

AERONAUTICAL INFORMATION CIRCULAR AND AIP SUPPLEMENT

Aeronautical Information Circular and AIP Supplement

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Change summary

Version	Date	Change description
1	13 May 2022	Initial issue
2	06 February 2023	Annual review and inclusion of additional information for SUP/AIC originators
3	19 October 2023	<ul style="list-style-type: none"> • General editorial changes. • Section 6.4 – Publication time frames updated. • Section 8 – Cancelling AIC or SUP updated. • Definitions table updated.

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Table of contents

1	PURPOSE	3
2	SCOPE	3
3	PROPONENT RESPONSIBILITES	3
3.1	AIC and SUP proponents.....	3
4	SUP	3
4.1	Examples	3
5	AIC	4
5.1	Examples	4
6	PUBLICATION	4
6.1	Notice requirements – SUP	4
6.2	Notice requirements – AIC	5
6.3	Formatting	5
6.4	Publication time frames.....	6
7	CHANGES TO AIC AND SUP	7
8	CANCELLING AIC OR SUP	7
9	EMAIL DISTRIBUTION LIST	7
10	CONTACTING AIS SERVICE DELIVERY	7
11	DEFINITIONS	8
12	References	8
Appendix A	AIC or SUP layout	9
A.1	Legend	10

1 PURPOSE

This guide is designed to assist internal Airservices and other external stakeholders in the preparation and submission of Aeronautical Information Circulars (AIC) and AIP Supplements (SUP).

2 SCOPE

This guide is limited to providing general information about AIC and SUP and is not intended to replace any of the formal change management procedures as documented in ATS-DPS-0027 (for aerodromes with an ERSA FAC), ATS-DPS-0006 (for CASR Part 173 organisations) or the change processes within Airservices.

3 PROPONENT RESPONSIBILITIES

Aeronautical Information Services (AIS) Service Delivery is responsible for the formatting and publication of AIC and SUP only, the proponent remains responsible for the accuracy and currency of all information published within the AIC and SUP. The Proponent is also responsible for ensuring the draft document is submitted to AIS Service Delivery to meet the required timelines as outlined in [Section 6](#).

3.1 AIC and SUP proponents

AIC and SUP can be originated by the following people/groups only:

- Airservices – all AIC and SUP must go through the Change Request Centre (CRC), detailed information about this process can be found in [C-PROC0413](#) (Airservices internal link).
- Airport - must be submitted from the Aeronautical Data Originator (ADO) for that location.
- Defence/military – SUP for temporary activity (military exercises) can be originated from various proponents, all permanent changes are to come from RAAF AIS.
- Events with airspace changes – most requests are to come from CASA, contact AIS Service Delivery, via email: aim.editorial@airservicesaustralia.com, if unsure on specific requirements.

4 SUP

SUP contain temporary changes of long duration (three months and longer) and information of short duration which consists of extensive text and/or graphics, supplementing the permanent information contained in the AIP.

4.1 Examples

- Changes/corrections to the IAIP
- Military exercises
- Events with airspace changes, e.g., air shows, large motor races etc
- Airport works resulting in permanent or temporary changes to the IAIP

5 AIC

AIC contain explanatory or advisory information concerning technical, legislative, or administrative matters, as well as information on the long-term forecast of major changes in legislation, regulations, procedures, or facilities liable to affect flight safety.

5.1 Examples

- Administrative information
- Future changes
- Airport works that do not change the information published in the IAIP

6 PUBLICATION

6.1 Notice requirements – SUP

Note: AIRAC dates are published in *AIP GEN 3.1* and are available [online](#).

6.1.1 56 days' notice

Where a SUP is promulgating major changes, it must be published a minimum of 56 days prior to its effective date – this effective date must also be a AIRAC date.

Circumstances requiring 56 days' notice include:

- New aerodromes for international IFR operations.
- New runways for IFR operations at international aerodromes. And/or if there are substantial changes to the information contained in the IAIP:
- Limits (horizontal and vertical), regulations and procedures applicable to:
 - Flight Information Regions,
 - Control areas,
 - Control zones,
 - Advisory areas,
 - ATS routes,
 - Permanent Danger, Prohibited and Restricted Areas (including type and periods of activity when known) and ADIZ, and
 - Permanent areas or routes or portions thereof where the possibility of interception exists.
- Positions, frequencies, call signs, identifiers, known irregularities and maintenance periods of radio navigation aids, and communication and surveillance facilities.
- Holding and approach procedures, arrival and departure procedures, noise abatement procedures and any other pertinent ATS procedures.
- Transition levels, transition altitudes and minimum sector altitudes.
- Meteorological facilities (including broadcasts) and procedures.
- Runways and stop ways.
- Taxiways and aprons.
- Aerodrome ground operating procedures (including low visibility procedures).

