DATA PRODUCT SPECIFICATION

AERODROMES, AIRCRAFT LANDING AREAS AND HELICOPTER LANDING SITES WITH ERSA FAC

Data Product Specification – Aerodromes, Aircraft Landing Areas and Helicopter Landing Sites with ERSA FAC

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Change summary

Version	Date	Change description
1	25 January 2021	Initial issue
2	01 March 2021	• Section 2 – Updated CASR Part 175 to refer as CASR Part 175.B • Section 3.3 – Amended ADO Registration Form to Registration Form • Section 4 – Amended ADO Registration Form to Registration Form and removed Aeronautical Data Originator from bullet point 3
3	01 March 2022	• General editorial updates to the document • Section 3.3 – Updated Registration Process • Section 3.5 – Updated Regular Review of Data and Information • Section 7.2.1 – Updated Circumstances requiring 56 days advance notice • Section 9.1 – Updated Errors identified by Airservices AIS • Section 11 – Updated Airservices contact details • Section 12- Updated Definitions table
4	01 March 2023	• General editorial updates to the document • Section 2 – AIS Provider as per CASR 175 updated • Section 3.2 – NOTAM Authorised Persons updated • New Section 4.1 added – Requirements for Providing Vertical Obstruction Data (VOD) • Section 7.2.1 – Circumstances requiring 56 days advance notice updated • Section 12 – Definitions table updated
5	08 August 2023	• General editorial updated to the document • Section 3 and its subsections – ADO Portal incorporated • Section 4 and its subsections – ADO Portal incorporated • Section 8.1 – Data Change Requests (DCR) Format • Section 8.2 – NOTAM Request Format • Section 10.1 – ADO Portal incorporated • Section 11 – Updated Airservices Contact
6	08 August 2024	• General editorial updates throughout the document • Section 3.4 – Data / Information Responsibilities updated • Section 4.1 – Requirements for Providing Vertical Obstruction Data (VOD) updated • Section 8.2 – NOTAM Request Format updated • Section 11.1 – Email updated • Section 12 – Definitions table updated

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1 Purpose

The purpose of this document is to establish the data and information exchange protocols between the *Aeronautical Data Originator* (ADO) and the *AIS Provider* (Airservices Australia) for the submission, addition, modification and withdrawal of aeronautical data or information which will be published in the Integrated Aeronautical Information Package (IAIP) and on aeronautical charts.

This data product specification is deemed to be in effect from the date it is issued to the aeronautical data originator by the AIS Provider.

2 AIS Provider

In accordance with Part 175 of the Civil Aviation Safety Regulation (CASR) 1998, an Aeronautical Information Service (AIS) Provider is responsible for the publication of aeronautical data and aeronautical information in the IAIP and on aeronautical charts. Airservices Australia is certified under CASR Part 175.B as the AIS Provider.

The IAIP consists of the following:

- the AIP, which includes:
    - The Aeronautical Information Publication (AIP) Book,
    - En Route Supplement Australia (ERSA) including Runway Distance Supplement (RDS),
    - Departure and Approach Procedures (East and West) – (DAP EAST and DAP WEST), and
    - Designated Airspace Handbook (DAH).
- AIP Amendments,
- AIP Supplements (SUP),
- NOTAM and pre-flight information bulletins, and
- Aeronautical information circulars (AIC).

Aeronautical charts consist of the following:

- En Route Chart (High and Low) – (ERC-H and ERC-L),
- Terminal Area Chart (TAC),
- Planning Chart Australia (PCA),
- Visual Navigation Chart (VNC),
- Visual Terminal Chart (VTC), and
- World Aeronautical Chart (WAC).

2.1 Data Product Specification

Airservices AIS has a responsibility under CASR Part 175 to provide each ADO with a DPS which details the following:

- The data or information for which the ADO is responsible (refer Data Originators Custodians document);
- accuracy and resolution that the data or information should be provided to (if applicable),
- format of the data or information,

- authenticated electronic means of providing the data or information,

- dates or timeframes for submission of changes,

- process for notification of errors,

- procedures for notification of alterations of data or information,

- circumstances and requirements for issuing of NOTAM, and

- procedures Airservices AIS will follow to verify that changes to the data or information have been received from the registered ADO.

For additional information about DPS, refer to the following link: Civil Aviation Safety Regulation Part 175 — Airservices and You - Airservices (airservicesaustralia.com).

