

UPDATES to AERONAUTICAL INFORMATION

The following document provides a brief summary of update and ammendment processes related to documents which are subject to aeronautical information publications.

Changes in aeronautical information will be provided as a NOTAM, an AIC, an AIP SUP or an AIP ammendment. Changes to official documents will either be by supplement or complete revision. Publications such as Jeppesen and Aerad issue ammendments based on changes to the information source documents – I.e AIPs, ICAO, JAA or FAA documents, or if there is a correction required to how they reproduce the information.

Within the IAIP system, whenever critical changes to published information is made, it is published in the NOTAM's for immediately distribution.

Lasting changes will be issued in the AIP. The published changes will be issued first in a Supplement (AIP SUP) with a date and an effective date to allow time for the documents to be processed by all the users.

The time difference between the Issued date and effective date provides other publications time to update their guides, however sometimes the lead time is insufficient for all the changes to be implemented. Again it should be remembered the source document is the national publication.

Publications essential to flight safety require strict quality control for updating. A list of effective pages, and update record will always be in the front of the document to be signed off when updates are completed. Persons completing updates should take particular care to ensure pages are replaced correctly.

The following summarises the basic requirements of updating aeronautical publications:

1. It is most important to read and follow the instructions included with the update
 1. This is normally the first page of the update package and will contain a step by step procedure for updates, not every update package will be the same.

*AIP
Republic of Namibia*

*GEN 0.4-1
15 MAY 2003*

GEN 0.4 CHECKLIST OF AIP PAGES

Page	Date	Page	Date	Page	Date
PART 1 - GENERAL (GEN)		1.7-1	15 APR 1996	2.5-2	15 MAY 2000
GEN 0		GEN 2		2.6-1	15 APR 1996
0.1-1	15 OCT 1999	2.1-1	15 NOV 2001	2.6-2	15 APR 1996
0.1-2	15 OCT 1999	2.1-2	15 NOV 2001	2.6-3	15 APR 1996
0.1-3	15 APR 1996	2.2-1	15 NOV 2000	2.7-1	15 OCT 1998
0.2-1	15 APR 1996	2.2-2	15 NOV 2000	2.7-2	15 OCT 1998
0.3-1	15 APR 1996	2.2-3	15 NOV 2000	2.7-3	15 APR 1996
0.4-1	15 MAY 2003	2.2-4	15 NOV 2000	2.7-4	15 APR 1998
0.4-2	15 MAY 2003	2.2-5	15 MAY 2003	2.7-5	15 APR 1998
		2.2-6	15 MAY 2003	2.7-6	15 APR 1998

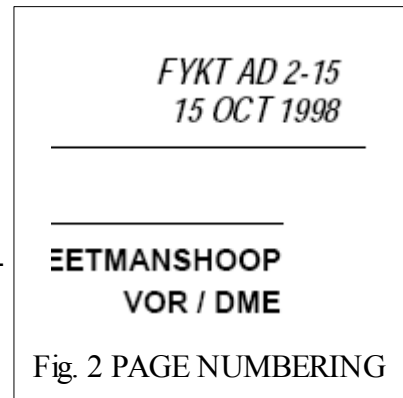
FIG 1 EXAMPLE OF LIST OF EFFECTIVE PAGES

Most updates will come with a complete new set of effective pages as every page in the document has its own effective date, and the list of effective pages should contain the date of the latest update. Sometimes if only one page of the effective pages is changed, then only this page will be provided.

2. Amendments to the main body will either be a supplement, a new page, or most commonly a replacement page.

1. Supplements normally have their own section and will be self contained, although you may need to remove the expired supplements.

2. A new page will be included after the preceding numeric page, eg a new approach plate FAJS 11-3 would come after FAJS 11-2 not after FAJS 13-2, this will be indicated in the update instructions by a statement such as “add page FYKT 2-16 after page FYKT 2-15”. A new page may contain an additional number or letter if it is not the last page in the section, eg GEN 04.1-4a comes between GEN04.1-4 and GEN04.1-5.



3. A replacement page will contain the same number as the old page with a new effective date and will contain an instruction “replace page FYKT AD 2.15 1 JAN 1990. with page FYKT AD 2.15 15OCT 1998”. The old page will need to be removed and the new page added in its place.

1. Replacement pages will contain information that has changed. The publication will have some means of indicating what has changed so users can quickly review the updated information. This is most commonly a vertical line in the margin, but may also be an arrow, a pair of arrows, or a box, information on what method is used is included in the introduction pages.

4. The amendment pages will be normally contained in the order of which they are placed in the publication.
3. An amendment record is included, normally in the beginning of the publication
 1. Whoever completes the update needs to sign next to the amendment entry relevant to the update which has been completed.
 2. Updates are often completed according to schedules, and the amendment record is a quick way to check if all the relevant updates are completed

GEN 0.2 RECORD OF AIP AMENDMENTS							
AIP AMENDMENT				AIRAC AIP AMENDMENT			
NR/Year	Publication date	Date inserted	Inserted by	NR/Year	Publication date	Effective date	Inserted by
A01/1997	15/10/97	15/10/97	DCA				
A01/1998	15/04/98	18/04/98	DCA				
A02/1998	15/10/98	15/10/98	DCA				
A01/1999	15/04/99	15/04/99	DCA				
A02/1999	15/10/99	15/10/99	DCA				
A01/2000	15/05/00	15/04/00	DCA				
A02/2000	15/11/00	15/11/00	DCA				
A01/2001	15/05/01	15/05/01	DCA				
A02/2001	15/11/01	15/11/01	DCA				
A01/2002	15/05/02	15/05/02	DCA				
A02/2002	15/11/02	15/11/02	DCA				
A01/2003	15/05/03	15/05/03	DCA				

3.2	<i>Regular amendment interval</i>
3.2.1	Permanent changes to the AIP shall be published as AIP Amendments.
3.2.2	Amendments to AIP shall be issued every 6 months at the following pre-determined dates:
a)	15 May
b)	15 November
3.2.3	When an AIP AMD will not be published

FIG 3 EXAMPLE OF RECORD OF AMMENDMENTS
AND AMMENDMENT INTERVALS

4. An Annual checklist procedure may be included to ensure all pages are contained in the document in the correct order.
 1. Annual checklists cross check the update and amendment process
 2. An annual checklist ensures pages have not been removed and lost
 3. If there is no annual checklist, it is recommended that the list of effective pages be copied and used to check the publication periodically, and if you do not have an internal process to complete this, an external auditor (the Aviation authority or your Quality Auditor) will normally have one.
5. All pages have a specific order and numbering system
 1. Charts are contained in alphabetic order, however the charts within each section also have an order

6. Improvements and errors must be reported. Even with strict quality control, there is always a possibility of error.

4. Service to contact in case of detected AIP errors or omissions

In the compilation of the AIP, care has been taken to ensure that the information contained therein is accurate and complete. Any errors and omissions which may nevertheless be detected, as well as any correspondence concerning the Integrated Aeronautical Information Package, should be referred to:

I Directorate of Civil Aviation