



**AERONAUTICAL SERVICES
ADVISORY MEMORANDUM
(ASAM)
Focal Point : Gen**

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Issue 3
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Title: Guidance Material on AIP Change Request

1. INTRODUCTION

- 1.1. This advisory memorandum establishes the procedures for submitting changes and material for publication in the Irish Aeronautical Information Publication (AIP). All changes/material shall be processed in accordance with this advisory memorandum.
- 1.2. The Guidance Materials contained in this advisory memorandum has been developed to provide organisations that provide services in support of air navigation with an understanding of the requirements for a Quality System, and provide a foundation for distributed aeronautical data and information to satisfy the established requirements for timeliness and accuracy in compliance with the requirements of ICAO Annex 15 and other relevant procedures.
- 1.3. ICAO Annex 15 – Aeronautical Information Services (AIS) shows the need for States to “...take all necessary measures to introduce a properly organised quality system containing procedures, processes and resources necessary to implement quality management at each function stage as outlined....” In this context, the function stages relate to the functions of AIS “to:
 - 1.3.1. Receive and/or originate;
 - 1.3.2. collate or assemble;
 - 1.3.3. edit;
 - 1.3.4. format;
 - 1.3.5. publish/store; and
 - 1.3.6. Distribute.
- 1.4. Readers should forward advice of errors, inconsistencies, requests for further information or suggestions for improvement to this guidance material to ansdinfo@iaa.ie.

2. REFERENCES

- 2.1. The operation and maintenance of AIS in Ireland is subject to a number of ICAO, EC and Irish Regulations, Standards and Recommended practices. Relevant legislation includes:
 - 2.1.1. ICAO Annex 15 - Aeronautical Information Services
 - 2.1.2. EC Commission Regulation 1035/2011 Amending Regulation 2096/2005 - common requirements
 - 2.1.3. EC Commission Regulation 1029/2014 – Amending Regulation 73/2010
- 2.2. The provision of Aeronautical Information Services in Ireland in subject to initial National Supervisory Authority (NSA) certification and ongoing oversight in accordance with EC Single European Sky Legislation.



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3. DETAIL

3.1. Quality Management System

3.1.1. International Standards specify the requirements for a quality management system for aeronautical information services to;

- 3.1.1.1. demonstrate its ability to consistently provide products that meet customer and applicable regulatory requirements; and
- 3.1.1.2. Address customer satisfaction through the effective application of the system, including processes for continual improvement and the prevention of non-conformity.

3.2. Collection of Information

3.2.1. AIS receive aeronautical data and information for publication in the AIP from, but not limited to the following organisations that provide services in support of the air navigation system:

- 3.2.1.1. aerodrome operators;
- 3.2.1.2. telecommunication service organisations;
- 3.2.1.3. air traffic service organisations;
- 3.2.1.4. air navigation service organisations;
- 3.2.1.5. meteorological organisations;
- 3.2.1.6. other AIS organisations;
- 3.2.1.7. customs, immigrations, conservation and health authorities;
- 3.2.1.8. defence organisations;
- 3.2.1.9. other government departments and ministries; and
- 3.2.1.10. Other States.

3.2.2. Information for inclusion in the AIP is sent direct to the AIS (aipinfo@iaa.ie) by the aeronautical data originator.

3.3. What is an aeronautical data originator

3.3.1. An aeronautical data originator is a person who is responsible for aeronautical information and data that is published in the IAIP or on aeronautical charts (See Appendix 1).

3.3.2. In order to ensure the integrity of aeronautical information throughout the data chain, data originators, as the first link in the chain, need to be assigned responsibility for the aeronautical information and data provided to the AIS provider. Data originators need to nominate a responsible person who is responsible for coordinating with the AIS provider to ensure the quality and accuracy of information provided to the AIS provider.



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3.3.3.The responsible person is also required to ensure that the information provided to the AIS provider is in the appropriate format specified in the ICAO Annexes and ICAO Standards.

