



Australian Government
Civil Aviation Safety Authority

ADVISORY CIRCULAR

AC 139.C-05 v1.1

Aeronautical information reporting and validation

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Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.

Advisory Circulars should always be read in conjunction with the relevant regulations.

Audience

This advisory circular (AC) applies to:

- aerodrome owners/operators
- Airservices Australia
- the Civil Aviation Safety Authority (CASA).

Purpose

This AC provides guidance on the provision of aeronautical data to the Aeronautical Information Service (Airservices) for publication in the integrated aeronautical information package and on aeronautical charts and maintaining the accuracy of the information that is published.

For further information

For further information, contact CASA's Personnel Licensing, Aerodromes and Air Navigation Standards (telephone 131 757).

Status

This version of the AC is approved by the Branch Manager, Flight Standards.

Note: Changes made in the current version are annotated with change bars.

Version	Date	Details
v1.1	July 2023	Adding a reference to ICAO PANS-Aerodromes and updating some Airservices Australia URL links.
v1.0	September 2020	Initial release of this AC.

Unless specified otherwise, all subregulations, regulations, Divisions, Subparts and Parts referenced in this AC are references to the *Civil Aviation Safety Regulations 1998 (CASR)*.

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1 Reference material

1.1 Acronyms

The acronyms and abbreviations used in this AC are listed in the table below.

Acronym	Description
AC	advisory circular
AIP	Aeronautical Information Publication
AIP-ERSA	Aeronautical Information Publication - En Route Supplement of Australia
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Service
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulations 1998</i>
DPS	Data Product Specification
IAIP	Integrated Aeronautical Information Package
ICAO	International Civil Aviation Organization
MOS	Manual of Standards
SUP	AIP supplement

1.2 Definitions

Terms that have specific meaning within this AC are defined in the table below. Where definitions from the civil aviation legislation have been reproduced for ease of reference, these are identified by 'grey shading'. Should there be a discrepancy between a definition given in this AC and the civil aviation legislation, the definition in the legislation prevails.

Term	Definition
aerodrome	An area of land or water (including any buildings, installations and equipment), the use of which as an aerodrome is authorised under the regulations, being such an area intended for use wholly or partly for the arrival, departure or movement of aircraft.
aeronautical data	A representation of aeronautical facts, concepts or instructions in a formalised manner suitable for communication, interpretation or processing.
Aeronautical Information Service	A service established within the defined area of coverage responsible for the provision of aeronautical data and aeronautical information necessary for the safety, regularity and efficiency of air navigation.
AIRAC	An acronym (aeronautical information regulation and control) signifying a system aimed at advance notification, based on common effective dates, of circumstances that necessitate significant changes in operating practices.

Term	Definition
AIP responsible person	For an aeronautical data originator, a person appointed by the originator under regulation 175.445 as responsible for the provision of aeronautical data or aeronautical information published in the AIP.
AIS provider	A person who holds a certificate under regulation 175.055 of CASR (Airservices Australia)
Data Product Specification	Detailed description of a data set, including aerodrome data, together with additional information that will enable it to be created, supplied to and used by another party. A Data Product Specification (DPS) also includes the data quality requirements that must be met.
NOTAM	Notice to Airmen (NOTAM) is a notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to persons concerned with flight operations.
NOTAM authorised person	For an aeronautical data originator, a person/s appointed under regulation 175.445 by the originator authorised to request the issue, review or cancellation of a NOTAM.

1.3 References

Legislation

Legislation are available on the Federal Register of Legislation website <https://www.legislation.gov.au/>

Document	Title
Part 139 of CASR	Aerodromes
Part 175 of CASR	Aeronautical information management
Part 139 Manual of Standards	Aerodromes

International Civil Aviation Organization documents

International Civil Aviation Organization (ICAO) documents are available for purchase from <http://store1.icao.int/>

Many ICAO documents are also available for reading, but not purchase or downloading, from the ICAO eLibrary (<https://elibrary.icao.int/home>).

