



# **OVERSEAS TERRITORIES AVIATION REQUIREMENTS (OTARs)**

**Part 175**

## **AERONAUTICAL INFORMATION SERVICES**

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## Revisions

<b>OTAR Issue</b>	<b>Subject</b>
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.
Issue 3	Complete rewrite to incorporate Annex 4 (Charts) and to account for the manners in which AIS is provided and regulated. Subsumes some of the content of OTAR Part 177 (withdrawn).

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## **Subpart A – General**

### **175.1 Purpose**

- (a) The requirements of this Part cover the approval of an organisation for the provision of an aeronautical telecommunication information service.
- (b) These Requirements are not in themselves Law. Failure to comply may not constitute an offence. However, the Requirements repeat or reproduce many of the provisions of the Air Navigation (Overseas Territories) Order 2007 (as amended) (“the Order”), including the Rules of the Air set out in Schedule 8 to 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; or
  - (3) result in the refusal of an application for renewal of a certificate or licence; or
  - (4) result in action to suspend or revoke a certificate or licence.
- (c) The Order details the legal obligations governing the [areas this Part covers]. The Order specifies these obligations in rather general terms, therefore there is a provision in article 152 to the Order which requires the Governor to publish Requirements to augment, amplify and detail more precisely the manner in which these obligations shall be met. The Requirements are the means by which the organisation will be able to satisfy the Governor as to the fulfilment of the obligations in respect of the provision of an aeronautical information service.
- (d) The issue of an approval indicates that the holder may provide an aeronautical information service within scope of this Part.
- (e) 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. 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](http://www.airsafety.aero). OTACs relevant to this Part can be viewed at [include to link to relevant OTAC page].
- (f) References to the Governor in this OTAR Part mean the regulator designated by the Governor of the Territory to exercise his functions under the Order.

### **175.3 Use of English**

All documentation, written communications and data (electronic or otherwise) submitted to the Governor in relation to this Part shall be in English.

## **175.5 Laws, requirements and procedures**

The approval holder shall ensure that all persons employed, engaged, or contracted in relation to complying with this Part are familiar with the appropriate sections of legislation, the Overseas Territories Aviation Requirements and any applicable conditions on the approval.

## **175.7 Procedure compliance**

Each person performing duties in relation to the provision of the aeronautical telecommunication service shall conform to the procedures established and approved in relation to compliance with this Part.

## **175.9 Power to inspect**

- (a) The approval holder shall ensure that any person authorised by the Governor is allowed inspect any place of business in used relation to complying with this Part.
- (b) The approval holder shall ensure that any person authorised by the Governor shall have access to any documentation relating to compliance with this Part and if requested to do so is produced within a reasonable period of time.

## **175.11 Applicability**

The requirements of OTAR Part 175 shall apply to those organisations seeking to provide an aeronautical information service and directed by the Governor as requiring Approval.

## **Subpart B – Requirements**

### **175.13 Pronouncements**

- (a) Where an aeronautical information service is delegated by the Governor there shall be a declaration by the provider that the aeronautical data and aeronautical information relating to his Territory contained therein remains the responsibility of the Governor whom remains the 'Contracting State'.
- (b) There shall be a formal arrangement and agreement between each originator of aeronautical data and aeronautical information and the AIS in relation to timely and complete transfer of data and information in compliance with this Part.
- (c) Where a NOTAM office is provided there shall be a declaration for the extent of responsibility and the territories covered.

### **175.15 Responsibilities and Functions**

- (a) The aeronautical data and aeronautical information necessary for the safety, regularity or efficiency of air navigation shall be made in available in a format suitable for the operational requirements of air traffic management community, including:
  - (1) those involved in flight operations, including flight crews, flight planning and flight simulators; and
  - (2) the air traffic service units responsible for flight information services and the services for pre-flight information.
- (b) The AIS shall receive, collate, assemble, edit, format, publish/store and distribute aeronautical data and aeronautical information for those services directed by the Governor.
- (c) Aeronautical data and aeronautical information shall be provided as:
  - (1) Aeronautical Information Publication (AIP), including Amendments and Supplements; and
  - (2) Aeronautical Information Circulars (AIC); and
  - (3) NOTAM; and
  - (4) Aeronautical charts.
- (d) To clearly and practically promulgate a list of significant differences between the requirements promulgated by the Governor and the related ICAO Standards, Recommended Practices, Procedures and Documents.