3.3.4.It is important that data originators review the information published in the IAIP and on aeronautical charts on a regular basis to ensure the information is updated when necessary.

3.3.5.The responsible person can be an individual or a nominated office holder.

3.3.6.The responsible person can nominate an email account through which communication with the AIS provider is carried out.

3.3.7.The aeronautical data originator must notify the AIS provider when the responsible person changes.

3.3.8.A change requires proper coordination and mutual concurrence between affected parties.

3.3.9.Review all changes/material for accuracy before the document is forwarded for printing.

3.3.10. Ensure all additions, deletions, or modifications are made to all documents and related paragraphs and/or indexes that may be affected by the change/material.

3.4. Nomination of a responsible person

3.4.1.An aeronautical data originator must nominate a person who is responsible for providing the AIS provider with aeronautical information and data.

3.4.2.The responsible person must provide aeronautical information and data to the AIS provider for publication:

- 3.4.2.1. in the AIP;
- 3.4.2.2. as an AIP Amendment;
- 3.4.2.3. as an AIP Supplement;
- 3.4.2.4. as an AIC;
- 3.4.2.5. in an NOTAM;
- 3.4.2.6. on aeronautical charts; and
- 3.4.2.7. As part of a digital data catalogue.

3.4.3.The responsible person must ensure that, for aeronautical information and data for which they are responsible:

- 3.4.3.1. the AIS provider is provided with any changes to aeronautical information and data in a timeframe which is appropriate to the operational significance of the information;
- 3.4.3.2. the aeronautical information and data is provided in the required format, accuracy, quality & resolution specified in Annex 4, Annex 11, Annex 14 and Annex 15;



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3.4.3.3. the aeronautical information and data is provided in the required format specified in Doc 8126 and Doc 8697;

3.4.3.4. any aeronautical information and data changes have been coordinated with all affected parties;

3.4.3.5. the aeronautical information and data that has been published in the IAIP and on aeronautical charts is reviewed at least annually; and

3.4.3.6. After the review mentioned above, the AIS provider is provided with a report of all aeronautical information and data changes, including a nil report if there are no changes.

3.4.4. The responsible person may nominate an email account for the purpose of communicating with the AIS provider and providing the AIS provider with IAIP and aeronautical chart amendments.

3.5. AIS Editorial Responsibilities

3.5.1. AIS has the following editorial responsibilities:

3.5.1.1. ensuring that the data and information collected is published in the appropriate format, in accordance with the applicable standards and distributed according to the operational significance of the information;

3.5.1.2. ensuring that the information received is accurately promulgated;

3.5.1.3. ensuring that aerodromes charts published in the AIP have been approved by the Pans-Ops & Airspace Inspector;

3.5.1.4. monitoring the data and information to ensure that it is reviewed by the originating organisation on a regular basis; and

3.5.1.5. Ensuring the timely provision of aeronautical information (AIRAC and/or EAD time lines) to the aeronautical information services of other states. This should normally be by the provision of the AIP and NOTAM, except where other arrangements are documented (by letter of agreement).

3.5.2. The responsibilities of the AIS for ensuring the accuracy of information relates to ensuring conformance with applicable standards and that information provided is "reasonable" when compared with other available information.

3.5.3. The responsibility for the accuracy, completeness and timeliness of original data and information rests with the originator.

3.6. Processing of Aeronautical Information

3.6.1. The Aeronautical Information Service shall introduce a register for the received aeronautical information. The following shall be indicated in the referred to register:

3.6.1.1. the date and time for the receipt of aeronautical information;

3.6.1.2. the name of the aeronautical information originator, given name and surname of the contact person;



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3.6.1.3. the part of the aeronautical information compilation, to which the submitted aeronautical information pertains to; and

3.6.1.4. Each activity that is carried out with the aeronautical information after the receipt thereof, as well as shall record the changes carried out in the process of preparing aeronautical information.