Document	Title
ICAO International Standards and Recommended Practices	Annex 4 to the convention on International Civil Aviation - Aeronautical Charts
ICAO International Standards and Recommended Practices	Annex 14 Volume I to the convention on International Civil Aviation - Aerodromes

Document	Title
ICAO International Standards and Recommended Practices	Annex 15 to the convention on International Civil Aviation - Aeronautical Information Services
ICAO International Standards and Recommended Practices	Procedures for Air Navigation Services - Aeronautical Information Management (Doc 10066)
ICAO International Standards and Recommended Practices	Procedures for Air Navigation Services - Aerodromes (Doc 9881)

Advisory material

CASA's advisory materials are available at <https://www.casa.gov.au/publications-and-resources/guidance-materials>

Document	Title
AC 139.C-01	Aerodrome manual
AC 139.C-02	Aerodrome personnel

2 Published aeronautical information

2.1 Introduction

- 2.1.1 Aeronautical information is essential for the safety, regularity and efficiency of aircraft operations. It provides pilots, airlines and aircraft operators with an understanding of the availability of aerodrome facilities, navigation aids and operational information, as well as affording warnings of potentially hazardous conditions.
- 2.1.2 Aeronautical information is contained and published in a document suite commonly referred to as the Integrated Aeronautical Information Package (IAIP). It consists of the following:
- Aeronautical Information Publication (AIP), including En Route Supplement Australia (ERSA) and Departure and Approach Procedures (DAPs)
 - AIP Amendments
 - AIP Supplements (SUP)
 - Notice to Airmen (NOTAM)
 - Aeronautical Information Circulars.
- 2.1.3 The information that is required by the Part 139 Manual of Standards (MOS) to be provided to the Aeronautical Information Service (AIS) provider for publication in the AIP must be included in the aerodrome manual when operators are seeking to certify an aerodrome. CASA will assess this information during the certification process.

2.2 Who is responsible for publishing aeronautical information?

- 2.2.1 Subpart 175.B of CASR requires CASA to approve an AIS provider¹ who is responsible for the publication of aeronautical data and aeronautical information in accordance with the standards and recommended practices contained in Annex 15, Aeronautical Information Services to the Chicago Convention, Annex 4, Aeronautical Charts and the Procedures for Air Navigation Services - Aeronautical Information Management to the Chicago Convention. This includes data and information published in the AIP and on aeronautical charts e.g. Aerodrome Obstacle Charts and Precision Approach Terrain Charts, and the promulgation of any significant change to that data or information by NOTAM where the change is of direct significance to the operation of aircraft.
- 2.2.2 Under Subpart 175.E of CASR, Airservices also has the authority to contact aerodrome operators to request information about objects and structures that may affect aviation safety. Typically, the objects or structures are those which penetrate the obstacle limitation surface or are on an aerodrome obstacle chart Type A or Type B.

2.3 Responsibilities of the aerodrome owner/operator

- 2.3.1 In accordance with Subpart 175.D of CASR, the aerodrome certificate holder is considered an aeronautical data originator for their aerodrome.

¹ Airservices Australia (Airservices) is the AIS provider in Australia.

- 2.3.2 To meet their obligations, an operator seeking to certify their aerodrome is required to:
- appoint a single senior manager as the Aeronautical Information Publication (AIP) responsible person for their aerodrome
 - provide specific information that satisfies Part 139 and Part 175 of CASR, to the AIS provider for publication in the AIP.
- 2.3.3 The AIP responsible person is a single senior manager who has the required knowledge and competence to carry out the responsibilities of this position.
- 2.3.4 The appointed AIP responsible person is responsible for the provision of aeronautical data or aeronautical information submitted on behalf of the aerodrome owner/operator, and for carrying out regular reviews and updating information that has changed.
- 2.3.5 The information required to be published for a certified aerodrome is prescribed in the MOS and is included in the Data Product Specification (DPS) along with any additional information required by Part 175 of CASR.
- 2.3.6 It is advisable the aerodrome operator contacts Airservices prior to applying for certification to inform them of their intent to certify their aerodrome. This initial contact will ensure that Airservices can provide the aerodrome operator with the appropriate DPS outlining all information required to be submitted, including the data quality requirements for submission of that information.
- 2.3.7 This will also allow adequate time for Airservices to verify and validate the accuracy, resolution and integrity of the data submitted by the aerodrome operator in preparation for certification, and for processing the publication of that information, where possible in accordance with the International Civil Aviation Organization (the Chicago Convention) (ICAO) Aeronautical Information Regulation And Control (AIRAC) publication cycle.
- 2.3.8 The aerodrome operator should also confirm with Airservices the aerodrome Y code and the aerodrome naming protocol.
- 2.3.9 The aerodrome operator will also be required to appoint NOTAM authorised person(s) who are responsible for requesting the issue, review and cancellation of NOTAMs. NOTAM authorised persons cannot be assigned in the Airservices system until the aerodrome is certified.

2.4 Registering with Airservices Australia

- 2.4.1 An aerodrome owner/operator seeking to publish their aerodrome information in the AIP is required to [register with Airservices](#).

