RWANDA AIRPORTS COMPANY

AIR NAVIGATION SERVICES

AERONAUTICAL INFORMATION MANAGEMENT

MANUAL OF OPERATIONS

Third edition

Kigali International Airport

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APPROVAL PAGE

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FOREWORD

The AIM KIA Manual of Operations has been developed as guidance to all AIM personnel at the station in performing their duties. This is in line with the Civil Aviation (Aeronautical Information Services) Regulations, and the standards prescribed by the Civil Aviation Authority.
The manual incorporates general AIS procedures, processes and resources necessary to provide efficient services at all operational units.

This manual shall be updated when necessary to reflect current developments or new regulatory requirements that could have profound effect to the provision of AIM services.
In preparation of this manual, care has been taken to ensure that the information contained herein is accurate, reliable, relevant and complete. However, any errors or omissions which may be detected should be referred to the Manager AIM.

The contents of this manual shall be reviewed as required and the Manager AIM is responsible for coordinating changes to the manual.

RWANDA AIRPORTS COMPANY

Managing Director / RAC

March 2021

RECORD OF AMENDMENTS

Amendment to this manual is necessitated by change of Aeronautical information management processes, procedures, regulations and standards and must be by page replacement, addition, and deletion or by complete re-issue. Staff carrying out any amendment to this manual must complete the Amendment Record sheet below.

NO.	Date applicable	Date entered	Entered by
01	04/12/2018	03/12/2018	Gaston IMANIRUMVA
02	20/08/2020	10/08/2020	Claire UMUHORAKEYE
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Chapter 1 INTRODUCTION

1.1 Purpose and Scope of the Manual

The purpose of this KIA manual of AIM operations is to assist and direct serving officers on how to effectively undertake their tasks taking cognizance of the regulatory requirements and need for harmonised procedures at the station.

It should be used as a reference tool in achieving the object of AIM of ensuring the flow of information necessary for the safety regularity and efficiency of air navigation through the promotion of maximum efficiency in the organization and operation of AIM.

The scope of the manual covers the processes associated with the reception and /or origination, collation or assembling, editing, formatting, storage and distribution of aeronautical information / data.
Further to this, the manual also gives guidelines on flight plan acceptance and processing together with the associated air traffic services messages. Provision of pre and post flight information at aerodrome unit is also covered.

1.2 Compliance with Applicable Regulations

This manual is prepared in accordance with the Civil Aviation Regulations. In addition, the manual also conforms to the guidelines prescribed by Rwanda Airport Company ltd.

1.3 Compliance with the Operational Instructions

All AIM personnel at KIA shall adhere to the operational guidelines and instructions contained in this Manual and failure to do so shall be construed to be a contravention of the same.

1.4 Reference Materials

- ✓ Aeronautical Information Publication (AIP)
- ✓ Civil Aviation Regulations
- ✓ ICAO Annex 15
- ✓ The following ICAO Documents:-
  - Doc 8126— AIS manual,
  - Doc 10066— PANS-AIM
  - Doc 7910— Location Indicators,
  - Doc 8585— Designators for Aircraft operating agencies & Aeronautical authorities and services
  - Doc 8643— Aircraft designators,
  - Doc 8400— PANS ABC — ICAO Abbreviations and codes,
  - Doc 9674— World Geodetic system (WGS 84)
  - Doc 4444— PANS ATM

1.5 Description of the Manual's Parts

The KIA manual of AIM Operations covers the processes associated with the reception and/or origination, collation or assembling, editing, formatting, storage and distribution of aeronautical information /data. Management of flight plans and associated ATS messages, provisions of pre and post flight information at aerodrome units are also covered.

The manual will assist and direct serving officers on how to effectively undertake their tasks taking cognizance of the regulatory requirements and need for harmonised procedures at all AIM sections.

1.6 Responsibility for Content of the Manual

The Director Air Navigational Services shall be responsible for the accuracy of the information contained in this manual.

1.7 Responsibility for Amendment of the Manual

The Manager AIM initiates the changes to be made for consideration before the amendment is submitted to the regulator for approval.

Chapter 2 DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

The following terms when used in this have the following meanings:
Accuracy. A degree of conformance between the estimated or measured value and the true value.

> *Note. — For measured positional data, the accuracy is normally expressed in terms of a distance from a stated position within which there is a defined confidence of the true position falling.*

Aerodrome*.* A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aeronautical data. A representation of aeronautical facts, concepts or instructions in a formalized manner suitable for communication, interpretation or processing.

Aerodrome reference point. The designated geographical location of an aerodrome.

Aeronautical fixed telecommunication network (AFTN). A worldwide system of aeronautical fixed circuits provided, as part of the aeronautical fixed service, for the exchange of messages and/or digital data between aeronautical fixed stations having the same or compatible communications characteristics.

Aeronautical Information. Information resulting from the assembly, analysis and formatting of aeronautical data.

Aeronautical Information Circular (AIC). A notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the AIP, but which relates to flight safety, air navigation, technical, administrative or legislative matters.

Aeronautical Information Management. The dynamic, integrated management of aeronautical information through the provision and exchange of quality-assured digital aeronautical data in collaboration with all parties.

Aeronautical Information Publication (AIP). A publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

Aeronautical Information Services (AIS). A service established within the defined area of coverage responsible for the provision of aeronautical information / data necessary for the safety, regularity and efficiency of air navigation.

Airborne flight plans (AFIL). A flight plan filed on air with an ATS unit when it has not been possible to file a flight plan on ground. Any desired operator's address should be given with the flight plan details, and the message should begin with the words: "*I wish to file an airborne flight plan*".

Aircraft operating agency. The person, organization or enterprise engaged in, or offering to engage in, an aircraft operation.

Air Traffic Management. The dynamic, integrated management of air traffic and airspace (including air traffic services, airspace management and air traffic flow management) — safely, economically and efficiently — through the provision of facilities and seamless services in collaboration with all parties and involving airborne and ground-based functions.

Air traffic service. A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

AIRAC. An acronym (aeronautical information regulation and control) signifying a system aimed at advance notification based on common effective dates, of circumstances that necessitate significant changes in operating practices.

AFTN communication centre. An AFTN station whose primary function is the relay or retransmission of AFTN traffic from (or to) a number of other AFTN stations connected to it.

ASHTAM. A special series NOTAM notifying by means of a specific format change in activity of a volcano, a volcanic eruption and/or volcanic ash cloud that is of significance to aircraft operations.

Communication centre. An aeronautical fixed station which relays or retransmits telecommunication traffic from (or to) a number of other aeronautical fixed stations directly connected to it.