3.6.2.The Aeronautical Information Service shall examine the received aeronautical information; update it, if necessary. Co-ordinate repeatedly with the aeronautical information originator and the Safety Regulation Division of the IAA.

3.6.3.The Aeronautical Information Service shall format aeronautical information in conformity with the requirements for the distribution of aeronautical information of Annex 15 to the Convention.

3.6.4.The Aeronautical Information Service shall keep aeronautical information submitted in accordance with their document control quality management system.

3.7. Co-ordination and Distribution of Aeronautical Information

3.7.1.The AIS shall submit the parts of the aeronautical information package for approval to the different focal points of the Safety Regulatory Division (SRD).

3.7.2.SRD shall examine the different section and shall approve or reject it within ten working days after the receipt thereof.

3.7.3.When the entire package of information has been compiled and approved by the different section within SRD, the Pans-Ops & Airspace Inspector (who has regulatory responsibility for AIS) shall inform in writing AIS regarding the approval of aeronautical information to be distributed.

3.7.4.After the approval of the aeronautical package by the AIS regulator, AIS shall commence putting the information in the European Aeronautical Information Database (EAD).

3.7.5.The Aeronautical Information Service, using postal services or an electronic information medium, shall send free of charge one copy of the aeronautical information compilation to the aeronautical information services of the states parties to the Convention.

3.8. AIRAC System

3.8.1.See ASAM No.009 Guidance Material on Aeronautical Information Regulation and Control (AIRAC).

3.9. Control of Non-Conforming Product

3.9.1.Data or information presented to AIS for publication in the AIP Package that does not conform to the specified requirements for a particular AIP product must be marked as Non Conforming by AIS.

3.9.2.AIS are responsible for advising the originator that the material submitted does not conform.



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3.10. Correction of Errors in Published Information

- 3.10.1. If an error is determined to be hazardous or have the potential to be hazardous, remedial action appropriate to the operational significance of the error will be initiated by AIS. The operational significance of the error should be determined in consultation with the originator.
- 3.10.2. Appropriate action may include;
- 3.10.2.1. issue of NOTAM;
- 3.10.2.1.1. If a NOTAM is issued, the error should be scheduled for correction in the next scheduled amendment. If the next scheduled amendment will not be within 90 days, the information should be published by AIP Supplement at the next available issue;
- 3.10.2.2. issue of AIP Supplement.
- 3.10.2.2.1. Errors should only be corrected by AIP Supplement when the page or chart is not scheduled for reissue at the next AIP amendment;
- 3.10.2.3. issue of an AIP amendment at next available amendment; and
- 3.10.2.4. Correct at next scheduled issue of page or chart.
- 3.10.3. To ensure continuous quality improvement, procedures need to be in place to record and analyse errors and implement both corrective action and preventative action.
- 3.10.4. For the purposes of recording and analysis, an error is defined as follows:
- 3.10.4.1. any instance where information is incorrectly or inaccurately published; and
- 3.10.4.2. Any instance where the accuracy, structure or format of published information does not conform with required standards.
- 3.10.5. Attention should be given to whether or not an occurrence has actually created or had the potential to create a hazard. In the event that it can not be determined whether an error could or could not have been hazardous, the error should be recorded. For instance, there is probably little to gain from recording and analysing minor typographical errors.



