

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

Table of contents

1	Purpose	3
2	AIS Provider	3
2.1	Data Product Specification	3
3	Aeronautical Data Originator	4
3.1	AIP Responsible Person	4
3.2	NOTAM Authorised Persons	4
3.3	Registration Process.....	5
3.4	Data / Information Responsibilities	5
3.5	Regular Review of Data and Information.....	5
3.6	Changes to Data and Information Ownership	6
4	Requirements for Providing Data and Information	6
5	Critical Dates for Receipt of Data or Information	6
6	Requirements for NOTAM	7
7	Notification Periods Required	7
7.1	AIP SUP – 28 Days Advance Notice	7
7.2	AIP SUP – 56 Days Advance Notice	7
8	Electronic Means for Providing Data or Information	8
8.1	Data Change Requests (DCR) Format.....	8
8.2	NOTAM Submission	9
9	Error Management Process	9
9.1	Errors Identified by Airservices	9
9.2	Errors Identified by Aeronautical Data Originator	9
10	Procedures for Verifying Data Change Requests	10
10.1	Verifying Data Change Requests	10
10.2	Verifying NOTAM Requests.....	10
11	Contacting Airservices via Email	10
12	Definitions	11

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 Publication (IAIP) or 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 AIS Provider is responsible for the publication of aeronautical data and aeronautical information in the IAIP and on aeronautical charts. Airservices Australia (Airservices) is certified under CASR Part 175.B as the AIS Provider.

The IAIP includes the following products:

- AIP Book;
- En Route Supplement Australia (ERSA) including Runway Distance Supplement;
- Departure and Approach Procedures (East and West) – (DAP EAST and DAP WEST);
- AIP Supplement (SUP);
- Aeronautical Information Circular (AIC);
- Terminal Area Chart (TAC);
- En Route Chart (High and Low) – (ERC-H and ERC-L);
- World Aeronautical Chart (WAC);
- Planning Chart Australia (PCA);
- Visual Navigation Chart (VNC);
- Visual Terminal Chart (VTC);
- Designated Airspace Handbook (DAH); and
- NOTAM.

2.1 Data Product Specification

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

- the data or information that the ADO is responsible for;
- 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 will follow to verify that changes to the data or information have been received from the authorised data originator.

For additional information about DPS, refer to the following link:

<https://www.airservicesaustralia.com/industry-info/aeronautical-information-management/part-175/>.

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.

An 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.

The aeronautical data originator is required to appoint a single senior manager within the organisation as the AIP Responsible Person and individuals as NOTAM Authorised Persons.

3.1 AIP Responsible Person

The ADO needs to register the AIP Responsible Person with Airservices 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.

The ADO should inform Airservices 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 to issue, replace or cancel a NOTAM for the ADO for the circumstances specified in the [NOTAM Data Quality Requirements for Aerodrome Operators \(C-MAN0276\)](#).

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

3.3 Registration Process

To register the AIP Responsible Person for an ADO, or to notify a change of registered details, a completed Registration Form must be returned by email to: ado@airservicesaustralia.com.

The Registration Form, and other documents, are available on the Airservices website: <https://www.airservicesaustralia.com/industry-info/aeronautical-information-management/part-175/>.

A new Registration Form is only required for a change to the registered AIP Responsible Person including the AIP Responsible Nominee sections and will not require a new DPS to be issued.

3.4 Data / Information Responsibilities

Airservices AIS will only process changes to data and information relevant to the section of the IAIP publication being amended by the AIP Responsible Person via a Data Change Request (DCR).

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 the Airservices AIS must meet the data resolution contained in the Data Quality Requirements (DQR) tab 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 AIS Data (docs.amend@airservicesaustralia.com) if any anomalies are noted.

3.5 Regular Review of Data and Information

CASR Part 175 requires the aeronautical data originator to review, at least annually, the aeronautical data and information published in the IAIP or on aeronautical charts for which the ADO is responsible.

Aeronautical data originators need to inform Airservices that the annual review has been completed so that Airservices is aware that the data and information is current. An email to this effect can be sent to docs.amend@airservicesaustralia.com with a CC to ado@airservicesaustralia.com upon the completion of the review indicating that the published information is deemed current and correct, and/or notify Airservices of any changes to the information that may be required.

Records of the review should be kept for at least 3 years.

3.6 Changes to Data and Information Ownership

If the ADO identifies that the aeronautical data or information as mentioned in the DPS is no longer under the ADO's responsibility, this should be notified to Airservices as soon as practicable via ado@airservicesaustralia.com.