Current flight plan (CPL). The flight plan including changes, if any, brought about by subsequent clearances.
Controller-pilot data link communications (CPDLC). *A* means of communication between controller and pilot, using data link for ATC communications.

Filed flight plan (FPL). The flight plan as filed with an ATS/AIS unit by the pilot or a designated representative, without any subsequent changes.

Flight information region. An airspace of defined dimensions within which flight information service and alerting service are provided.

Aeronautical information product. 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:

— Aeronautical Information Publications (AIP), including Amendments and Supplements;

— Aeronautical Information Circulars (AIC);

— aeronautical charts;

— NOTAM; and

— digital data sets

Integrity (of aeronautical data). A degree of assurance that an aeronautical data and its value has not been lost or altered since the data original or authorized amendment.

International Airport. Any airport designated by the contracting State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incidents to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

International NOTAM Office. An office designated by a state for the exchange of NOTAM internationally.
NOTAM. A notice distributed by the means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facilities, services procedures or hazard, the timely knowledge of which is essential to personnel concerning with flight operations.

Pre- flight Information bulletin (PIB). A presentation of current NOTAM information of operational significance prepared prior to flight.

Repetitive flight plan. A Repetitive Flight Plan is a Flight Plan related to a series of frequently recurring, regularly operated individual flights with identical basic features, submitted by an operator for retention and repetitive use by ATS/AIS units.

Sector flight plan. A flight plan filed at the aerodrome of departure but intended for the sectors immediately following the point of arrival.

SNOWTAM. A special series NOTAM given in a standard format providing a surface condition report notifying the presence or cessation of hazardous conditions due to snow, ice, slush, frost, standing water or water associated with snow, slush, ice or frost on the movement area.

Supplementary flight plan (SPL). The filed flight plan as filed with an ATS/AIS unit but including item 19.

Through Flight Plans. Through Flight Plans may only be filed where in the course of the proposed flight it is not intended that the aircraft will cross the boundary of Rwanda Flight Information Region, and;
Where the aerodrome(s) of intended intermediate landing is/ (are) not on the AFTN, or;
Where the time spent on the ground at any intermediate place of landing is not expected to be in excess of 60 minutes.PA
When a through Flight Plan has been filed, the portion of the plan for each segment of the flight will become active for ATS and SAR purposes only when the appropriate ATS Unit has received a message announcing departure from the previous point of landing indicated in the Flight Plan.

Validation. Confirmation by examination and provision of objective evidence that the particular requirements for a specific intended use are fulfilled (ISO 8402*).

Verification. Confirmation by examination and provision of objective evidence that specified requirements have been fulfilled (ISO 8402*).

Note. — Objective evidence is information which can be proved true, based on facts obtained through observation, measurement, test or other means (ISO 8402).*

2.2 Abbreviations

ACC Area Control Centre
ACFT Aircraft
AFIL Airborne Flight Plan (Flight Plan filed in the air)
AFTN Aeronautical fixed telecommunication network
AIM Aeronautical Information Management
AIP Aeronautical Information Publication
AIRAC Aeronautical Information Regulation and Control
AIS Aeronautical Information Services
ALTN Alternate (*Aerodrome)*
ANSC Air Navigation Service Charges
ANS Air Navigation Services
ARO ATS Reporting Office
ARR Arrive or Arrival
ATC Air Traffic Control
ATM Air Traffic Management
ATS Air Traffic Services
AUW All Up Weight
BOF Briefing office
CHG Modification *(message type designator)*
CNL Flight plan Cancellation *(message type designator*)
COM Communications
CPL Current Flight Plan *(message type designator)*
DEST Destination
DG Director General
DLA Delay
EET Estimated Elapsed Time
EOBT Estimated Off-Block Time
EST Estimate or Estimated or Estimate
ETA Estimated Time of Arrival or Estimating Arrival
ETD Estimated Time of Departure or Estimating Departure
FIPS Flight Information Processing System
FPL Flight Plan
FIR Flight Information Region
HR Human Resource
IAIP Aeronautical information products
ICAO International Civil Aviation Organization
IFR Instrument Flight Rules
KIA Kigali International Airport
OH Office Hours
OJT on Job Training
OPR Operator or Operate or Operative or Operating or Operational
OPS Operations

PUB Publication
QMS Quality Management System
RAC Rwanda Airports Company Ltd
RCAA Rwanda Civil Aviation Authority
RQP Request Flight Plan *(message type designator)*
RQS Request Supplementary Flight Plan *(message type designator)*
RT Radio Telephony
STD Standard(s)
TRNG Training
TWR Tower
VFR Visual Flight Rules

Chapter 3 SERVICE PROVISION

3.1 Introduction

In the process of providing good services to our customers, the following will be the guiding AIM unit operations procedures. These procedures will be updated continuously to reflect changes that could have an effect on operations. Duty AIM Officers are expected to exercise good judgment when handling both routine and non-routine work in the interest of RAC. The processes and procedures of Aeronautical Charts are contained in a specific manual.

3.2 Availability of Information

Aeronautical Information Management involves the collection and processing of aeronautical data and aeronautical information (including surveyed data) required for development and maintenance for the production of different aeronautical information products. These raw data are recorded in metadata file using Aeronautical Data Collection form ***(Appendix 5).***
AIM officer will check the data and produce aeronautical information accordingly, and thereafter the products will be sent to AIM quality officer, through MEMOs or emails, for checking accuracy, integrity and classification.
When the quality officer is not contented with the accuracy, integrity and/or classification of the information produced, AIM quality officer will use the same method to send the information to the AIM. When the quality officer is contented with the accuracy, integrity and/or classifications then the produced information will be sent to the regulator for approval as part of the aeronautical information to be published.

3.2.1 Handover/Takeover process

When officers are handing over watch to one another, the officer handing over must make sure to update the taking over officer with the following:

- Operations logbook from the last time on duty
- The latest Rwandan NOTAM
- The latest circulars, letters and memos.
- Updates on the aeronautical information products and services and other relevant documents
- Pending charge of Ad-Hoc flights
- Any other instruction by Manager AIM or other authorities

3.2.2 Types of Services to Be Provided

The following services are provided by AIS KIA:

- ✓ Aeronautical information Products and services
- ✓ Flight Plan management
- ✓ Briefing, PIBs.
- ✓ Quality assurance for our clients to ensure products and services are of utmost quality
- ✓ Charging clearance, navigation and airport fees for Ad-Hoc flights

3.3 Aeronautical Information Products and Services

Aeronautical information/data is provided by Aeronautical Information Management Unit of Air Navigation Services (ANS) Unit through Production of Aeronautical Information product, which consists of the following elements:

i) AIP, including amendment and Supplements;
ii) Aeronautical charts;
iii) AIC;
iv) NOTAM and
v) Digital data Sets.

