



Coordination policy and procedures establishing coordination between Aerodromes and Aeronautical Information Services

TPO AGA 03

First Edition-December 2008

Seychelles Civil Aviation Authority



APPROVAL FORM

This Co ordination policy and procedures establishing coordination between Aerodromes and Aeronautical Information Service, reference TPO AGA 03, first edition, December 2008 has been approved by the Safety Regulation Section of the SCAA.

Signature..... *G. S. U.* 

Date and Stamp..... *09/09/09*

AMENDMENTS

| AMENDMENTS | | | |
|-------------------|-----------------|-------------------|------------|
| No | Date Applicable | Date Incorporated | Entered By |
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1.0 Glossary

| | |
|-------|---|
| AFI | African |
| AIM | Aeronautical Information Management |
| AIP | Aeronautical Information Publication |
| AIRAC | Aeronautical Information Regulation and Control |
| AIS | Aeronautical Information Service |
| ANSP | Air Navigation Service provider |
| ATS | Air Traffic Services |
| SCAA | Seychelles Civil Aviation Authority |
| CNS | Communications, Navigation and Surveillance |
| CR | Common Requirements |
| ICAO | International Civil Aviation Organisation |
| LOA | Letter of Acceptance |
| MAP | Aeronautical Maps and Charts |
| MET | Meteorological (Information) |
| NOTAM | Notices To Airmen |
| SARP | Standards and Recommended Practices |
| ASU | Aerodrome Safety Unit |

2.0 INTRODUCTION

2.1 The Seychelles Civil Aviation Authority (SCAA) is responsible for the structure and content of the Seychelles Aeronautical Information Publication (AIP) and for ensuring that an Aeronautical Information Service (AIS) is provided in accordance with international obligations and any additional requirements the SCAA may Establish from time to time. The SCAA maintains regulatory oversight of the Seychelles AIS and ensures the flow of accurate aeronautical information necessary for the safety, regularity and efficiency of international air navigation published in the Seychelles AIP.

3.0 COORDINATION POLICY BETWEEN AERODROMES AND THE AIS

- 3.1 The Aerodrome Licence Holder shall ensure and is responsible for notifying the AIS of any change or new data to be incorporated in the AIP. The Aerodrome license holder shall be responsible for the accuracy of the information provided to AIS. The method for the notification of changes or submission of new data to be included in the AIP is form SCAA/AIPDATA/01 shown in Appendix 2 of this document.
- 3.2 SCAA regulatory policy is to ensure compliance with each ICAO SARP. Where the presentation of aeronautical data differ from ICAO, these 'differences' will be notified by the SCAA to ICAO and published within the Seychelles AIP.
- 3.3 "Differences' against the Standards and Recommended Practice (SaRPS) of Annex 14 (vol1) will be notified to ICAO.

4.0 PROCEDURE FOR SUBMISSION OF INFORMATION

- 4.1 SCAA/AIPDATA/01 shall be used for the submission of all data proposed to be included in the AIP. No other means of notification will be accepted. Submission of the SCAA/AIPDATA/01 is now an 'on-line' (electronic) process. SCAA/AIPDATA/01 must be submitted via the SCAA website. No other method of submission will be accepted.
- 4.2 The SCAA/AIPDATA/01 form can be found on the SCAA web site at http://www.scaa.sc/aip/SCAA.AIP.DATA.01_form.pdf
- 4.3 The processes for the completion and submission of the SCAA/AIPDATA/01 are described in Appendices 1 and 3 of this document.

5.0 AERONAUTICAL INFORMATION REGULATION AND CONTROL (AIRAC)

5.1 Adherence to the AIRAC ensures that the coordinated publication of safety-critical information is assured using a common set of internationally agreed dates. In order to accomplish this, data must be submitted well in advance of the target AIRAC date (for AIRAC cycle see AIP, GEN 3.1-3) to permit enough time for processing and distribution, thereby affording reasonable notice to end users.

5.2 Due to the amount of data being managed, priority is given towards data considered as 'operational' against other data that would be considered as 'administrative', such 'administrative' data being inserted into the AIP when capacity and practicality allows.

