

AIS Data Process



Aeronautical Information Management

ADP

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Abstract

This deliverable concerns the high-level description of the Aeronautical Information Service (AIS) Data Process when carrying out the activities necessary for the handling of the ICAO Annex 15 Integrated Aeronautical Information Package.

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The following table identifies all management authorities who have successively approved the present issue of this document.

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The following table records the complete history of the successive editions of the present document.

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0.9	01/12/2000	Updated following SDPTF Meeting 9.	All
0.10	15/12/2001	Proposed Issue.	All
1.0	15/12/2002	Released Issue.	All
1.1	18/12/2008	Major review and update.	All
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1. INTRODUCTION

1.1 Context

This Deliverable concerns the high-level description of the *Aeronautical Information Service (AIS) Data Process*. It was developed within the frame of the European Air Traffic Management (EATM) Programme for the benefit of the member States of the European Civil Aviation Conference (ECAC).

1.2 Purpose

Whilst all ECAC States consider that they act in conformity with [ICAO Annex 15](#) in the provision of their Integrated Aeronautical Information Package, significant differences of interpretation of the Standards and Recommended Practices (SARPs) have been identified. It was determined that a common process was required. As a first step a set of procedures was needed that support a common process and which could be applied throughout ECAC States to the provision of Aeronautical Information Services and later to working with the EAD.

Therefore, this document, the Aeronautical Data Process (ADP) was developed to reach this common understanding and is supported by a set of Operating Procedures that constitute the Static Data Procedures (SDPs). The initial SDPs ([SDP/0](#) - [SDP/8](#)) also support the initial processing of data for publication by NOTAM which should be performed in accordance with the [Operating Procedures for AIS Dynamic Data \(OPADD\)](#).

1.3 Scope

The AIS Data Process details a process related to the receipt and processing of AIS data in general.

As the sub-task established was to define a process for the implementation of SDP, the process tends toward static data. However, it is not possible, nor desirable, to completely separate static and dynamic data. Furthermore, with the advent of new exchange mechanisms, such as the Aeronautical Information Exchange Model (AIXM) version 5, with its inherent xNOTAM philosophy, the distinction between the types is increasingly becoming blurred. Consequently, it is the intention that the early procedures ([SDP/0](#) through [SDP/8](#)) as well as the general procedures ([SDP/15](#) through [SDP/19](#)) are applied to all AIS data, whether the data are considered dynamic or static. Where necessary, reference is made to the [Operating Procedures for AIS Dynamic Data \(OPADD\)](#). At the point where the process 'hands-over' to the OPADD, these procedures will no longer apply.

The ADP and SDPs ensure that **all** data received is analysed in a consistent manner and that this is recorded on a Log Sheet for later reference.

1.4 Nomenclature

In order to apply this process fully, the reader must understand the use of the terms 'Process' and 'Procedure' as used within this deliverable:

- **Process** is used to refer to a sequence of high level steps that have to be followed to carry out a task (or tasks). The reader is guided from one step to the next by the use of questions and/or decision boxes until the correct course of action is taken.

- **Procedure** is used to define a detailed set of actions that are undertaken relating to the Process. Procedures provide more Information and refer to the varying standards that should be applied in addition to the Procedure itself.

In summary, the **Process** defines **what** tasks and decisions must be made, whereas the **Procedures** provide the details of **how** activities are carried out.

It was also found to be necessary to label data differently depending on the stage of the process lifecycle. The following terms have been developed:

- The term **Raw Data** is used to describe untreated data from its receipt within AIS until it has been evaluated and approved.
- Once data has been approved it is referred to as **Approved Data**.
- After the Approved Data has been stored in the register, the Approved Data becomes known as **Information**.

Additionally, the following terms that are used within this deliverable are defined in [ICAO Annex 15](#) [Chapter 2. Definitions] as follows:

- **Precision**: The smallest difference that can be reliably distinguished by a measurement process.
- **Integrity**: A degree of assurance that an aeronautical data and its value has not been lost nor altered since the data origination or authorized amendment.
- **Quality**: Totality of characteristics of an entity that bear on its ability to satisfy stated and implied needs (ISO 8402).

Within the text of this deliverable, the term **Document** is used regularly. This term is used to refer to any element of the Integrated Aeronautical Information Package (IAIP) produced by the AIS. Such documents include both paper printed and electronic elements.

For example:

- Aeronautical Information Circulars (AIC).
- Aeronautical Information Publications (AIP).
- Notice To Airmen (NOTAM).

1.5 Deliverable Outline

This document describes the AIS Data Process with the objective of harmonising the process employed by the ECAC Member States.

The document contains the following chapters:

- **Ch 1 – Introduction** Provides an **Introduction** to the Aeronautical Data Process and the supporting Static Data Procedures.

- Ch 2 –** **The AIS Task** provides details of how the process has been deduced and the standards and requirements that have been taken into account.
- Ch 3 –** **The Process** introduces at a very high level the process that is present within the AIS.
- Ch 4 –** **The Data/Information Handling Process** steps down one level from Chapter 2 and discusses the tasks and responsibilities associated with the process.
- Ch 5 –** **Detailed Process Description** provides a detailed description of the AIS Data Process. Each activity is identified with the actions and decisions associated with each of the tasks being defined.

1.6 Revision

The SDPs were originally created in the late 1990's and reflected, at that time, best practice. Since that time, their use has become widespread and they have been seen to influence systems' implementation.

In 2007, a new procedure, SDP/21, was created to document the interface between a Data Provider and the AIS. The procedure acts, in effect, as the precursor to SDP/1.

As with most things in life, practices and technology change and this is the case for the SDPs. As a result, the set of procedures has been the subject of a thorough review and revision in 2008. This has identified those areas where standards have changed, practices have improved or technology has become more prevalent. The primary emphasis of this review has been to ensure logical consistency, to update any references to other documents and to assess the suitability of the SDPs for the increase in automation seen today.

Furthermore, as part of this review, the opportunity has also been taken to change the identity of some of the procedures and, hence, improve the logic of their numbering. There changes are as follows:

- SDP/0, the Static Data Procedure Index and Glossary has been expanded, renamed as the Static Data Procedure Concept and given the identifier SDP/C;
- SDP/21, the Procedure for the Provision of Originated Data to the AIS has been renumbered as SDP/0, logically placing it as the first procedure.

Through the use of SDP/C and SDP/G for non-procedural documents, the identifiers SDP/20 onwards become available for further procedures, should the need arise.

Whilst these changes may cause some confusion in the short-term for those familiar with the procedures, it is hoped that in the longer-term their identification will become more logical.

The general workflow documented has not been changed; rather, the approach to its implementation has been refreshed.

It is hoped that through this revision, the already wide acceptance and utilisation of the SDPs may be enhanced and their longevity assured.

It should, however, be noted that with the continued transition from AIS to AIM, further reviews and updates may be needed in the future. The possible need to create additional procedures to cover dynamic data, especially given the introduction of the xNOTAM in the future, has already been identified.

This review and update process should be seen as a positive action and, for those States who have used the SDPs to support their ISO 9000:2000 certification, meets part of the requirement for ongoing process improvement.

Specific changes included in the ADP are:

- Review and amendment of text to correct minor errors;
- Incorporation of SDP 0 in the ADP process diagrams and supporting description;
- Update of references to documents.

1.7 References

1. ICAO International Standards and Recommended Practices. – Annex 15: Aeronautical Information Services. - Twelfth Edition, July 2004, released April 2008 incorporating amendments 1-34.
2. ICAO DOC 8126/AN/872. – Aeronautical Information Services Manual – Sixth Edition 2003.
3. EUROCONTROL Operating Procedures for AIS Dynamic Data (OPADD) - Edition 3.0 – April 2009

2. THE AIS TASK

2.1 Purpose

The fundamental task for which AIS is responsible is the production, provision and exchange of aeronautical data, so as to ensure the flow of Information necessary for the safety, regularity and efficiency of air navigation.

Indeed, [ICAO Annex 15](#), amongst many requirements placed on AIS, states that:

“Each Contracting State shall take all necessary measures to ensure that aeronautical information/data it provides relating to its own territory, as well as areas in which the State is responsible for air traffic services outside its territory, is adequate, of required quality and timely.” **[Chapter 3 Section 3.1.1.2].**

“An Aeronautical Information Service shall receive and/or originate, collate or assemble, edit, format, publish/store and distribute aeronautical information/data concerning the entire territory or the State as well as areas in which the State is responsible for air traffic services outside its territory. Aeronautical Information shall be published as an Integrated Aeronautical Information Package.” **[Chapter 3 Section 3.1.7].**

In order to meet these requirements, the AIS must be capable of providing the Information necessary, at the time required, in the form required and ensure its quality.

