



NPA No. 12 /2015

CAR PART VIII SUB PART 2 Aeronautical Information Services Organisations

Release Date: 25 June 2015

The GCAA has recently conducted a review of CAR PART VIII Subpart 2 as a result of an annual review of its rules.

The review has concluded that a number of alignments to standard GCAA terminology and practices and references were need. Additionally CAR 2.10 Training, which details training requirements for Aeronautical Information Service Certificate holders, has been added to provide uniformity across subparts of CAR Part VIII.

This notice is published to announce to the public this amendment and to entitle all concerned parties to:

1. Review the attached proposed CAR Part VIII Sub Part 2 regulation; and
2. Submit their comments online through the GCAA website within 60 days from the date of this NPA.

Comments must be submitted through the GCAA Website – E-Publication – Notice of Proposed Amendment, using the Action of “Submit NPA Feedback Request.”

Comments and Responses may be viewed in the Comments Response Document CRD pertaining to this NPA on the GCAA website.

CAR PART VIII

SUBPART 2

AERONAUTICAL INFORMATION SERVICES ORGANISATIONS

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FOREWORD

- 1) The General Civil Aviation Authority (hereinafter “Authority”) has implemented CAR Part VIII, Subpart 2 based on ICAO Annexes 4 and 15 but with additional paragraphs where considered appropriate.
- 2) Definitions and abbreviations of terms used in SUBPART 2 shall always be interpreted as per the applicable international standards.

RECORD OF AMENDMENTS

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Issue 01 Rev. 00	1 November 2011
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SECTION A — GENERAL PROVISIONS

CAR 2.1 Applicability

- a) CAR Part VIII, Subpart 2 contains the Rules governing:
 - The certification and operation of organizations providing an Aeronautical Information Service (AIS) for the UAE on behalf of the GCAA; and
 - The requirements for:
 - A. the UAE Aeronautical Information Publication (AIP),
 - B. The Aeronautical Information Circulars (AIC) and NOTAM.

CAR 2.2 Definitions and Acronyms

- a) Definitions existing in ICAO Documents shall form part of this Rule, supplemented by the definitions contained in CAR Part VIII, Subpart 1. Where there are differences between the definitions in the two sources, Subpart 1 has precedence.

CAR 2.3 Requirements for Certification

- a) No person shall provide an Aeronautical Information Service for the UAE FIR except under the authority of, and in accordance with the provisions of this Subpart.
- b) For the purpose of this Subpart, an aeronautical information service shall consist of one or more of the following services:
 - An AIP service comprising the provision of;
 - A. the UAE AIP;
 - B. the AIP amendment service;
 - C. the AIP Supplement service; and
 - D. the AIC service.
 - A pre-flight briefing service; and
 - A NOTAM service.
- c) An integrated aeronautical information package shall include those services listed above with the addition of a checklist of valid NOTAM.

CAR 2.4 Application for Certificate

- a) Each applicant for the grant of an Aeronautical Information Service Certificate shall submit an application for an Aeronautical Information Services Certificate via the E Services AIS Certificate section on the GCAA website. All elements of the form shall be completed.
- b) In the interests of aviation safety, only one certificate for the provision of an aeronautical information service relating to the provision of an AIP service, an AIC service and a NOTAM service shall be current at any time. There may be more than one Pre-Flight Briefing Service certificate valid at any time.
- c) The submission shall include the exposition required by CAR 2.17 and payment of the appropriate application fee specified by the GCAA Board under Article 10.7 of the GCAA Law.

CAR 2.5 Issue of Certificate

- a) Each applicant is entitled to an Aeronautical Information Service Certificate if:
 - 1. The applicant meets the requirements of section B of this Subpart;
 - 2. The applicant and persons holding positions listed in CAR 2.9.a).1 to 2.9.a).5 inclusive are acceptable to the Authority;
 - 3. The organization's exposition as required by CAR 2.17 is acceptable to the Authority; and
 - 4. The Authority is satisfied that the granting of the certificate is not contrary to the interests of aviation safety.

CAR 2.6 Privileges of Certificate

- a) The GCAA AIS certificate shall specify the Aeronautical Information Services that the certificate holder is authorized to provide.

CAR 2.7 Duration of Certificate

- a) The validity of an aeronautical information certificate is based on continued operation in accordance with Civil Aviation Regulations.
- b) An Aeronautical Information Service Certificate remains in force until it expires or is suspended or revoked.
- c) The holder of an Aeronautical Information Service Certificate that expires or is revoked shall forthwith surrender the certificate to the Authority.
- d) The holder of an Aeronautical Information Service Certificate that is suspended shall forthwith produce the certificate to the Authority for appropriate endorsement.

CAR 2.8 Validity of Certificate

- a) The Aeronautical Information Service Certificate shall remain valid subject to periodic surveillance audits conducted at the discretion of the Authority, confirming ongoing compliance with the Civil Aviation Regulations.
- b) The Authority shall undertake a complete Aeronautical Information Service certification audit at least once in every three year period following the issue of an Aeronautical Information Service Certificate.

SECTION B — CERTIFICATION REQUIREMENTS

CAR 2.9 Personnel Requirements

- a) Each applicant for the grant of an Aeronautical Information Service Certificate shall employ or contract:

An Accountable Manager who has the authority within the applicant's organisation to ensure that the Aeronautical Information Service listed in its exposition can be financed and is resourced to meet operational requirements in accordance with this Subpart;

A Head of AIS who is responsible for ensuring that the applicant's organisation complies with the requirements of this Subpart;

A Head of Training responsible for ensuring that the organisation complies with the training requirements of this subpart;

A Safety Management System Post holder responsible for the provision of a safety management system according to the requirements of CAR Part X;

A Quality management post holder responsible for the provision of a quality management system; and

Sufficient personnel to collect, collate, check, coordinate, edit and publish aeronautical information for the Aeronautical Information Service listed in the applicant's exposition.

- b) The person or persons listed in CAR 2.9.a.2 to 2.9.a.5 shall be ultimately responsible to the Accountable Manager.

