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REPUBLIC OF CYPRUS

MINISTRY OF COMMUNICATIONS AND
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DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION
SERVICE
NICOSIA CYPRUS

A I C

C003/2009

30 January

Procedures for the editing of A.I.P. amendments and A.I.C.

1. Introduction

The purpose of this circular is to set out the procedures applied for editing essential data for corrections, readjustments or modifications of older, or incorporation of new paragraphs legislations, regulations and charts of the Cyprus Aeronautical Information Publication (AIP) and Aeronautical Information Circulars (AIC).

The implementation of these procedures are deemed necessary so as to ensure full harmonization with European and International Regulations.

2. Procedures

2.1 Requests for amendments/changes must be submitted in writing by the Data Provider to:

a) Head of AIS Department of Civil Aviation P.O.BOX 1429, Cyprus.

2.2 If the requests for the amendments/changes are clear, then these are forwarded to :

(a) the Operations Officer 'A' at the AIS Larnaca, for GEN chapter

(b) the Officer of Aeronautical Charts, Obstacle Control and Construction of Visual and Instrument Flight Procedures, for AD+ENR chapters

(c) the Senior Air Traffic Controller (SATCO) for GEN, AD+ENR chapters.

Otherwise if the requests for amendments/changes need clarifications, the Data Provider is given 4 working days to provide the necessary information.

2.3 EAD slot time is allocated according to the nature of the information and the urgency for the amendments/changes and is then forwarded in writing to the Data Provider (DP).

2.4 A detailed analysis of the requested amendments/changes is carried out and in case further changes are needed, the Data Provider is notified and is given 7 working days to reply in writing.

2.5 The up-dated data is forwarded for the preliminary print-out (Operation Officer 'A').

2.6 The preliminary print-out is then passed on to the AIS Larnaca where the S.D.O. coordinator forwards it to the EAD system for the necessary checks.

In case changes need to be made these are requested in writing from the D.P. through the Operations Officer 'A' at AIS Larnaca, who has to reply in writing within 3 working days.

- 2.7 The whole process must be completed for promulgation,
 - (a) in the case of an AIRAC cycle date, 67 days prior
 - (b) in the case of a Non-AIRAC date, 42 days prior to the effective date.
- 2.8 Any Raw Data requested for publication must reach the A.I.S Head Office at least 97 days prior to the effective date.
- 2.9 The Chief Operations Officer shall sign the new Edition of the AIP amendment or the AIC for publication.
- 2.10 The final edition will be sent either by normal mail or e-mail.

3. Additional Information

- 3.1 Data Provider (DP): Data, which is provided by the EAD and will comprise the AIS organisations from Civil Aviation Authorities (CAAs), Air Navigation Services Providers (ANSPs) and military administrations of the States within the ECAC areas and designated organisations (eg CFMU).
- 3.2 Gen: Part 1 of the A.I.P. volume GENERAL
- 3.3 ENR: Part 2 of the A.I.P. volume ENROUTE
- 3.4 AD: Part 3 of the A.I.P. volume AERODROMES
- 3.5 EAD: EUROPEAN AERONAUTICAL INFORMATION SERVICE DATABASE
- 3.6 SLOT: Is the allocated day and time to store the static data changes of a Data Provider.
- 3.7 SDO: STATIC DATA OPERATION provides facilities (search, insert, update, delete, withdraw, transfer and compare) for the input to EAD.

4. Implementation

This AIC has immediate effect.