These ICAO requirements shall, therefore, be considered as the prime focus for the process within AIS. Furthermore, it can be considered that, as with any service, AIS is providing a series of products and that the ICAO requirement may be considered a customer requirement.

Other ICAO requirements define what products shall be provided, when they shall be available and how the management of these activities shall be recorded.

3. THE PROCESS

3.1 Purpose

The above ICAO requirements identify the products that shall be provided by AIS and may therefore be identified as the outputs of the process.

As can be established from its title, the Aeronautical Information Service is a provider of Information, the vast majority of which is not sourced from within the AIS. It can therefore be derived that Raw Data is an input to the AIS process.

Having established the input and outputs of the AIS, what 'happens in-between' has to be described. This is where reference must be made, once again, to the ICAO requirement (see Chapter 1 of this deliverable). The centre part of the process must ensure that the Information provided is 'adequate, of required quality and timely'.

Bringing this Information together provides a process description that is made up of the following steps:

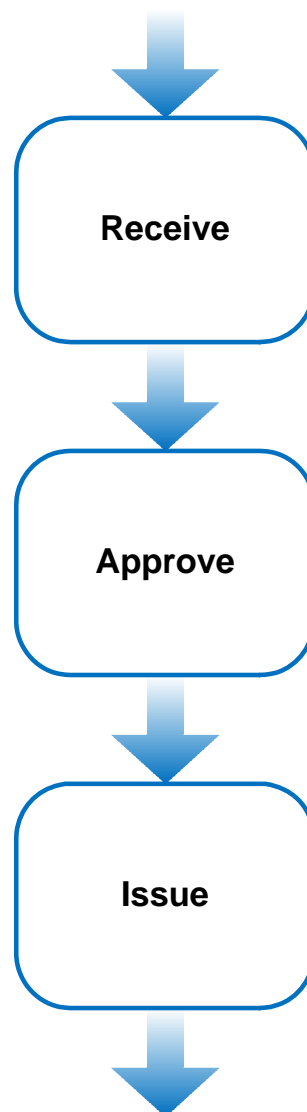


Figure 1 – AIS Information Process

4. THE DATA/INFORMATION HANDLING PROCESS

4.1 Introduction

This section expands the description of the Internal AIS Process further.

The Internal AIS Process can be described as:

“A process within the AIS domain is an operation that is performed by AIS on aeronautical data.”

Each of the tasks that are undertaken by the AIS can be categorised and then split into the activities that are required to complete them.

The following flow diagram (Figure 2) may be derived which represents these tasks and the activities that constitute each task. It should be noted that the major steps (Initial Check, Prepare, Issue) must be taken in order, but that the order of the minor-steps identified does not imply any predefined sequence in which the activities must be undertaken.

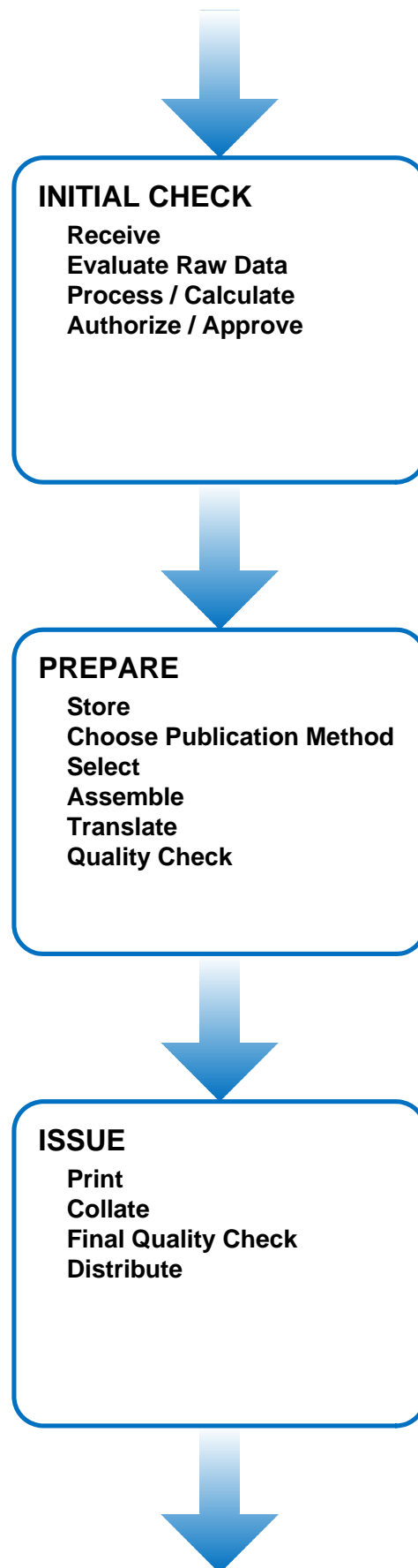


Figure 2 – Internal AIS Process

4.2 Initial Check

The initial check phase is used to receive incoming Raw Data and to perform an initial assessment on them. The steps taken will ensure that the data are correct, provided by the correct, authorised, source and that they may be approved for use.

a. Receive

Within this step the data will be received within the AIS and logged. The responsible authority will designate who will handle the Raw Data and who will perform any checks necessary.

b. Evaluate Raw Data

The data must be evaluated to ensure that:

- ◆ the data has been received from the responsible authority. If it has not, steps should be taken to inform both The Originator and the responsible authority of the discrepancy,
- ◆ the Raw Data are understood,
- ◆ the Raw Data are of use as Aeronautical Information,
- ◆ the Raw Data are of the required quality,
- ◆ all the Raw Data required from The Originator are present,
- ◆ any further related data, required from other sources, are established and obtained,
- ◆ any necessary co-ordination of data with other States is performed.

If deficiencies in the raw data are found, clarification must be sought from The Originator.

In some cases, it will be found that a simple change to an item of Information will result in wider implications and therefore a more extensive update will be necessary. For example, a new runway will need new equipment, taxiways, and approach and departure procedures.

c. Process / Calculate

With many instances of Raw Data being supplied, the AIS will be required to use the data to ascertain further data items and to calculate additional items. This step encompasses these two elements.

d. Authorise / Approve

Approval should be given for the data to be stored. This approval confirms that the data should proceed through the remainder of the process and therefore be published. Once approved, the Raw Data becomes Approved Data.

In an ideal situation, all data will be available and fully consistent with the other data items. It is, however, appreciated that this is not always possible and that, at times, the urgency to publish important safety information may exclude this option. In this instance, adequate measures shall be taken during the approval step to ensure that the users of the information are aware of the situation. This exceptional situation shall be rectified at the earliest opportunity.

It should however be noted that with the introduction of the EAD, this occurrence should become less frequent as the EAD should enforce completeness and consistency on the information for both a single State and in relation to other States' information.

4.3 Prepare

During the prepare phase, the Approved Data is stored and becomes Information. The method by which the Information will be published is chosen, and the document is produced.

a. Store

The store step is used to enter the Raw Data into a registry for use in producing documentation and for possible use in evaluating further receipt of Raw Data.

This registry may be paper-based, or a more advanced electronic system, such as a database.

Once Approved Data has been stored, notification of change will be issued which, in turn, triggers the remaining elements of the process.

b. Choose IAIP Product

Various methods of publication are available (e.g. AIC, AIP Amendment, NOTAM) and the choice of how to publish will be based upon, for example:

- ◆ The temporal aspect of the information;
- ◆ The availability of essential resources (e.g. cartography);
- ◆ The operational significance of the data;
- ◆ The time required to obtain the related data from other sources;
- ◆ The time required to publish the documents (if necessary).

The decision on how publication is to be made is often affected by one or more of the above. If the ideal method cannot be used, consideration must be given to using the most suitable alternative method.

c. Select

A selection of the Information to be published must be made from the available and current Information, including any that is newly registered. In many instances, it may be necessary to publish not only changed or new Information, but other elements that put the Information into context.

d. Assemble

The assemble step will assemble all the necessary Information together into a document.

This step should also consider any necessary checklists (e.g. Checklist of AIP Supplements) that will need to be created and/or updated.

e. Translate

It will often be necessary to render the text of Information in a language other than the one in which it was originated, or stored, while maintaining the original sense of the text.

Translation will be carried out in the same spirit as translation of a technical document. The objective is to provide a text which corresponds as closely as possible to the original.

Information may need to be translated from a national language into English prior to storage, and many documents will be issued in two or more languages, English and the national language(s).

f. Quality Check

It is recommended that the document be subjected to a quality check prior to the printing of copies for distribution. It is more cost effective to identify any errors at this stage before copies are made which could then, possibly, require re-printing or hand amendment.