- c) The applicant shall establish and implement procedures to:

Ensure the competence of those personnel authorised by the applicant to check, edit and publish aeronautical information for the aeronautical information service(s) listed in their exposition;

Maintain the competence of those authorised personnel; and

Provide those authorised personnel with written evidence of the scope of their authorisation.

CAR 2.10 Facility Requirements

Each applicant for the grant of an Aeronautical Information Services certificate shall:

- a) establish offices and facilities that are appropriate for the aeronautical information service/s listed in their exposition; and
- b) Meet the applicable requirements of CAR 2. 21 c) and CAR 2.28.a).

CAR 2.11 Documentation

- a) Each applicant for the grant of an Aeronautical Information Services certificate shall:

Document the format and standards for the aeronautical information published under the authority of their certificate;

Ensure that the format and standards take into account the circumstances under which the information will be used; and

Hold and maintain up-to-date copies of relevant reference materials, standards, practices and procedures, and any other documentation that is necessary for the Aeronautical Information service listed in their exposition.

- b) Each applicant for the grant of an Aeronautical Information Services certificate shall establish a procedure to control all the documentation required by CAR 2.11 a.3), to ensure that:

The documentation is reviewed and authorised by appropriate personnel before issue;

Current issues of relevant documentation are available to staff at all locations where they need access to such documentation for the aeronautical information service listed in their exposition;

All obsolete documentation is promptly removed from all points of issue or use;

Changes to documentation are reviewed and approved by appropriate personnel; and

The current version of each item of documentation can be identified to preclude the use of out of date editions.

CAR 2.12 Collection of Information

- a) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish procedures to collect and collate the information required for the aeronautical information service listed in their exposition.

- b) The procedures shall ensure that:

Applicable information is obtained from organizations that provide services in support of the UAE air navigation system;

Applicable information is obtained from the aeronautical information services of other States relevant to the requirements of international aircraft operators operating on air route stages originating from the UAE; and

Arrangements for the timely provision of information are made with the information originators; and

Information received from the information originators is certificated as to accuracy and integrity by a person identified by the originator to be responsible for the accuracy and integrity of that information as required by Annex 15.

- c) The procedures for the NOTAM service shall furthermore ensure that any originator's request for the issue of a NOTAM does not require the NOTAM to be effective for more than 3 months.

CAR 2.13 Publication of Aeronautical Information

- a) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish procedures to check, co-ordinate, edit, publish and disseminate aeronautical information for the services listed in the applicant's exposition.

- b) The applicant shall ensure that the procedures established under CAR 2.13 a) require that:

The information received under CAR 2.12 to be checked against available information to verify its accuracy and integrity prior to publication;

The information received under CAR 2.12 to be edited, accurately published and disseminated

- i. in the format applicable to the operational significance of the information;
- ii. if applicable, in accordance with sections D, E, or F of this Subpart;
- iii. in a format that takes into account the circumstances under which the information is to be used;

Except for CAR 2.12 b) 4, permanent publications and long term temporary publications be clearly identified as being published under the authority of the applicant's Aeronautical Information Service Certificate;

If aeronautical information obtained from the aeronautical information services of other States under CAR 2.12 b) 2 is disseminated, that information is clearly identified as having the authority of the State of Origin;

If information that has not been certified, as required under CAR 2.12. b) 4, is disseminated that information is clearly identified as being unverified;

Any permanent change to published information is to be coordinated with other applicable information originators before the change is published;

Temporary information that is published without a defined expiry date be reviewed at regular, appropriate intervals to ensure that the originator takes the required action to cancel or reissue the information;

The aeronautical information to be published in plain text to be in the English language;

Place names to be spelt according to local usage, transliterated when necessary into the Latin alphabet; and

Units of measurement to be consistent with those prescribed in CAR Part VIII, Subpart 1.4; and

Abbreviations, consistent with those prescribed in CAR 2.2, to be used in the published aeronautical information if:

their use is appropriate; and

their use facilitates the dissemination of the information.

Any of the aeronautical information published to be promptly made available to the aeronautical information services of other States, upon request by those States; and

The aeronautical information to be made available in a form that is suitable for the operational requirements of:

- i. Flight operations personnel, including flight crew members, flight planning and flight simulators; and
- ii. The air traffic service units responsible for flight information services and pre-flight information services.

- c) The applicant for an AIP service shall ensure that the procedures for the AIP service, in addition to CAR 2.13 b), require:

Aeronautical charts, and operationally significant information published in AIP Amendments and AIP Supplements, to be published in accordance with the AIRAC procedures; and

The information published under the AIRAC procedures to be clearly identified with the acronym AIRAC; and

The information published under the AIRAC procedures to be distributed so that recipients receive the information at least 28 days before its effective date; and
The information published under the AIRAC procedures to not change for at least 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full AIRAC period; and
If an AIP Supplement is published to replace a NOTAM, the supplement to include a reference to the serial number of the NOTAM; and
If an AIP Amendment or AIP Supplement is published under the AIRAC procedures, a NOTAM to be originated giving a brief description of the operationally significant contents, the effective date and the reference number of each amendment or supplement. The NOTAM shall:

- i. come into force on the same effective date as the amendment or supplement; and
- ii. remain in force for a period of 14 days.

If there is no applicable information to be published by the AIRAC date, a NIL notification to be issued; and
A NOTAM to be originated if information to be published as an AIP Amendment or an AIP Supplement takes effect prior to the effective date of the amendment or supplement.

CAR 2.14 Records

- a) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the aeronautical information service listed in their exposition.

- b) Procedures shall ensure that:

There are records enabling all incoming and outgoing aeronautical information to be readily identified and that supplementary information can be similarly identified, verified and where necessary, authenticated;

There is a record of each person who is authorized by the applicant to check, edit and publish aeronautical information; and

There is a record of each occurrence of error correction under the procedures required by CAR 2.15.n) ; and

There is a record of each internal quality assurance review of the applicant's organization carried out under the procedures required by CAR 2.15.m).4 and

There is a record of all audits and reviews required under the safety management procedures required by CAR 2.16.b); and

All records are legible and of a permanent nature; and

All records are retained for at least 5 years except NOTAM, AIP Supplements, PIB and Aeronautical Information Circulars, which need only to be retained for 31 days after cancellation.