If the new owner of the data or information is known, Airservices 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 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 the AIS Provider:

- a DPS is issued to the ADO and 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 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 resolution, accuracy, and integrity standards outlined in the [Data Originators Custodians](#) – Data Quality Requirement (DQR) – Aeronautical Data Originator section.

Due to the implication that Vertical Obstruction Data (VOD) may have on Aviation Safety, Airservices AIS may also make a written request for Vertical Obstruction Data. The Data Quality Requirement for VOD requests will be contained in the written request.

If the information is available, the originator should comply with the request within 28 calendar days of receiving the request or notify Airservices when the information will be made available.

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 utilises a cyclic quarterly amendment calendar for the updating and production of the IAIP and aeronautical chart products. 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 at any time before the IAIP or aeronautical chart cut-off for inclusion into the next amendment cycle. ADOs do 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: <https://www.airservicesaustralia.com/industry-info/aeronautical-information-management/document-amendment-calendar/>.

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).

In order to be able to update information published in the IAIP, 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 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 \(C-MAN0276\)](https://www.airservicesaustralia.com/industry-info/flight-briefing/notam-originator/), available on the Airservices webpage: <https://www.airservicesaustralia.com/industry-info/flight-briefing/notam-originator/>.

7 Notification Periods Required

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

7.1 AIP SUP – 28 Days Advance Notice

For AIP SUPs, 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 published 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 ERSA FAC section:

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) Permanent danger, prohibited and restricted areas (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.

8 Electronic Means for Providing Data or Information

8.1 Data Change Requests (DCR) Format

In order to assist Airservices to easily identify change requests to aeronautical data and information, the email subject should describe the type of change and a summary of the change. E.g. DCR – YXXX – RDS Changes.

Images for the inclusion in the IAIP can be provided in the following file formats: .JPEG, .PNG, .SVG, & .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 email. 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 encouraged when data files are transferred between the ADO and the AIS to ensure the integrity of the data is not lost during transfer.

8.2 NOTAM Submission

NOTAM Requests should be submitted via the NOTAM Web Service (NWS), available on the [NAIPS Internet Service \(NIS\)](#), or on the latest version of the [NOTAM Request Form](#), which is available on the Airservices webpage: <http://www.airservicesaustralia.com/flight-briefing/notam-originator/>.

NOTAM Requests should be completed in accordance with the guidelines provided in the [NOTAM Data Quality Requirements for Aerodrome Operators \(C-MAN0276\)](#) and submitted by a NOTAM authorised person.

9 Error Management Process

9.1 Errors Identified by Airservices

Should Airservices identify or be notified of an error of data or information for which the ADO is responsible, Airservices will notify the AIP Responsible Person via email outlining the details of the error as soon as practicable after becoming aware of that error.

The notification will be sent to the email address of the registered AIP Responsible Person with the error details. If any corrective action (e.g. a NOTAM issued) is required from Airservices AIS, these details will also be included in the notification email.

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

9.2 Errors Identified by Aeronautical Data Originator

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

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

Upon receipt of a data change request, Airservices will:

- verify that the DCR was submitted from the registered AIP Responsible Person or the AIP Responsible Nominee;
- verify that the data or information being changed is the responsibility of the ADO submitting the change request as specified in the DPS;
- acknowledge receipt of the request and process the change provided it meets the [Data Originators Custodians](#) – Data Quality Requirement (DQR) – Aeronautical Data Originator as specified in the DPS;
- publish in the IAIP or 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 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 can issue a NOTAM if it is deemed necessary in the interest of aviation safety.

11 Contacting Airservices via Email

Airservices has established a number of email accounts to assist with appropriately channelling incoming data and information received from ADOs. The type of data or information which is covered in the DPS or the nature of the enquiry will determine which email account is to be used.

The following email accounts are available:

- Registering / changing ADO details – ado@airservicesaustralia.com.
- Requests for addition, modification and withdrawal of data or information in IAIP products and on aeronautical charts (excluding NOTAM requests) and notification of annual reviews as specified in DPS – docs.amend@airservicesaustralia.com.
- Reporting tall structures and vertical obstacles – vod@airservicesaustralia.com.
- Request for the issuing, reviewing and cancellation of NOTAM – nof@airservicesaustralia.com.

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 Package/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
IAIP	Integrated Aeronautical Information Package
NOTAM	Notice to Airmen
PCA	Planning Chart Australia
RDS	Runway Distance Supplement
TAC	Terminal Area Chart
VNC	Visual Navigation Chart
VOD	Vertical Obstruction Data
VTC	Visual Terminal Chart
WAC	World Aeronautical Chart