

AIS CHECKLIST

This table contains some simple checks to improve the consistency and accuracy of AIS information. The checks have been identified following a survey of the problems in producing AIS in a number of Europe states. Do you do these things when producing your AIP ?

DATA ORIGINATION		Yes ✓
1	Have you identified a complete list of authorised originators of AIS information (static and dynamic) ? <i>(It is possible that several organisations may feel they have the responsibility to supply information to the AIS organisation. Receiving the same information from several sources can cause confusion and errors. There should be one designated originator for each type of information)</i>	<input type="checkbox"/>
2	Have you arranged with your data originators the format in which you would prefer to receive the data ? <i>(To ensure consistency in the data received, use of templates or pro-formas could be used. For examples the format of co-ordinates in latitude and longitude should be expressed in a consistent way)</i>	<input type="checkbox"/>
3	Are the originators aware of the importance of supplying information in accordance with AIRAC procedures ? <i>(It may be that some information could be obtained in better alignment with the AIRAC if the originators were aware of the dates and the consequent of late provision of information)</i>	<input type="checkbox"/>
4	Do your data originators attend training courses in the provision of aeronautical information ? <i>(Some originators are unaware of the AIS provision chain and the importance of their role)</i>	<input type="checkbox"/>
5	Do you host a forum to meet the data originators regularly (at least once a year) ? <i>(Do you meet the data originators to discuss issues they have had over the last year and possible future activities in the year ahead?)</i>	<input type="checkbox"/>
COMPILING THE IAIP		Yes ✓
6	Have you defined a quality management system for producing your AIS ? <i>(ECAC states are required to implement procedures in accordance with ISO 9000:2000 by the end of 2003.)</i>	<input type="checkbox"/>
7	Do you regularly review (at least once a year) the entire IAIP document set to ensure that it is consistent and accurate ? <i>(The IAIP document set is updated at regular intervals and those sections that are being modified are checked carefully however a complete review of the entire IAIP once a year could identify inconsistencies)</i>	<input type="checkbox"/>
8	Do you check the consistency between the same data that occurs in different parts of the AIP ? <i>(Some information occurs in several places in the IAIP – it is important to check that every occurrence of that information is correct)</i>	<input type="checkbox"/>
9	Do you routinely co-ordinate with neighbouring States prior to publishing Aeronautical information ? <i>(For example, the IAIP contains definitions of routes which terminate at state boundaries and these should be aligned with those in neighbouring states)</i>	<input type="checkbox"/>
10	Do you routinely co-ordinate with military organisations prior to issuing AIS ? <i>(There is some military information that may be of interest to civil users and vice versa)</i>	<input type="checkbox"/>
11	Do you proof read or peer review the amended parts of the AIP before publishing them ? <i>(Typographical and other simple mistakes can easily be detected by an independent reviewer and be removed prior to publication saving time and effort later)</i>	<input type="checkbox"/>
12	Do you apply the OPADD for compiling NOTAMS ? <i>(ICAO Annex 15 and ICAO Doc. 8126 describe how NOTAMS containing AIS dynamic data should be completed. This may not be sufficient to achieve consistent and concise NOTAMS. The EUROCONTROL Operating Procedures for AIS Dynamic Data (OPADD) complements the ICAO documents.)</i>	<input type="checkbox"/>
PUBLISHING THE IAIP		Yes ✓
13	Do you check that your users receive AIP amendments in accordance with the AIRAC ? <i>(Providing the AIS products to your distributor should not be the end of the process – when the users receive the AIS products is important. Distribution could take a long time and must be taken into account)</i>	<input type="checkbox"/>
14	Do you have a process for handling users queries on the IAIP ? <i>(Despite your best endeavours errors will get into IAIP amendments. You should have a process to receive their queries and act on them quickly)</i>	<input type="checkbox"/>
15	Do you have regular meetings (at least once a year) with national users to see whether they are satisfied with your AIS ? <i>(There should be a regular opportunity to meet the users of your AIS to gauge their satisfaction. This is a requirement of ISO 9000:2000)</i>	<input type="checkbox"/>