CAR 2.15 Quality Assurance System

- a) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish quality assurance system of procedures to ensure compliance with, and the adequacy of, the procedures required by this Subpart.
- b) The quality assurance system established in accordance with CAR 2.15.a) shall be similar to ISO 9000 standards and shall be certified.
- c) The person who has responsibility for quality assurance shall have direct access to the Accountable Manager on matters affecting the adequacy, accuracy, timeliness format and dissemination of the published aeronautical information.
- d) When the quality assurance procedures indicate that aeronautical information to be supplied does not comply with the accuracy and integrity requirements of CAR 2.15.i) to CAR 2.15.k) inclusive, such information shall not be supplied to the users.
- e) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish procedures to ensure that aeronautical data is traceable to its origin, and to allow any data anomalies or errors to be detected during the production and maintenance phases of the AIS.
- f) The quality assurance system shall:
 - Provide users with the necessary assurance and confidence that distributed aeronautical information or data satisfy stated requirements for data quality (accuracy, resolution and integrity) and for data traceability through the use of appropriate measures at every stage of the data production or modification processes; and
 - Provide assurance of the applicability period of intended use of aeronautical data as well as that the agreed distribution dates shall be met.
- g) Material to be issued as part of the Integrated Aeronautical Information Package shall be thoroughly checked and coordinated with the originator to ensure that all necessary information has been included and that it is correct prior to distribution.
- h) Validation and verification procedures shall be established to ensure that the quality requirements and traceability of aeronautical data are met.
- i) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish quality assurance procedures to ensure that the order of accuracy of aeronautical data, based on a 95% confidence level, shall be as specified in ICAO Annex 11, Chapter 2 and Annex 14, Volumes I and II, chapter 2.
- j) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish quality assurance procedures to ensure that the order of publication resolution shall be that specified in Appendices 1 and 7 to Annex 15.
- k) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish quality assurance procedures to ensure that the integrity of aeronautical data is maintained throughout the data process from originator to the end user.
- l) The aeronautical data integrity requirements shall be based on the potential risk resulting from the corruption of data and upon the use to which the data item is put.
- m) Consequently the aeronautical data integrity classifications according to the definition in Subpart 1 shall apply.
- n) Aeronautical data quality requirements related to classification and data integrity shall be as provided in Tables A7-1 to A7-5 of Appendix 7 to ICAO Annex 15.

- o) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish procedures to ensure that protection of electronic aeronautical data while stored or in transit, shall be totally monitored.
- p) The quality assurance procedures shall specify:
 - That the level of quality that the applicant intends to achieve meets the requirements of CAR 2.9 to 2.11 inclusive; and
 - The level and frequency of internal audits; and
 - The person or persons responsible for carrying out the internal audits; and
 - How the findings of the internal audits are to be recorded and reported to the Accountable Manager; and
 - How quality indicators such as error reports, incidents and complaints are incorporated into the internal quality assurance procedures; and
 - The means of rectifying any deficiencies found during an internal audit; and
 - The documentation requirements for all aspects of the audit.
- q) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish quality assurance procedures to record, investigate, correct, and report any errors that are detected in the aeronautical information published under the authority of their certificate.
- r) The quality assurance procedures shall ensure that:
 - The error is corrected by the most appropriate means relative to the operational significance of the error; and
 - The correction is clearly identified in the republished information; and
 - The source of the error is identified and, where possible, mitigated or eliminated; and
 - The Air Navigation Service Regulations section of the Department of Aviation Safety and Standards, GCAA is notified of the publication error.

CAR 2.16 Safety Management System

- a) Each applicant for the grant of an Aeronautical Information Service Certificate shall establish a safety management system in accordance with CAR Part X.
- b) Each Aeronautical Information Service provider shall , as part of their SMS, establish target levels of safety/key performance indicators for at least the following safety areas:
 - AIRAC Adherence monitoring,
 - Data Quality monitoring,
 - NOTAM monitoring.
- c) ANSPs/Service Providers and SZC ACC AIM shall record the measurements above and report to GCAA ANA Inspector on a bi-annual basis at the end of March and September of each year.

CAR 2.17 Organizational Exposition

- a) Each applicant for the grant of an Aeronautical Information Service Certificate shall provide the Air Navigation Service Regulations section of the Department of with an exposition containing:

1. A statement signed by the Accountable Manager on behalf of the applicant's organisation confirming that:
 - i. the exposition and any included manuals define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Subpart; and
 - ii. the exposition and any included manuals will be complied with at all times; and
 2. The titles and names of the person or persons required by CAR 2.9. a) 2-5; and
 3. The duties and responsibilities of the persons specified in CAR 2.17.a) 2 including matters for which they have responsibility to deal directly with the GCAA on behalf of the organisation; and
 4. An organisational chart showing lines of responsibility of the persons specified in CAR 2.17.a) 2; and
 5. A summary of the applicant's staffing structure for each aeronautical information service listed under CAR 2.17.a) 6; and
 6. A list of the aeronautical information services to be covered by the certificate; and
 7. For a pre-flight information service, details of the area, aerodromes and air route stages required by CAR 2.31.a); and
 8. The location and address details of the applicable offices required by CAR 2.21.b).1 and CAR 2.28.a).1; and
 9. Details of the applicant's format and standards required by CAR 2.11.a) for their published aeronautical information; and
 10. Details of the applicant's procedures required by:
 - i. CAR 2.9 regarding the competence of personnel; and
 - ii. CAR 2.11 regarding the control of documentation; and
 - iii. CAR 2.12 regarding the collection of information; and
 - iv. CAR 2.13 regarding the publication of aeronautical information; and
 - v. CAR 2.14 regarding the identification, collection, indexing, storage, maintenance, and disposal of records; and
 - vi. CAR 2.15 regarding internal quality assurance; and
 - vii. CAR 2.16 regarding safety management; and
 11. The specific requirements of whichever elements of the AIS provision the applicant is seeking certification for; and
 12. Procedures to control amend and distribute the exposition.
- b) The applicant's exposition shall be acceptable to the Authority.