4.4 Issue

The issue phase allows for the printing of documents for collation, checking and distribution to the customers of the AIS.

a. Print

The print step takes the master document and produces the copies necessary for distribution.

b. Collate

It is possible that several different documents may be distributed at a single time, for example, as part of an AIRAC update. This has obvious advantages, such as the co-ordination of changes and the reduction in postage charges.

c. Final Quality Check

When all documents are ready for distribution, a final quality check should be carried out to ensure that:

- the printing is of an adequate standard,
- the Information has been correctly recorded,
- all the necessary documents are collated correctly.

If at this stage errors are found it must be decided what action is to be taken. The available options include:

- if time permits, delay publication until the error is rectified,
- hand amend the documents to correct them,
- issue the document as it is and correct the Information by the use of NOTAM,
- issue the documents as they are if the error is considered to be trivial and, therefore, does not constitute a safety hazard.

d. Disseminate

Once all the documents have been authored, collated and checked, they are ready to be disseminated to the subscribers to the Information. How this subscription takes place is beyond the scope of this deliverable.

5. DETAILED PROCESS DESCRIPTION

5.1 Introduction

[ICAO Annex 15](#) states:

“[The] International Organizations for Standardization (ISO) 9000 series of quality assurance standards provide a basic framework for the development of a quality assurance programme. The details of a successful programme are to be formulated by each State and in most cases are unique to the State organisation.”

However, [ICAO Annex 15](#) goes on to specify a number of requirements and SARPS, which implicitly define a process which shall be adopted by each State. These statements are not centralised in a single section, being spread over a number of sections, each detailing one element of the AIS.

If these individual requirements are brought together, a process diagram may be generated which represents their effect. The process defines, at a high-level, what actions shall be taken for the production of and change to AIS Data, and which documents, such as AIP Amendments, AIC, NOTAM etc., are to be generated.

This section therefore incorporates provisions found in [ICAO Annex 15](#), [Doc 8126](#) and takes account of the input from SDP Task Force members. The resulting process diagram therefore represents a detailed and comprehensive description of the AIS process, and one which is one step lower than that described under Section 4. It defines each individual process step and provides supporting explanatory text.

The diagram shall be used as the basis for the derivation of the related AIS procedures.

5.2 Process Diagrams

The following process diagrams represent the detailed process that covers the functions of AIS.

It is intended that these diagrams provide an easy and fast method of locating the subsequent related procedure(s) required to carry out each activity.

In order to understand the process diagrams, the diagram key must be understood. Use is made of shape and shade to distinguish between different actions/events.

There are two sets of numbers in each box:

- a. The first refers to the step number of the associated text description box that provides further details and explanations of the process.
- b. The second refers to either the relevant Static Data Procedure or to a section of the ‘[Operating Procedures for AIS Dynamic Data](#)’ ([OPADD](#)) [**EUROCONTROL-GUID-0121**] that provides the detailed requirements for this step.

The Process Diagram Part 1 (Figure 4) outlines the initial process from the receipt of Raw Data until acceptance and registration as aeronautical Information.

The Process Diagram Part 2, which is provided in three parts (Figures 5-7), continues the process from the point where notice is received that new aeronautical Information has been registered.

Areas of the diagrams that are shown within a dotted box are considered to be exceptional cases and do not form part of [ICAO Annex 15](#).

The following key should be applied to aid the understanding of the process diagrams:

