The AIP shall not duplicate information within itself or from other sources.

4.6.3 The SA-AIP is published in a loose-leaf form unless the complete publication is reissued at frequent intervals.

4.6.4 Each page of the SA-AIP shall indicate the amendment number including the month (by name) and the year. Charts and plates effective dates shall also be indicated on each page.

4.6.5 A checklist giving the current date of each page in the Aeronautical Information Publication series shall be reissued frequently to assist the user in maintaining a current publication. The page number/chart title and date of the checklist shall appear on the checklist itself.

4.6.6 Each Aeronautical Information Publication issued as a bound volume and each page of an Aeronautical Information Publication issued in loose-leaf form shall be so annotated as to indicate clearly;

- a) The identity of the Aeronautical Information Publication;
- b) The area of responsibility covered and subdivisions where necessary;
- c) The identification of the RSA and the SACAA as the producing authority;
- d) Page numbers and chart titles;
- e) The degree of reliability if the information is doubtful.

4.6.7 All changes to the AIP, or new information on a reprinted page, shall be identified by a vertical line on the left side of the margin.

4.6.8 Operationally significant changes to the AIP shall be published in accordance with AIRAC procedures and shall be clearly identified by the acronym - AIRAC.

- 4.6.9 The AIP shall be amended or reissued at such regular intervals as may be necessary to keep them up to date. Recourse to hand amendments or annotations shall be kept to the minimum. The normal method of amendment shall be by means of replacement sheets.
- 4.6.10 Permanent changes to the AIP shall be published as AIP Amendments.
- 4.6.11 Each AIP Amendment shall be allocated a serial number, which shall be consecutive.
- 4.6.12 Each AIP Amendment page, including the cover sheet, shall display a publication date.
- 4.6.13 Each AIRAC AIP Amendment page, including the cover sheet, shall display an effective date.
- 4.6.14 When an AIP Amendment is issued, it shall include references to the serial number of those elements, if any, of the integrated Aeronautical Information Package which have been incorporated into the amendment.
- 4.6.15 A brief indication of the subjects affected by the amendment shall be given on the AIP Amendment cover sheet.
- 4.6.16 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.