

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS AIR NAVIGATION INSPECTORATE	Revision: 1 <b>Advisory Circular</b>
Document No: TCAA/QSP/SR/AC/ANI - 27	Title: <b>Procedures for dissemination of Safety Critical Information</b>	Page 1 of 3

## 1.0 PURPOSE

The purpose of this Advisory Circular is to provide guidance on the dissemination of safety critical information in an effective, timely, and efficient manner. It outlines the categories, methods, and timelines for distribution, and applies to the dissemination of Aeronautical Information Products, directives, circulars, maps, and other aviation-related publications

## 2.0 REFERENCE

- a) Civil Aviation (Aeronautical Information Services) Regulations 2025
- b) Civil Aviation (Aeronautical Charts) Regulations 2017
- c) Safety Oversight Manual Document 9734 Part A
- d) Aeronautical Information Services Manual Document 8126

## 3.0 GUIDANCE

### 3.1 GENERAL

- 3.1.1 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.
- 3.1.2 The distribution of safety-critical information refers to the process of disseminating information that is essential for preventing accidents, injuries, or other safety hazards. This involves ensuring that the information reaches the intended recipients in a timely and accurate manner, and that they understand and can act upon it appropriately.
- 3.1.3 To foster safety in the aviation operational environment, the prompt supply and dissemination of safety-critical information, is essential. The importance of the regular amendment and updating of safety critical information cannot be overemphasized.
- 3.1.4 The Authority shall ensure that Safety-Critical Information is disseminated by Air Navigation Service Providers (ANSPs) through approved and appropriate means, including Aeronautical Publications, Notices to Airmen (NOTAMs), Circulars, Aeronautical Charts, and any other designated methods of dissemination.

### 3.2 CATEGORIES OF SAFETY CRITICAL INFORMATION

- 3.2.1 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.

3.2.2 Regulatory documents - Civil Aviation Regulations, Directives, (interim regulatory directives, technical safety directives), Advisory Circulars, orders and instructions

#### **4.0 BRIEF DESCRIPTION AND DISTRIBUTION OF AERONAUTICAL INFORMATION PRODUCTS**

4.1 **AIP Amendments** - AIP Amendments are issued whenever new information necessitates a permanent change or addition to the information already contained in the AIP.

4.2 **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.

4.3 **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).

4.4 **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.

4.5 **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.

4.6 **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**

5.1 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.

5.2 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.

5.3 Directives, including interim regulatory directives, technical safety directives, or directives to require the implementation of immediate safety measures;

5.4 Airworthiness directives – are published by the Civil Aviation Authorities of states of design authority and are applicable to particular model of aircraft that are listed on the aircraft register.

**6.0 DISSEMINATION OF SAFETY CRITICAL INFORMATION****6.1 AERONAUTICAL INFORMATION PRODUCTS**

AIP, AIP Amendments, AIP Supplements, Aeronautical Charts, AICs, NOTAM and digital data sets shall be distributed to recipients of Aeronautical Information Products by the most expeditious means available, which may include the Aeronautical Fixed Telecommunication Network (AFTN), the Aeronautical Message Handling System (AMHS), hard copy, or online electronic distribution. When an AIP Amendment or AIP Supplement is published in accordance with AIRAC procedures, a “trigger” NOTAM shall be originated and promulgated.

The Dar es Salaam International NOTAM Office is responsible for ensuring the proper formatting and issuance of NOTAMs in accordance with established NOTAM policies and procedures to ensure accuracy, consistency, and conformity to international standards.

All NOTAMs shall be processed, stored, and distributed through the Aeronautical Fixed Telecommunication Network (AFTN). Detailed procedures and requirements governing the distribution and management of NOTAMs shall be specified in the Aeronautical Information Management (AIM) Manual of Operations part III.

When there is a new Edition of AIP, AIP Supplement or AIP amendment; the Subscribers of AIP Tanzania and Aeronautical Charts shall be notified by the AIS Provider through email, which will be indicated in the AIP, GEN 3.1.

**6.2 REGULATORY DOCUMENTS**

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

Civil Aviation Regulations, Directives (including interim regulatory directives and technical safety directives), Orders and Instructions, Advisory Circulars, and any amendments thereto shall be published and circulated in a timely manner using the most expeditious means, including publication on the TCAA website. Hard copies may be purchased 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.

The distribution of safety-critical information shall be carried out in accordance with the detailed procedures prescribed and approved by the Authority. Air Navigation Service Providers (ANSPs), Airline Operators, Aerodrome Operators, and other relevant aviation service providers shall ensure full compliance with all safety-critical information issued.

All legislative materials (laws, regulations and associated instructions/standards like Tanzania Civil Aviation technical standards and advisory circulars) are made available to the public at TCAA website <https://www.tcaa.go.tz>



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**Tanzania Civil Aviation Authority**