In the event of a review of the content of the DPS, Airservices AIS will provide written notification that the previous DPS is withdrawn and then issue a revised DPS to the affected ADO(s).

3 Aeronautical Data Originator

Subpart 175.D of CASR Part 175 allocates responsibilities to ADOs in relation to the aeronautical data and information published in the IAIP and on aeronautical charts.

The ADO is the entity that owns and is responsible for the published aeronautical data and information in the IAIP and on aeronautical charts. The intention under CASR Part 175 is that aeronautical data and information is kept up to date and the quality and integrity of the information is assured as it is passed from the ADO to the AIS Provider.

Note: In the ADO Portal, the ADO is referred to as an Organisation.

The ADO is required to appoint a senior manager within the organisation as the AIP Responsible Person and individuals as AIP Responsible Person(s) Nominees and NOTAM Authorised Persons.

3.1 AIP Responsible Person

The ADO needs to register the AIP Responsible Person with Airservices AIS via the ADO Portal or email (ado@airservicesaustralia.com), who will have the primary responsibility for providing and maintaining data or information, as listed in the DPS. The AIP Responsible Person should have the appropriate knowledge and competence to carry out the responsibilities of the position.

Airservices AIS will be informed via the ADO Portal if there is a change to the appointed AIP Responsible Person.

3.2 NOTAM Authorised Persons

NOTAM Authorised Persons are individuals appointed by the ADO who are responsible for requesting Airservices AIS to issue, replace or cancel a NOTAM, for the circumstances specified in the NOTAM Data Quality Requirements for Aerodrome Operators (C-MAN0276).

NOTAM Authorised Persons include the individuals nominated by the AIP Responsible Person as the AIP Responsible Person(s) Nominees and/or NIS NOTAM Group Manager.

NOTAM Authorised Persons should have the knowledge and competence to request the issuance, replacement, or cancellation of NOTAM.

3.3   Registration Process

To register a new AIP Responsible Person for an ADO, a completed [Registration Form](#) must be returned by email to ado@airservicesaustralia.com. Once received, Airservices AIS will configure the [ADO Portal](#) access to be available for the AIP Responsible Person and/or AIP Responsible Person(s) Nominees.

The AIP Responsible Person is responsible to add, update, or remove any registered person's details via the [ADO Portal](#).

Note: If ADO ownership is required to be transferred to a different ADO (Organisation), a new [Registration Form](#) must be completed and returned by email to ado@airservicesaustralia.com.

A change to the NIS NOTAM Group Manager will still require a new [Registration Form](#) to be completed.

The Registration Form is available on the Airservices website: [ATS-FORM-0088-Registration-Form.pdf (airservicesaustralia.com)](#).

Other relevant information is available on the Airservices website: [Civil Aviation Safety Regulation Part 175 — Airservices and You - Airservices (airservicesaustralia.com)](#).

3.4   Data / Information Responsibilities

Airservices AIS will only process changes to data and information relevant to the section of the IAIP and on aeronautical charts being amended, deleted, or added. The change will only be accepted by an AIP Responsible Person and/or AIP Responsible Person(s) Nominee via a Data Change Request (DCR) submitted through the [ADO Portal](#) or via NOTAM.

In relation to specific data and information covered by this DPS, when referring to the [Data Originators Custodians](#) document, you are deemed to be responsible for data or information with the following assigned Responsibility label:

- **AD OPR**

All data sent through to Airservices AIS must meet the data resolution contained in the Data Quality Requirements (DQR) section of the [Data Originators Custodians](#) document.

All NOTAM sent through to the NOTAM Office must meet the requirements specified in the [NOTAM Data Quality Requirements for Aerodrome Operators (C-MAN0276)](#).

Permanent NOTAM are subject to the promulgation criteria specified in the [Data Originators Custodians](#) document.

Please ensure the [Data Originators Custodians](#) document is checked for correctness, and advise Airservices AIS via (ado@airservicesaustralia.com) if any anomalies are noted.

3.5 Regular Review of Data and Information

CASR Part 175.D requires the ADO to review, at least annually, the aeronautical data and information published in the IAIP and on aeronautical charts for which the ADO is responsible, and a record of this review should be kept for at least 3 years.

Following the regular review, should the ADO identify any changes to the aeronautical data and information published in the IAIP and on aeronautical charts, the ADO must process changes by submitting a Data Change Request (DCR) via the ADO Portal and/or a NOTAM to Airservices AIS.