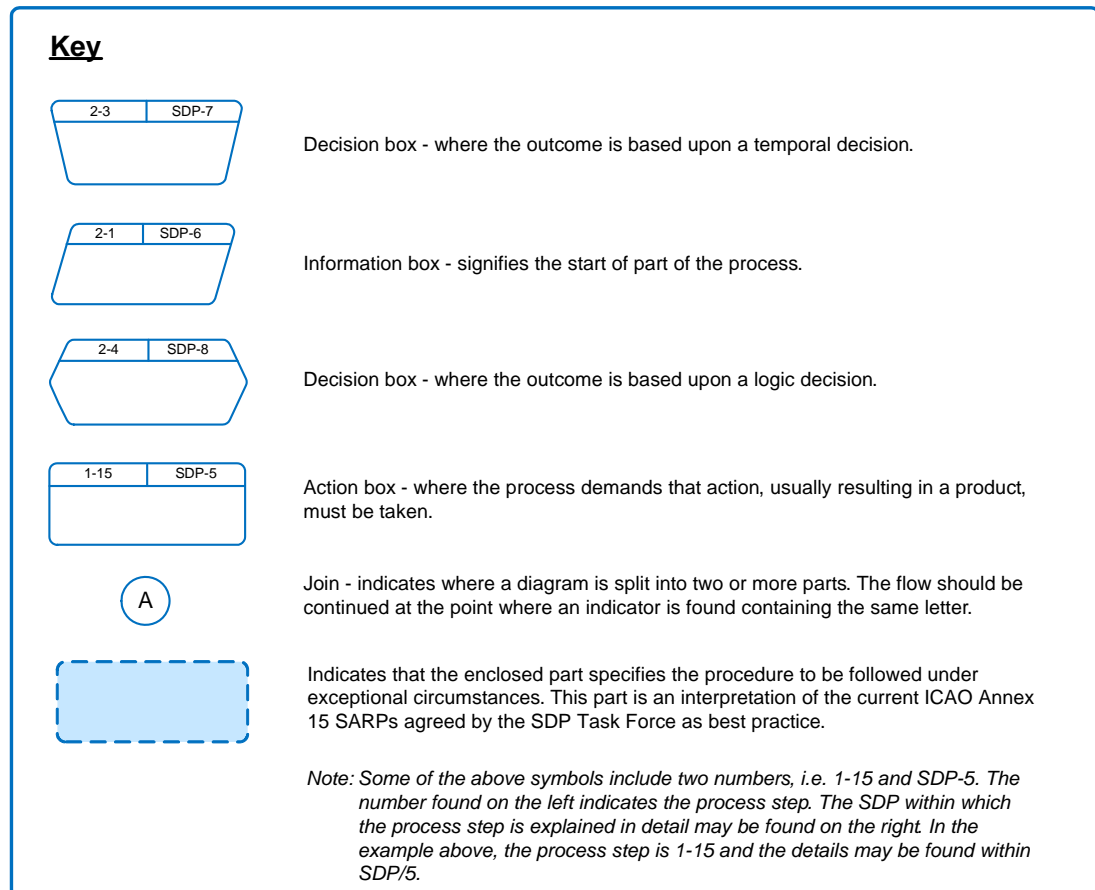


Figure 3 – Process Diagram Key

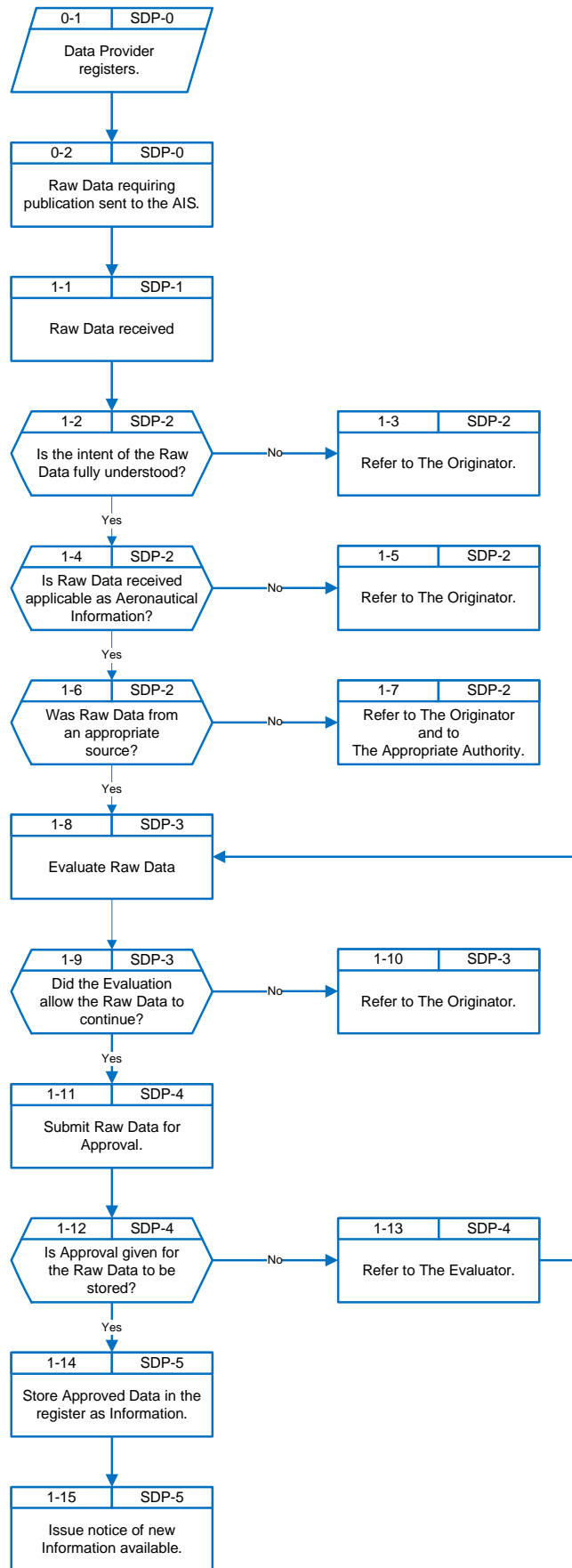


Figure 4 – Process Diagram Part 1

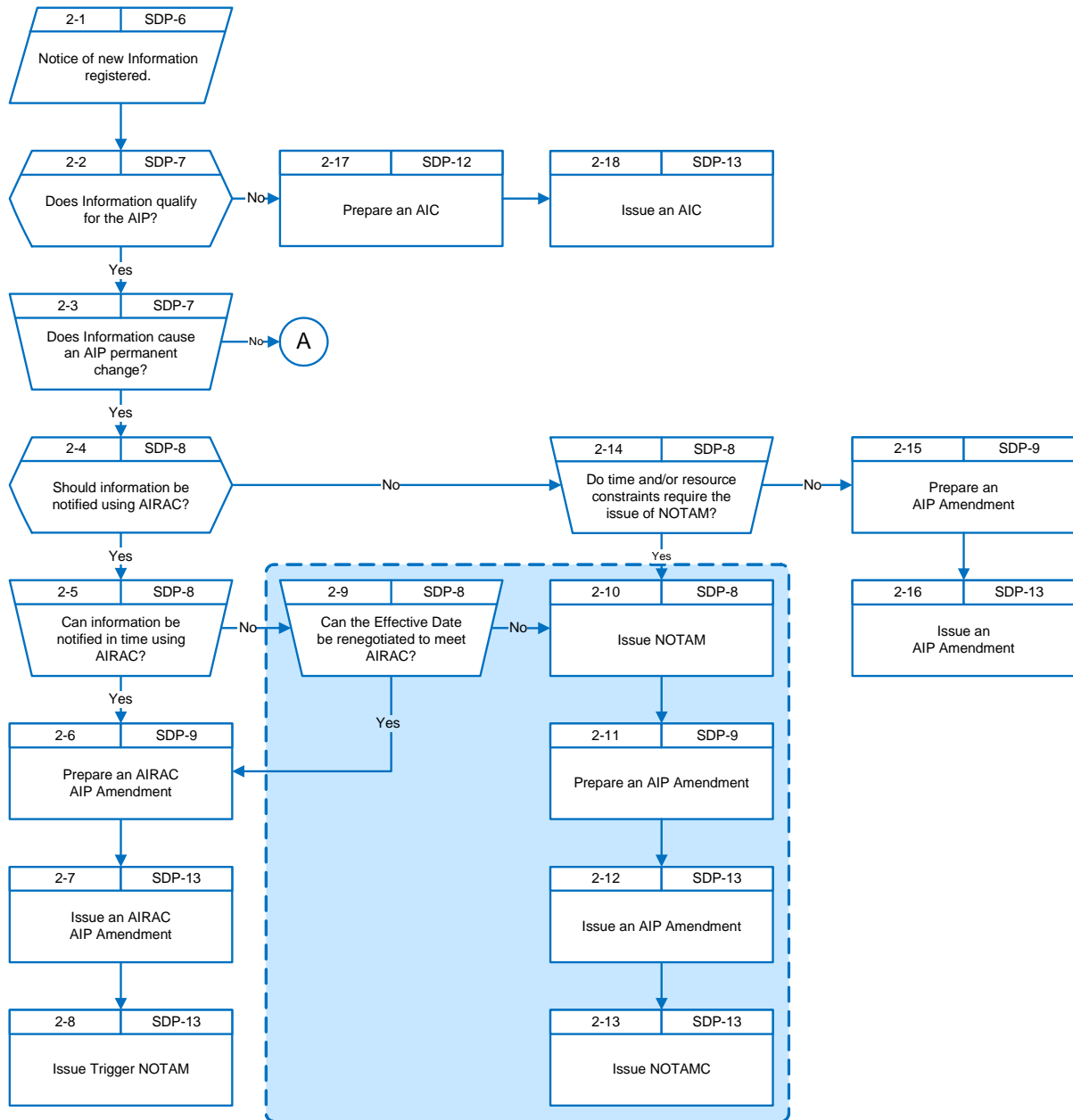


Figure 5 – Process Diagram Part 2 (A)

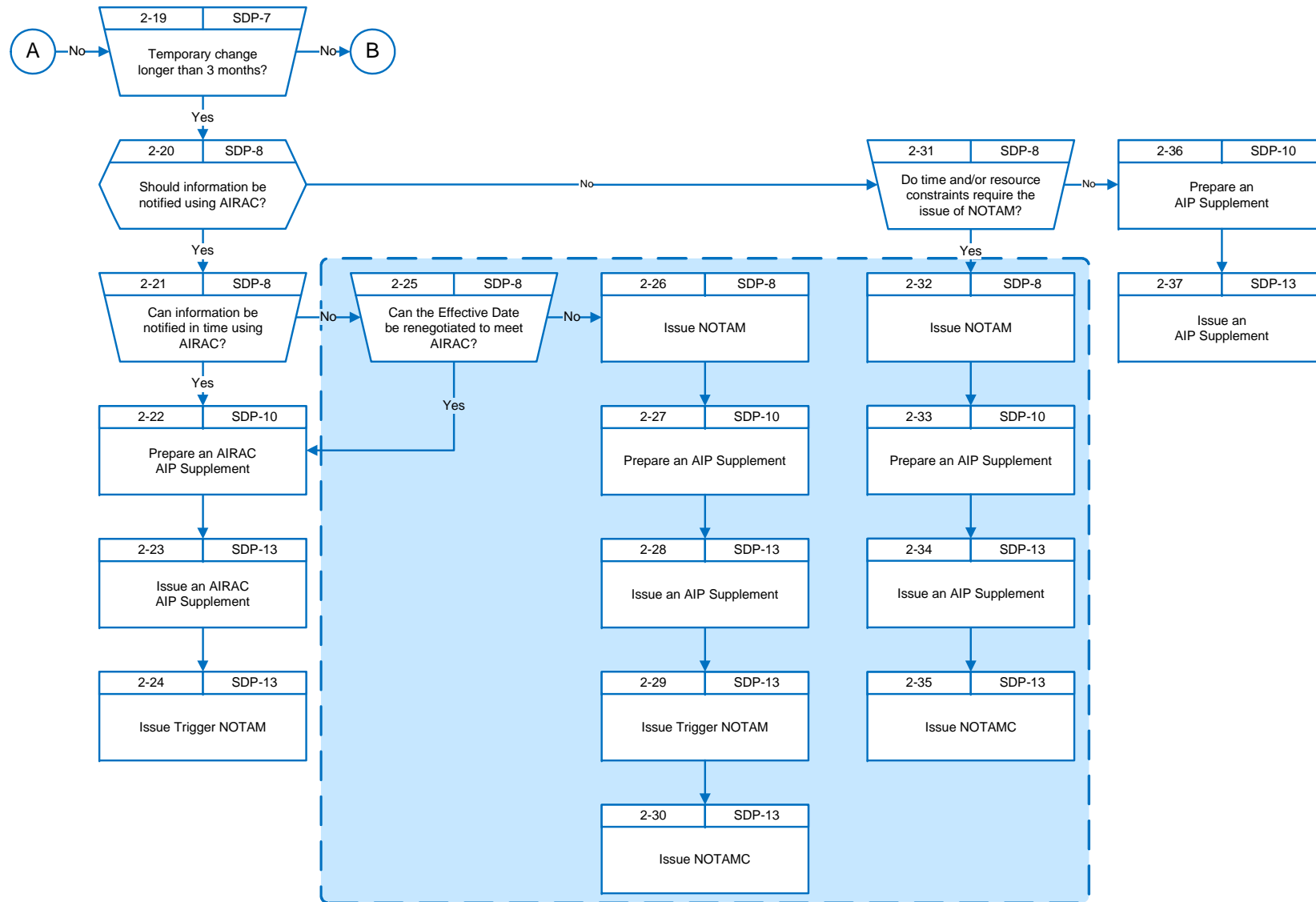


Figure 6 – Process Diagram Part 2 (B)