The aeronautical information products and services constitute fundamental tool for Aviation Industry as the data so published is utilized by Airlines, General Aircraft Operators, ATS Personnel, Aviation Service Providers, etc. (***APPENDIX 1 DATA PROCESSES***)

3.3.1 Handling of aeronautical information products and services

All raw data received from raw data providers shall be recorded, analysed, coded and promulgated in an appropriate format.
All new publications received from Manager AIM shall be recorded and distributed accordingly with minimum delay.
The Manager AIM shall keep a current list of internal subscribers to facilitate accountability and traceability.
Every AIM Officer shall be liable to amend all the allocated documents.
All manuals shall be check listed accordingly and any missing pages requested through Manager AIM.

Every two months before AIRAC effective date of every month, Manager AIM sends an email message to raw data providers of Aeronautical Information product, requesting them if there is any change of information relates to mentioned documents.

3.3.2 Aeronautical Information Publication (AIP) procedures

AIP is intended to satisfy International requirements for the exchange of aeronautical information of a lasting character essential to air navigation. AIP constitutes the basic information source for permanent information and long duration temporary changes. AIP Rwanda has been published according to RCAA regulations (RCARS) and RCAA technical standards (RCATS)

The following procedures shall apply for AIP request origination to AIP management office and its handling after re-promulgation.
All raw data/information originating within RAC/RCAA shall be drafted on the Aeronautical Data Collection Form on ***Appendix 5*** or availed to NOF either through hard copy or email.

On reception, the AIP officer shall do analysis as per the published data flow chart. **(*Appendix 1 Data Processes*).**
If the raw data qualifies for AIP amendment or supplement, then check for correctness, format, time application and its effect on aircraft operations. If otherwise, advise the originator accordingly.
The AIP officer shall only originate an AIP AMDT/SUP after assessing the nature of information accordingly.
For sensitive information, such requests shall be forwarded to Manager AIM to facilitate the RAC Managing Director's approval.

3.3.2.1 The AIP structure

The AIP is made up of three parts, General (GEN), En-route (ENR) and Aerodromes (AD), each divided into sections and subsections as applicable, containing various types of information subjects.

Part 1 - General (GEN)

Part 1 consists of five sections containing information as briefly described hereafter.

GEN 0.
Preface; Record of AIP Amendments; Record of AIP Supplements; Checklist of AIP Pages; List of Hand Amendments to the AIP and the Table of Contents to Part 1.

GEN 1. National Regulations and Requirements
Designated Authorities; Entry, Transit and Departure of Aircraft; Entry, Transit and Departure of Passengers and Crew; Entry, Transit, and Departure of Cargo; Aircraft Instruments, Equipment and Flight Documents; Summary of National Regulations and International Agreements/Conventions; and Differences from ICAO standards, Recommended Practices and Procedures.

GEN 2. Tables and Codes
Measuring System, Aircraft Markings, Holidays; Abbreviations used in AIS Publications; Chart Symbols; Location Indicators; List of Radio Navigation Aids; Conversion Tables and Sunrise/Sunset Tables.

GEN 3. Services
Aeronautical Information Services; Aeronautical Charts; Air Traffic Services; Communication Services; Meteorological Services and Search and Rescue.

GEN 4. Charges for Aerodromes and Air Navigation Services
Aerodrome Charges; Air Navigation Service Charges and VSAT Charges.

Part 2 - En-route (ENR)

Part 2 consists of seven sections containing information as briefly described hereafter.

ENR 0.
Table of Contents to Part 2.

ENR 1. General Rules and Procedures
General Rules; Visual Flight Rules; Instrument Flight Rules; ATS Airspace Classification; Holding, Approach and Departure Procedures; Radar Services and Procedures; Altimeter Setting Procedures; Regional Supplementary Procedures (Doc 7030); Air Traffic Flow Management (ATFM); Flight Planning; Addressing of Flight Plan Messages; Interception of Civil Aircraft; Unlawful Interference; and Air Traffic Incidents.

ENR 2. Air Traffic Services Airspace
Detailed description of Flight information regions (FIR); Upper Flight Information Regions (UIR); Terminal Control Areas (TMA); and Other Regulated Air- space.

ENR 3. ATS Routes
Detailed description of Lower ATS Routes; Upper ATS Routes; Area Navigation (RNAV) Routes; Helicopter Routes; Other Routes; and En-route Holding.

ENR 4. Radio Navigation Aids/Systems
Radio Navigation Aids - En-route; Special Navigation Systems; Global Navigation Satellite System (GNSS); Name - Code Designators for Significant Points; and Aeronautical Ground Lights - En-route.

ENR 5. Navigation Warnings
Prohibited, Restricted and Danger Areas; Military Exercise and Training Areas; Other Activities of a Dangerous Nature and Other Potential Hazards; Air Navigation Obstacles - En-route; Aerial Sporting and Recreational Activities; and Bird Migration and Areas with Sensitive Fauna.

ENR 6. En-route Charts
Air Traffic Service System - En-route Chart - ICAO; Area Navigation (RNAV) - En-route Chart - ICAO; Prohibited, Restricted and Danger Areas - Index Chart.

<u>Part 3 – Aerodromes (AD)</u>

Part 3 consists of four sections containing information as briefly described hereafter.

AD 0.
List of Hand to the AIP and Table of Contents to Part 3

AD 1. Aerodromes/Heliports – Introduction
Aerodrome/Heliport Availability; Rescue and Fire Fighting Services and Snow Plan; Index to Aerodromes and Grouping of Aerodromes.

AD 2. Aerodromes
Detailed Information about Aerodromes including Helicopter Landing Areas, if located at the aerodromes, listed under 24 subsections.

AD 3. Heliports
Detailed Information about Heliports (not located at aerodromes), listed under 23 subsections.

3.3.2.2 AIP amendments

3.3.2.2.1 Specification for AIP amendments

(i) Permanent changes to the AIP are published as AIP Amendments.
(ii) Each AIP Amendment is allocated a serial number along with the year of publication. Sample of AIRAC Amendment format is at ***Appendix 3.***
(iii) When an AIP Amendment is issued, it includes reference to the serial number of the AIP Supplements and NOTAM, which have been incorporated into the Amendment.

3.3.2.3 AIP Supplements

3.3.2.3.1 Temporary changes of long duration (3 months or longer) and information of short duration which contains extensive text and/or graphics is published as AIP Supplement. (***Appendix 4 AIP Supplement***)

3.3.2.3.2 AIP Supplement pages are of yellow colour to make it conspicuous.

3.3.2.3.3 Each AIP Supplement is allocated a serial number which is consecutive and based on the calendar year.

3.3.2.3.4 Each AIP Supplement issued in replacement of a NOTAM includes a reference to the serial number of the NOTAM.

3.3.2.3.5 A Checklist of valid AIP Supplements is issued every month. The checklist is issued through the medium of the monthly printed plain language list of valid NOTAM.

