



OVERSEAS TERRITORIES AVIATION REQUIREMENTS (OTARs)

Part 175

AERONAUTICAL INFORMATION SERVICES

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Revisions

OTAR Issue	Subject
Issue 1	Released for gazetting.
Issue 2	Fundamental revision to rationalise and simplify text and presentation. Incorporates ICAO Annex 15, edition 16, July 2018. Includes references to ICAO Doc.10066 PANS-AIM.

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Subpart A – General

175.1 Purpose

- (a) The Air Navigation (Overseas Territories) Order (“the Order”) places responsibility on the Governor for ensuring that appropriate arrangements are made for the provision of Aeronautical Information Services (AIS) within the Territory.
- (b) This OTAR Part details the requirements concerning the provision of Aeronautical Information within the Territory to ensure compliance with ICAO Annex 15 (Aeronautical Information Services). It describes the responsibilities of the AIS provider and the designated regulator.
- (c) These requirements are not in themselves Law. Failure to comply may not constitute an offence. However, the Requirements repeat or reproduce provisions of the Order. Therefore, failure to comply with these Requirements may:
 - (1) constitute a breach of the Order; and
 - (2) result in proceedings for breaches of the Order
- (d) Other OTAR Parts may impinge upon activities conducted under this Part. In particular, Part 1 contains definitions which apply, unless otherwise stated, to all Parts; and OTAR 177 (Aeronautical Charts). A full list of OTAR Parts, a description of the legislative structure and the place of OTARs and Overseas Territory Aviation Circulars (OTACs) within it can be viewed on the ASSI website www.airsafety.aero.

175.3 Use of English

All documentation, written communications and data (electronic or otherwise) regarding AIS shall be provided in English.

175.5 Laws, requirements and procedures

The AIS provider shall take reasonable care to ensure that all persons employed, engaged, or contracted, are familiar with the appropriate sections of legislation, the OTARs, any applicable conditions imposed by the designated regulator and the procedures specified in the relevant safety assurance documentation and quality system.

175.7 Procedure compliance

Each person performing duties in relation to the provision of aeronautical information service shall comply with the applicable procedures specified in the appropriate Manuals which authorises the operation.

175.9 Power to inspect

- (a) Any person authorised by the Governor shall be allowed access to the service provider's facilities.
- (b) The service provider shall ensure that any authorised person shall have access to any documentation relating to activities associated with the provision of AIS. The service provider shall be responsible for ensuring that, if requested to do so by an authorised person, documentation is produced within a reasonable period.
- (c) The service provider shall comply with any request by the Governor for a practical demonstration or test to verify compliance with the OTARs.

175.11 Applicability

The requirements of OTAR Part 175 apply to AIS providers, including any sub-contractor, and designated regulators.

Subpart B – Service definition and arrangement

175.25 Service Definition Document (SDD)

- (a) The designated regulator shall undertake, with the close co-operation of the accountable manager, the production of a Service Definition Document (SDD). This document defines the AIS to be provided within a Territory to ensure compliance with ICAO Annex 15.
- (b) The results of the definition process shall be captured within the SDD which shall define:
 - (1) the services to be provided, including the definition of the area of coverage of the information by reference to and in compliance with Annex 15; and
 - (2) the International NOTAM Office for the Territory (which must be connected to the aeronautical fixed service); and
 - (3) the methods by which information shall be collected, collated and distributed; and
 - (4) the locations and hours during which services shall be provided; and
 - (5) the standards and criteria to be applied; and
 - (6) the quality management system which shall be used by the service provider; and
 - (7) the requirement for agreements between the AIS provider, any sub-contacted service providers, the Territory's AIS provider (where different), aerodromes, Air Traffic Services units, relevant IFP design organisations and other users where appropriate.
- (c) The SDD shall include the specific requirement for compliance with Annex 15 for:
 - (1) the compilation, production and distribution of an Aeronautical Information Publication (AIP); and
 - (2) a specific reference to the requirements for NOTAM and their receipt and distribution. Their format shall comply with PANS-AIM ICAO Doc 10066; and
 - (3) the requirement for compliance with the AIRAC cycle; and
 - (4) specific reference to the requirement for Aeronautical Information Circulars (AICs), their contents and distribution.