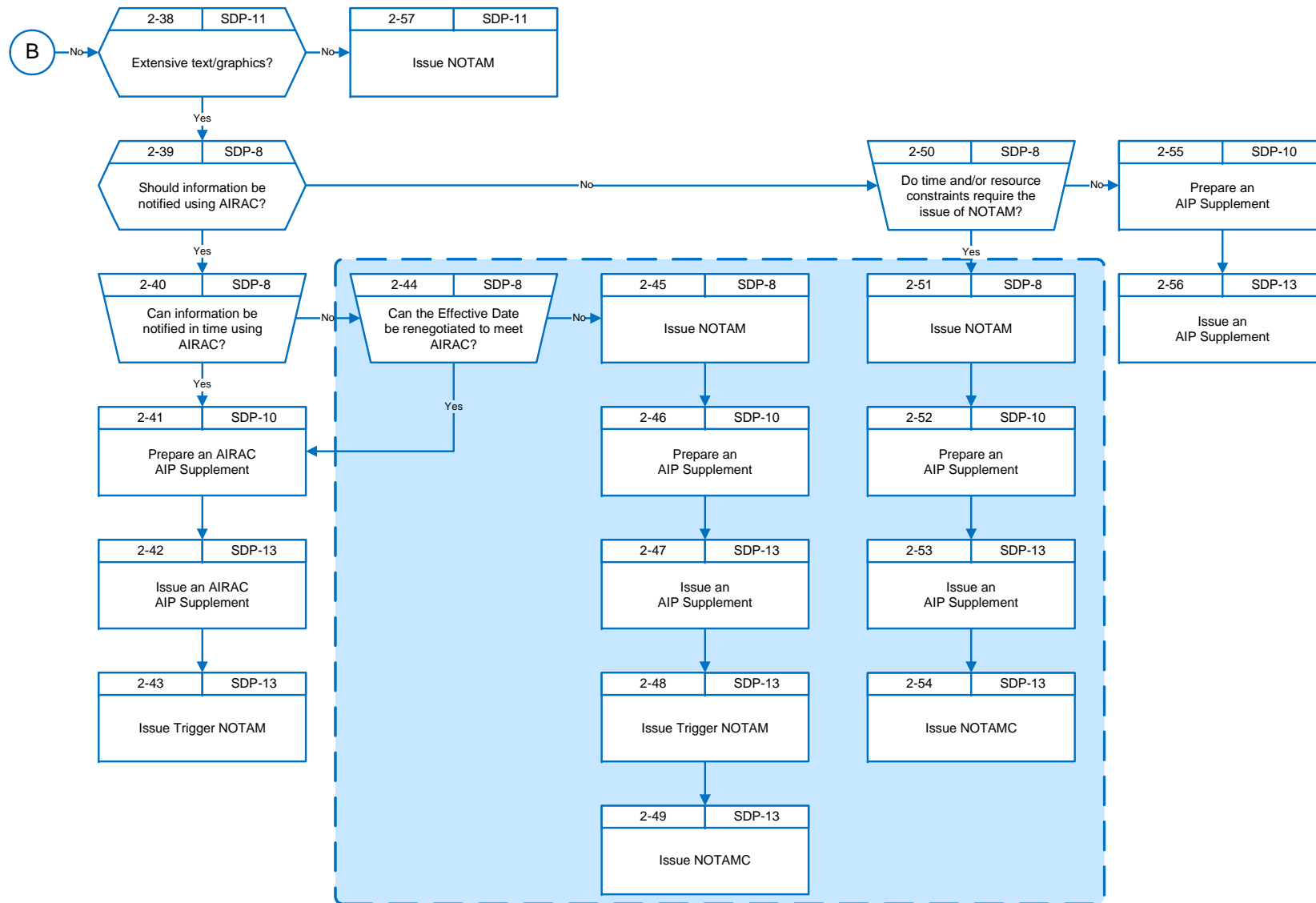


Figure 7 – Process Diagram Part 2 (C)

5.3 Process Description

5.3.1 Step 0-1: Data Provider registers

Title	Step 0-1: Data Provider registers
Type	Information Box
Description	<ul style="list-style-type: none"> This step is initiated when an organisation wishes to provide data to the AIS for publication. It may be that the source is not known and may not be acceptable as a provider of data.
Succeeding Step	Step 0-2: Raw Data requiring publication sent to the AIS

5.3.2 Step 0-2: Raw Data requiring publication sent to the AIS

Title	Step 0-2: Raw Data requiring publication sent to the AIS
Type	Information Box
Description	<ul style="list-style-type: none"> This step signifies the provision of Raw Data to the AIS by a Data Provider. The source has been approved to provide data but this offers no guarantee that the raw data is correct or that they are permitted to update the raw data provided.
Succeeding Step	Step 1-1: Raw Data received

5.3.3 Step 1-1: Raw Data received

Title	Step 1-1: Raw Data received
Type	Information Box
Description	<ul style="list-style-type: none"> This step signifies the receipt of Raw Data at the AIS. There has been no vetting of this data, and they may have arrived from any source. It cannot be considered at this stage to be Approved Data, and their applicability is not guaranteed.
Succeeding Step	Step 1-2: Is the intent of the Raw Data fully understood?

5.3.4 Step 1-2: Is the intent of the Raw Data fully understood?

Title	Step 1-2: Is the intent of the Raw Data fully understood?
Type	Decision Box (Logic)
Description	<ul style="list-style-type: none"> Is the intent of the Raw Data received: <ol style="list-style-type: none"> Unambiguous Clear Understandable.
Succeeding Step - Yes	Step 1-4: Is Raw Data received applicable as Aeronautical Information?
Succeeding Step - No	Step 1-3: Refer to The Originator.

5.3.5 Step 1-3: Refer to The Originator.

Title	Step 1-3: Refer to The Originator.
Type	Action Box
Description	<ul style="list-style-type: none"> Make contact with The Originator to establish the correct intent of the Raw Data. Agree any change to the Raw Data to achieve the necessary clarification.
Thesis	<ul style="list-style-type: none"> The intent of Raw Data received may not be initially understood. Raw Data whose content is not fully understood shall not proceed through the remainder of this process until its intent is resolved.
Succeeding Step	None.

5.3.6 Step 1-4: Is Raw Data received applicable as Aeronautical Information?

Title	Step 1-4: Is Raw Data received applicable as Aeronautical Information?
Type	Decision Box (Logic)
Description	<ul style="list-style-type: none"> Were Raw Data received applicable as Aeronautical Information?
Succeeding Step - Yes	Step 1-6: Was the Raw Data from an appropriate source?
Succeeding Step - No	Step 1-5: Refer to The Originator.

5.3.7 Step 1-5: Refer to The Originator.

Title	Step 1-5: Refer to The Originator.
Type	Action Box
Description	<ul style="list-style-type: none"> • Make contact with The Originator of the Raw Data. • Check for completeness. • Ensure correct interpretation. • Request that data which are not of aeronautical use are not sent to the AIS in future.
Thesis	<ul style="list-style-type: none"> • Raw Data that is not of use to the customers of the AIS are of no value and shall not be subject to the remainder of this process.
Succeeding Step	None

5.3.8 Step 1-6: Was the Raw Data from an appropriate source?

Title	Step 1-6: Was the Raw Data from an appropriate source?
Type	Decision Box (Logic)
Description	<ul style="list-style-type: none"> • Is The Originator of the Raw Data authorised to issue this type of data.
Succeeding Step - Yes	Step 1-8: Evaluate Raw Data.
Succeeding Step - No	Step 1-7: Refer to The Originator and to The Appropriate Authority.

5.3.9 Step 1-7: Refer to The Originator and to The Appropriate Authority.

Title	Step 1-7: Refer to The Originator and to The Appropriate Authority.
Type	Action Box
Description	<ul style="list-style-type: none"> • Make contact with The Originator to inform him/her that they are not authorised to issue the Raw Data that they provided. • Contact the Appropriate Authority to inform them of the received Raw Data.
Thesis	The data has been supplied by a source that should not provide that type of data. The Appropriate Authority should be made aware as the data may also affect them.
Succeeding Step	None

5.3.10 Step 1-8: Evaluate Raw Data.

Title	Step 1-8: Evaluate Raw Data.
Type	Action Box
Description	<ul style="list-style-type: none"> Take whatever steps are necessary to ensure that: <ol style="list-style-type: none"> All the necessary data have been provided. The Raw Data are of a suitable quality level. All additional data needed are available.
Thesis	<ul style="list-style-type: none"> Raw Data shall be of sufficient quality for approval to take place.
Succeeding Step	Step 1-9: Did the Evaluation allow the Raw Data to continue?