5.3 Full details of publication dates can be found in the Seychelles AIP, GEN 0.1-2 (AIP AMDT 1/06) paragraph 3.2

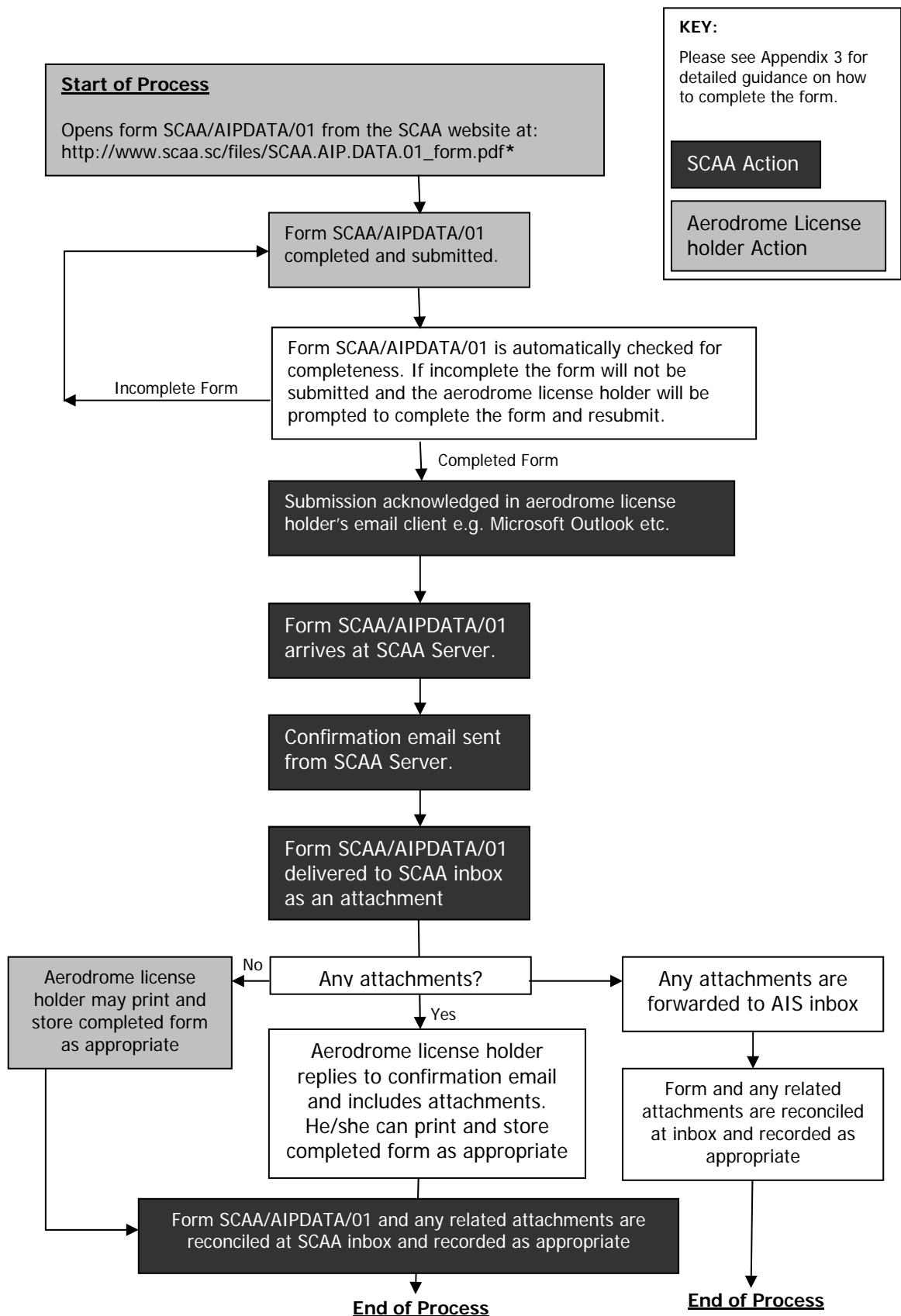
- 5.4 The provision of raw data by the aerodrome operator/owner for processing, shall be done no later than one month prior to the publication dates referred to in 5.3 above.
- 5.5 Any questions regarding the provision of text data and the provision of Aerodrome Survey Data or Aeronautical Charts for publication in the AIP should be addressed to:

Seychelles Aeronautical Information
Service
PO Box 181, Victoria,
Mahe, Seychelles

Tel: +248 38 4057
Fax: +248 384032
Email: cmaria@scaa.sc

APPENDIX 1 – The submission process

Seychelles AIP Change / New Inclusion Request (SCAA/AIPDATA/01) – The submission process



APPENDIX 2

Seychelles Civil Aviation Authority
Seychelles AIP Change Request (SCAA/AIPDATA/01)