[Civil Aviation Safety Regulation Part 175 — Airservices and You - Airservices \(airservicesaustralia.com\)](#)

2.5 Data and information to be provided

- 2.5.1 The aerodrome data and information to be provided is contained in Chapter 5 of Part 139 MOS and the DPS. When preparing to make an initial submission for publication, the AIP responsible person should ensure they have received a DPS from Airservices.

2.5.2 The information required in Chapter 5 of Part 139 MOS is also required to be recorded in the operator's aerodrome manual².

2.6 Accuracy and format of information

2.6.1 Before any information is provided to Airservices for publication, the aerodrome operator is responsible for ensuring that all information has been included and that it is correct in its detail.

2.6.2 Data must be submitted in accordance with the DPS including the [data quality requirements as required by Airservices](#):

2.6.3 The appointed AIP responsible person is responsible for:

- the accuracy and timeliness of the aerodrome data and information forwarded to the AIS provider for publishing
- maintaining the currency of that data and information and notifying any changes, including changes to operational data and status of the aerodrome.

2.7 Timetable for publication - ICAO AIRAC

2.7.1 Airservices incorporate new and amended information approximately four times each year in accordance with the ICAO AIRAC cycle.

2.7.2 A cut-off date is published to allow for new or changed information to be verified and validated by the AIS Provider against the DPS.

2.7.3 Airservices Australia website publishes the [ICAO AIRAC cycle and the publication cut-off dates in the Document Amendment Calendar](#).

² Refer AC 139.C-01 - Aerodrome Manual.

3 Making a change to aeronautical information that is published

3.1 Notifying Airservices of a change to published information

- 3.1.1 To satisfy regulation 175.455 of CASR, changes to published information must be made as soon as practicable after an operator is aware of the change.
- 3.1.2 The AIP responsible person should consult with the relevant aviation organisations that may be impacted by the change.
- 3.1.3 There are two ways in which a change to published information may be reported to Airservices:
- notice to airmen (NOTAM)
 - written notification to the Airservices (docs amend) email address.
- 3.1.4 A NOTAM is an immediate means to advise pilots and other persons about significant matters which may affect the safety of aircraft or where there is a change to the condition of the aerodrome facility contrary to the published information.
- 3.1.5 To satisfy regulation 175.470 of CASR, the request to issue a NOTAM must be made as soon as practicable after becoming aware of the circumstances that necessitate its issue.
- 3.1.6 A list of NOTAM reportable occurrences is prescribed in section 3.2 below. All other information that is not safety critical should be notified through via email. Changes to the aerodromes infrastructure or operating procedures should be considered in advance and where appropriate planned to coincide with the AIRAC cycle publication date.

3.2 Reporting changes via a NOTAM

3.2.1 Procedure

- 3.2.1.1 Only a NOTAM authorised person that has been appointed and is registered in the NOTAM system may request NOTAM to be issued, reviewed or cancelled.
- 3.2.1.2 To request the issue of a NOTM, the NOTAM authorised person will complete an Airservices Australia [NOTAM request form](#).
- The completed 'NOTAM request form' will be submitted electronically to the NOTAM Office (NOF) at: nof@aiservicesaustralia.com.
- 3.2.1.3 Alternatively, a 'NOTAM request form' may be faxed to the NOF. The fax number is: 02 6268 5044

3.2.2 NOTAM reportable occurrences

- 3.2.3 Section 12.04 of the MOS, requires an aerodrome operator to report the following occurrences by NOTAM to the NOTAM office:

- any change (whether temporary or permanent) in the published runway information, including changes to information contained in current permanent NOTAMs or in the AIP
- aerodrome works affecting the manoeuvring area or the obstacle limitation surfaces, including time-limited works that require more than 10 minutes to restore normal safety standards
- outage or unserviceability of aerodrome lighting or obstacle lighting, unless the outage or unserviceability is fixed immediately
- temporary obstacles to aircraft operations, unless the temporary obstacle is removed immediately
- any significant increase in, or concentration of, wildlife hazards on or near the aerodrome which constitute a danger to aircraft, unless the wildlife causing the hazard is dispersed immediately
- any change within the take-off climb area that is due to a new or changed obstacle which results in a change to the gradient of more than 0.05% from the published gradient data for the runway, unless that new or changed obstacle is dealt with immediately
- the emergence of new obstacles, unless the new obstacle is removed immediately
- that a radio navigation aid or landing aid owned by the aerodrome operator is unserviceable or has returned to service
- any other event which affects the safety of aircraft using the aerodrome, unless the event is ceased immediately.