## 175.17 Organisation

- (a) An office shall be designated as the single address for receiving aeronautical data and aeronautical information.
- (b) A single post shall be identified as accountable to the AIS office, its personnel and functions therein.
- (c) Personnel shall be qualified for the function of exchanging aeronautical data and aeronautical information.
- (d) Those AIS offices with whom direct contact is established to facilitate international exchange of aeronautical data and aeronautical information shall be identified.
- (e) The resources and personnel required for the timely collection, processing, storing, integration, exchange and delivery of aeronautical data and aeronautical information in compliance with this Part shall be specified and implemented.
- (f) Human factors shall be accounted for in the design of an aeronautical information service such that slips, lapses and or mistakes do not cause non-compliance with this Sub Part.

Guidance material on liaison with other related services is contained in the Aeronautical Information Services Manual, ICAO Doc 8126.

## 175.19 Data and information management

- (a) The scope of aeronautical data and aeronautical information shall be such that it provides the minimum requirement to support aeronautical information products and services, aeronautical navigation data bases, air navigation applications and air traffic management (ATM) systems and shall include at least the following sub-domains:
  - (1) national regulations, rules and procedures;
  - (2) aerodromes and heliports;
  - (3) airspace;
  - (4) air traffic services (ATS) routes;
  - (5) instrument flight procedures;
  - (6) radio navigation aids/systems;
  - (7) obstacles;
  - (8) terrain; and
  - (9) geographic information.



- (b) Metadata shall be collected for aeronautical data processes and exchange points shall be applied throughout the aeronautical information data chain, from origination to distribution to the next intended user.
- (c) The quality of aeronautical data and aeronautical information received, processed, stored, integrated, exchanged and delivered shall comply with Annex 15, Chapter 3, Data quality specifications.
- (d) Aeronautical data and aeronautical information shall comply with PANS-AIM (ICAO Document 10066) Appendix 1 regarding the:
  - (1) specifications for the content of each sub-domain; and
  - (2) specifications for accuracy and integrity classification; and
  - (3) specifications for metadata.

## 175.21 Aeronautical Information Publication

- (a) Aeronautical data and aeronautical information shall be provided in a standard presentation complying with Annex 15, Chapter 5 and the specifications in PANS-AIM (ICAO Document 10066).
- (b) Charts shall be in conformity with ICAO Annex 4.
- (c) Aeronautical data and aeronautical information shall be kept up to date through updates compliant with Annex 4, Annex 15, Chapter 6 and the specifications in PANS-AIM (ICAO Document 10066).

## 175.23 Quality Management System

- (a) A quality management system in compliance with Annex 15, Chapter 3, shall be implemented and maintained encompassing all functions of an AIS, as required in this Subpart and execution of such quality management systems shall be made demonstrable and retained for each functional stage.
- (b) The quality management system shall be applied on receipt, after manipulation and after transmission to verify the integrity of aeronautical data, metadata and information in accordance with the requirements of this Subpart.
- (c) Information generated by the quality management system shall:
  - (1) be available to external organisations in the data chain and users to provide necessary assurance and confidence;
  - (2) be used to detect data anomalies or errors, to identify the root cause, to correct and to communicate correction to affected users;
  - (3) verify, correct or improve provisions in respect of human factors at Subpart 175.19(f).

- (d) Procedures, processes and other such evidence as may be necessary to demonstrate compliance with this Part shall be established and maintained under the quality management system.
- (e) The quality management system shall apply to the configuration management of all retained aeronautical data and aeronautical information and updates as cited at 175.21(c) in accordance with Annex 15.
- (f) The quality management system shall be administered through:
  - (1) establishment of the necessary personnel functions and/or posts and the associated competencies, knowledge, skills and abilities; and
  - (2) identification of personnel filling those functions and/or posts; and
  - (3) records providing evidence of personnel competency, knowledge, skills and abilities; and
  - (4) processes for recurring assessment to prevent lapse of competencies, knowledge, skills and ability.
- (g) Performance measurement data shall be maintained and evaluated at suitable intervals to assess the compliance and efficiency of the quality management system in accordance with this Subpart.
- (h) Compliance with the quality management system shall be assessed by recorded internal periodic audits.

**END**