



دستورالعمل های هواپیمایی کشوری
Civil Aviation Directives (CAD)

دستورالعمل ۳۲۱۵
CAD 3215

**AIS and Aerodromes Service Level of
Agreement (SLA)**

دستورالعمل موافقت نامه
سطح خدمات اطلاعات هوانوردی و فرودگاهها

Record of Amendments

The amendments of this document published on the CAO web site. These amendments shall be done through this document and be recorded in this table.

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1.0 Glossary

AIM	Aeronautical Information Management
AIP	Aeronautical Information Publication
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Service
ANSP	Air Navigation Service provider
ASU	Aerodrome Safety Unit
ATS	Air Traffic Services
CAO	Civil Aviation Organization
CNS	Communications, Navigation and Surveillance
CR	Common Requirements
IAC	Iran Airports Company
ICAO	International Civil Aviation Organization
IRI	Islamic Republic of Iran
I.R.I CAO	Islamic Republic of Iran Civil Aviation Organization
LOA	Letter of Acceptance
MAP	Aeronautical Maps and Charts
MET	Meteorological (Information)
NOF	NOTAM office
NOTAM	Notices To Airmen
SARP	Standards and Recommended Practices
SLA	Service Level of Agreement

2.0 INTRODUCTION

2.1 The I.R. of IRAN Civil Aviation Organization (I.R.I CAO) is responsible for the structure and content of the IRAN Aeronautical Information Publication (AIP) and for ensuring that an Aeronautical Information Service (AIS) is provided in accordance with international obligations and any additional requirements the I.R.I CAO may establish from time to time. The I.R.I CAO maintains regulatory oversight of the I.R.I AIS and ensures the flow of accurate aeronautical information necessary for the safety, regularity and efficiency of international air navigation published in the I.R.I AIP.

3.0 COORDINATION POLICY BETWEEN AERODROMES AND THE AIS

3.1 The Aerodrome License Holder shall ensure and is responsible for notifying the AIS of any change or new data to be incorporated in the AIP and issuance of related NOTAMs. The Aerodrome license holder shall be responsible for the accuracy of the information provided to AIS. The method for the notification of changes or submission of new data to be included in the AIP and issuance of related NOTAMs is form 3215-01 shown in Appendix 1 of this document.

3.2 I.R.I CAO regulatory policy is to ensure compliance with each ICAO SARP and I.R.I CAO standards. Where the presentation of aeronautical data differs from ICAO, these 'differences' will be notified by the I.R.I CAO to ICAO and published within the I.R.I AIP.

4.0 PROCEDURE FOR SUBMISSION OF INFORMATION

4.1 Form 3215-01 attached to the official letter or sent by AFTN shall be used for the submission of all data proposed to be included in the AIP and issuance of related NOTAMs. No other means of notification will be accepted.

4.2 The form 3215-01 can be found on the I.R.I CAO web site at www.cao.ir and on the AIS web site at <http://ais.airport.ir>

4.3 The form 3215-01 is provided in APPENDIX 3.

5.0 AERONAUTICAL INFORMATION REGULATION AND CONTROL (AIRAC)

5.1 Adherence to the AIRAC ensures that the coordinated publication of safety-critical information is assured using a common set of internationally agreed dates. In order to accomplish this, data must be submitted well 60 days in advance of the target AIRAC date (for AIRAC cycle see I.R.I AIP, GEN 3.1) to permit enough time for processing and distribution, thereby affording reasonable notice to end users.

5.2 Due to the amount of data being managed, priority is given towards data considered as 'operational' against other data that would be considered as 'administrative', such 'administrative' data being inserted into the AIP when capacity and practicality allows.

5.3 Full details of publication dates can be found in the I.R.I AIP, GEN 0.1.

5.4 The provision of raw data by the aerodrome operator/owner for processing shall be done no later than one month prior to the publication dates referred to in 5.3 above.

5.5 Any questions regarding the provision of text data and the provision of Aerodrome Survey Data or Aeronautical Charts for publication in the AIP should be addressed to: Aeronautical Information Services address which is mentioned in the I.R.I AIP on GEN 0.1 as follow:

IRAN Airports Company (IAC)

Aeronautical Information Services (AIS)

Mehrabad Intl. Airport

Tehran- Islamic Republic of Iran

TEL: +98 21 66025108, +98 21 61022266

FAX: +98 21 44649269

Telex: 213889 EPDIR

AFTN: OIIIYNYX

P.O. Box 1798, 13445

Email: ais-iran@airport.ir

Web Site: <http://ais.airport.ir>

6.0 Appointment of Reporting Officers

6.1 General

6.1.1 The aerodrome operator must appoint suitably trained person(s) as the nominated reporting officer(s). The nomination(s) must be notified in writing, to the NOTAM office and the relevant CAO Office which has surveillance responsibility for the aerodrome.

6.1.2 Persons other than employees of the aerodrome operator may, with appropriate training and experience, also be appointed as aerodrome reporting officers.