3.3 Promulgating changes to Airservices

3.3.1 Procedure

- 3.3.1.1 As soon as practicable after becoming aware of the change, a request for a change should be made in writing to Airservices at: docs.amend@airservicesaustralia.com
- 3.3.1.2 In all instances the aerodrome operator should endeavour to ensure that long-term changes are planned and incorporated into the AIP. Aeronautical information is updated at planned intervals. The Airservices document amendment calendar is published on their website. To best ensure the timely communication of a change to published information, the deadlines for submissions are monitored by the AIP responsible person.

3.4 Maintaining accuracy of the aerodrome manual

- 3.4.1 The operator's aerodrome manual must be updated to reflect the change in information provided to the AIS for publication in the AIP.

4 Maintaining the accuracy of published aeronautical information

4.1 Annual review of published information

- 4.1.1 To meet the requirements of Part 175 of CASR and Division 2, in Chapter 12 of the MOS, an aerodrome operator is required to review, at least once annually, the published aeronautical data and aeronautical information that the aerodrome operator is responsible for.
- 4.1.2 An aerodrome operator is required to maintain evidence of each review and provide that evidence to CASA if requested.
- 4.1.3 Records of each review must be maintained for a minimum period of 3 years.
- 4.1.4 Where inaccurate information is identified during the review Airservices should be notified immediately.

5 Aerodrome charts

5.1 Introduction

- 5.1.1 The effective use of an aerodrome may be influenced by terrain, or man-made objects inside and outside the boundary of the aerodrome, which may limit the:
- distances available for take-off and landing
 - minima for take-off and landing.
- 5.1.2 Where applicable, the aerodrome operator is responsible for providing the necessary surveyed data to the AIS provider. The survey should be conducted prior to a runway being put into operation.
- 5.1.3 To ensure an aircraft operator can comply with the operating limitations of their aircraft, an aerodrome operator may be required to provide aerodrome obstacle information in accordance with Annex 4, Aeronautical Charts to the Chicago Convention. Each chart type and the requirement for their provision is outlined below.

5.2 Type A charts

- 5.2.1 A Type A chart must be prepared for each runway that is used in scheduled international air transport operations unless the same information is provide in the Aerodrome Terrain and Obstacle Chart - ICAO (Electronic).
- 5.2.2 The obstacle data collected, and the way the Type A chart is presented, must be in accordance with the standards and procedures set out in Annex 4 to the Chicago Convention.
- 5.2.3 If no obstacle exists within the take-off flight path area, as specified by Annex 4 to the Chicago Convention, a Type A chart is not required, but a statement to this effect with an explanatory note must be included in the aerodrome manual.
- 5.2.4 An Aerodrome Terrain and Obstacle Chart – ICAO, can be produced in lieu of a Type A chart.

5.3 Type B charts

- 5.3.1 An aerodrome operator may prepare a Type B chart but only in accordance with the standards and procedures set out in Annex 4 to the Chicago Convention.
- 5.3.2 A Type B chart is discretionary but may assist some operators of aircraft with a maximum take-off weight greater than 5 700 kg to identify obstacles around the aerodrome.
- 5.3.3 If a Type B chart is prepared, obstacle data must be in a digital format and be provided to the AIS Provider in accordance with Subpart 175.E of CASR, and appropriate data product specification.

5.4 Precision Approach Terrain Charts - ICAO

- 5.4.1 Precision Approach Terrain Charts must be prepared for each runway at an aerodrome that is CAT II, CAT III, SA CAT I, or SA CAT II, unless the same information is provided in the Aerodrome Terrain and Obstacle Charts – ICAO (Electronic).
- 5.4.2 The Precision Approach Terrain Chart must be prepared in accordance with the standards and procedures in Annex 4 to the Chicago Convention.

5.5 Aerodrome Terrain and Obstacle Charts - ICAO (Electronic)

- 5.5.1 Aerodrome Terrain and Obstacle Charts are optional unless the runway is CAT II, CAT III, SA CAT I, or SA CAT II, and Precision Approach Terrain Charts – ICAO have not been prepared.
- 5.5.2 Aerodrome Terrain and Obstacle Charts must be prepared in accordance with the standards and procedures set out in Annex 4 to the Chicago Convention.
- 5.5.3 An Aerodrome Terrain and Obstacle Chart must be revised as soon as possible after any significant change occurs to the relevant terrain profile or obstacles.