

	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</p>	<p style="text-align: right;">Revision: 1</p>
<p>Document No: TCAA/QSP/SR/AC/ANS - 32</p>	<p>Title: distribution of safety critical information</p>	<p style="text-align: right;">Page 1 of 4</p>

PROCEDURE FOR DISSEMINATION OF SAFETY-CRITICAL INFORMATION

1.0 Purpose

The purpose of this advisory circular is to provide guidance on the processes of dissemination of safety critical information in an effective and efficient manner by considering the category, methods and timelines for distribution. The scope of the information covered include the dissemination of NOTAMs, directives, circulars, maps, aviation related publications etc.

2.0 Reference

- a) Civil Aviation (Aeronautical Information Services) Regulations
- b) Civil Aviation (Aeronautical Charts) Regulations
- c) Safety Oversight Manual Document 9734 Part A
- d) Aeronautical Information Services Manual Document 8126

3.0 Guidance

3.0.1 General

Safety in Civil aviation is inherently critical hence relevant information pertaining to aircraft operations is critical in nature. To ensure safety, regularity and efficiency of civil aviation, safety critical information must conform to prescribed standards and quality including correctness, timeliness, accuracy, resolution and integrity. Non conformity to the prescribed standards would result in an unsafe condition that could impact negatively the safe conduct of aircraft operations.

To foster safety in the aviation operational environment, the supply and speedy dissemination of safety-critical information, is essential. The importance of the regular amendment and updating of safety critical information cannot be overemphasized.

To ensure a safe-operating environment, the Authority shall ensure Safety Critical Information are provided by Air Navigation Service Providers (ANSPs) through aviation related publications, NOTAMs, Circulars, aeronautical charts, etc.

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regular amendment and updating of safety critical information cannot be overemphasized.

3.0.2 Categories of safety critical information

- a) Safety critical information may be provided either as digital data sets or as a standardized presentation in paper or electronic media. Aeronautical information products include, Aeronautical Information Publication (AIP), AIP Amendments and AIP Supplements, Aeronautical Information Circulars (AIC), aeronautical charts, NOTAM and digital data sets.
- b) Regulatory documents - Civil Aviation Regulations, Directives, (interim regulatory directives, technical safety directives), Advisory Circulars, orders and instructions

4.0 Brief Description of Aeronautical Information Products

- a) **AIP Amendments** - AIP Amendments are issued whenever new information necessitates a permanent change or addition to the information already contained in the AIP.
- b) **AIP Supplements** – AIP supplements are issued to communicate temporary changes of long duration (more than three months) or changes requiring the issuance of extensive text and/or graphics which affect the contents of an AIP.
- c) **NOTAM** – NOTAMs are issued to communicate changes to facilities and services which are of a temporary nature or of short duration. In addition, notification of operationally significant changes of a temporary or permanent nature is sometimes required at short notice. For example, construction at an aerodrome may necessitate the closing of a runway, or a radio navigation aid may be removed from service for 24 to 48 hours for modification or maintenance, or a visual aid may be permanently removed from service. Such information is issued in the form of a notice known as a “NOTAM” and is distributed via the aeronautical fixed service (AFS).
- d) **Aeronautical information circulars (AIC)** - Aeronautical information circulars are issued to communicate information that does not qualify for inclusion in the AIP or in NOTAM. These cover such matters as long-term advance notifications of major changes in procedures or facilities, information of an explanatory or advisory nature, or information concerning administrative matters.
- e) **Pre-flight information bulletins (PIB)** - Pre-flight information bulletins contain information on the status of facilities and services taken from current NOTAM and made available to flight crews.

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- f) **Checklists and lists of valid NOTAM** - Checklists of valid NOTAM are issued periodically (at least once a month) over the AFS. In addition, the checklists must refer to the latest AIP Amendments, AIP Supplements and at least the internationally distributed AIC. Furthermore, a monthly printed plain-language list of valid NOTAM, including references to the latest AIP Amendments, AIC issued, and a checklist of AIP Supplements must be forwarded to all recipients of the Aeronautical Information products.

5.0 Description of the regulatory documents

- a) Civil aviation regulations - The Civil Aviation Regulations (CARs) are rules that address specific requirements of the aviation activity or speciality. Provide regulatory requirement relating to Air Navigation Services, Aerodromes, Flight operations, rules of the Air, and Airworthiness.
- b) Advisory circulars and orders - Advisory circulars are issued to provide additional guidance to service providers when this is not adequately provided in the regulations and manuals of standards. Orders are issued to guide inspectors in providing oversight in specific areas of concern.
- c) Directives, including interim regulatory directives, technical safety directives, or directives to require the implementation of immediate safety measures;
- d) Airworthiness directives – are published by the Civil Aviation Authorities of states of design authority and are applicable to particular model of aircraft that are list on the aircraft register.

6.0 Dissemination of safety information

6.0.1 Aeronautical Information Products


All AIP, AIP Amendments, AIP Supplements, AICs and digital data sets. must be distributed to recipients of the Aeronautical Information products by the most expeditious means available that may include use of the AFTN, AMHS, hard copy and online -electronic. When an AIP Amendment or an AIP Supplement is published in accordance with AIRAC procedures, a “trigger” NOTAM must be originated and promulgated.

The Aeronautical Information Product is best promulgated using the TCAA website or through a dedicated portal.

The ANSP shall prepare and implement procedures

6.0.2 Regulatory documents


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Civil Aviation Regulations, Directives, (interim regulatory directives, technical safety directives), orders and instructions, Advisory Circulars, and amendments thereof, shall be timely published and circulated via most expeditious means including on the TCAA website. Hardcopies can be purchases from TCAA Headquarters.

Airworthiness directives – are published by the state of design authority and are applicable to particular model of aircraft that are list on the aircraft register. On receipt of the directives the same shall immediately be brought to the attention of the airworthiness inspectors and affected air operators.

Distribution process of safety-critical information shall follow the detailed procedures specified in Tanzania. ANSPs, Airline Operators, Aerodrome Operators and other relevant Aviation service providers shall comply with the safety-critical information provided.



Tanzania Civil Aviation Authority