

# PREPARATION AIP SUPPLEMENTS AND AERONAUTICAL INFORMATION CIRCULARS

## 1. INTRODUCTION

1.1 AIS publishes information for pilots and operators in documents which are supplementary to the AIP. These documents are published as either an AIP Supplement (SUP) or an Aeronautical Information Circular (AIC).

1.2 This document provides guidance to authors who intend providing SUP/AIC information to AIS for publication.

1.3 Whilst a standard layout for AIP supplementary documents might not always be possible, adherence to these guidelines will assist in the preparation of the documents for printing and distribution, and minimise the risk of creating confusion in the industry.

## 2. POLICY

2.1 The Air Services Act 1995, Part 2, para 8(1)(b) states, in part, that Airservices Australia will provide an aeronautical information service, ‘... for purposes relating to the safety, regularity or efficiency of air navigation.’ Pursuant to this, AIS has full responsibility for providing operational aeronautical information by means of AIP Australia, SUPs, AICs and NOTAM.

2.2 The dissemination of operational information for a particular locality or event may not require wide distribution (ie, to all AIP holders). Certain national events, such as the Bathurst Car Races and the Birdsville Race Meeting are examples. To save on printing and distribution costs, these events will generally be notified as a SUP, but distributed by AVFAX and/or Airservices’ website only. A “trigger” NOTAM is issued advising pilots/operators of the AVFAX code from which such a SUP is available. These SUPs are subsequently identified in the monthly SUP/AIC Summary with the annotation (**Distribution: AVFAX and Airservices Australia website only**).

*Note: Authors are responsible for ensuring that the draft is submitted to AIS by the relevant cut-off date so that the SUP/AIC is identified on the monthly SUP/AIC summary.*

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2.3 If doubt exists as to the adequacy of distribution for certain SUPs or AICs, authors should contact National Manager AIS (Canberra):

Phone	02 6268 4045, or
Fax	02 6268 5689, or
E-mail	peter.hobson@airservicesaustralia.com

for discussion and advice.

2.4 Authors of SUPs/AICs should familiarise themselves with the provisions of AIP GEN 3.1, or the Manual of Air Traffic Services (MATS) Part 5, Section 4.

### **3. CHOICE OF DOCUMENT**

3.1 Guidelines for authors to determine when and/or if a SUP or AIC should be issued are contained in AIP GEN 3.1.

3.2 Briefly, if a document contains information that modifies the AIP or deals with a subject that would normally generate a NOTAM, it must be issued as a SUP. In general, the purpose of a SUP is to bring to the attention of users any temporary changes of long duration (three months or more) and/or information of operational significance containing extensive text and/or graphics which affect one or more parts of the AIP.

3.3 Topics of an informative or educational nature should be processed as AICs. AICs must not be used to convey standardisation information solely to Air Traffic Services personnel. This must be achieved through some other means, such as MATS SUPPS, National Instructions or Local Instructions (MATS Foreword refers).

3.4 Persons involved in the provision of operational services (eg, aerodrome owners/operators) who require dissemination of operational information should contact their respective Airservices Business Centre, or local CASA office, for guidance and assistance.

### **4. AIRAC NOTIFICATION AND PLANNING**

4.1 Where possible, the planning process must include sufficient lead time to allow for Aeronautical Information Regulation and Control (AIRAC) notification of all SUPs which affect aircraft operations, either in the air or on the ground (AIP GEN 3.1 Section 4 refers). This is particularly relevant for SUPs which advise of impending changes to airspace, air routes, and operational procedures, irrespective of whether such changes are to be long or

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short term. When major change is foreshadowed, ICAO recommends that a double AIRAC cycle notification (ie, 56 days in lieu of 28 days) should be considered.

*Note: Authors should be aware that AIRAC notification is an ICAO requirement, and failure to comply with AIRAC notification requirements can lead to non-inclusion of essential flight information into operational data bases before implementation of notifiable events.*

4.2 Generally, if information is known to be of relatively long duration (ie, six months or more) it should be included in one of the AIP component publications as part of a normal AIP amendment cycle. Ideally, introduction of major changes should be planned so that advice of the changes can be notified to coincide with the issue of an AIP amendment, thus obviating the need for issue of a SUP.

4.3 If operational information is of relatively short duration (ie, less than six months) and can be forecast well in advance of the event, it should be published as a SUP.

4.4 Information of operational significance which affects or may affect flight safety, and which cannot be notified in time by issuing a SUP, must be promulgated by NOTAM. NOTAM, therefore, should be viewed by authors as an instrument of last resort rather than as a means of introducing transient or long-term changes.