5.3.11 Step 1-9: Did the Evaluation allow the Raw Data to continue?

Title	Step 1-9: Did the Evaluation allow the Raw Data to continue?
Type	Decision Box (Logic)
Description	Was the decision of The Evaluator that the Raw Data were suitable for approval?
Thesis	<ul style="list-style-type: none"> The evaluation may determine that: <ol style="list-style-type: none"> The Raw Data may be complete and able to continue with no errors. The Raw Data contained errors which are not sufficient to stop them being Approved. Errors exist that prevent approval.
Succeeding Step - Yes	Step 1-11: Submit Raw Data for Approval
Succeeding Step - No	Step 1-10: Refer to The Originator

5.3.12 Step 1-10: Refer to The Originator

Title	Step 1-10: Refer to The Originator
Type	Action Box
Description	<ul style="list-style-type: none"> Make contact with The Originator of the Raw Data. Inform him/her why the data could not be stored and therefore published.
Thesis	<ul style="list-style-type: none"> If Raw Data cannot be approved, this fact must be notified to The Originator, along with the reason why. It is hoped that such notification may help prevent similar errors in the future.
Succeeding Step	None

5.3.13 Step 1-11: Submit Raw Data for Approval

Title	Step 1-11: Submit Raw Data for Approval
Type	Action Box
Description	<ul style="list-style-type: none"> The Approver will ensure that the evaluation has been carried out correctly. If the evaluation has been carried out correctly and the data are of sufficient quality, they may be approved for storage. If the evaluation has not been performed correctly, it should be passed back to The Evaluator for correction.
Thesis	<ul style="list-style-type: none"> All Raw Data shall be Approved to be used as Information.
Succeeding Step	Step 1-12: Is Approval given for the Raw Data to be stored?

5.3.14 Step 1-12: Is Approval given for the Raw Data to be stored?

Title	Step 1-12: Is Approval given for the Raw Data to be stored?
Type	Decision Box (Logic)
Description	<ul style="list-style-type: none"> Has The Approver given permission for the Raw Data received to be stored?
Succeeding Step - Yes	Step 1-14: Store Approved Data in the register as Information.
Succeeding Step - No	Step 1-13: Refer to The Evaluator.

5.3.15 Step 1-13: Refer to The Evaluator.

Title	Step 1-13: Refer to The Evaluator.
Type	Action Box
Description	<ul style="list-style-type: none"> Inform The Evaluator of the Raw Data that approval has not been given for the Raw Data to be stored.
Thesis	<ul style="list-style-type: none"> Approval cannot be given for the Raw Data provided to be stored as errors have been found either in the data itself or in the process or procedures applied to it. By informing The Evaluator, re-evaluation of the Raw Data is requested to increase the quality of the data to the level required for approval.
Succeeding Step	Step 1-8: Evaluate Raw Data.

5.3.16 Step 1-14: Store Approved Data in the register as Information.

Title	Step 1-14: Store Approved Data in the register as Information.
Type	Action Box
Description	<ul style="list-style-type: none"> The Approved Data shall now be stored in a register as Information such that it may be retrieved for use and publication.
Thesis	<ul style="list-style-type: none"> All Information should be held in a central store to provide easy access. Maintenance is easier as Information only needs to be updated at a single position.
Succeeding Step	Step 1-15: Issue notice of new Information available.

5.3.17 Step 1-15: Issue notice of new Information available.

Title	Step 1-15: Issue notice of new Information available.
Type	Action Box
Description	<ul style="list-style-type: none"> Notify all concerned that Approved Data has been stored in the register. This shall include some indication of the Information that has changed.
Thesis	<ul style="list-style-type: none"> This action initiates the second part of the process where Information is extracted from the registry and published.
Succeeding Step	None. (Step 2-1: Notice of new Information registered. Indirectly)

5.3.18 Step 2-1: Notice of new Information registered.

Title	Step 2-1: Notice of new Information registered.
Type	Information Box
Description	<ul style="list-style-type: none"> This step signifies that new or amended Information has been entered into the register. This Information has been validated and approved for use. No indication is given of how the Information should be published.
Succeeding Step	Step 2-2: Does Information qualify for the AIP?

5.3.19 Step 2-2: Does Information qualify for the AIP?

Title	Step 2-2: Does Information qualify for the AIP?
Type	Decision Box (Logic)
Description	<ul style="list-style-type: none"> Is the Information suitable for inclusion within the AIP? See Section 4.1 of ICAO Annex 15.
Succeeding Step - Yes	Step 2-3: Does Information cause an AIP permanent change?
Succeeding Step - No	Step 2-17: Prepare an AIC

5.3.20 Step 2-3: Does Information cause an AIP permanent change?

Title	Step 2-3: Does Information cause an AIP permanent change?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> Is the change to the AIP permanent?
Succeeding Step - Yes	Step 2-4: Should Information be notified using AIRAC?
Succeeding Step - No	Step 2-19: Temporary change longer than 3 months?

5.3.21 Step 2-4: Should Information be notified using AIRAC?

Title	Step 2-4: Should Information be notified using AIRAC?
Type	Decision Box (Logic)
Description	<ul style="list-style-type: none"> Is the Information to be notified suitable for dissemination using the AIRAC Cycle? See ICAO Annex 15 Section 6.1.
Succeeding Step - Yes	Step 2-5: Can Information be notified in time using AIRAC?
Succeeding Step - No	Step 2-14: Do time and/or resource constraints require the issue of NOTAM?

5.3.22 Step 2-5: Can Information be notified in time using AIRAC?

Title	Step 2-5: Can Information be notified in time using AIRAC?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> Has the change been received with sufficient notice to allow it to be notified at the correct time using the AIRAC Cycle? This decision should also consider: <ol style="list-style-type: none"> The notice period required (e.g. minimum 28 days). Time taken for printing, charting etc. Other administrative constraints.
Succeeding Step - Yes	Step 2-6: Prepare an AIRAC AIP Amendment.
Succeeding Step - No	Step 2-9: Can the Effective Date be renegotiated to meet AIRAC?

5.3.23 Step 2-6: Prepare an AIRAC AIP Amendment.

Title	Step 2-6: Prepare an AIRAC AIP Amendment.
Type	Action Box
Description	<ul style="list-style-type: none"> Prepare the Information as an AIRAC AIP Amendment. See Sections 4.3 & 6.1 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Formal notification of the change.
Succeeding Step	Step 2-7: Issue an AIRAC AIP Amendment.

5.3.24 Step 2-7: Issue an AIRAC AIP Amendment.

Title	Step 2-7: Issue an AIRAC AIP Amendment.
Type	Action Box
Description	<ul style="list-style-type: none"> Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> Collation helps reduce the distribution costs.
Succeeding Step	Step 2-8: Issue Trigger NOTAM

5.3.25 Step 2-8: Issue Trigger NOTAM

Title	Step 2-8: Issue Trigger NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> Issue Trigger NOTAM to signify the start of applicability of the Information change notified as an AIP Amendment. See OPADD.
Thesis	<ul style="list-style-type: none"> Used to ensure that the change to Aeronautical Information is taken into account.
Succeeding Step	None.

5.3.26 Step 2-9: Can the Effective Date be renegotiated to meet AIRAC?

Title	Step 2-9: Can the Effective Date be renegotiated to meet AIRAC?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> In discussion with The Originator, can the Effective Date of the Raw Data be changed such that it can meet the AIRAC? This discussion should consider: <ol style="list-style-type: none"> The notice period required (e.g. minimum 28 days). Time taken for printing, charting etc. Other administrative constraints. Request that The Originator provide the Information with sufficient time for notification in future.
Succeeding Step - Yes	Step 2-6: Prepare an AIRAC AIP Amendment.
Succeeding Step - No	Step 2-10: Issue NOTAM

5.3.27 Step 2-10: Issue NOTAM

Title	Step 2-10: Issue NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> Issue NOTAM to notify the Information. See OPADD. NOTAM is to provide details of the Information to be detailed in the AIP Amendment when it is issued.
Thesis	<ul style="list-style-type: none"> NOTAM is issued as Information that is being notified as an AIP Amendment has been received at short notice.
Succeeding Step	Step 2-11: Prepare an AIP Amendment.

5.3.28 Step 2-11: Prepare an AIP Amendment.

Title	Step 2-11: Prepare an AIP Amendment.
Type	Action Box
Description	<ul style="list-style-type: none"> Prepare the Information as an AIP Amendment. See Section 4.3 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Formal notification of the change and cancellation of NOTAM used to advise the change in advance of the AIP Amendment.
Succeeding Step	Step 2-12: Issue an AIP Amendment.