SECTION C — OPERATING REQUIREMENTS

CAR 2.18 Continued Compliance

- a) Each holder of an Aeronautical Information Service Certificate shall:
- Hold at least one complete and current copy of their exposition at each office listed in their exposition;
 - Comply with all procedures and standards detailed in their exposition;
 - Make each applicable part of their exposition available to personnel who require those parts to carry out their duties;
 - Continue to meet the standards and comply with the requirements of this Subpart; and
 - Notify the Authority of any change of address for service, telephone number or facsimile number required by GCAA, within 28 days of the change via the application form in the E Services section of the GCAA website.

CAR 2.19 Changes to Certificate Holder's Organization

- a) Each certificate holder shall ensure that its exposition is amended so as to remain a current description of the holder's organization and services and comply with this Subpart.
- b) The certificate holder shall ensure that any amendments made to the certificate holder's exposition meet the applicable requirements of this Subpart, Subpart 1 and comply with the amendment procedures contained in the certificate holder's exposition.
- c) The certificate holder shall provide the Authority with a copy of each amendment to the certificate holder's exposition.
- d) Where the certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the Authority is required:
- The persons listed in CAR 2.9.a).1 to CAR 2.9.a).5 inclusive; or
 - The aeronautical information service provided by the certificate holder; or
 - The format and standards for the aeronautical information published under the authority of its certificate.
- e) The Authority may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in CAR 2.19.d).
- f) A certificate holder shall comply with any conditions prescribed in CAR 2.19.e).
- g) Where any of the changes requires an amendment to the certificate, the certificate holder shall forward the certificate to the Authority as soon as practicable.
- h) The certificate holder shall make such amendments to the holder's exposition as the Authority may consider necessary in the interests of aviation safety.
- i) The notification of changes required shall be made by completing the appropriate sections of the E Services application form on the GCAA Website.

CAR 2.20 Safety Inspections and Audits

- a) The Authority may, in writing, require the holder of an Aeronautical Information Service Certificate to undergo or carry out such inspections and audits of the holder's aeronautical

information service offices, facilities, documents and records as the Authority consider necessary in the interests of civil aviation safety.

- b) The Authority may require from the holder of an Aeronautical Information Service Certificate such information as the Authority considers relevant to the inspection or audit.
- c) The GCAA shall be granted unrestricted access to the certificate holder's facilities. The GCAA shall be permitted to carry its own equipment (e.g. computers, cameras and recording devices) under all conditions while carrying out its oversight functions.

SECTION D — UAE AIP SERVICE

CAR 2.21 AIP General

- a) The holder of an Aeronautical Information Service Certificate for the AIP service shall produce:

The UAE AIP in accordance with the requirements of CAR 2, Section D;
AIP Amendments in accordance with CAR 2.24;
AIP Supplements in accordance with CAR 2.25; and
Aeronautical charts in accordance with CAR 2.27.

- b) The AIP shall be produced in an electronic format. Paper formats of the AIP should be made available to users upon request.

- c) The holder of an Aeronautical Information Service Certificate for the AIP service shall:

Designate an office as the UAE's point of contact with the aeronautical information service of other States for the interchange of the Integrated Aeronautical Information Package, except for NOTAM;

Make the UAE AIP, AIP Amendments, AIP Supplements and AIC available.

Establish a system to disseminate the UAE AIP, AIP Amendments, AIP Supplements, Aeronautical charts and AIC in accordance with AIRAC procedures;

Ensure that every aeronautical chart published as part of the AIP conforms to the applicable standards for the charts;

Coordinate the input of all aeronautical information from the originators prescribed in CAR 2.12.b).1, except that information of immediate operational significance which will be promulgated by NOTAM;

Ensure that the AIP, AIP Amendments and the AIP Supplements are distributed by the most expeditious means; and

Establish and operate an automated AIP production system.

CAR 2.22 Contents of the UAE AIP

- a) The UAE AIP shall contain current information, data and aeronautical charts relating to:

1. The regulatory and airspace requirements for air navigation in the UAE FIR;
2. The UAE services and facilities that support international air navigation to and from the UAE;
3. The services and facilities that support air navigation within the UAE FIR; and
4. Aerodromes operating under an aerodrome certificate issued in accordance with CAR Part IX.

- b) The UAE AIP may contain information, data and aeronautical charts relating to aerodromes not operating under an aerodrome certificate issued in accordance with CAR Part IX, provided that:

1. The aerodrome operator provides the holder of the Aeronautical Information Service Certificate for the AIP service with the required data and information related to the aerodrome;
2. The aerodrome operator accepts responsibility for the accuracy and currency of that information; and

3. The AIP entry states that the information is unverified in accordance with CAR 2.13.b).5.
- c) The UAE AIP shall be produced in three parts, sections and subsections containing current information relating to and arranged under the subjects enumerated in Appendix 1 to ICAO Annex 15.
- d) The AIP shall include in the GEN section:
 1. A statement to advise which organisations are responsible for the air navigation facilities, services and procedures covered by the UAE AIP;
 2. The general conditions under which those services and facilities are available for use;
 3. A list of differences with the ICAO Standards, Recommended Practices and Procedures the UAE has filed under Article 38 of the Convention; and
 4. A summary of any significant standards, practices and procedures followed by the UAE, where ICAO Standards, Recommended Practices and Procedures allow an alternative course of action.