## 5. STANDARD LAYOUT

5.1 If practicable, a SUP or AIC should conform to a standard layout as follows:

- a. **Main Heading.** The main heading should be embolded in upper case letters, centre aligned, and be a very brief description of the subject matter.
- b. **Side Headings.** The following side headings should be embolded in upper case letters and used sequentially:

INTRODUCTION

TOPIC (may be multiple headings of the author's choice which cover the subject matter)

IMPLEMENTATION/ACTIVATION (if required, and not covered in the introduction)

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TECHNICAL QUESTIONS AND ADVICE (as required)\*

CANCELLATION

DISTRIBUTION (normally only to all AIP holders - AIS will allocate further distribution, if required, after consultation with the author)

*\*Note: Where feasible, authors should advise a name/appointment and phone/facsimile number for customer questions regarding the technical content of certain SUPs/AICs. This is particularly relevant for those SUPs/AICs which advise of major changes to operational systems and/or procedures.*

- c. **Paragraph Headings.** Paragraph headings should be in lower case print with initial capital letters and embolded.
  - d. **Numbering.** The numbering of side headings and paragraphs conforms to the following:
    - (i) Each side heading is sequentially numbered 1., 2., 3., etc.
    - (ii) Each paragraph beneath the side heading is sequentially numbered 1.1, 1.2, 1.3 , etc.
    - (iii) Each sub-paragraph is numbered a., b., c., etc.
    - (iv) Further sub-division is rarely needed; however, Roman numerals are used for sub-sub-paragraphs if required, as in this example.
  - e. **Annexes and Appendices.**
    - (i) An annex normally supplements the main document and is usually an amplification of some part of the main document; eg, a list of locations, access codes, telephone numbers, etc.
    - (ii) Annexes are identified by upper case letters following sequentially; eg, Annex A, Annex B, Annex C, etc.
    - (iii) An appendix is a 'stand-alone' document which also supplements the parent document, but is from some other source; eg, map of an area or airspace, extract from another document, etc.
    - (iv) Appendices are identified by numerals; eg, Appendix 1, Appendix 2, Appendix 3, etc.
    - (v) Both annexes and appendices should be identified in the top right hand corner of the first page.
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- f. **Graphics.** Graphics which form part of a SUP/AIC generally comprise maps or charts and are usually expressed as appendices to SUPs/AICs. Specific guidance for the production of maps or charts to be disseminated with SUPs is contained at Annex A.

## 6. CONVENTIONS

6.1 Specific conventions have been adopted for AIS documentation:

- a. All abbreviations, other than those in common everyday use (ie, eg, etc) are in upper case; eg, the measurement 'feet' is abbreviated FT, nautical miles NM, megahertz MHZ, hectopascals HPA, etc (refer AIP GEN 2.2 Section 2).
- b. The terms 'shall' and 'must' are synonymous and mean that the applicable procedure is mandatory; ie, it can be enforced through orders or regulations (refer AIP GEN 0.1 para 4.6). 'Must' is preferred over 'shall', and is used in all AIP documentation.
- c. The term 'should' implies that Airservices and/or CASA encourage all users to conform with the applicable procedure.
- d. Aeronautical terms must be the same as those used in the AIP; eg, 'aerodrome' is used in lieu of 'airport', 'apron' or 'tarmac' in lieu of 'ramp', 'runway' in lieu of 'strip', etc.
- e. Abbreviations must be avoided when they are not in common usage, or the document's intended recipients are not specialists familiar with the terms. When in doubt, the word or term must be spelt out in full throughout the document, or the first usage shown with its abbreviation in brackets; eg, ...The Australian Advanced Air Traffic System (TAAATS). Thereafter, the abbreviation may be used exclusively.

## 7. AUTHOR RESPONSIBILITIES FOR FOLLOW-UP ACTION

7.1 Authors must ensure that the appropriate amendments to AIP Australia (if required) are forwarded to AIS (through normal channels) in the correct format at the same time as they submit the relevant SUP for publication, or as soon as possible thereafter.

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## 8. FOLLOW-UP AIP DOCUMENT/CHART AMENDMENT

8.1 SUPs usually contain information which requires that amendments be made to the AIP and, if applicable, MATS. Some contain the annotation ‘...cancelled when the information has been incorporated in relevant documents’. However, the follow-up action required to identify and amend the affected document, or documents, is often neglected.

8.2 AIS is responsible for collecting information and formatting documents for publication, not for the mechanics of interpreting amendments emanating from SUPs. This remains an author responsibility.

8.3 Documents which require amendments as the result of the promulgation of a SUP must be identified by the author at the time of submission to AIS for promulgation, or as soon as possible thereafter. Appropriate amendments must be constructed and coordinated within the relevant Airservices Business Centres and the HATC office, and/or CASA, as required. When the necessary coordination and approval process has been completed, amendments must be notified as follows:

- a. **AIP Book:** by e-mail to docs.amend@airservicesaustralia.com
- b. **ERSA:** by e-mail to docs.amend@airservicesaustralia.com
- c. **AIP Charts:** submitted as normal Designated Airspace Handbook Amendment Proposal (DAHAP).