5.3.29 Step 2-12: Issue an AIP Amendment.

Title	Step 2-12: Issue an AIP Amendment.
Type	Action Box
Description	<ul style="list-style-type: none"> Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> Collation helps reduce the distribution costs.
Succeeding Step	Step 2-13: Issue NOTAMC

5.3.30 Step 2-13: Issue NOTAMC

Title	Step 2-13: Issue NOTAMC
Type	Action Box
Description	<ul style="list-style-type: none"> Issue NOTAMC to cancel NOTAM raised in 'Step 2-10: Issue NOTAM' See OPADD.
Thesis	<ul style="list-style-type: none"> NOTAM may now be cancelled as the Information has been notified.
Succeeding Step	None.

5.3.31 Step 2-14: Do time and/or resource constraints require the issue of NOTAM?

Title	Step 2-14: Do time and/or resource constraints require the issue of NOTAM?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> The notification of some permanent Information is of such urgency that the issue of NOTAM is required prior to the issue of an AIP Amendment.
Succeeding Step - Yes	Step 2-10: Issue NOTAM
Succeeding Step - No	Step 2-15: Prepare an AIP Amendment

5.3.32 Step 2-15: Prepare an AIP Amendment

Title	Step 2-15: Prepare an AIP Amendment
Type	Action Box
Description	<ul style="list-style-type: none"> Produce an AIP Amendment See Section 4.3 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Notified in this way as the Information qualifies for inclusion within the AIP on a permanent basis, but is not considered to be applicable for AIRAC.
Succeeding Step	Step 2-16: Issue an AIP Amendment

5.3.33 Step 2-16: Issue an AIP Amendment

Title	Step 2-16: Issue an AIP Amendment
Type	Action Box
Description	<ul style="list-style-type: none"> Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> Collation helps reduce the distribution costs.
Succeeding Step	None.

5.3.34 Step 2-17: Prepare an AIC

Title	Step 2-17: Prepare an AIC
Type	Action Box
Description	<ul style="list-style-type: none"> Produce an AIC See Section 7.1 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Information that is not suitable for the AIP shall be notified by way of an AIC.
Succeeding Step	Step 2-18: Issue an AIC

5.3.35 Step 2-18: Issue an AIC

Title	Step 2-18: Issue an AIC
Type	Action Box
Description	<ul style="list-style-type: none"> Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> Collation helps reduce the distribution costs.
Succeeding Step	None.

5.3.36 Step 2-19: Temporary change longer than 3 months?

Title	Step 2-19: Temporary change longer than 3 months?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> Is the temporary change to the AIP scheduled to last for longer than three months?
Succeeding Step - Yes	Step 2-20: Should Information be notified using AIRAC?
Succeeding Step - No	Step 2-38: Extensive text/graphics?

5.3.37 Step 2-20: Should Information be notified using AIRAC?

Title	Step 2-20: Should Information be notified using AIRAC?
Type	Decision Box (Logic)
Description	<ul style="list-style-type: none"> Is the Information to be notified suitable for dissemination using AIRAC?
Succeeding Step - Yes	Step 2-21: Can Information be notified in time using AIRAC?
Succeeding Step - No	Step 2-31: Do time and/or resource constraints require the issue of NOTAM?

5.3.38 Step 2-21: Can Information be notified in time using AIRAC?

Title	Step 2-21: Can Information be notified in time using AIRAC?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> Has the change been received with sufficient notice to allow it to be published at the correct time using the AIRAC? This decision should also consider: <ol style="list-style-type: none"> The notice period required (e.g. minimum 28 days) Time taken for printing, charting etc. Other administrative constraints.
Succeeding Step - Yes	Step 2-22: Prepare an AIRAC AIP Supplement
Succeeding Step - No	Step 2-25: Can the Effective Date be renegotiated to meet AIRAC?

5.3.39 Step 2-22: Prepare an AIRAC AIP Supplement

Title	Step 2-22: Prepare an AIRAC AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Produce an AIRAC AIP Supplement See Sections 6.1 & 4.4 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Notified in this way as the Information qualifies for inclusion within the AIP, is of a temporary nature and is considered to be applicable for AIRAC.
Succeeding Step	Step 2-23: Issue an AIRAC AIP Supplement

5.3.40 Step 2-23: Issue an AIRAC AIP Supplement

Title	Step 2-23: Issue an AIRAC AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> Collation helps reduce the distribution costs.
Succeeding Step	Step 2-24: Issue Trigger NOTAM

5.3.41 Step 2-24: Issue Trigger NOTAM

Title	Step 2-24: Issue Trigger NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> Issue Trigger NOTAM to signify the start of applicability of the Information change published as an AIRAC AIP Supplement. See OPADD.
Thesis	<ul style="list-style-type: none"> Used to ensure that the change to Aeronautical Information is taken into account.
Succeeding Step	None.

5.3.42 Step 2-25: Can the Effective Date be renegotiated to meet AIRAC?

Title	Step 2-25: Can the Effective Date be renegotiated to meet AIRAC?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> In discussion with The Originator, can the Effective Date of the Information be changed such that it can meet the AIRAC? This discussion should consider: <ol style="list-style-type: none"> The notice period required (e.g. minimum 28 days). Time taken for printing, charting etc. Other administrative constraints. Request that The Originator provide the Information with sufficient time for notification in future.
Succeeding Step - Yes	Step 2-22: Prepare an AIRAC AIP Supplement
Succeeding Step - No	Step 2-26: Issue NOTAM

5.3.43 Step 2-26: Issue NOTAM

Title	Step 2-26: Issue NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> Issue NOTAM to notify the Information. See OPADD. NOTAM is to provide details of the Information to be detailed in the AIP Supplement when it is issued.
Thesis	<ul style="list-style-type: none"> NOTAM is issued as Information has been received at short notice.
Succeeding Step	Step 2-27: Prepare an AIP Supplement

5.3.44 Step 2-27: Prepare an AIP Supplement

Title	Step 2-27: Prepare an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Prepare the Information as an AIP Supplement. See Section 4.4 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Formal notification of the change.
Succeeding Step	Step 2-28: Issue an AIP Supplement

5.3.45 Step 2-28: Issue an AIP Supplement

Title	Step 2-28: Issue an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> Collation helps reduce the distribution costs.
Succeeding Step	Step 2-29: Issue Trigger NOTAM

5.3.46 Step 2-29: Issue Trigger NOTAM

Title	Step 2-29: Issue Trigger NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> Issue Trigger NOTAM to signify the start of applicability of the Information change notified as an AIP Supplement. See OPADD.
Thesis	<ul style="list-style-type: none"> Used to ensure that the change to Aeronautical Information is taken into account.
Succeeding Step	Step 2-30: Issue NOTAMC

5.3.47 Step 2-30: Issue NOTAMC

Title	Step 2-30: Issue NOTAMC
Type	Action Box
Description	<ul style="list-style-type: none"> Issue NOTAMC to cancel the NOTAM raised in 'Step 2-26: Issue NOTAM' See OPADD.
Thesis	<ul style="list-style-type: none"> The raised NOTAM may now be cancelled as the Information has been notified.
Succeeding Step	None.

5.3.48 Step 2-31: Do time and/or resource constraints require the issue of NOTAM?

Title	Step 2-31: Do time and/or resource constraints require the issue of NOTAM?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> The notification of some Information is of such urgency that the issue of NOTAM is required prior to the issue of an AIP Supplement.
Succeeding Step - Yes	Step 2-32: Issue NOTAM
Succeeding Step - No	Step 2-36: Prepare an AIP Supplement

5.3.49 Step 2-32: Issue NOTAM

Title	Step 2-32: Issue NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> Issue NOTAM to notify the Information. See OPADD. NOTAM is to provide details of the Information to be detailed in the AIP Supplement when it is issued.
Thesis	<ul style="list-style-type: none"> NOTAM is issued as Information has been received at short notice.
Succeeding Step	Step 2-33: Prepare an AIP Supplement

5.3.50 Step 2-33: Prepare an AIP Supplement

Title	Step 2-33: Prepare an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Prepare the Information as an AIP Supplement. See Section 4.4 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Formal notification of the change.
Succeeding Step	Step 2-34: Issue an AIP Supplement

5.3.51 Step 2-34: Issue an AIP Supplement

Title	Step 2-34: Issue an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> Collation helps reduce the distribution costs.
Succeeding Step	Step 2-35: Issue NOTAMC

5.3.52 Step 2-35: Issue NOTAMC

Title	Step 2-35: Issue NOTAMC
Type	Action Box
Description	<ul style="list-style-type: none"> Issue NOTAMC to cancel the NOTAM raised in 'Step 2-32: Issue NOTAM' See OPADD.
Thesis	<ul style="list-style-type: none"> The raised NOTAM may now be cancelled as the Information has been notified.
Succeeding Step	None.