A request to add, remove or change details to the Seychelles Aeronautical Information Publication (Seychelles AIP)

Please fill in the form and click on the "Submit" button to submit your form

Please note that fields marked as * are mandatory



| | |
|---|---|
| 1* Change Summary | |
| a) If aerodrome related, please select your aerodrome name from the list: | |
| b) Please provide a brief summary of the information you are supplying: | |
| | |
| 2* Effective Date (select from one of the following options) | |
| a) Immediate | or |
| b) Effective on: | |
| 3* Your suggested method of promulgation (select from at least one of these following options) | |
| AIRAC AIP Amendment | NOTAM |
| Double AIRAC AIP Amendment | AIP Supplement |
| AIP Amendment (Permanent) | AIC |
| 4* Does your request add to or amend currently published material? | |
| Yes (proceed to section 5) | No (your request is previously unpublished material – proceed to section 6) |
| 5 Currently published material that requires amendment | |
| Page Details (Page / Ref No. / Date) | Section (Para. / Line / Column) |
| a) | |
| b) | |
| c) | |
| d) | |
| e) | |
| f) | |
| g) | |
| 6* Full details and text of required change (cross-reference with Section 5 wherever possible) | |
| | |
| | |
| | |
| Please tick if you have attachments to include: | |
| 7 Your details | |
| * Last Name: | |
| * Forename: | |
| * Telephone Number: | |
| * Email Address: | |
| * Organisation: | |
| * Department: | |
| Job Title: | |

SCAA/AIPDATA/01

Please note that the form is available for download on the SCAA website at:
www.scaa.sc/aip/SCAA.AIP.DATA.01_form.pdf

APPENDIX 3

How to complete the Seychelles AIP change request form (SCAA/AIPDATA/01)

General Guidance

This guidance document is intended to assist in the completion of the SCAA/AIPDATA/01 form. The submission process is web and email based with no provision being made for the submission of 'hard copy' change requests. If you have any queries regarding the completion or submission of the form please contact AIPCNGREQ@scaa.sc

Section 1 - Change Summary - Mandatory

- a) If your change request affects the AERODROME sections of the AIP, please select from the drop down menu, or type the name of the aerodrome in this box.
- b) Add a brief summary of the information you are supplying. This should be kept to a minimum as full details are added in section 6.

Section 2 - Effective Date - Mandatory

This is the date the information you are supplying becomes effective. This can either be 'Immediate' (today's date is used) or a specific operational or AIRAC date can be typed in the 'Effective on' Field, in the format dd/mm/yy.

Section 3 - Method of Promulgation - Mandatory

Select your desired method of promulgation from the six options available. If an AIC is required please select the AIC type from the drop down menu.

Section 4 - Add or amend currently published info? - Mandatory

If your request adds to or amends currently published AIP information, please tick the 'Yes' box and continue to section 5. If your request generates new sections/pages, please check the 'No' box and skip to section 6.

Section 5 - Amended Material

Seven lines are available to reference the specific location/s of the AIP to be amended. Please describe the location/s as fully as possible.

Section 6 - Full details of Change - Mandatory

Full and comprehensive details of the change request should be added here. Cross-references to section 5 should be included.

Information can be (copied from external sources and) pasted into this field, however: please be aware that formatting of the text may be lost. There is no restriction on the amount of information you can add.

To indicate that you have additional documents to attach in support of your AIP **SCAA/AIPDATA/01** request form, please check the box after section 6. **You do not include attachments at this stage - see the submission process below.** Attachments can be in any standard Windows MS Office format or Adobe Acrobat PDF format. For supported non-standard file types please contact AIPCNGREQ@scaa.sc

Section 7 - Your Details

The first four fields are mandatory, and particular attention should be given to the email address, as this is where your confirmation receipt will be sent. Failure to receive your emailed confirmation would indicate an incorrect address has been entered here.

The last three fields are not compulsory, but we would ask all applicants to fill in where appropriate.

Submission

Upon submission:

A validation check is run on all the fields to ensure they have been completed, and are in the correct format. You will be told if any require attention.

If you ticked the attachments box (after section 6) you will be reminded that you need to send attachments and brief instructions as to how (no message is shown if the box is left unchecked).

Notification that the form has been sent appears.

You will receive an email from the SCAA (sent to the email address specified in section 7).

If you have no supporting digital attachments to add, the process is complete.

If you do have supporting digital attachments, click 'reply' to this email, insert the attachments and click send, **ensuring that the subject field is untouched.** The process is then complete.

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