CAR 2.23 Specifications of the UAE AIP

- a) Each publication that forms part of the UAE AIP shall:
 1. Specify the purpose of the publication, the geographic area covered by that publication and that the publication is part of the UAE AIP;
 2. Be self-contained, include a table of contents with page numbers;
 3. Specify that it is published:
 - i. by the holder of the AIP service certificate; and
 - ii. under the authority of the holder's certificate issued by the GCAA;
 4. Not duplicate information unnecessarily and, if duplication is necessary, there shall be no difference in the duplicated information in respect of the same facility, service or procedure;
 5. Be published in electronic form;
 6. Be dated, and the date shall consist of the day, month by name, and the year when the aeronautical information becomes effective;
 7. Be updated by means of AIP Amendments or by reissue at regular intervals;
 8. Show clearly the degree of reliability of and unverified information;
 9. Specify on each page, which publication the page belongs to and that the page is part of the UAE AIP;
 10. Specify on each page the AIRAC number of the cycle in which the page became effective;
 11. Contain a checklist, issued with each AIP amendment, that gives the effective date and page number or chart title of each page or chart in the publication;
 12. Specify to which publication it belongs.

CAR 2.24 Specifications for AIP Amendments

- a) Permanent changes to the UAE AIP shall be published as AIP Amendments.
- b) Each AIP Amendment shall:
 1. Be allocated a serial number which shall be consecutive and based on the AIRAC cycle;
 2. Show the publication date on all AIP Amendment pages including the cover page; and
 3. include references to the serial numbers of those elements, if any, of the Integrated AIP, which have been incorporated into the amendment; and

4. Clearly identify by a distinctive symbol or annotation, all changes to published information, and all new information on a republished page; and
 5. Include on the amendment cover page a brief indication of the subjects affected by the amendment.
- c) Operationally significant changes to the AIP shall be published in accordance with AIRAC procedures and shall be identified by the acronym AIRAC.
 - d) The AIP shall be amended or reissued at such regular intervals as may be necessary to keep them up to date.
 - e) Recourse to hand amendments or annotations shall be kept to the minimum. The normal method of amendment shall be by replacement pages.
 - f) The interval to be used shall be specified in the AIP, Part 1 – General (GEN).
 - g) When an AIP Amendment will not be published at the established interval, a NIL notification shall be issued by NOTAM and included in the monthly list of valid NOTAM as required in CAR 2.29.s).

CAR 2.25 Specifications for AIP Supplements

- a) Temporary changes of 3-month duration or more and information of short duration containing extensive text or graphics shall be issued as an AIP Supplement.
- b) Each AIP Supplement shall be allocated a serial number which shall be consecutive and based on the calendar year.
- c) An AIP Supplement shall be retained in the AIP as long as any of the content remains valid.
- d) An AIP Supplement published in replacement of a NOTAM shall contain reference to the serial number of the concerned NOTAM.
- e) A checklist of valid AIP Supplements shall be issued at intervals of not more than 1 month and shall be issued through the monthly list of valid NOTAM as required in CAR 2.29.s).

CAR 2.26 Specifications for an AIC

- a) An AIC shall be originated whenever it is necessary to promulgate aeronautical information which does not qualify for inclusion in the AIP or under the specifications required for the issue of a NOTAM.
- b) An AIC shall be issued when it is desirable to promulgate:
 1. A long term notification of any major changes to legislation, regulations, procedures or facilities;
 2. Information of a purely explanatory or advisory nature liable to affect flight safety; or
 3. Information of a purely explanatory or advisory nature on technical, administrative or legislative matters.
- c) Each AIC shall:
 1. Allocated a serial number which shall be consecutive and based on the calendar year; and
 2. Distributed to subscribers to the AIP service.
- d) A checklist of current AIC's shall be issued at least annually, as an AIC.

CAR 2.27 Specifications for Aeronautical Charts

- a) Aeronautical charts shall be provided as part of the AIP covering all aspects of an aircraft operation from the point when the aircraft taxis from the stand for departure until it taxis to the stand after landing at its destination.
- b) Layout of the Charts provided shall be as per Appendix 1 to ICAO Annex 4.
- c) Each chart shall provide information relevant to the function of the chart and its design shall observe Human Factors principles which facilitate its optimum use.

Note: Guidance on Human Factors principles can be found in ICAO Doc 9683, Human Factors Training Manual.

- d) Each type of chart shall provide information appropriate to the phase of flight, to ensure the safe and expeditious operation of the aircraft.
- e) Presentation of information shall:
 - 1. Be accurate, unambiguous, readable in all normal operating conditions and free from distortion and clutter; and
 - 2. Be in a form which enables the pilot to acquire it in a reasonable time consistent with workload and operating conditions; and
 - 3. Permit a smooth transition from chart to chart as appropriate to the phase of flight.
- f) Colour, tints and font size used shall be such that the chart can be easily read and interpreted in varying conditions of natural and artificial light. Colours used on charts shall conform to Appendix 3 to ICAO Annex 4.
- g) Aeronautical Charts shall be orientated to True North except where permitted otherwise in the relevant chapters 3 to 21 inclusive of ICAO Annex 4.
- h) The title of an aeronautical chart prepared in accordance with the specifications contained in CAR 2.27, and intended to satisfy the function of the chart, shall be that of the relevant chapters 3 to 21 inclusive of ICAO Annex 4, modified by any different standard initiated by the holder of the Aeronautical Information Service Certificate for the AIP service and approved by the Authority. The use of the word "ICAO" shall not be used in the title where the Annex 4 standards have been modified.
- i) The marginal note layout for each chart shall be as given in Appendix 1 to ICAO Annex 4, except where otherwise specified in chapters 3 to 21 inclusive of Annex 4 for the relevant chart.
- j) The following information shall be shown on the face of each chart, except where otherwise stated in chapters 3 to 21 inclusive of Annex 4 for the relevant chart:
 - 1. Designation or title of the chart/ series;
 - 2. The name and reference of the sheet; and
 - 3. Where applicable, on each margin, an indication of the adjoining sheet.
- k) The name and address of the producing agency shall be shown in the margin of the chart unless the chart is published as part of an aeronautical document, in which case, the information shall be placed in the front of the document.
- l) A legend to the symbols and abbreviations used shall be provided. The legend shall be either:
 - 1. On the face or reverse of the each chart; or
 - 2. Where space precludes it, published on a separate legend page/s.