175.27 Arrangement of service provision

- (a) The SDD shall identify an AIS provider which shall be responsible overall for the provision of AIS within the Territory and which may be:

- (1) the Territory's own AIS Office; or
 - (2) the Territory's main airport operator; or
 - (3) another contracting State's AIS provider; or
 - (4) a commercial service provider.
- (b) The primary service provider may sub-contract all or parts of the service, such as AIP publication or issue of NOTAMs, to one or more other agencies or service providers which may be:
- (1) Another contracting State's AIS provider; or
 - (2) an Air Navigation Service Provider; or
 - (3) Another State's or Territory's AIS Office; or
 - (4) a commercial service provider.
- (c) Table 175.1 sets out the service provision arrangements (scope of work) that is applicable depending on the provider type:

Table 175.1 Provider/Service Type table

Provider type	Service type	
	Provided service ¹	Charged service
Own Territory/State	Letter of Agreement (LoA)	Contract
Other Territory/State		
Commercial	N/A	Contract

- (d) Any agreement or contract shall include the requirement for a quality management system to be implemented by the AIS aeronautical information services provider in accordance with Subpart C.

¹ Includes services where costs are shared between each party and cancel each other out.

Subpart C – AIS Provision

175.51 Applicability

This Subpart sets out the requirements on the AIS provider.

175.53 Annex 15 compliance

- (a) The AIS provider shall adhere to the Standards and, where specified in the SDD, the Recommended Practices in ICAO Annex 15.
- (b) Any agreement or contract between an AIS provider and third party aeronautical information supplier shall include the specific requirement for compliance with ICAO Annex 15 for:
 - (1) preparation, content and format of information and/or reports; and
 - (2) preparation, content and format of information; and
 - (3) content, format and requirements for issue of an Integrated AIP (iAIP) (as appropriate):
 - (i) AIP, and amendments; and
 - (ii) Supplements to the AIP; and
 - (iii) NOTAM (Operational Aeronautical Information) and Pre-flight Information Bulletin (PIB); and
 - (iv) AICs; and
 - (v) checklists and lists of valid NOTAM.
 - (4) communications requirements, provision and maintenance.

175.55 Quality Management System

- (a) To meet the requirements of ICAO Annex 15, the AIS provider shall have a quality management system (QMS).
- (b) The QMS shall include the following elements:
 - (1) staff training and competencies detailed in Annex 15; and
 - (2) means to confirm that the service provided meets and continues to meet the requirements of this OTAR Part and the SDD; and
 - (3) verification and validation procedures are in place for any AIS information disseminated; and
 - (4) procedures exist to ensure that the transmission of information is appropriate and timely; and
 - (5) that aeronautical information supplied to users conforms to standard message formats set out in PANS-AIM ICAO Doc 10066; and

- (6) the necessary policies, processes and procedures, including those for the use of metadata, to ensure and verify that aeronautical data is traceable throughout the aeronautical data chain so as to allow any data anomalies or errors detected in use to be identified by root cause, corrected and communicated to affected users; and
- (7) accommodation and facilities including, in particular, communications equipment, its maintenance and the availability of alternative suitable means of communication in the event of the failure of the primary means.

Subpart D – Regulation

175.75 Applicability

This Subpart sets out the requirements on the designated regulator.

175.77 Oversight of the service provider

- (a) Whichever of the methods of service provision is adopted, the designated regulator shall conduct audits of the AIS provision at not more than five-year intervals.
- (b) Within the authority of the designated regulator, the purpose of the audit is to ensure that:
 - (1) the service provider is meeting the requirements in this OTAR Part, ICAO Annex 15 and the SDD; and
 - (2) the service provider's QMS is functioning appropriately; and
 - (3) the requirements of any agreements between the AIS provider, air traffic services and other users (as required by the SDD) are appropriate and that the service provided meets the requirements; and
 - (4) the audit shall include the local AIS office and facilities including, in particular, communications equipment are adequate and suitable and that alternative suitable means of communication in the event of the failure of the primary means are available.

175.79 Non-compliance

In the event that the audit reveals non-compliances in service provision regulatory remedial action shall be taken. Deficiencies shall be brought to the attention of the service provider and the method of rectification agreed.

END