3.6 Changes to Data and Information Ownership

If the ADO identifies that the aeronautical data or information as mentioned in the DPS is not under the ADO's responsibility, this should be notified to Airservices AIS as soon as practicable via ado@airservicesaustralia.com.

If the new owner of the data or information is known, Airservices AIS should be advised of the person or organisation who is responsible for the data or information, along with any acknowledgement evidence, if available.

In the event that a DPS for an ADO requires a change due to new data ownership or the transfer of data ownership to another ADO, Airservices AIS will provide written notification that the previous DPS is withdrawn and then issue a revised DPS to the affected ADO(s).

4 Requirements for Providing Data and Information

The following requirements ensure that quality and integrity of the data and information is maintained when it is provided to Airservices AIS:

- a DPS is issued to the ADO via the ADO Portal and where applicable, the completed Registration Form is returned by email to ado@airservicesaustralia.com.

- the Data Originators Custodians document outlines the specific data and information for which the registered ADO is responsible.

- the Data Originators Custodians – Data Quality Requirement (DQR) sections specifies the resolution, accuracy and integrity levels (when applicable) of the data.

- the ADO provides data in accordance with the required resolution, accuracy, and integrity standards outlined in the Data Originators Custodians – Data Quality Requirement (DQR) – Aeronautical Data Originator section.

4.1 Requirements for Providing Vertical Obstruction Data (VOD)

Airservices AIS must collect data on objects and structures that are described in the Civil Aviation Safety Regulations 1998 Subpart 175.480 E of a certified aerodrome or an aerodrome with Departure and Approach Procedures (DAP).

The following requirements for the collection of aerodrome obstacle data ensures that the quality and integrity of the data and information is maintained when it is provided to Airservices AIS:

- The data originator must report all aerodrome obstacles to Airservices AIS by completing the Aerodrome Obstacle Data Collection Form and submitting an Obstacle type DCR via the ADO Portal.

- Airservices AIS will assign a unique VOIDENT to each obstacle as an identifier in the Vertical Obstruction Database (VODB) and provide the data originator with a list of all obstacles located within 30NM of that aerodrome.

- The data originator must advise Airservices AIS of any changes to the reported aerodrome obstacles by submitting an Obstacle type DCR via the ADO Portal and including an updated Aerodrome Obstacle Data Collection Form that references the associated VOIDENTs.

Data Originators must advise Airservices AIS, within 28 days of any changes to obstacles that impact the operations at their aerodrome as specified in Civil Aviation Safety Regulations 1998 Subpart 175 E by following this process.

5 Critical Dates for Receipt of Data or Information

Aeronautical data is managed and published in a controlled manner through the internationally adopted Aeronautical Information Regulation and Control (AIRAC) system. This system defines a series of common dates and associated aeronautical information publication procedures to allow for effective coordination of amendments with all affected stakeholders.

Further information about AIRAC can be found in AIP GEN 3.1 which prescribes, among other things, that data and information changes should become effective on AIRAC dates. This is to ensure system wide harmonisation and coordinated promulgation of changes.

Airservices AIS utilises a cyclic quarterly amendment calendar for the updating and production of the IAIP and aeronautical charts. This necessitates that aeronautical data and information be submitted in a timely manner to ensure changes can be processed and published in products for the required effective date.

In general, data and information changes can be provided to Airservices AIS at any time before the IAIP or aeronautical charts cut-off for inclusion into the next amendment cycle. The ADO does not need to wait for the final cut-off date to submit all changes.

Cut-off dates for the submission of data or information for each production cycle can be found at the following link: Document Amendment Calendar – Airservices (airservicesaustralia.com).

6   Requirements for NOTAM

A NOTAM should be originated and issued promptly whenever the information to be distributed is of a temporary nature and of short duration, or when operationally significant permanent changes or temporary changes of long duration are made at short notice, except for extensive text and/or graphics which is to be included in an AIP Supplement (AIP SUP).

To be able to update information published in the IAIP and on aeronautical charts, outside the normal publication schedule, it may be necessary in certain circumstances to issue NOTAM that permanently changes the information. In these instances, the AIP Responsible Person and/or AIP Responsible Person(s) Nominee must request the issuance of a permanent NOTAM.

For guidance surrounding circumstances for issuing NOTAM and circumstances not to be notified by NOTAM, refer to the NOTAM Data Quality Requirements for Aerodrome Operators (C-MAN0276), available on NOTAM originator – Airservices (airservicesaustralia.com).