- m) Symbols used shall conform to those shown in Appendix 2 to ICAO Annex 4 except, where it is desired to show special features or items of importance to aviation for which no ICAO symbol is provided, an appropriate symbol may be chosen provided that it does not cause confusion with an ICAO symbol or impair the legibility of the chart.
- n) The size and prominence of symbols and the thickness and spacing of lines may be varied according to the scale and functions of the chart, with due regard to the importance of the information they convey.
- o) Units of measurement shall be as follows:
 - 1. Distances shall be;
 - i. Geodesic distance
 - ii. In either kilometres or nautical miles, or both provided the units are clearly differentiated,
 - 2. Altitudes, elevations and heights shall be expressed as either meters or feet, or both provided the units are clearly differentiated,
 - 3. Linear dimensions on aerodromes and short distances shall be expressed in meters,
 - 4. The order of resolution of distances, dimensions, elevations and heights shall be that specified for a particular chart,
 - 5. The units of measurement used to express distances, altitudes, elevations and heights shall be conspicuously stated on each chart,
 - 6. Conversion scales (km/nm, m/ft.) shall be provided on each chart on which distances, elevations or elevations are shown. The conversion scales shall be placed on the face of each chart.
- p) For charts of large areas, the name, basic parameters and scale of the projection used shall be indicated. On charts of smaller areas, a linear scale only shall be indicated.
- q) The date of validity of aeronautical information shall be clearly shown on the face of each chart.
- r) The symbols of the Roman alphabet shall be used for all writing.
- s) Where a geographical term such as “cape”, “point”, “gulf” is abbreviated on any particular chart that word shall be spelt out in full in respect to the most important example of each type.
- t) Punctuation marks shall not be used in abbreviations within the body of a chart.
- u) In areas where Romanized names have not been officially produced or adopted, and outside the territory of the UAE, names should be transliterated from the non-Roman alphabet form by the system generally used by the producing agency.
- v) Abbreviations shall be used on aeronautical charts whenever they are appropriate. Where applicable, abbreviations shall be selected from the abbreviations and codes contained in ICAO Doc 8400.
- w) International boundaries shall be shown, but may be interrupted if data more important to the use of the chart would be obscured. Where the name of more than one State appears on a chart, the names of the countries shall be indicated.
- x) Relief, where shown, shall be portrayed in a manner that will satisfy the chart users’ need for:
 - 1. Orientation and identification;
 - 2. Safe terrain clearance;
 - 3. Clarity of aeronautical information when shown;
 - 4. Planning.

- y) Relief shall be portrayed by a combination of contours, hypsometric tints, spot elevations and hill shading, the choice of method being affected by the nature and scale of the chart and its intended use. Where relief is shown by hypsometric tints, the tints used shall be based on those shown in Appendix 4 to ICAO Annex 4. Where spot elevations are used they shall be shown for selected critical points. The value of spot elevations of doubtful accuracy shall be followed by the sign \pm .
- z) Prohibited, restricted or danger areas shall be shown where their presence could affect the aircraft operation for which the chart is applicable. Where the areas are shown, the reference or other identification shall be included, except that the nationality letters may be omitted.
- aa) When air traffic services airspace is shown on a chart, the class of airspace, the type, name or call sign, the vertical limits and the radio frequencies to be used shall be indicated. The horizontal airspace limits shall be shown in accordance with Appendix 2 to ICAO Annex 4. On charts used for visual flight, relevant elements of the ATS airspace classification table shall be shown either on the face or reverse of the chart.
- bb) True north and the magnetic variation shall be indicated. The order of resolution of magnetic variation shall be that specified for the particular chart. When magnetic variation is shown on a chart, the values shown should be those for the year nearest the date of publication that is divisible by 5. In exceptional cases where the current value would be more than one degree different, after applying the calculation for annual change, an interim date and value should be quoted.
- cc) The Aeronautical Chart Manual (ICAO Doc 8697) contains samples of type suitable for use in aeronautical charts.
- dd) Aeronautical data used for aeronautical charts shall comply with the integrity, resolution and quality requirements of CAR 2.15.i) to CAR 2.15.k) inclusive.
- ee) Protection of electronic aeronautical data shall comply with the requirements of CAR 2.15.o).
- ff) Guidance on the aeronautical data quality requirements is contained in ICAO ANNEX 15.

SECTION E — NOTAM SERVICE

CAR 2.28 NOTAM Services General

- a) Each applicant for the grant of an Aeronautical Information Service Certificate for the NOTAM service shall:
 1. Designate a NOF for the UAE;
 2. Operate the NOF on a 24 hour basis;
 3. Establish agreements with other international NOTAM offices for the exchange of NOTAM;
 4. Ensure that:
 - i. the NOF is connected to the AFS; and
 - ii. the AFS connection provides for printed communication; and
 - iii. the NOF has appropriate facilities to issue and receive NOTAM distributed by means of telecommunication; and
 5. Promptly issue a NOTAM that is in accordance with this Section whenever information received under CAR 2.12.b).1 requires the issue of a NOTAM; and
 6. At intervals of not more than one month, issue via the AFS a checklist of the NOTAM that are currently in force.
 7. Establish and operate an automated NOTAM management system.

NOTE: Subject to availability, satisfactory operation and bilateral/multilateral and/or regional air navigation agreements, the use of public Internet should be permitted for exchange of non-time critical types of aeronautical information. Guidance material on non-time critical types of aeronautical information and relevant aspects of the public Internet is provided in the Guidelines on the Use of the Public Internet for Aeronautical Applications (Doc 9855).

