

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS AIR NAVIGATION INSPECTORATE	Revision: 0 Advisory Circular
Document No: TCAA/QSP/SR/AC/ANI - 50	Title: Guidance on Approval process for Aeronautical Information Products	Page 1 of 4

1. PURPOSE

This Advisory Circular (AC) provides guidance on the request and approval process for Aeronautical Information Products within the United Republic of Tanzania. Its objective is to ensure that aeronautical information is systematically collected, validated, approved, and published in a manner that upholds safety, efficiency, and regulatory compliance within Tanzanian airspace

2. REFERENCES

- 2.1 TCAA-QSP-SR-AC-ANS- 49 Guidance on verification and validation of Aeronautical data and aeronautical information
- 2.2 Civil Aviation (Certification of ANSPs) Regulations, 2017
- 2.3 Civil Aviation (Aeronautical Information Services) Regulations, 2025
- 2.4 Civil Aviation (Aeronautical Charts) Regulations 2017
- 2.5 ICAO Doc 10066 – PANS AIM
- 2.6 ICAO Doc 8697 – Aeronautical Chart Manual
- 2.7 ICAO Doc 9839 – Manual on the Quality Management System for Aeronautical Information Services
- 2.8 ICAO Doc 8126 – AIS Manual
- 2.9 ICAO Doc 9674 – World Geodetic System – 1984 (WGS-84) Manual

Note: Action must be taken to ensure that latest editions of the applicable reference documents are used in the verification and validation processes of Aeronautical data and aeronautical information.

3. SCOPE AND APPLICABILITY

This AC applies to all stakeholders involved on the request and approval process for Aeronautical Information Products and any aeronautical data that requires regulatory approval by the Tanzania Civil Aviation Authority (DSR). This includes, but is not limited to, Authorised Sources, Air Navigation Service Providers (ANSPs) and relevant CAA departments.

4. DELEGATION OF AUTHORISED SOURCE RESPONSIBILITY

- 4.1 The Tanzania Civil Aviation Authority (DSR) has delegated the responsibility for the development, publication, and exchange of aeronautical information products, as well as the management of aeronautical data/information, to the Air Navigation Services Provider (DANS), on behalf of the Authority (DSR)
- 4.2 The delegated functions and responsibilities of an Air Navigation Services Provider (ANSP) for preparing and maintaining the content, currency, and completeness of aeronautical information are stipulated in the Civil Aviation (Certification of ANSPs) Regulations, 2017, and the Civil Aviation (AIS) Regulations, 2017.

Notwithstanding such delegation, the Authorised Source remains ultimately accountable to the Civil Aviation Authority (CAA) for the accuracy and completeness of the aeronautical information it originates

4.3 Where regulatory approval from the CAA is required, the ANSP shall ensure that the approval process is completed prior to submission of the material for publication.

5. AERONAUTICAL INFORMATION REQUIRING REGULATORY APPROVAL

5.1 The aeronautical information require prior regulatory approval for publication are categorized in aeronautical data and aeronautical information provided either as digital data sets or as a standardized presentation in paper or electronic media. Aeronautical information products include (but are not limited to):

- 5.1.1 Aeronautical Information Publication (AIP), including Amendments and Supplements;
- 5.1.2 Aeronautical Information Circulars (AIC);
- 5.1.3 aeronautical charts;
- 5.1.4 NOTAM; and
- 5.1.5 digital data sets.

6. REGULATORY APPROVAL PROCESS

6.1 Submission to the Authority:

ANSPs shall submit aeronautical data and proposed new or modification to Aeronautical Information Product for publication to the Authority using the established submission channels and formats.

6.2 Automated submission to the Authority:

The ANSP can submit request for publication of Aeronautical Information Product through the e-office or SOFIA system the Authority shall notify the receipt the appropriate ANSP and shall review where regulatory approval is identified as required or return to ANSP with identified anomalies to rectified before resubmission for approval.

6.3 The Authority upon receipt approval request of documents for publication shall review submitted documents and after satisfied or unsatisfied with request the Authority shall either:

- 6.3.1 Approve the aeronautical data for publication; or
- 6.3.2 Reject the submission and return it to ANSP to resolve outstanding issues.
- 6.3.3 Timing:

The ANSPs shall allow sufficient lead time for regulatory review. Where approval is required, submitters should follow the timelines in Section 6 and the ANSP publication schedule.

7. SUBMISSION TIMELINES FOR PUBLICATION APPROVAL

The ANSP, or any delegated entity, shall obtain CAA approval prior to the publication of aeronautical information. Approval requests must be submitted in accordance with the minimum lead times specified below. These timelines represent the minimum requirements; however, additional time may be required depending on the complexity of the material submitted and the prevailing CAA workload.

Product type	Minimum lead time for submission to CAA (prior to proposed publication)
AIRAC AIP Amendments (AIRAC-cycle)	10 working days
AIP Amendments (non-AIRAC)	10 working days
AIP Supplements	3 working days
Aeronautical Information Circulars (AIC)	5 working days
Aeronautical Charts	10 working days
NOTAM	48 hours (except for unforeseeable/emergency circumstances — in which case the Authority shall be notified as soon as practicable)
Digital data sets (e.g. eAIP datasets)	10 working days

Note: ANSP should consult the Authority publication schedules (published on the AIS website) and submit change requests at least three additional working days earlier than the schedule deadline when Authority regulatory approval is required, to allow for Authority processing time.

8. PUBLICATION AND DISTRIBUTION

The ANSP shall publish, distribute and exchange approved Aeronautical Information Products by the most expeditious and reliable means to end users. Published products include printed and electronic AIP, e-AIP datasets, charts, AICs, supplements, and NOTAMs.

Publication formats, circulation lists and dissemination mediums shall comply with Authority requirements.

9. SALE OF PUBLICATIONS

The overhead costs associated with collecting and compiling aeronautical data and information shall be included in the cost base of air navigation services charges, as appropriate. The ANSP shall be responsible for selling copies of AIP, eAIP, AIP Amendments, AIP Supplements, AICs, and Aeronautical Charts, while the Authority shall determine the retail prices of these publications

aeronautical information product may be based on the costs of printing paper copies, production of electronic media and distribution.

10. CANCELLATION OF PUBLISHED PRODUCTS

The cancellation of any approved Aeronautical Information Product shall require the formal submission of a cancellation request to the Authority. The request shall clearly state the justification for cancellation, the effective date and time, and details of any replacement or corrective action, where applicable.

11. RECORDS, TRACEABILITY AND RETENTION

11.1 All organisations involved in the collection and publication of Aeronautical Information Products shall maintain comprehensive records sufficient to demonstrate the following:

- i) The origin and source of the raw data;
- ii) The processing and approval history, including version control and authorisations.
- iii) The distribution and publication history.

11.2 Records shall be retained, archived, and disposed of in accordance with procedures approved by the Authority. These procedures shall ensure full traceability of Aeronautical Information Products throughout their lifecycle, including the origin of source materials, processing history, and distribution/receipt records after delivery.



Tanzania Civil Aviation Authority