7   Notification Periods Required

Airservices AIS publishes information with appropriate notification periods to ensure that the information reach recipients before the effective date, depending on the type of information that is being promulgated.

7.1   AIP SUP – 28 Days Advance Notice

For an AIP SUP, Airservices AIS should receive the change request 35 days prior to the effective date to allow processing and publication of the AIP SUP with 28 days advance notice prior to the effective date.

7.2   AIP SUP – 56 Days Advance Notice

Whenever an AIP SUP is required for major changes or where additional notice is desirable and practicable, Airservices AIS should receive notification no later than 61 days prior to the effective date to allow processing and publication of the AIP SUP with 56 days advance notice prior to the effective date.

7.2.1   Circumstances requiring 56 days advance notice

The establishment and withdrawal of, and planned significant changes to (including operational trials) the following data and information, require publication of an AIP Supplement with 56 days advance notice prior to the effective date:

1. New aerodromes for international IFR operations.
2. New runways for IFR operations at international aerodromes.

And/or if there are substantial changes to the information contained in the IAIP or on aeronautical charts:

3. Limits (horizontal and vertical), regulations and procedures applicable to:
   a) Flight Information Regions,
   b) Control areas,
   c) Control zones,
   d) Advisory areas,
   e) ATS routes,
   f) Special Use Airspace (SUA) includes Prohibited, Restricted, Danger (PRD) and Military Operating Areas (MOA), and airspace reservations (including type and periods of activity when known) and ADIZ, and
   g) Permanent areas or routes or portions thereof where the possibility of interception exists.
4. Positions, frequencies, call signs, identifiers, known irregularities and maintenance periods of radio navigation aids, and communication and surveillance facilities.
5. Holding and approach procedures, arrival and departure procedures, noise abatement procedures and any other pertinent ATS procedures.
6. Transition levels, transition altitudes and minimum sector altitudes.
7. Meteorological facilities (including broadcasts) and procedures.
8. Runways and stopways.
9. Taxiways and aprons.
10. Aerodrome ground operating procedures (including low visibility procedures).
11. Approach and runway lighting.
12. Aerodrome operating minima.
13. Position, height, and lighting of navigational obstacles.
14. Hours of service of aerodromes, facilities, and services.
15. Any change mentioned above that impacts the entire Australian FIR or if cross-border coordination is required.

8 Electronic Means for Providing Data or Information

8.1 Data Change Requests (DCR) Format

To assist Airservices AIS to easily identify change requests to published aeronautical data and information, the ADO Portal provides a structured change process that clearly describes the type of change and a summary of the change(s) in each submission.

Images for the inclusion in the IAIP or aeronautical charts can be provided in the following file formats: .JPEG, .PNG, .SVG, and .PDF. Clear instruction of placement expectation will assist with the compilation of the product. CAD files cannot be accepted.

Additional support documentation can be attached to the change request. This may include applicable approvals or evidence of consultation in the case of joint data/information responsibilities.

The use of Cyclic Redundancy Check (CRC) is incorporated into each data file when data files are transferred between ADO and Airservices AIS to ensure the integrity of the data is not lost during transfer.

8.2 NOTAM Request Format

NOTAM requests should be submitted via the NOTAM Web Service (NWS) available through the NIS (NAIPS Internet Service) or via the latest version of the NOTAM Request Form, which is available on the Airservices website: NOTAM originator - Airservices (airservicesaustralia.com).

Note: All OBST NOTAM must be requested via the NOTAM Request Form (NWS cannot be used).

NOTAM requests are to be submitted by a NOTAM Authorised Person and to be completed in accordance with the guidelines provided in the NOTAM Data Quality Requirements for Aerodrome Operators (C-MAN0276).

9 Error Management Process

9.1 Errors Identified by Airservices AIS

Should Airservices AIS identify or be notified of an error and/or omission of data or information for which the ADO is responsible, Airservices AIS will notify the AIP Responsible Person and/or Nominees via email outlining the details of the error and/or omission as soon as practicable.

The notification will be sent to the email address of the registered AIP Responsible Person and/or Nominees.

The email will provide details of the error and/or omission and any corrective actions Airservices AIS has taken to notify industry of the error, such as issuing a NOTAM if the information is of safety critical nature.

The AIP Responsible Person and/or Nominees will submit a Data Change Request (DCR) with the corrected data or information and/or issue a NOTAM, if required.