6.2 Reporting Officer Qualifications

6.2.1 Aerodrome operators must ensure that any person carrying out the reporting function has been suitably trained and has the following attributes:

- (a) a sound knowledge of the physical characteristics of the aerodrome movement area, the aerodrome obstacle limitation surfaces, aerodrome markings, lighting and ground signals and essential aerodrome safety equipment;
- (b) an understanding of the aerodrome information included in RESA;
- (c) the ability to carry out a serviceability inspection of the aerodrome;
- (d) a knowledge of the aerodrome emergency procedures; and
- (e) a knowledge of the NOTAM system and the ability to carry out aerodrome reporting procedures.

6.3 What to Report

6.3.1 Aerodrome operators must advise the I.R.IRAN NOTAM Office of the following occurrences:

- (a) changes (temporary or permanent) in the published runway information including further changes to information contained in current permanent NOTAMs;
- (b) aerodrome works affecting runways or the obstacle limitation surfaces, including time-limited works that require more than 10 minutes to restore normal safety standards
- (c) outage of aerodrome lighting or obstacle lighting beyond specified limits;
- (d) temporary obstacles to aircraft operations;

- (e) a significant increase in, or concentration of birds or animals on or near the aerodrome which is a danger to aircraft;
- (f) changes in excess of 0.05% of the published gradient data;
- (g) emergence of new obstacles;
- (h) when a radio navigation aid owned by the aerodrome operator, or landing aid is unserviceable or returned to service;
- (i) when an Aerodrome Frequency Response Unit (AFRU) owned by the aerodrome operator is unserviceable or returned to service; or
- (j) any other event which affects the safety of aircraft using the aerodrome.

6.3.2 Reporting must be carried out as soon as possible after a reportable occurrence is observed, giving as much detail as is available. Where necessary, subsequent additional detail can be reported as it becomes available for further NOTAM to be issued. Where applicable, ATC must be advised of the un serviceability and the intention to initiate a NOTAM.

6.3.3 Aerodrome operators must provide as much notice as possible of aerodrome works which will affect airline schedules.

6.4 Monitoring Activities Outside Aerodrome

6.4.1 The reporting function must also include monitoring activities outside but in the vicinity of the aerodrome which may result in hazards to aircraft operations. This includes:

- (a) developments which may become obstacles;
- (b) land planning and use which may attract birds; and
- (c) installation of lighting systems which may create confusion to pilots at night.

7.0 Currency of NOTAMs

Daily serviceability inspection must include checking any outstanding NOTAM for the aerodrome. Check that the contents of the NOTAM, particularly the effective period(s) are still current.

8.0 Initiating a NOTAM

8.1 Introduction

8.1.1 A NOTAM is used to inform pilots and aircraft operators of significant changes to the aerodrome that may impact on aircraft operations. This is one of the most important aerodrome safety functions, so the process and procedures for initiating NOTAMs must be clearly set out in the Aerodrome Manual and all the persons involved must be fully informed and trained. A NOTAM may be originated and cancelled by the ATCs of intended aerodrome or CAO officer.

8.1.2 For changes to navigation aids, frequencies or special procedures, NOTAM may be originated by a relevant services provider such as IAC or a CAO officer.

8.2 Changes Reported to I.R.I NOTAM Office

Where a change in the aerodrome condition requires a NOTAM to be issued, the nominated reporting officer must send the notification to the NOTAM Office (NOF) by FAX or AFTN.

8.2.1 The following occurrences must be reported to the Tehran NOTAM Office:

- (a) Changes (temporary or permanent) in the published aerodrome information including additional changes to current permanent NOTAMs;
- (b) Aerodrome works affecting runways or the obstacle limitation surfaces, including time-limited works that require more than 10 minutes to according traffic conditions;
- (c) Unserviceable portions of the runway or failure in aerodrome lighting or obstacle lighting;
- (d) Temporary obstacles to aircraft operations;
- (e) A significant increase in, or concentration of birds or animals on or in the vicinity of the aerodrome;

- (f) Emergence of new obstacles;
- (g) When a radio navigation aid or landing aid on the aerodrome is unserviceable or returned to service;
- (h) When an Aerodrome Frequency is unserviceable or returned to service; and

8.3 Time-Limited NOTAM

A NOTAM which is not a Permanent NOTAM is 'time limited'. A time-limited NOTAM will be separated in to 2 categories:

- 1- without EST (Automatically expired)
- 2- With EST (The originator relevant aerodrome shall cancelled or replaced at end time.

8.4 Permanent NOTAM

A PERM NOTAM is originated in respect to permanent changes to aerodrome operational information published in AIP. This information is passed to the NOTAM office which will issue the NOTAM and further pass the information on to AIS. AIS will incorporate the changes in the following edition of AIP AMDT. The NOTAM is cancelled when the information is duly published in AIP.

8.5 Making Changes to Aerodrome Information Published in AIP

For changes to AIP information which does not have an immediate impact on aircraft operations, the changes are not to be notified to NOF. Instead the aerodrome operator must notify AIS directly in writing of such changes. Example: change of a fuel supplier.

8.6 Bird or Animal Hazard Warning

At aerodromes where a standing caution is included in AIP for a bird or animal hazard, NOTAM must only be initiated where there is a significant increase of birds or animals. The NOTAM must provide specific information on species, period of concentration, likely location and flight path.