3.3.2.3.6 AIP Supplement pages shall be kept in the AIP as long as all or some of their contents remain valid.

3.3.2.3.7 AIP Supplement pages shall be kept as the first item in the AIP Parts.

3.3.2.4 Distribution

AIP, AIP Amendments and AIP Supplements are distributed to Kamembe and Gisenyi aerodromes and to the local and international subscribers, of AIP Amendment Service in hardcopy by Postal address and soft copy to their email addresses.

Local subscribers sign to the distribution list, and for international subscribers, the assistant to RAC Managing Director signs to the list and sends them through Rwanda Post Office. Publications distribution Tracking Form (***Appendix 23***) for tracking the delivery of aeronautical information products is distributed with AIP, AIP Amendments, and AIP Supplements to the international subscribers.

3.3.3 Aeronautical Information Circular (AIC)

In Rwanda the responsibility to issue and disseminate Aeronautical Information Circulars (AICs) has been entrusted to AIM unit.

3.3.3.1 Origination

3.3.3.1.1 An AIC is originated whenever it is necessary to promulgate aeronautical information which does not qualify for inclusion in an AIP or for the origination of a NOTAM.

3.3.3.1.2 An AIC is originated whenever it is desirable to promulgate:

a) a long-term forecast of any major change in legislation, regulations, procedures or facilities;
b) information of a purely explanatory or advisory nature liable to affect flight safety;
c) information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters.

3.3.3.1.3 The information to be promulgated in AIC shall include:

a) forecasts of important changes in the air navigation procedures, services and facilities provided;
b) forecasts of implementation of new navigational systems;
c) significant information arising from aircraft accident/incident investigation which has a bearing on flight safety;
d) information on regulations relating to the safeguarding of international civil aviation against acts of unlawful interference;
e) advice on medical matters of special interest to pilots;
f) warnings to pilots concerning the avoidance of physical hazards;
g) effect of certain weather phenomena on aircraft operations;

3.3.3.1.4 Information on new hazards affecting aircraft handling techniques shall also be included in AIC. These are:

a) regulations relating to the carriage of restricted articles by air;
b) reference to the requirements of, and publication of changes in, national legislation;
c) aircrew licensing arrangements;
d) training of aviation personnel;
e) application of, or exemption from, requirements in national legislation;
f) advice on the use and maintenance of specific types of equipment;
g) actual or planned availability of new or revised editions of aeronautical charts;
h) carriage of radio equipment;

i) explanatory information relating to noise abatement;
j) selected airworthiness directives;
k) changes in NOTAM series or distribution, new editions of AIP or major changes in their contents, coverage or format;
l) Other information of a similar nature.

***Note**: —Rwanda lies within the tropics with a tropical type of climate. There is therefore no snow plan for the published aerodromes.*

3.3.3.2 General specifications

3.3.3.2.1 AIC are issued in printed form, and in addition are also placed on the RAC website www.rac.co.rw as well as the RCAA website, www.caa.gov.rw

Note. - Both text and diagrams are included.

3.3.3.2.2 Each AIC is allocated a serial number which is consecutive and based on the calendar year.

3.3.3.2.3 A checklist of AIC currently in force is issued at the beginning of every year.

3.3.3.3 Distribution

AIC selected for international distribution are given the same distribution as that for the AIP. (***Appendix 10: AIC***)

3.3.4 NOTAM Procedures

The following procedures shall apply for Notice to Airmen (NOTAM) request origination to NOTAM Office and its handling after re-promulgation.
All raw data/information originating within RAC/RCAA shall be drafted on the Aeronautical Data collection Form on ***Appendix 5***, except data that necessitate the promulgation of SNOWTAM that shall be drafted on a SNOTAM Format form or availed to NOF either through hard copy, email or NOTAM Management system.

On reception, the NOTAM officer or duty AIM Officer shall do analysis as per the published data flow chart. (***Appendix 1 Data Processes*****).** Duty AIM Officer will have responsibility of originating NOTAM in the absence of NOTAM officer.

If the raw data qualifies for NOTAM origination, then check for correctness, format, time application and its effect on aircraft operations. If otherwise, advise the originator accordingly.
The NOTAM officer or duty AIO shall only originate a NOTAM after assessing the nature of information accordingly and use the NOTAM format on ***Appendix 6*****.**

For sensitive information like closure of an airport or extension of hours of operation, such requests shall be forwarded to Managing Director for approval and be submitted to manager AIM for promulgation.

3.3.4.1 International NOTAM Office

Once the data is received at the NOF the following shall apply:

- Confirm the data accuracy.
- Authenticate if the information has been originated by the correct data provider.
- Conduct the data analysis as per ***Appendix 1***
- Promulgate the information.

3.3.4.2 NOTAM Types

- ▲ NOTAMN —If the NOTAM contains new information
- ▲ NOTAMR —If the NOTAM is replacing a previous NOTAM, followed by the series and number/year of the NOTAM being replaced.
- ▲ NOTAMC —If the NOTAM is cancelling a previous NOTAM, followed by series and number/year of the NOTAM being cancelled.

Note: *— Whenever promulgating a NOTAM, reference should always be made to Doc 8126 (AIS Manual) particularly NOTAM Selection Criteria, and Doc. 8400. Note that NOTAM sent with errors cannot be amended other than sending NOTAMR. Officers should therefore be diligent to avoid originating NOTAM in error.*

3.3.4.3 NOTAM Creation

The following basic rules must be observed when processing NOTAM requests in NOF:

a) A NOTAM must deal with only one subject and one condition of that subject.
b) Erroneous NOTAM must either be replaced or cancelled and a new one issued. Correct Version of NOTAM must not be issued.
c) A NOTAMR must replace only one NOTAM. Both must belong to the same series.
d) A NOTAMC must cancel only one NOTAM. Both must belong to the same NOTAM series.
e) NOTAM are qualified according to the Selection Criteria.
f) All published times must be in UTC.
g) For NOTAMR and NOTAMC, no anticipated date in item (B) is permitted.
h) If item (C) contains 'EST' the NOTAM requires the later issue of a NOTAMR or NOTAMC.
i) Item (C) must contain "PERM" solely for NOTAM information that will be incorporated in the AIP. These NOTAM are cancelled once incorporated.
j) Item (E) should be composed in such a way that it will serve for PIB entry without requiring additional processing by the receiving unit.