*Note: Proposed amendments must be submitted in the same format as that required for publication in the parent document.*

## 9. GENERAL ADVICE

9.1 Except in exceptional circumstances, SUPs and AICs should not be amended by corrigendum or NOTAM. If a SUP or AIC requires updating, the document must be re-issued in full under a new identification number.

9.2 Normal distribution for Head Office SUPs/AICs is by AVFAX and the Airservices Australia website only (see para 2.2) to all AIP holders. Certain SUPs/AICs may be disseminated to all AIP holders. Distribution to all pilots is rare and is done only when the information contained in the particular document requires the widest possible dissemination; eg, changes being introduced which have safety implications for all pilots. Normally, when a distribution is required to all pilots, the additional costs associated with print and distribution are ascribed to the author area. If in doubt, authors should seek advice on distribution from AIS (National Manager – Tel: 02 6268 4045).

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9.3 Most SUPs/AICs become effective on an AIRAC date (ie, on a 28 day cycle utilising specific dates notified by ICAO). Authors should be aware that a SUP requiring AIRAC notification must be published and delivered to pilots/operators a minimum 28 days before its implementation date. Therefore, to meet production and delivery schedules, such SUPs/AICs must be submitted to AIS at least 56 days before the required implementation date. SUPs/AICs which do not require the advance notice of an AIRAC cycle will be processed in accordance with the next available monthly production schedule.

**Annex:**

A. Guidelines - Map/Chart Production for SUPs

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# GUIDELINES

## MAP/CHART PRODUCTION FOR SUPs

### 1. INTRODUCTION

1.1 Operational considerations dictate that a diagram for publication in SUP/AIC material needs to contain sufficient information to allow a pilot to easily transfer that information into an FMS or a GPS, or be able to be used as a 'stand-alone' document in its own right. Consequently, this annex defines a set of criteria to be followed when authors submit maps and charts to be disseminated as appendices to SUPs/AICs.

### 2. GUIDELINES

#### 2.1 Airspace Diagrams:

- a. Boundaries must be clearly labelled and depicted in relation to supporting reference features and landmarks (rivers, roads, towns, etc) to allow easy orientation by a pilot for the purpose of navigation.
- b. Boundary points must be identified by latitude and longitude and, if possible, by cultural/topographical features.
- c. Coordinates must be in degrees, minutes and tenths of minutes with the cardinal point first; eg, S35 18.1 E149 11.6.
- d. Towns, if used, should be fully named. Associated aerodromes, if used, should be identified by the respective "Y" code.
- e. NAVAIDS must be identified by the approved NAVAID IDENT and not the aerodrome "Y" code.
- f. Temporary Restricted airspace (ie, exercise airspace) should be clearly delineated in black solid lines, about 1 point. Existing Restricted airspace with lower limits below 10,000FT (ie, airspace already shown on AIP charts and which might overlay, abut or converge with exercise airspace) should be shown in medium/light grey dashed lines.

*Note: The inclusion of existing airspace may be dispensed with if "clutter" is perceived as a problem.*

- g Temporary exercise airspace should be labelled with solid black letters/figures. Existing Restricted airspace should be labelled in medium/light grey as per the airspace boundary and clearly delineated by an arrow or some other device.

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- h. All labelling or printing must be of sufficient size to be legible. Text should be no smaller than 8 points, preferably 10 points, in an easily legible font such as Helvetica, Arial or Times New Roman, and should not be obscured by other chart features.
  - i. Cultural or topographical features (rivers, roads, coastlines, etc), considered necessary for chart clarity, should be shown in medium/light grey.

## 2.2 Airspace Description:

- a. Airspace descriptions, if required, must be advised in the format shown in the DAH, except that lat/long coordinates must be in degrees, minutes and tenths of a minute with the cardinal point first (see sub-para 2.1b.).
- b. Descriptions which reference a NAVAID must use the NAVAID IDENT, eg, SY DME, PH VOR, CIN VOR, WLM TAC, etc; not YSSY/DME, YPPH/VOR, etc (ADMS users to note).
- c. A temporary Restricted area must be assigned an R900 series number prior to notification. Numbers are allocated by AIS (Bob Reidy, Tel 02 6268 5487).

*Note: TRA (Temporary Reserved Airspace) is not an acceptable abbreviation for Temporary Restricted Area.*

## 2.3 General:

- a. All maps/charts should be submitted electronically in TIF or PDF format. If these formats are not available, IPG is acceptable.
- b. Charts submitted in hard copy must not be larger than A4 size and must be of sufficient clarity to be able to be scanned electronically with minimum loss of legibility (see guidelines on font sizes, etc, at para 2.1).
- c. Appendices and annexes need not be labelled as such. This is managed by the AIP Editor when compiling the draft.

## 3. ASSISTANCE

3.1 Authors who require assistance in map/chart preparation should seek advice from the National Manager AIS (peter.hobson@airservicesaustralia.com), Tel: 02 6268 4045.