CAR 2.29 Specifications for NOTAM

- a) A NOTAM shall be originated and issued promptly whenever:
 1. The information to be promulgated is of a temporary nature and of short duration; or
 2. When operationally significant permanent changes or temporary changes of long duration are made at short notice, except for information of short duration with extensive text or graphics, when an AIP Supplement should be issued.
- b) Operationally significant changes concerning circumstances listed in Annex 15, Appendix 4, Part 1 are issued under the AIRAC system.
- c) 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 issues listed in Annex 15, Appendix 4, Part 2.
- d) A NOTAM shall be originated and issued concerning the following information:
 1. Establishment, closure or significant operational changes to and airport, heliport or runway;
 2. Establishment, withdrawal or significant operational changes in aeronautical services;
 3. Establishment, withdrawal and significant changes in operational capability of radio navigation and air ground communication services;
 4. Establishment, withdrawal or significant changes to visual aids;
 5. Interruption of or return to service of major components of aerodrome lighting;

6. Establishment, withdrawal or significant changes to procedures for air navigation services;
 7. Occurrence or correction of major defects or impediments in the manoeuvring area;
 8. Changes to and limitations in availability of fuel, oil and oxygen;
 9. Major changes to SAR facilities and services available;
 10. Establishment, withdrawal or return to operation of hazard beacons relating to obstacles to air navigation;
 11. Changes in regulations requiring immediate action such as prohibited areas for SAR action;
 12. Presence of hazards, such as military exercises, displays, obstacles and major parachuting events outside promulgated areas, affecting air navigation;
 13. Erection, removal of or changes to obstacles to air navigation in the take-off/climb, missed approach, approach or runway strip areas;
 14. Establishment, or discontinuance (including activation or deactivation) or changes in the status of prohibited, restricted or danger areas;
 15. Establishment or discontinuance of areas, routes or portions thereof where the possibility of interception exists and where the maintenance of guard on 121.5 MHz is required;
 16. Allocation, cancellation or change of location indicators;
 17. Significant changes to the level of rescue and fire fighting protection normally available at an aerodrome requires a change in category. Such change of category shall be clearly stated. See CAR Part IX section 2.11 ;
 18. The presence, removal of, or significant changes in hazardous conditions existing on the movement area;
 19. Outbreaks of epidemics necessitating changes in notified requirements in inoculations and quarantine measures;
 20. Forecasts of solar cosmic radiation, where provided;
 21. An operationally significant change in volcanic activity, location, date and time of volcanic eruptions, including the extent and direction of movement of volcanic ash clouds and routes which could be affected;
 22. The release into the atmosphere of radioactive materials or toxic chemicals following a nuclear or chemical incident, including the location, date and time of the incident, routes and flight levels which could be affected;
 23. The establishment of operations of humanitarian relief missions together with procedures and limitations which affect air navigation;
 24. Implementation of short term contingency measures in cases of disruption, or partial disruption, of air traffic services and related supporting services; or
 25. the last friction measurement test shows that paved runway surface friction characteristics are below the Minimum Friction Level the Aerodrome Operator shall issue a NOTAM to advise that a runway or portion thereof may be slippery when wet.
- e) The need for a NOTAM should be considered in other situations which may affect the operations of aircraft.
- f) The following information shall not be notified by NOTAM:
1. Routine maintenance on aprons or taxiways which does not affect the safe movement of aircraft; or
 2. Runway marking work, when aircraft operations can safely be conducted on other runways, or when the equipment can be removed when necessary; or
 3. Temporary obstructions in the vicinity of an aerodrome or heliport that do not affect the safe operation of aircraft; or

4. Partial failure of aerodrome or heliport lighting facilities when such failure does not directly affect aircraft operations; or
 5. Partial temporary failure of air ground communications when suitable alternative frequencies are known to be available and are operative; or
 6. The lack of apron marshalling services or road traffic control; or
 7. The unserviceability of location, destination of other instructional signs on the aerodrome movement area; or
 8. Parachuting in uncontrolled airspace under VFR, when controlled, at promulgated sites or within danger or prohibited areas; or
 9. Other information of similar temporary nature.
- g) At least seven days' advance notice shall be given of the activation of established prohibited, restricted or danger areas and of activities requiring temporary airspace restrictions other than for emergency operations. Notice of any subsequent cancellation of activities, reduction of effective hours or the dimensions of the airspace shall be given as soon as possible.
- h) NOTAM notifying unserviceability of aids to air navigation, facilities or communication services shall give an estimate of the period of unserviceability or the time at which service shall be expected to be resumed.
- i) When an AIP Amendment or an AIP Supplement is issued in accordance with AIRAC procedures, a NOTAM shall be issued giving a brief description of the contents, effective date and time, and reference number of the Amendment or Supplement. This NOTAM shall come into force on the effective date and time of the Amendment or Supplement and shall remain valid in the pre-flight bulletin for a period of fourteen days.

Note: See ICAO document 8126 for guidance on the issue of such "trigger" NOTAM

- j) Each NOTAM shall contain the information in the order shown in the NOTAM format in Appendix 6 to ICAO Annex 15. NOTAM text shall be composed of the abbreviated phraseology assigned to the ICAO NOTAM Code complemented by ICAO abbreviations, indicators, designators, call signs, frequencies, figures and shall be expressed in plain English language.

Note: The ICAO NOTAM Code, abbreviated phraseologies and abbreviations are contained in ICAO Doc 8400.

- k) NOTAM shall be issued in either of two series:
1. Series A containing information on all airports, facilities and procedures available for use by international civil aviation which are promulgated both internationally and nationally, and
 2. Series B containing information of concern to aircraft other than those engaged in international civil aviation which are promulgated nationally and to selected adjacent States on request.
- l) Each NOTAM shall be allocated by the NOTAM office a 6 digit series, identified by a letter and a four digit number starting with 0001 at 0001 UTC on January 01 each year followed by a stroke and a 2 digit number for the year.
- m) When an error occurs in a NOTAM, a replacement NOTAM with a new number shall be issued to replace the erroneous NOTAM.
- n) 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.