3.3.4.4 NOTAM Verification

All Duty AIM Officers must perform verifications of NOTAM in order to maintain high quality standards. Manually verification if NOTAM received manually then simulated and validated. The following are the verification that must be performed: -

- The ICAO NOTAM format is strictly adhered to.
- NOTAM series/number/year is correct and ascending sequence.
- NOTAM Type only N, R or C are allowed.
- NOTAM number referred to in a NOTAMR or C is a valid NOTAM.
- Item (A) in NOTAMR and C must be identical to item in the NOTAM referred to.

3.3.4.5 Foreign NOTAM

Foreign NOTAM are continuously received, processed and stored in the database for retrieval. The Foreign NOTAM with errors will get displayed and can be accessed through the foreign NOTAM option for correction after which the NOTAM will be validated and stored in the database.

All foreign NOTAM actioned with the exception of neighbouring states will be mostly in Series A or any other if requested. NOTAM where both series A and B are issued the NOTAM will also be processed.

3.3.4.5.1 Distribution

For distributional purposes, NOTAM originating from Rwanda are divided into two series namely A and B depending on the category of facility, procedure, service or hazard being reported. The International NOTAM office is responsible for the distribution of all NOTAM (both incoming and outgoing). Reach recipient by AFTN addressees.

All NOTAM are distributed on the basis of request. The NOF has an arrangement with other foreign NOFs to either send or receive NOTAM.

3.3.4.5.2 Trigger NOTAM

When an AIP Amendment or an AIP Supplement is published in accordance with AIRAC procedures, "trigger" NOTAM must be originated and promulgated. Trigger NOTAM must contain a brief description of the contents of the amendment or supplement, the effective date/time and the serial number of the amendment or supplement. This trigger NOTAM must come into force on the same effective date as the amendment or supplement. Trigger NOTAM must remain valid, as a reminder in the PIB, for a period of 14 days.

Trigger NOTAM is issued:

a) On the publication date of the AIRAC AIP Amendment or the AIP Supplement
b) In the appropriate NOTAM series, according to the information it contains;
c) For a single location (FIR or aerodrome) only, but may include information on different subjects related to the location in order to reduce the number of NOTAM to be published;

Note:— *In the case of multiple subjects, the qualifiers TRAFFIC, PURPOSE and SCOPE must be filled in accordance with the subject of highest operational importance. A Trigger NOTAM is issued in accordance with the same instructions as for any other NOTAM.*

d) When information has not been submitted by the AIRAC date, a NIL notification shall be originated and distributed by the NOTAM checklist.

3.3.4.5.3 Cancellation of an AIP supplement by NOTAM

For an AIP SUP containing AIRAC Information, since a trigger NOTAM would have been issued, the procedures for cancellation /replacement of trigger NOTAM apply.

For an AIP SUP containing Non-AIRAC Information, NOF shall issue a new NOTAM if cancelled before end of their validity. The NOTAM shall be valid for only 24 hours.

3.3.4.5.4 Replacement of NOTAM by an AIP Supplement

An AIP Supplement may be published to replace or modify information of an existing NOTAM (only modified NOTAM to be triggered).
A trigger NOTAM must be published against this AIP Supplement.
NOF to ensure that such a NOTAM is cancelled at the date/time of the trigger NOTAM by either a NOTAMR or NOTAMC.

3.3.4.5.5 Cancellation/Replacement of Trigger NOTAM

- Basic NOTAM cancellation rules apply
- Trigger NOTAM relative to AIRAC AIP AMDT shall be self-cancelling 14 days after the effective date of the AMDT.
- Trigger NOTAM relative to AIP Supplements must be cancelled according to the following:
    i) If item C) is a fixed date, the trigger NOTAM will be automatically cancelled on this date. Exceptionally, the end date specified in the AIP Supplement may be brought forward by NOTAM. In this case, at the date of cancellation (new end of validity), a trigger NOTAMR is issued that remains in force a maximum of 14 days. It can be in force less than 14 days if the originally published end of validity of the supplement is reached within this 14-day period. In this case, the Item C) date of the trigger NOTAMR must be identical to the end of validity date of the supplement. The text in Item E) must clearly indicate that the planned end date has been brought forward.

    ii) If Item C) is an estimated date (EST), a trigger NOTAMR must be published to replace the existing trigger NOTAM at the appropriate time (i.e. before the Item C) time has been reached). Such trigger NOTAMR must follow the same rules for origination as explained above. Trigger NOTAM with an estimated end date must be cancelled by the publication of a normal NOTAMC at the appropriate time (i.e. the time at which the situation described in the AIP Supplement has ended).

3.3.4.6 National NOTAM

NOTAM originating from Rwanda are divided into 2 series namely A and B depending on the category of procedure, service or hazard being reported.

The International NOTAM office is responsible for the distribution of all NOTAM.
For guidance, ALPHA series NOTAM will refer to all Navigation Aids and International Airports of Rwanda and to Kigali FIR.

BRAVO series NOTAM will refer to Kamembe, Gisenyi and airstrips. (Note that Navigation aids concerning these stations will be series ALPHA).
They will contain information concerning aerodromes and/or airstrips other than those mentioned above.

NOTAM requests under local NOTAM must be processed accordingly and validated. NOTAM officers must ensure that the NOTAM is correct to avoid re-promulgating NOTAM with avoidable mistakes. Whenever in doubt, consultation should be done with the originator. All NOTAM Officers must apply their full professionalism and diligence while handling NOTAM. “Remember you are at the International NOTAM Office”.
NOTAM Officers should always remember to capture information on sensitive NOTAM in the NOF day’s headline.
Note that for distribution, the pre-determined distribution is already created so that once a NOTAM is validated the FIPS will automatically distribute accordingly.

3.3.4.6.1 NOTAM request from aerodrome operator

NOTAM from aerodrome operator must come via Manager AIM unit at the aerodrome and must be authorised by him/her or by other officers designated by him/her before origination. Once authorized, the NOTAM Officers or Aeronautical Information Officers will then analyse the information as per the published data analysis flow chart. NOTAM Officers or Aeronautical Information Officers will then format the information in accordance with the RCAA regulations, create the NOTAM and validate. Once the NOTAM is distributed, the raw data will be filed accordingly.

3.3.4.6.2 Station NOTAM

NOTAM originating from KIA station will be originated by the manager of the unit. In all cases, a NOTAM form should be filled and signed by the originator for accountability. The form in question should be filled as original and duplicate. The original form should be attached to the promulgated NOTAM and filed in NOF while the duplicate copy is for the originator of the request.

