



Advisory Circular

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1.0 INTRODUCTION

This Advisory Circular (AC) is provided for information and guidance purposes. It may describe an example of an acceptable means, but not the only means of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements nor does it establish minimum standards.

1.1 Purpose

The purpose of this AC is to provide clarification and guidance for the provision and processing of aerodrome and airport information by aerodrome operators to the Aeronautical Information Service provider in compliance with [Canadian Aviation Regulation Part III](#).

1.2 Applicability

This document is applicable to all registered aerodromes and airport operators.

1.3 Description of Changes

Not applicable.

2.0 REFERENCES AND REQUIREMENTS

2.1 Reference Documents

It is intended that the following reference materials be used in conjunction with this document:

- (a) Part III subparts [00](#), [01](#), [02](#) of the *Canadian Aviation Regulations (CARs) – Aerodromes and Airports*;
- (b) Part VIII subpart [03](#) of the *Canadian Aviation Regulations (CARs) – Air Navigation Services*;
- (c) ICAO Annex 4 to the *Convention on International Civil Aviation – Aeronautical Charts* (10th Edition, July 2001);
- (d) ICAO Annex 15 to the *Convention on International Civil Aviation – Aeronautical Information Services* (12th Edition, July 2004);
- (e) [ASC 2001-010](#) – *Requirements for the Timely Notification of Amendments to Aeronautical Information*.

2.2 Cancelled Documents

Not applicable.

2.3 Definitions and Abbreviations

The following definitions and abbreviations are used in this document:

- (a) “Minister” means the [Minister of Transport](#)
- (b) “CFS” means Canada Flight Supplement
- (c) “WAS” means Water Aerodrome Supplement
- (d) “CAP” means Canada Air Pilot
- (e) “AIP” Aeronautical Information Publication means a publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation. (*ICAO Annex 15*);
- (f) “AIS” Aeronautical Information Services means “...the services necessary to meet the requirements of Annexes 4 and 15 to the Convention that relate to aeronautical information.” ([CAR 803.01 \(1\)](#));

- (g) "ICAO" means the International Civil Aviation Organization;
- (h) "ASC" means Aerodrome Safety Circular (*guidance document published prior to February 6th, 2007*);
- (i) "AIS provider" means [NAV CANADA](#);
- (j) "AOM" means Airport Operations Manual; ([CAR 302.08](#))

3.0 BACKGROUND

- (1) In anticipation of modification of CAR, [Part VIII – Air Navigation Services](#), action has been taken by Transport Canada (TC), Standards Branch, Aerodromes and Air Navigation Division to harmonize the requirements of CAR, [Part III](#) with those of [Part VIII](#).
- (2) Notice(s) of Proposed Amendments (NPAs) to *CARs Part III, subparts 300, 301, and 302 – Aerodromes and Airports* are currently with the [Department of Justice](#), pending publication in Canada Gazette.

Aeronautical Information Publications:

- [NPA 2004-066 Interpretation \(CAR 300.01\)](#)
- [NPA 2004-067 Registration \(CAR 301.03\)](#)
- [NPA 2004-068 Obligations of Operator \(CAR 302.07\)](#)

Notice of Proposed Amendments can be viewed on the TC Website at:

http://www.tc.gc.ca/aviation/applications/npa/en/npa_search.asp?x_lang=e

- (3) Changes to aeronautical information are required to be submitted to the AIS provider (NAV CANADA) well in advance of the effective date to ensure that it is possible for them to meet the requirements of ICAO Annex 15, Chapter 6 standards. Further information relating to timely notification of aeronautical information amendments; please refer to [ASC 2001-010 – Requirements for the Timely Notification of Amendments to Aeronautical Information](#), <http://www.tc.gc.ca/civilaviation/AerodromeAirNav/AudInspMon/Program/SafetyCirculars/2001010.htm> .