- o) Each NOTAM shall:
 - 1. Be as brief as possible and compiled so that its meaning is clear without the need to refer to another document.
 - 2. Be transmitted as a single telecommunication message.
 - 3. Deal with only one subject and one condition of the subject.

Note: Doc 8126 contains guidance on the combination of subject and condition of the subject in accordance with the NOTAM Selection Criteria.

- p) A NOTAM containing permanent or temporary information of long duration shall contain the appropriate AIP or AIP Supplement references.
- q) Location indicators used in a NOTAM shall conform to those in ICAO Doc 7910. A curtailed form of the location indicator shall not be used. Where no ICAO location indicator is assigned to the location, the name of the location spelt in accordance with CAR 2.13.b).9 shall be entered in the text of the NOTAM in plain language.
- r) The NOTAM checklist required under CAR 2.28.a).6 shall:
 - 1. Be issued for each series; and
 - 2. Refer to the latest AIP Amendments, AIP Supplements and the internationally distributed AICs; and
 - 3. Be distributed to the same distribution list as the actual NOTAM series to which the checklist refers and be clearly identified as a checklist.
- s) A monthly 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 the minimum of delay and forwards by the most expeditious means to the recipients of the Integrated Aeronautical Information Package.

CAR 2.30 Distribution of NOTAM

- a) The GCAA shall determine which NOTAM are to be given international distribution.
- b) NOTAM shall:
 - 1. Be distributed on the basis of a request from an authorised originator of NOTAM; and
 - 2. Be prepared in conformity with the relevant provisions of ICAO communication procedures; and
 - 3. Use the AFS whenever practicable for distribution.
- c) When an International exchange of NOTAM takes place in accordance with agreements detailed in CAR 2.28.a).3 and is sent by means other than the AFS, 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.
- d) The exchanges of NOTAM between international NOF shall, as far as practicable, be limited to the requirements of the receiving States concerned by means of separate series providing for at least international and domestic flights.
- e) Selective predetermined NOTAM distribution lists shall be used when practicable.

Note: Guidance material related to distribution lists is contained in ICAO Doc 8126.

SECTION F — PRE-FLIGHT INFORMATION SERVICE AND POST-FLIGHT INFORMATION SERVICE

CAR 2.31 Pre-Flight Information Services General

- a) Each applicant for the grant of an Aeronautical Information Service Certificate for the pre-flight information service shall, for the pre-flight service/s listed in their exposition, specify:
 1. The geographic area; and
 2. The aerodrome/s and the route stages originating from those aerodromes.
- b) The holder of an Aeronautical Information Service Certificate for the Pre- Flight Information Service shall ensure that, at any aerodrome or heliport normally used for international air operations, aeronautical information essential for the safety, regularity and efficiency of navigation on international routes and destinations relative to the aerodrome or heliport, is made available to flight operations personnel, including flight crews, and services responsible for pre-flight information.
- c) Aeronautical information provided for pre-flight planning purposes at the aerodromes or heliports referred to in CAR 2.31.b), shall include relevant elements of the Integrated Aeronautical Information Package and relevant maps and charts. These documents may be limited to those of the UAE and, when practicable, those of immediately adjacent States, provided a complete library of aeronautical information is available via a central location and direct communications is available between an aerodrome briefing office and that library.
- d) Additional current information relating to the aerodrome of departure shall be provided concerning the following:
 1. Construction or maintenance work on or immediately adjacent to the manoeuvring area;
 2. Rough portions of any part of the manoeuvring area whether marked or not;
 3. The presence and depth of water on runways and taxiways, including the effect on surface friction;
 4. Parked aircraft or other objects on or immediately adjacent to taxiways;
 5. The presence of other temporary hazards;
 6. The presence of birds or other wildlife constituting a potential hazard to aircraft operations;
 7. Failure or irregular operation of part or all of the aerodrome lighting system including approach, threshold, runway, taxiway, obstruction and manoeuvring area unserviceability lights and aerodrome power supply;
 8. Failure, irregular operation and changes in the operational status of radio navigation services, visual aids, communication facilities or services, surveillance systems, RVR systems and standby power supplies;
 9. The establishment of operations of humanitarian relief missions together with procedures and limitations which affect air navigation.
- e) A recapitulation of current NOTAM of operational significance and other information of urgent character shall be made available to flight crew in the form of an English plain language pre-flight information bulletin (PIB).
- f) The holder of an Aeronautical Information Service Certificate for the Pre- Flight Information Service shall ensure that arrangements are made to receive information concerning the state and operation of air navigation facilities or services noted by air crew and shall ensure that such information is made available to the aeronautical information services for such distribution as the circumstances necessitate.

CAR 2.32 Automated Pre-Flight Information Services General

- a) Each applicant for the grant of an Aeronautical Information Service Certificate for the pre – flight information service who wishes to automate the PIB shall obtain GCAA approval of the automated system in accordance with CAR Part VIII, Subpart 1 CAR 1.13.a).
- b) Each applicant shall establish procedures to ensure that the automated PIB provides:
 - 1. The documents referred to in CAR 2.31.c) to CAR 2.31.e) inclusive;
 - 2. Meteorological information as required by ICAO Annex 3, Chapter 9, subject to agreement with the Meteorological Authority;
 - 3. NOTAM relevant to the destination airport, alternate airport and the route stage to be flown;
 - 4. Access to the system by operations personnel including flight crew members and other aeronautical personnel concerned, shall include:
 - 5. easy access in a guided manner to all relevant information and data;
 - 6. consultation as necessary with AIS and Meteorological staff;
 - 7. Continuous and timely updating of the system database;
 - 8. Monitoring of the validity and quality of the aeronautical information stored;
 - 9. Provision for paper printed versions of the information accessible;
 - 10. A rapid response to user inputs.

CAR 2.33 Post-Flight information General

- a) The holder of an Aeronautical Information Service Certificate for the Pre- Flight Information Service shall ensure that arrangements are made to receive information concerning the state and operation of air navigation facilities or services noted by air crew and shall ensure that such information is made available to the aeronautical information services for such distribution as the circumstances necessitate.