3.3.4.7 NOTAM Checklist

Checklists of valid NOTAM must be issued once a month. The checklist must refer to the latest AIP amendments, AIRAC AIP amendments, AIP Supplements, AIRAC AIP Supplements, AICs’ and NIL AIRAC Notification. It is imperative to update the list of latest publications under AIP/AIC option and cancel or replace NOTAM with expiry dates or EST dates due end month or earlier on item ‘C’ of NOTAM. The NOTAM Officer or AIM Officer must liaise with the Manager AIM for the update.

Checklists of valid NOTAM in plain language would be availed in NOTAM office. (***APPENDIX 7 Monthly NOTAM Summary***)

3.3.4.8 Procedures for handling NOTAM requests

3.3.4.8.1 NOTAM request Origination

A NOTAM shall be originated and issued promptly whenever the information to be distributed is of a temporary nature and of short duration or when operationally significant permanent changes or temporary changes of a long duration are made at a short notice, except for extensive text and /or graphics.

NOTAM are issued when it is necessary to distribute information of direct operational significance, which is:

a) Of a short duration
b) Appropriate for inclusion in the AIP but needs immediate distribution.

A NOTAM shall be originated and issued whenever the following information is of direct operational significance:

a) Establishment, closure or significant changes in operation of aerodrome(s) / heliport(s) or runways;
b) Establishment, withdrawal and significant changes in operation of aeronautical services (AGA, AIS, ATS, COM, MET, SAR, etc.);
c) Establishment or withdrawal of electronic and other aids to air navigation and aerodromes/heliports. This includes: interruption or return to operation, change of frequencies, change in notified hours of service, change of identification, change of orientation (directional aids), change of location, power increase or decrease amounting to 50 per cent or more, change in broadcast schedules or contents, or irregularity or unreliability of operation of any electronic aid to air navigation, and air-ground communication services;
d) Establishment, withdrawal or significant changes made to visual aids;
e) Interruption of or return to operation of major components of aerodrome lighting systems;
f) Establishment, withdrawal or significant changes made to procedures for air navigation services;
g) Occurrence or correction of major defects or impediments in the manoeuvring area;
h) Changes to and limitations on availability of fuel, oil and oxygen;
i) Major changes to search and rescue facilities and services available;
j) Establishment, withdrawal or return to operation of hazard beacons marking significant obstacles to air navigation;
k) Changes in regulations requiring immediate action, e.g. prohibited areas for SAR action;
l) Presence of hazards which affect air navigation (including obstacles, military exercises, displays, races, major parachuting events outside promulgated sites);
m) erecting or removal of, or changes to, significant obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;
n) Establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas;
o) Establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of guard on the VHF emergency frequency 121.5 MHz is required;
p) Allocation, cancellation or change of location indicators;

q) Significant changes in the level of protection normally available at an aerodrome for rescue and firefighting purposes. NOTAM shall be originated only when a change of category is involved and such change of category shall be clearly stated;
r) Presence or removal of, or significant changes in, hazardous conditions due to snow, slush, ice or water on the movement area;
s) outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures;
t) forecasts of solar cosmic radiation, where provided;
u) an operationally significant change in volcanic activity, the location, date and time of volcanic eruptions and/or horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected;
v) release into the atmosphere of radioactive materials or toxic chemicals following a nuclear or chemical incident, the location, date and time of the incident, the flight levels and routes or portions thereof which could be affected and the direction of movement;
w) establishment of operations of humanitarian relief missions, such as those undertaken under the auspices of United Nations, together with procedures and/or limitations which affect air navigation; and
x) Implementation of short-term contingency measures in cases of disruption, or partial disruption, of air traffic services and related supporting services.

3.3.4.8.2 Procedures Related to NOTAM 'R' Creation

NOTAMR is a replacement NOTAM.

a) NOTAMR is issued in the same series as the NOTAM to be replaced,
b) NOTAMR replace only one NOTAMN or another NOTAMR
   Example: A0214/04 NOTAMR A0056/04
c) NOTAMR deals with precisely the same subject as the NOTAM referred to.
d) NOTAMR has the same Item A contents as the NOTAM referred to.
e) NOTAMR immediately replaces the NOTAMN or another NOTAMR referred to.
f) No future start of validity in Item B of a NOTAMR is permitted.
g) NOTAMR is not permitted for the replacement of an individual part of a Multi-part NOTAM.

3.3.4.8.3 Procedures related to NOTAM 'C' Creation

NOTAMC are Cancelling NOTAM.

a) NOTAMC are issued in the same series as the NOTAMN or R referred to.
b) NOTAMC cancel only one NOTAMN or R. Example: AO012/04 NOTAMC A0004/04
c) NOTAMC has the same Item A contents as the NOTAM it cancels.
d) NOTAMC become valid at the time it is issued, and immediately cancel the NOTAMN or R referred to.
e) No future start of validity (cancellation) in Item B is permitted.
f) In case of cancellation of a Multi-part NOTAM, all parts are cancelled by the NOTAMC. Cancellation of individual parts is not permitted.

NOTAMC shall be published whenever NOTAM are incorporated in AIP amendment

The process of every NOTAMN issued until is replaced or cancelled is recorded in Ephemeral NOTAM ***(APPENDIX 8)***

3.3.4.9 ASHTAM

A special series NOTAM called ASHTAM, is used to notify an operationally significant change in volcanic activity, the location, date and time of volcanic eruptions and/or horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected. A specific format **(see *APPENDIX 9)*** is prescribed for this purpose. Use of the NOTAM Code and plain language is also permissible. When the ASHTAM format is used, the information must be given in the order shown in that format. The maximum period of validity of the ASHTAM is 24 hours. A new ASHTAM must be issued whenever there is a change in the level of alert. Instructions for the completion of the ASHTAM format are given below.

3.3.4.9.1 INSTRUCTIONS FOR THE COMPLETION OF THE ASHTAM FORMAT

1.1 The ASHTAM provides information on the status of activity of a volcano when a change in its activity is, or is expected to be, of operational significance. This information is provided using the volcano level of alert colour code given in 3.5 below.

1.2 In the event of a volcanic eruption producing ash cloud of operational significance, the ASHTAM also provides information on the location, extent and movement of the ash cloud and the air routes and flight levels affected.

1.3 Issuance of an ASHTAM giving information on a volcanic eruption, in accordance with paragraph 3 below, should not be delayed until complete information A) to K) is available but should be issued immediately following receipt of notification that an eruption has occurred or is expected to occur, or a change in the status of activity of a volcano of operational significance has occurred or is expected to occur, or an ash cloud is reported. In the case of an expected eruption, and hence no ash cloud evident at that time, items A) to E) should be completed and items F) to I) indicated as “not applicable”. Similarly, if a volcanic ash cloud is reported, e.g. by special air-report, but the source volcano is not known at that time, the ASHTAM should be issued initially with items A) to E) indicated as “unknown”, and items F) to K) completed, as necessary, based on the special air-report, pending receipt of further information. In other circumstances, if information for a specific field A) to K) is not available, indicate “NIL”.