5.3.53 Step 2-36: Prepare an AIP Supplement

Title	Step 2-36: Prepare an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Notify the change to AIS Static Data as an AIP Supplement. See Section 4.4 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Formal notification of the change.
Succeeding Step	Step 2-37: Issue an AIP Supplement

5.3.54 Step 2-37: Issue an AIP Supplement

Title	Step 2-37: Issue an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> Collation helps reduce the distribution costs.
Succeeding Step	None.

5.3.55 Step 2-38: Extensive text/graphics?

Title	Step 2-38: Extensive text/graphics?
Type	Decision Box (Logic)
Description	<ul style="list-style-type: none"> Does the change to be notified require the use of extensive text and/or graphics?
Succeeding Step - Yes	Step 2-39: Should Information be notified using AIRAC?
Succeeding Step - No	Step 2-57: Issue NOTAM

5.3.56 Step 2-39: Should Information be notified using AIRAC?

Title	Step 2-39: Should Information be notified using AIRAC?
Type	Decision Box (Logic)
Description	<ul style="list-style-type: none"> Is the Information to be notified suitable for dissemination using the AIRAC?
Succeeding Step – Yes	Step 2-40: Can Information be notified in time using AIRAC?
Succeeding Step – No	Step 2-50: Do time and/or resource constraints require the issue of NOTAM?

5.3.57 Step 2-40: Can Information be notified in time using AIRAC?

Title	Step 2-40: Can Information be notified in time using AIRAC?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> Has the change been received with sufficient notice to allow it to be notified at the correct time using the AIRAC? This decision should also consider: <ol style="list-style-type: none"> The notice period required (e.g. minimum 28 days). Time taken for printing, charting etc. Other administrative constraints.
Succeeding Step - Yes	Step 2-41: Prepare an AIRAC AIP Supplement
Succeeding Step - No	Step 2-44: Can the Effective Date be renegotiated to meet AIRAC?

5.3.58 Step 2-41: Prepare an AIRAC AIP Supplement

Title	Step 2-41: Prepare an AIRAC AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Prepare an AIRAC AIP Supplement. See Sections 6.1 & 4.4 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Notified in this way as the Information qualifies for inclusion within the AIP, has extensive text and/or graphics, and is considered to be applicable for AIRAC.
Succeeding Step	Step 2-42: Issue an AIRAC AIP Supplement

5.3.59 Step 2-42: Issue an AIRAC AIP Supplement

Title	Step 2-42: Issue an AIRAC AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> • Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> • Collation helps reduce the distribution costs.
Succeeding Step	Step 2-43: Issue Trigger NOTAM

5.3.60 Step 2-43: Issue Trigger NOTAM

Title	Step 2-43: Issue Trigger NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> • Issue Trigger NOTAM to signify the start of applicability of the Information change notified as an AIRAC AIP Supplement. • See OPADD.
Thesis	<ul style="list-style-type: none"> • Used to ensure that the change to Aeronautical Information is taken into account.
Succeeding Step	None.

5.3.61 Step 2-44: Can the Effective Date be renegotiated to meet AIRAC?

Title	Step 2-44: Can the Effective Date be renegotiated to meet AIRAC?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> • In discussion with The Originator, can the Effective Date of the Information be changed such that it can meet the AIRAC? • This discussion should consider: <ol style="list-style-type: none"> 1. The notice period required (e.g. minimum 28 days). 2. Time taken for printing, charting etc. 3. Other administrative constraints. • Request that The Originator provide the Information with sufficient time for notification in future.
Succeeding Step - Yes	Step 2-41: Prepare an AIRAC AIP Supplement
Succeeding Step - No	Step 2-45: Issue NOTAM

5.3.62 Step 2-45: Issue NOTAM

Title	Step 2-45: Issue NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> • Issue NOTAM. • See OPADD.
Thesis	<ul style="list-style-type: none"> • As the change is only applicable for a short period it is suitable for dissemination as NOTAM.
Succeeding Step	Step 2-46: Prepare an AIP Supplement

5.3.63 Step 2-46: Prepare an AIP Supplement

Title	Step 2-46: Prepare an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Notify the change to AIS Static Data as an AIP Supplement. See Section 4.4 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> Formal notification of the change.
Succeeding Step	Step 2-47: Issue an AIP Supplement

5.3.64 Step 2-47: Issue an AIP Supplement

Title	Step 2-47: Issue an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> Collation helps reduce the distribution costs.
Succeeding Step	Step 2-48: Issue Trigger NOTAM

5.3.65 Step 2-48: Issue Trigger NOTAM

Title	Step 2-48: Issue Trigger NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> Issue Trigger NOTAM to signify the start of applicability of the Information change notified as an AIP Supplement. See OPADD.
Thesis	<ul style="list-style-type: none"> Used to ensure that the change to Aeronautical Information is taken into account
Succeeding Step	Step 2-49: Issue NOTAMC

5.3.66 Step 2-49: Issue NOTAMC

Title	Step 2-49: Issue NOTAMC
Type	Action Box
Description	<ul style="list-style-type: none"> Issue NOTAMC to cancel the NOTAM raised in 'Step 2-45: Issue NOTAM'. See OPADD.
Thesis	<ul style="list-style-type: none"> The raised NOTAM may now be cancelled as the Information has been published.
Succeeding Step	None.

5.3.67 Step 2-50: Do time and/or resource constraints require the issue of NOTAM?

Title	Step 2-50: Do time and/or resource constraints require the issue of NOTAM?
Type	Decision Box (Temporal)
Description	<ul style="list-style-type: none"> The notification of some Information is of such urgency that the issue of NOTAM is required prior to the issue of an AIP Supplement.
Succeeding Step - Yes	Step 2-51: Issue NOTAM
Succeeding Step - No	Step 2-55: Prepare an AIP Supplement

5.3.68 Step 2-51: Issue NOTAM

Title	Step 2-51: Issue NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> • Issue NOTAM to publish the Information. • See OPADD. • NOTAM is to provide details of the Information to be detailed in the AIP Supplement when it is issued.
Thesis	<ul style="list-style-type: none"> • NOTAM is issued as Information that is being detailed as an AIP Supplement has been received at short notice.
Succeeding Step	Step 2-52: Prepare an AIP Supplement

5.3.69 Step 2-52: Prepare an AIP Supplement

Title	Step 2-52: Prepare an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> • Prepare the Information as an AIP Supplement. • See Section 4.4 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> • Formal notification of the change.
Succeeding Step	Step 2-53: Issue an AIP Supplement

5.3.70 Step 2-53: Issue an AIP Supplement

Title	Step 2-53: Issue an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> • Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> • Collation helps reduce the distribution costs.
Succeeding Step	Step 2-54: Issue NOTAMC

5.3.71 Step 2-54: Issue NOTAMC

Title	Step 2-54: Issue NOTAMC
Type	Action Box
Description	<ul style="list-style-type: none"> • Issue NOTAMC to cancel the NOTAM raised in 'Step 2-51: Issue NOTAM' • See OPADD.
Thesis	<ul style="list-style-type: none"> • The raised NOTAM may be cancelled 15 days after the effective date of the Information.
Succeeding Step	None.

5.3.72 Step 2-55: Prepare an AIP Supplement

Title	Step 2-55: Prepare an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> • Prepare an AIP Supplement. • See Section 4.4 of ICAO Annex 15.
Thesis	<ul style="list-style-type: none"> • The information is notified in this way as the Information qualifies for inclusion within the AIP on a temporary basis, but is not considered to be applicable for AIRAC.
Succeeding Step	Step 2-56: Issue an AIP Supplement

5.3.73 Step 2-56: Issue an AIP Supplement

Title	Step 2-56: Issue an AIP Supplement
Type	Action Box
Description	<ul style="list-style-type: none"> • Collate with other documents and distribute.
Thesis	<ul style="list-style-type: none"> • Collation helps reduce the distribution costs.
Succeeding Step	None.

5.3.74 Step 2-57: Issue NOTAM

Title	Step 2-57: Issue NOTAM
Type	Action Box
Description	<ul style="list-style-type: none"> • Issue NOTAM. • See OPADD.
Thesis	<ul style="list-style-type: none"> • As the Information does not contain extensive text and/or graphics, NOTAM is appropriate.
Succeeding Step	None.