9.2 Errors Identified by ADO

Should the ADO become aware of an error and/or omission in the data or information they are responsible for, they should notify Airservices AIS as soon as practicable after becoming aware of that error and/or omission.

The ADO is responsible for determining the nature of the corrective action.

10 Procedures for Verifying Data Change Requests

10.1 Verifying Data Change Requests

The receipt of a DCR via the ADO Portal automatically verifies that:

- the DCR was submitted from a registered AIP Responsible Person or AIP Responsible Person(s) Nominee, and

- the data or information being changed is the responsibility of the ADO submitting the change request as specified in the DPS.

Upon receipt of a DCR, Airservices AIS will:

- process the change provided it meets the Data Originators Custodians – Data Quality Requirement (DQR) – Aeronautical Data Originator section as specified in the DPS,

- publish in the IAIP or on aeronautical charts in accordance with the CASR Part 175 standards,

- request the ADO to raise a NOTAM, where deemed necessary, and

- if required, contact the sender of the information via the ADO Portal, advising them if the change request does not satisfy the verification criteria and cannot be processed.

10.2   Verifying NOTAM Requests

Upon receipt of a request for NOTAM, Airservices NOTAM Office will:

- verify that the NOTAM request received was submitted by a NOTAM Authorised Person,

- verify that the data or information being amended meets the criteria for NOTAM promulgation and is the responsibility of the ADO submitting the NOTAM request as specified in the DPS, and

- if required, contact the sender of the information advising them if the request for NOTAM does not satisfy the promulgation criteria.

Note: Airservices AIS can issue a NOTAM if it is deemed necessary in the interest of aviation safety.

11   Airservices Contact

Airservices AIS provides multiple means of communication to assist with appropriately channelling incoming data and information received from ADOs.

11.1   Email

Several email accounts have been established to support ADOs. The nature of the enquiry will determine which email account is to be used.

The following email accounts are available:

- Registering a new AIP Responsible Person or NIS NOTAM Group Manager and support enquiries for the ADO Portal – ado@airservicesaustralia.com.

- Requests for addition, modification and withdrawal of data or information in IAIP and on aeronautical charts (excluding NOTAM requests) to be promulgated via AIP SUP – aim.editorial@airservicesaustralia.com.

- Request for the issuing, reviewing and cancellation of NOTAM – nof@airservicesaustralia.com.

- Advice of errors or corrections to information published in the IAIP and on aeronautical charts for which you are not the custodian – docs.amend@airservicesaustralia.com.

- General AIS enquiries, feedback, and suggestions – ais@airservicesaustralia.com.

11.2 ADO Portal

The ADO Portal is a web-based application through which ADOs can view, manage, and submit aeronautical data to Airservices AIS in a structured format.

The ADO Portal is the means by which ADOs will:

- Request the addition, modification, and withdrawal of data or information in the IAIP products and on aeronautical charts (excluding NOTAM requests) as specified in the DPS,

- Report tall structures and vertical obstacles, and

- Update AIP Responsible Person and AIP Responsible Person(s) Nominees' details.

Minimal means of communication are provided in the portal to assist with confirming the accuracy and quality of information before processing and publishing.

12   Definitions

Within this document, the following abbreviations will be used:

Term	Definition
ADIZ	Air Defence Identification Zone
ADO	Aeronautical Data Originator
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AIP SUP	AIP Supplement
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Service
ATS	Air Traffic Services
CASR	Civil Aviation Safety Regulation
CRC	Cyclic Redundancy Check
DAH	Designated Airspace Handbook
DAP	Departure and Approach Procedures
DCR	Data Change Request
DPS	Data Product Specification
DQR	Data Quality Requirements
ERC-H	En Route Chart High
ERC-L	En Route Chart Low
ERSA	En Route Supplement Australia
FIR	Flight Information Region
IAIP	Integrated Aeronautical Information Package
IFR	Instrument Flight Rules
MOA	Military Operating Area
NAIPS	National Aeronautical Information Processing System
NIS	NAIPS Internet Service
NWS	NOTAM Web Service
PCA	Planning Chart Australia
PRD	Prohibited, Restricted, Danger
RDS	Runway Distance Supplement
SUA	Special Use Airspace
TAC	Terminal Area Chart
VNC	Visual Navigation Chart

Term	Definition
VOD	Vertical Obstruction Data
VOIDENT	Vertical Obstruction Identifier
VTC	Visual Terminal Chart
WAC	World Aeronautical Chart