1.4 The maximum period of validity of ASHTAM is 24 hours. New ASHTAM shall be issued whenever there is a change in the level of alert.

2. Abbreviated heading

2.1 Following the usual aeronautical fixed telecommunication network (AFTN) communications header, the abbreviated heading “TT AAiiii CCCC MMYYGGgg (BBB)” is included to facilitate the automatic processing of ASHTAM messages in computer data banks. The explanation of these symbols is:
TT = data designator for ASHTAM = VA;
AA = geographical designator for States, e.g. NZ = New Zealand (see Location Indicators (Doc 7910), Part 2, Index to Nationality Letters for Location Indicators);

iiii = ASHTAM serial number in a four-figure group;
CCCC = four-letter location indicator of the flight information region concerned (see Location Indicators (Doc 7910), Part 5, addresses of centres in charge of FIR/UIR);

MMYYGGgg = date/time of report, whereby:
MM = month, e.g. January = 01, December = 12
YY = day of the month
GGgg = time in hours (GG) and minutes (gg) UTC;
(BBB) = Optional group for correction to an ASHTAM message previously disseminated with the same serial number = COR.
Note. — Brackets in (BBB) are used to indicate that this group is optional.
Example: Abbreviated heading of ASHTAM for Auckland Oceanic FIR, report on 7 November at 0620 UTC: VANZ0001 NZZO 11070620
3. Content of ASHTAM

3.1 Item A — Flight information region affected, plain-language equivalent of the location indicator given in the abbreviated heading, in this example “Auckland Oceanic FIR”.
3.2 Item B — Date and time (UTC) of first eruption.
3.3 Item C — Name of volcano, and number of volcano as listed in the Manual on Volcanic Ash, Radioactive Material and Toxic Chemical Clouds (Doc 9691), Appendix E, and on the World Map of Volcanoes and Principal Aeronautical Features.
3.4 Item D — Latitude/Longitude of the volcano in whole degrees or radial and distance of volcano from NAVAID as listed in Doc 9691, Appendix E, and on the World Map of Volcanoes and Principal Aeronautical Features).
3.5 Item E — Colour code for level of alert indicating volcanic activity, including any previous level of alert colour code as follows:

Level of alert colour code	Status of activity of volcano
GREEN ALERT	Volcano is in normal, non-eruptive state. or, after a change from a higher alert level: Volcanic activity considered to have ceased, and volcano reverted to its normal, non-eruptive state.
YELLOW ALERT	Volcano is experiencing signs of elevated unrest above known background levels. or, after a change from a higher alert level: Volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.

ORANGE ALERT	Volcano is exhibiting heightened unrest with increased likelihood of eruption. or, Volcanic eruption is underway with no or minor ash emission [specify ash-plume height if possible].
RED ALERT	Eruption is forecast to be imminent with significant emission of ash into the atmosphere likely. or, Eruption is underway with significant emission of ash into the atmosphere [specify ash-plume height if possible].

Note.— The colour code for the level of alert indicating the status of activity of the volcano and any change from a previous status of activity should be provided to the area control centre by the responsible vulcanological agency in the State concerned, e.g. “RED ALERT FOLLOWING YELLOW” OR “GREEN ALERT FOLLOWING ORANGE”.

3.6 Item F — If volcanic ash cloud of operational significance is reported, indicate the horizontal extent and base/top of the ash cloud using latitude/longitude (in whole degrees) and altitudes in thousands of metres (feet) and/or radial and distance from source volcano. Information initially may be based only on special air-report, but subsequent information may be more detailed based on advice from the responsible meteorological watch office and/or volcanic ash advisory centre.

3.7 Item G — Indicate forecast direction of movement of the ash cloud at selected levels based on advice from the responsible meteorological watch office and/or volcanic ash advisory centre.
3.8 Item H — Indicate air routes and portions of air routes and flight levels affected, or expected to become affected.

3.9 Item I — Indicate closure of airspace, air routes or portions of air routes, and availability of alternative routes.

3.10 Item J — The source of the information (e.g. “special air-report” or “vulcanological agency.) should always be indicated, whether an eruption has actually occurred or ash cloud reported, or not.

3.11 Item K — Include in plain language any operationally significant information additional to the foregoing.

3.3.4.10 SNOWTAM.

Information concerning snow, slush, ice, frost, standing water, or water associated with snow, slush, ice or frost on the movement area shall be disseminated by means of a SNOWTAM, and shall contain the information in the order shown in the SNOWTAM Format **(*APPENDIX 24*).** Instructions for the completion of the SNOWTAM format are given below;

3.3.4.10.1 INSTRUCTIONS FOR THE COMPLETION OF THE SNOWTAM FORMAT

Note.— Origin of data, assessment process and the procedures linked to the surface conditions reporting system are prescribed in the Procedures for Air Navigation Services — Aerodromes (PANS-Aerodromes, Doc 9981).

a) When reporting on more than one runway, repeat Items B to H (aeroplane performance calculation section).

b) The letters used to indicate items are only used for reference purpose and should not be included in the messages. The letters, M (mandatory), C (conditional) and O (optional) mark the usage and information and shall be included as explained below.

c) Metric units shall be used and the unit of measurement not reported.
d) The maximum validity of SNOWTAM is 8 hours. New SNOWTAM shall be issued whenever a new runway condition report is received.

e) A SNOWTAM cancels the previous SNOWTAM.
f) The abbreviated heading “TTAAiiii CCCC MMYYGGgg (BBB)” is included to facilitate the automatic processing of SNOWTAM messages in computer data banks. The explanation of these symbols is:
TT = data designator for SNOWTAM = SW;
AA = geographical designator for States, e.g. LF = FRANCE, EG = United Kingdom (see Location Indicators (Doc 7910), Part 2, Index to Nationality Letters for Location Indicators);
iiii = SNOWTAM serial number in a four-digit group;
CCCC = four-letter location indicator of the aerodrome to which the SNOWTAM refers (see Location Indicators (Doc 7910));
MMYYGGgg = date/time of observation/measurement, whereby:
MM = month, e.g. January = 01, December = 12
YY = day of the month
GGgg = time in hours (GG) and minutes (gg) UTC;
(BBB) = optional group for correction, in the case of an error, to a SNOWTAM message previously disseminated with the same serial number = COR.