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Appendix 1

AIP Responsibilities

AIP Section	Title	Annex	Authorised Source	SRD Focal Point
GEN				
GEN 1.1	Designated authorities	9	DTTAS	Assist Dir ASD
GEN 1.2	Entry, transit and departure of aircraft	9		
GEN 1.3	Entry, transit and departure of passengers and crew	9		
GEN 1.4	Entry, transit and departure of cargo	9		
GEN 1.5	Aircraft instruments, equipment and flight documents	6	Assist Dirs. FOD/AWSD and Dir Ops	Assist Dir ASD
GEN 1.6	Summary of national regulations and international agreements/conventions	All	DTTAS	Assist Dir ASD
GEN 1.7	Differences from ICAO Standards, Recommended Practices and Procedures	All	See Appendix 2	Pans-Ops & Airspace Inspector
GEN 2.1.1	Units of measurement	5	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 2.1.2	Time system	5	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 2.1.3	Geodetic reference datum	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 2.1.4	Aircraft nationality and registration marks	7	Assist Dir AWSD	Flan Garry
GEN 2.1.5	Public holidays	15	AIS	Pans-Ops & Airspace Inspector
GEN 2.2	Abbreviations used in AIS publications	15	AIS	Pans-Ops & Airspace Inspector
GEN 2.3	Chart symbols	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 2.4	Location indicators	10	Dir Tech	CNS Inspectors & Aerodrome Inspectors
GEN 2.5	List of radio navigation aids	10	Dir Tech	CNS Inspectors
GEN 2.6	Conversion tables	5	AIS	Pans-Ops & Airspace Inspector
GEN 2,7	Sunrise/Sunset tables	6	AIS	Pans-Ops & Airspace Inspector



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AIP Section	Title	Annex	Authorised Source	SRD Focal Point
GEN 3.1	Aeronautical Information Services	15	AIS	Pans-Ops & Airspace Inspector
GEN3.1.1	Responsible service	15	AIS	Pans-Ops & Airspace Inspector
GEN 3.1.2	Area of responsibility	15	AIS	Pans-Ops & Airspace Inspector
GEN 3.1.3	Aeronautical publications	15	AIS	Pans-Ops & Airspace Inspector
GEN 3.1.4	AIRAC System	15	AIS	Pans-Ops & Airspace Inspector
GEN 3.1.5	Pre-flight information service at AD/HP	15	AIS	Pans-Ops & Airspace Inspector
GEN 3.2	Aeronautical charts	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 3.2.1	Responsible service(s)	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 3.2.2	Maintenance of charts	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 3.2.3	Purchase arrangements	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 3.2.4	Aeronautical chart series available	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 3.2.5	List of aeronautical charts available	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 3.2.6	Index to the World Aeronautical Chart (WAC)	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 3.2.7	Topographical charts	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 3.2.8	Corrections to charts not contained in the AIP	4	Assist Dir ASD	Pans-Ops & Airspace Inspector
GEN 3.3	Air traffic services	11	Dir Ops	Manager ANSD
GEN 3.4	Communication services	10	GM ENR, North Atlantic Comms & AIS	CNS Inspectors
GEN 3.5	Meteorological services	3	Met Eireann	Manager ANSD
GEN 3.5.1	Responsible service	3	Met Eireann	Manager ANSD
GEN 3.5.2	Area of responsibility	3	Met Eireann	Manager ANSD
GEN 3.5.3	Meteorological observations and reports	3	Met Eireann	Manager ANSD
GEN 3.5.4	Types of services	3	Met Eireann	Manager ANSD
GEN 3.5.5	Notification required from operators	3	Met Eireann	Manager ANSD
GEN 3.5.6	Aircraft reports	3	Met Eireann	Manager ANSD
GEN 3.5.7	VOLMET service	3/10	Head Aero Comms	Manager ANSD / CNS Inspectors
GEN 3.5.8	SIGMET service	3	Met Eireann	Manager ANSD
GEN 3.5.9	Other automated meteorological services	3	Met Eireann	Manager ANSD
GEN 3.6	Search and rescue	12	DTTAS/Irish CG	ATS Inspectors
GEN 4.1	Aerodrome/heliport charges	9	Individual AA	Dir SRD
GEN 4.2	Air navigation services charges		Dir Fin	Dir SRD