- Approach and runway lighting.
- Aerodrome operating minima.
- Position, height, and lighting of navigational obstacles.
- Hours of service of aerodromes, facilities, and services.
- Any change mentioned above that impacts the entire Australian FIR or if cross-border coordination is required.

6.1.2 28 days' notice

All other SUP must be published a minimum of 28 days prior to its effective date and where possible become effective on an AIRAC date.

6.2 Notice requirements – AIC

AIC do not have any formal requirements and can be published with minimal notice and not on an AIRAC day, however consideration should be given to the time taken to draft and publish the AIC by AIS Service Delivery.

6.3 Formatting

AIC and SUP are formatted for publishing by the AIS Service Delivery team. Proponents of AIC and SUP must include the following information in a Microsoft Word document (further information is available in [Appendix A](#)):

- Effective and cancellation dates (in UTC)
- A contact email address for questions/enquiries – a phone number can also be published if supplied
- Title of the document, including location, dates, and key activity
- Introduction – including the purpose of the document
- Operational information

Note: If this information is not supplied and further communication with a proponent is required, this may delay the publication of the AIC or SUP.

6.3.1 AIC and SUP template

Due to the software used by AIS Service Delivery to publish AIC and SUP, a template for proponent use is not required. An example of an AIC/SUP is published in [Appendix A](#) highlighting the information listed above.

6.3.2 Images

Any images required to be published in an AIC or SUP must be in a recognised image format: JPEG, SVG or PNG. The images must be of a high enough resolution for publication. To meet this requirement, screen shots (or snips) and images converted from other formats such as PDF should be avoided. Generally, images should be at least 1MB in size.

6.3.3 Text

AIS Service Delivery will format and amend text to ensure it is consistent with the AIP and other AIC and SUP published. To reduce the number of changes required, proponents should consider:

- Abbreviations must be avoided when they are not in common usage, or the intended recipients are not specialists familiar with the term. When a non-standard abbreviation is used, spell the word or term in full in the first usage with its abbreviation in brackets, e.g., Light Detecting and Radar (LIDAR). All following references can then be the abbreviation.
- References to other documents, including IAIP publications. Ensure the publication that is/will be effective during the effective time of the AIC or SUP is used as a reference. The most common source of references is the AIP Book, so attention should be paid to the effective date of the version being used as a reference.
- When using hyperlinks to websites, ensure the supplied address is correct prior to submitting a draft document.

6.3.4 Trigger NOTAM

When an AIC or SUP is published on the Airservices website, AIS Service Delivery will also issue a Trigger NOTAM. This NOTAM will become effective at the effective time of the AIC or SUP and be available for 14 days from this date unless the duration of the AIC or SUP is shorter than 14 days. In this case, the NOTAM will cancel at the cancellation time published in the AIC or SUP.

Trigger NOTAM cannot be extended past 14 days and any subsequent NOTAM will be the responsibility of the AIC or SUP proponent.

6.4 Publication time frames

To ensure the AIC or SUP is published to meet the requirements in [Section 6](#), AIS should receive the draft document no later than 7 days prior to the effective date. Once drafted, the AIC or SUP will be sent back to the proponent for approval for publication. Once this approval has been received, AIS Service Delivery will send the document for publication on the Airservices website. The time this takes is dependent on workload and availability of the web services team.

Note: AIC and SUP will only be published between 9AM and 3PM (Canberra time), Monday-Friday.

7 CHANGES TO AIC AND SUP

Once published, an AIC or SUP cannot be amended. If changes are required, a new document must be published with a new AIC or SUP number. All changes must be advised to AIS Service Delivery with a new, marked-up draft that clearly shows all amendments. A new Trigger NOTAM will also be issued when the replacement document is published.

Note: AIS Service Delivery will not accept changes to AIC or SUP over the phone, they must be sent via email. Also, any Airservices AIC or SUP that have originally been submitted through CRC can only be changed through an additional CRC process.

The replacement AIC or SUP will include as standard in the introduction this note:

“This AIC or SUP cancels and replaces AIC or SUP HXX/XX, with changes made in para...”

8 CANCELLING AIC OR SUP

Where AIC or SUP are published with a self-cancellation date, it will be automatically cancelled by AIS Service Delivery. SUP for incorporation into the IAIP will also be cancelled by AIS Service Delivery on the effective date of the publication in which they are incorporated. Where AIC or SUP have an expected cancellation date, AIS Service Delivery will contact the proponent approximately 1 month prior to this date to check the status. For AIC or SUP with no cancellation date, AIS Service Delivery will contact the proponent approximately every 6 months to check the status.