4.0 PROCESS FOR DISSEMINATION OF AERODROME AERONAUTICAL INFORMATION

4.1 Current Process

- (1) Once an aerodrome is "**registered**" in accordance with [CAR Part III, subpart 1](#), the operator is required to notify the Minister "...**immediately after** any change is made" to the aeronautical information that has been provided to TC and subsequently published in either the CFS or WAS publications for their particular site. This process of information dissemination requires both coordination and consultation with TC Regional Inspectors who should in turn assess the information before submission to NAV CANADA for publication. The AIS provider publishes this information in compliance with ICAO Annex 4 and 15 requirements. **Certified aerodromes** (airports) follow the same process and are required by regulation, [CAR 302.07 – Obligations of Operator](#), to:
 - review each issue, upon receipt
 - immediately notify the Minister of any change

4.2 Voluntary Process

- (1) Prior to publication of the aforementioned NPAs regarding amendment reporting procedures for aerodrome aeronautical information publications, it is requested that all aerodrome and airport operators continue to provide aeronautical information to TC through the applicable TC Regional [Aerodromes and Air Navigation Branch Office](#) with further **voluntary** provision of such information to NAV CANADA, AIS in accordance with the contact information outlined in the GENERAL Section of the CFS/WAS publications. Additionally, when forwarding aeronautical information to the TC

Regional Office, it is requested that an indication be made on the TC copy whether NAV CANADA has also been forwarded the same information. This procedure should minimize any breakdown in the flow of information from aerodromes and airports for publication purposes and will further allow NAV CANADA to publish the information received from the airport operators.

- (2) For all “initial aerodrome registration” conducted in accordance with [CARs Part III, subpart 1](#) regulations, aerodrome operators are further requested to only provide their aeronautical information directly to appropriate TC Regional Aerodromes and Air Navigation Office <http://www.tc.gc.ca/CivilAviation/regions.htm>. Once the assessment by TC regional inspectors is completed, and it is deemed to meet CAR, Part III, Subpart 1 requirements, the aerodrome will be registered and the information will be forwarded directly to NAV CANADA AIS for publication within the appropriate *Integrated Aeronautical Information Package* publication (CFS/WAS) to complete “registration” requirements.
- (3) Airport operators are reminded that any change to the airport information in their AOM must be submitted to the Transport Canada regional office to comply with the requirements of [CAR 302.07](#) and [302.08](#). To meet these requirements, airport operators must submit any amendment to their AOM **prior to implementing** any changes in respect to the items listed under [302.08\(3\)](#), (4) for approval by TC. Once approved, the airport operator can implement these changes, including request for changes to the aeronautical information publication package issued by the AIS provider - NAV CANADA.
- (4) Registered aerodrome operators are reminded that they are obligated, pursuant to [CAR 301.03](#), to notify the Minister **immediately** of any change made to the location, marking, lighting, use or operation of the aerodrome that affects the accuracy of information published in the aeronautical information publication package issued by the AIS provider – NAV CANADA.

5.0 CONTACT OFFICE

For more information please contact:

Program Manager – Aerodrome Certification Program (AARTAB)

Phone: 613-991-9940

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Suggestions for amendment to this document are invited and should be submitted via the Transport Canada Civil Aviation Issues Reporting System (CAIRS) at the following Internet address: <http://www.tc.gc.ca/CivilAviation/QualityAssurance/QA/cairs.htm>

or by e-mail at: CAIRS_NCR@tc.gc.ca

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Civil Aviation

APPENDIX A – INTEGRATED AERONAUTICAL INFORMATION PACKAGE PUBLICATIONS

(1) In Canada, the Aeronautical Information Publication is divided into twelve (12) products and made available through NAV CANADA (the AIS provider) to the aviation industry as follows:

1. **Canada Air Pilot (CAP);**
2. Restricted Canada Air Pilot (RCAP);
3. **Canada Flight Supplement (CFS);**
4. **Water Aerodrome Supplement (WAS);**
5. **A.I.P. Canada, AIC and AIP Supplement;**
6. Low Level Enroute Charts (LO);
7. High Level Enroute Charts (HI);
8. Terminal Enroute Charts (T);
9. VFR Navigational Charts (VNC);
10. VFR Terminal Area Charts (VTA);
11. World Aeronautical Charts (WAC); and
12. Designated Airspace Handbook (DAH).

Note: Aeronautical information pertaining to aerodromes and airports are mainly found under the four products (bolded above) named in the current CAR 300.01, however, some information is contained within or utilized by other aeronautical information publications, provided by NAV CANADA.