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AIP Section	Title	Annex	Authorised Source	SRD Focal Point
ENR				
ENR 1.1	General rules	2	Assist Dir FOD	Jimmy Courtney
ENR 1.2	Visual flight rules	2	Assist Dir FOD	Jimmy Courtney
ENR 1.3	Instrument flight rules	2	Assist Dir FOD	Jimmy Courtney
ENR 1.4	ATS airspace classification	11	Assist Dir ASD	Pans-Ops & Airspace Inspector
ENR 1.5	Holding, approach and departure procedures	11	Assist Dir ASD	Pans-Ops & Airspace Inspector
ENR 1.6	Radar services and procedures	11	Dir Ops	Manager ANSD
ENR 1.7	Altimeter setting procedures	11	Assist Dir FOD	Jimmy Courtney
ENR 1.8	Regional supplementary procedures	11	Assist Dir ASD	Pans-Ops & Airspace Inspector
ENR 1.9	Air traffic flow management	11	Dir Ops	Manager ANSD
ENR 1.10	Flight planning	11	Dir Ops	Manager ANSD
ENR 1.1.1	Addressing of flight plan messages	10	Dir Ops	Manager ANSD
ENR 1.1.2	Interception of civil aircraft	17	Assist Dir FOD	Jimmy Courtney
ENR 1.1.3	Unlawful interference	17	Assist Dir FOD	Jimmy Courtney
ENR 1.1.4	Air Traffic Incidents		Assist Dir FOD	Jimmy Courtney
ENR 2.	Air Traffic Services Airspace	11	Assist Dir ASD	Pans-Ops & Airspace Inspector
ENR 2.2	Other regulated airspace	11	Dir Ops	Pans-Ops & Airspace Inspector
ENP, 3.1	Lower ATS routes	11	Dir Ops	Pans-Ops & Airspace Inspector
ENR 3.2	Upper AT'S routes	11	Dir Ops	Pans-Ops & Airspace Inspector
ENR 4.1	Radio navigation aids en-route	10	Dir Tech	CNS Inspectors
ENR 4.4	Name-code designators for significant points	11	Dir Ops	Pans-Ops & Airspace Inspector
ENR 4.5	Aeronautical ground lights - en-route	6	Assist Dir ASD	Aerodrome Inspectors
ENR 5.	Navigation Warnings	2	Assist Dir ASD	Pans-Ops & Airspace Inspector
ENR 5. 1	Prohibited, restricted and danger areas	2	Assist Dir ASD	Pans-Ops & Airspace Inspector
ENR 5.2	Military exercise and training areas	2	Assist Dir ASD	Pans-Ops & Airspace Inspector
ENR 5.3	Other activities of a dangerous nature	2	Assist Dir ASD	Pans-Ops & Airspace Inspector
ENR 5.4	Air navigation obstacles - en-route	2	Assist Dir ASD	Pans-Ops & Airspace Inspector
ENR 5.5	Aerial sporting and recreational activities	2	Assist Dir FOD	Tony Harkin
ENR 5.6	Bird migration and areas with sensitive fauna	2	Assist Dir ASD	Aerodrome Inspectors
ENR 6	En Route Charts	4	Dir Ops	Pans-Ops & Airspace Inspector



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AIP Section	Title	Annex	Authorised Source	SRD Focal Point
AD				
AD 1.1	Aerodrome/heliport availability	14	Individual AA	Aerodrome Inspectors
AD 1.2	Rescue and fire fighting services and snow plan	14	Individual AA	Aerodrome Inspectors
AD 1.3	Index to aerodromes and heliports	14	AIS	Aerodrome Inspectors
AD 1.4	Grouping of aerodromes/heliports	14	Individual AA	Aerodrome Inspectors
AD 1.5	Status of Certification of Aerodromes	14	Brendan King	Aerodrome Inspectors
AD 2.1	Aerodrome location indicator and name	14	Individual AA	Aerodrome Inspectors
AD 2.2	Aerodrome geographical and administrative data	14	Individual AA	Aerodrome Inspectors/ Pans-Ops & Airspace Inspector
AD 2.3	Operational hours	14	Individual AA	Aerodrome Inspectors
AD 2.4	Handling services and facilities	14	Individual AA	Aerodrome Inspectors
AD 2.5	Passenger facilities	14	Individual AA	Aerodrome Inspectors
AD 2.6	Rescue and fire fighting services	14	Individual AA	Aerodrome Inspectors
AD 2.7	Seasonal availability – clearing	14	Individual AA	Aerodrome Inspectors
AD 2.8	Aprons, taxiways and check locations data	14	Individual AA	Aerodrome Inspectors
AD 2.9	Surface movement guidance and control system and markings	14	Individual AA	Aerodrome Inspectors
AD 2.10	Aerodrome obstacles	14	Individual AA	Pans-Ops & Airspace Inspector
AD 2.11	Meteorological information provided	3	Individual AA	Manager ANSD
AD 2.12	Runway physical characteristics	14	Individual AA	Aerodrome Inspectors
AD 2.13	Declared distances	14	Individual AA	Aerodrome Inspectors
AD 2.14	Approach and runway lighting	14	Individual AA	Aerodrome Inspectors
AD 2.15	Other lighting, secondary power supply	14	Individual AA	Aerodrome Inspectors
AD 2.16	Helicopter landing area	14	Individual AA	Aerodrome Inspectors