8.7 New or Upgraded Visual Aids

Any AIP amendment which introduces a new visual aid, or the upgrading of an existing aid, must be referred to the appropriate CAO Aerodrome Inspector for clearance purposes. Certain visual aids have to be commissioned or flight checked before being brought into operational use.

8.8 Follow up Actions

Whenever a report of AIP changes is sent to the NOTAM Office or to the AIS, a copy of the report must also be sent to the appropriate CAO Aerodrome Inspector. The aerodrome operator must also ensure that the Aerodrome Manual is amended to reflect changes other than temporary changes.

8.9 Record Keeping

Aerodrome operators must maintain a logbook showing details of all reports; check subsequent NOTAM or changes to AIP for accuracy, and keep a copy of reports and NOTAM with the logbook for at least a period of 6 months.

APPENDIX 1 –Aerodrome Report Form Sample:

<p>تلفنگرام درخواست صدور نوتام یا اعمال تغییرات در کتاب AIP</p>	
<p>CAD3215-01</p>	
<p>تاریخ: شماره:</p>	
<p>A) از : به : اداره اطلاعات هوانوردی AIS موضوع : درخواست صدور نوتام یا اعمال تغییرات در کتاب AIP</p>	
<p>B) تاریخ شروع نوتام یا تغییرات دائمی:</p>	
<p>C) تاریخ خاتمه نوتام یا تغییرات دائمی: EST <input type="checkbox"/></p>	
<p>D) دوره زمانی:</p>	
<p>E) متن نوتام یا تغییرات دائمی :</p>	
	<p>گوینده تلفنگرام:</p>
	<p>گیرنده تلفنگرام:</p>
	<p>ساعت:</p>

APPENDIX 2 – Explanation and Examples of NOTAM:

A.2.1 Explanation

To illustrate how changes to aerodrome information are communicated to pilots, explanation of NOTAM is given below:

A.2.1.1 A2081/10 N/R/C the NOTAM number and type (**A:** for international users and, **B:** for domestic users)

NOTAM **N** — a NOTAM containing new information;

NOTAM **R** — This NOTAM replace the existing NOTAM;

NOTAM **C** — This NOTAM cancel the existing NOTAM;

A.2.1.2 A) OIMM— name of aerodrome;

AD — information relating to aerodromes, or facilities thereon, including approach and landing aids, and the existence or removal of hazards or obstructions any activity on movement area and airside and etc;

A.2.1.3 B) 1006211130 — commencement of occurrence- representing year, month, day, hour and minutes in ten figures UTC;

A.2.1.4 C) 1007191245— closure of occurrence;

Note: if it is enclosed with EST, it means that you should expect extension of activity so on the closure time (1007191245), **hence you shall cancel or replace the NOTAM.**

A.2.1.5 D) Daily 1130-1245 — periods of activity within the period specified in Fields B and C;

A.2.1.6 E) The text of the NOTAM description of activity;

A.2.1.7 F) The lower level;

A.2.1.8 G) The upper level;

A.2.2 NOTAM Examples:

A.2.2.1 Opening and Closing Runway

B2361/10

- A) OIHH
- B) 1006211130 C)1007191245
- E) RWY 10/28 Closed due to WIP.

A.2.2.2 Any construction work on or adjacent to the movement area:

A1231/10

- A) OIMM
- B) 1006211130 C)1007191245 EST
- D) Odd days 1130-1245
- E) WIP along and left side of RWY 13 with FLW specifications:

Width: 2M; Length: 500M; Depth: 70Cm; Distance FM RWY 13 C.L.:30M, BTN10M and 510M from THR RWY 13, CTN ADZ.

A.2.2.3 Any change in RWY declared distance:

B2361/10

- A) OIHH
- B) 1006211130 C) 1007191245

E) Ref AIP page AD2-4 OIHH ,ITEM 2.13,THR RWY13L Displaced 200M due to WIP and The FLW Declared distances are available:

	TORA	TODA	ASDA	LDA
RWY10:	xxxx	xxxx	xxxx	xxxx
RWY28:	xxxx	xxxx	xxxx	xxxx

A.2.2.4 NAV AIDS

A1231/10

- A) OIMM
- B) 1006211130 C) 1007191245 EST
- E) Ref AIP Page AD 2-9 OIMM, ITEM 2.19 DVOR/DME, MSD, 114.000MHZ (CH87X) U/S.

A.2.2.5 Obstacle

A0281/10 NOTAMN

- A) OIII
- B) 1006211130 C) 1007191245
- E) A crane erected on final RWY 29L with FLW specification

Height: 28ft; 150m before THR RWY 29L; 5m FM RWY 29L extended C.L CTN ADZ.

Note: Those NOTAMs which have **EST** at the end of section C (expiry time), shall be cancelled or replaced by another NOTAM before expiry time.

APPENDIX 3 – General Word Abbreviations and Phrase Contractions to Minimize Message Length of Aerodrome NOTAMs

All abbreviations are expanded in I.R.I AIP, Part GEN 2.2.