If an AIC or SUP must be cancelled prior to the published cancellation date and without a replacement being issued, AIS Service Delivery will cancel the AIC or SUP and issue a NOTAM notifying industry of the cancellation.

Note: AIC and SUP with a cancellation date outside of 9AM-3PM (Canberra time), Monday to Friday will be cancelled the next business day. If cancellation is required outside of business hours, the proponent is to contact the NOTAM Office for a NOTAM to be issued outlining the requirement.

9 EMAIL DISTRIBUTION LIST

AIS Service Delivery maintains an email distribution list for notification of when AIC and SUP are published. This list is also notified when AIC or SUP are cancelled prior to their expected cancellation date without a replacement being issued.

10 CONTACTING AIS SERVICE DELIVERY

For further information regarding the AIC and SUP process, contact AIS Service Delivery via email: aim.editorial@airservicesaustralia.com.

11 DEFINITIONS

Within this document, the following definitions apply:

Term	Definition
ADIZ	Air Defence Identification Zone
ADO	Aeronautical Data Originator
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Package/Publication
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Services
ATS	Air Traffic Services
CASR	Civil Aviation Safety Regulation
CRC	Change Request Centre
DPS	Data Product Specification
ERSA	En Route Supplement Australia
FAC	Facility – aerodrome entry in the ERSA
FIR	Flight Information Region
GEN	General – section of the AIP Book
IAIP	Integrated Aeronautical Information Package
IFR	Instrument Flight Rules
SUP	Supplement
UTC	Coordinated Universal Time

12 References

Title	Number
AIP Book	GEN 3.1
Data Product Specification – CASR Part 173 Certified Instrument Procedure Design Organisations	ATS-DPS-0006
Data Product Specification – Aerodromes, Aircraft Landing Areas and Helicopter Landing Sites with ERSA FAC	ATS-DPS-0027

Appendix A AIC or SUP layout

AUSTRALIA	AIP SUPPLEMENT ②	AIRAC	H##/22 ③
	① (SUP)	Effective: 20YYMMDDH- UTC ④	
	AERONAUTICAL INFORMATION SERVICE, AIRSERVICES AUSTRALIA, GPO BOX 367, CANBERRA ACT 2601	For DISTRIBUTION queries, contact: Email: aim_editorial@airservicesaustralia.com ⑤	
	For CONTENT queries regarding this SUP, contact: Email: name.sumame@airservicesaustralia.com ⑥ Phone: ## ##### ##### ⑥		
	TITLE ⑦		
	1. INTRODUCTION ⑧		

1. INTRODUCTION

1.1 This AIP SUP cancels and replaces SUP H##/19, with changes to para...

2. HEADING

2.1 Sub heading

2.1.1 Content

3. OPERATIONAL INFORMATION ⑨

3.1 Content

4. MORE INFORMATION

4.1 Content

5. CANCELLATION ⑩

5.1 This SUP self-cancels at 20YYMMDDHHHH UTC.

5.2 This SUP will be cancelled when it is incorporated into AIP DAP, expected to be in DAP Amendment 1XX, effective DD Month 20YY.

6. DISTRIBUTION

6.1 Airservices Australia website only. ⑪

Appendix/Appendices

1. Title ⑫

2. Title

Published: XDate ⑬ Effective: XDate UTC ⑭

A.1 Legend

Note: Highlighted items are to be supplied by the proponent, see also [Section 6.3](#).

1. Indication of document being an AIC or SUP.
2. AIRAC – applicable when the document becomes effective on an AIRAC date.
3. AIC or SUP number – assigned by AIS Service Delivery.
4. Effective date, always published in UTC.
5. AIS Service Delivery contact email.
6. Proponent contact information, an email contact must be provided, a phone number is optional but will be published if supplied.
7. Title – giving a clear indication of the purpose of the document and location where applicable, including YCODE if aerodrome specific.
8. Introduction – concise description of the contents of the document, the location(s) applicable to the document and who the document will impact.
9. Operational Information – detailed explanation including changes to the IAIP where applicable and other content necessary for users to understand the scope of what is being published.
10. Cancellation – when a SUP is changing the content of the IAIP, indicate the publication(s) being changed and the expected date they will be incorporated. When the document is not changing the IAIP provide a date when the document should be removed from the website.
11. Distribution – AIC and SUP are only distributed on the Airservices website.
12. Appendices – supplementary information to the AIC or SUP.
13. Date that the AIC or SUP is published on the Airservices website, this is replicated on all pages of the document – excluding appendices.
14. Date that the AIC or SUP becomes effective, this is replicated on all pages of the documents – excluding appendices.