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For Non State Airports

AIP Section	Title	Annex	Authorised Source	SRD Focal Point
AD				
AD 2.17	ATS airspace	11	Assist Dir ASD	Pans-Ops & Airspace Inspector
AD 2.18	ATS communication facilities	10	Individual AA	CNS Inspectors
AD 2.19	Radio navigation and landing aids	10	Individual AA	CNS Inspectors
AD 2.20	Local traffic regulations	11	Individual AA	Manager ANSD
AD 2.21	Noise abatement procedures	11	Individual AA	Pans-Ops & Airspace Inspector
AD 2.22	Flight procedures	11	Individual AA	Pans-Ops & Airspace Inspector
AD 2.23	Additional information	14	Individual AA	Aerodrome Inspectors
AD 2.24	Charts related to an aerodrome	4	Individual AA	Pans-Ops & Airspace Inspector

For State Airports

AIP Section	Title	Annex	Authorised Source	SRD Focal Point
AD				
AD 2.17	ATS airspace	11	Dir Ops	Pans-Ops & Airspace Inspector
AD 2.18	ATS communication facilities	10	Dir Tec	CNS Inspectors
AD 2.19	Radio navigation and landing aids	10	Dir Tech	CNS Inspectors
AD 2.20	Local traffic regulations	11	Dir Ops	Manager ANSD
AD 2.21	Noise abatement procedures	11	Dir Ops	Pans-Ops & Airspace Inspector
AD 2.22	Flight procedures	11	Dir Ops	Pans-Ops & Airspace Inspector
AD 2.23	Additional information	14	Individual AA	Aerodrome Inspectors
AD 2.24	Charts related to an aerodrome	4	Individual AA/ Dir Ops	Pans-Ops & Airspace Inspector



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Appendix 2

GEN 1.7 Differences from ICAO Standards, Recommended Practices and Procedures

Reference	SRD Focal Point
Annex 1	Manager Personnel Licensing
Annex 2	General Aviation Standards Manager
Annex 3	Manager ANSD
Annex 4	Pans-Ops & Airspace Inspector
Annex 5	Assist Dir RPPL & AvSec
Annex 6	Assist Dir FOD/General Aviation Standards Manager
Annex 7	Assist Dir AWSD
Annex 8	Assist Dir AWSD
Annex 9	S Ryan DTTAS
Annex 10	CNS Inspectors
Annex 11	Manager ANSD
Annex 12	S Ryan DTTAS/ Assist Dir ASD
Annex 13	J Whyte AAIU
Annex 14	Aerodrome Inspectors
Annex 15	Olivia White/Pans-Ops & Airspace Inspector
Annex 16	Assist Dir AWSD
Annex 17	S Ryan DTTAS/Assist Dir RPPL & AvSec
Annex 18	Assist Dir AWSD
Annex 19	?
Doc 8168	Pans-Ops & Airspace Inspector
Doc 4444	Manager ANSD