Note 1.— Brackets in (BBB) are used to indicate that this group is optional.
Note 2.— When reporting on more than one runway and individual dates/times of observation/assessment are indicated by repeated Item B, the latest date/time of observation/assessment is inserted in the abbreviated heading (MMYYGGgg).
Example: Abbreviated heading of SNOWTAM No. 149 from Zurich, measurement/observation of 7 November at 0620 UTC:
SWLS0149 LSZH 11070620

Note. — The information groups are separated by a space, as illustrated above.
g) The text “SNOWTAM” in the SNOWTAM Format and the SNOWTAM serial number in a four-digit group shall be separated by a space, for example: SNOWTAM 0124.
h) For readability purposes for the SNOWTAM message, include a line feed after the SNOWTAM serial number, after Item A, and after the aeroplane performance calculation section.
i) When reporting on more than one runway, repeat the information in the aeroplane performance calculation section from the date and time of assessment for each runway before the information in the situational awareness section.

j) Mandatory information is:

1) AERODROME LOCATION INDICATOR;
2) DATE AND TIME OF ASSESSMENT;
3) LOWER RUNWAY DESIGNATOR NUMBER;
4) RUNWAY CONDITION CODE FOR EACH RUNWAY THIRD; and
5) CONDITION DESCRIPTION FOR EACH RUNWAY THIRD (when runway condition code (RWYCC) is reported 1–5)

2. Aeroplane performance calculation section
Item A — Aerodrome location indicator (four-letter location indicator).
Item B — Date and time of assessment (eight-figure date/time group giving time of observation as month, day, hour and minute in UTC).

Item C — Lower runway designator number (nn[L] or nn[C] or nn[R]).

Note. — Only one runway designator is inserted for each runway and always the lower number.
Item D — Runway condition code for each runway third. Only one digit (0, 1, 2, 3, 4, 5 or 6) is inserted for each runway third, separated by an oblique stroke (n/n/n).
Item E — Per cent coverage for each runway third. When provided, insert 25, 50, 75 or 100 for each runway third, separated by an oblique stroke ([n]nn/[n]nn/[n]nn).

Note 1. — This information is provided only when the runway condition for each runway third (Item D) has been reported as other than 6 and there is a condition description for each runway third (Item G) that has been reported other than DRY.

Note 2. — When the conditions are not reported, this will be signified by the insertion of “NR” for the appropriate runway third(s).

Item F — Depth of loose contaminant for each runway third. When provided, insert in millimeters for each runway third, separated by an oblique stroke (nn/nn/nn or nnn/nnn/nnn).

Note 1. — This information is only provided for the following contamination types:
— standing water, values to be reported 04, then assessed value. Significant changes 3 mm up to and including 15 mm;
— Slush, values to be reported 03, then assessed value. Significant changes 3 mm up to and including 15 mm;
— Wet snow, values to be reported 03, then assessed value. Significant changes 5 mm; and
— Dry snow, values to be reported 03, then assessed value. Significant changes 20 mm.

Note 2. — When the conditions are not reported, this will be signified by the insertion of “NR” for the appropriate runway third(s).

Item G — Condition description for each runway third. Insert any of the following condition descriptions for each runway third, separated by an oblique stroke.

COMPACTED SNOW
DRY SNOW

DRY SNOW ON TOP OF COMPACTED SNOW
DRY SNOW ON TOP OF ICE
FROST ICE
SLUSH
STANDING WATER
WATER ON TOP OF COMPACTED SNOW
WET
WET ICE
WET SNOW
WET SNOW ON TOP OF COMPACTED SNOW
WET SNOW ON TOP OF ICE
DRY (only reported when there is no contaminant)

Note. — When the conditions are not reported, this will be signified by the insertion of “NR” for the appropriate runway third(s).

Item H — Width of runway to which the runway condition codes apply. Insert the width in metres if less than the published runway width.

3. Situational awareness section

Note 1. — Elements in the situational awareness section end with a full stop.
Note 2. — Elements in the situational awareness section for which no information exists, or where the conditional circumstances for publication are not fulfilled, are left out completely.

Item I — Reduced runway length. Insert the applicable runway designator and available length in meters (example: RWY nn [L] or nn [C] or nn [R] REDUCED TO [n]nnn).

Note. — This information is conditional when a NOTAM has been published with a new set of declared distances.

Item J — drifting snow on the runway. When reported, insert “DRIFTING SNOW”.
Item K — Loose sand on the runway. When loose sand is reported on the runway, insert the lower runway designator and with a space “LOOSE SAND” (RWY nn or RWY nn[L] or nn[C] or nn[R] LOOSE SAND).

Item L — Chemical treatment on the runway. When chemical treatment has been reported applied, insert the lower runway designator and with a space “CHEMICALLY TREATED” (RWY nn or RWY nn[L] or nn[C] or nn[R] CHEMICALLY TREATED).

Item M — Snow banks on the runway. When snow banks are reported present on the runway, insert the lower runway designator and with a space “SNOW BANK” and with a space left “L” or right “R” or both sides “LR”, followed by the distance in metres from centre line separated by a space FM CL (RWY nn or RWY nn[L] or nn[C] or nn[R] SNOW BANK Lnn or Rnn or LRnn FM CL).

Item N — Snow banks on a taxiway. When snow banks are present on a taxiway, insert the taxiway designator and with a space “SNOW BANK” (TWY [nn]n SNOW BANK).

Item O — Snow banks adjacent to the runway. When snow banks are reported present penetrating the height profile in the aerodrome snow plan, insert the lower runway designator and “ADJ SNOW BANKS” (RWY nn or RWY nn[L] or nn[C] or nn[R] ADJ SNOW BANKS).

Item P — Taxiway conditions. When taxiway conditions are reported as poor, insert the taxiway designator followed by a space “POOR” (TWY [n or nn] POOR or ALL TWYS POOR).

Item R — Apron conditions. When apron conditions are reported as poor, insert the apron designator followed by a space “POOR” (APRON [nnnn] POOR or ALL APRONS POOR).

Item S — Measured friction coefficient. Where reported, insert the measured friction coefficient and friction measuring device.

Note. — This will only be reported for States that have an established programme of runway friction measurement using a State-approved friction measuring device.

Item T — plain language remarks.

3.3.5 Aeronautical Information Regulation and Control (AIRAC)

3.3.5.1 The need for control

Information concerning changes in facilities services or procedures in most cases requires amendments to be made to airline operations manuals or other documents produced by various aviation agencies. The organizations responsible for maintaining these publications up to date usually work to a prearranged production programme. If AIP Amendments or supplements concerning such information were published haphazardly with a non-regulated effective dates, it would be impossible to keep the manuals and other documents up to date. Alternatively, if a schedule of predetermined dates on which changes were to become effective were fixed throughout the year, it would be possible for a production programme to be based on these predetermined dates.

3.3.5.2 Regulated system

Since many of the changes to facilities, services and procedures can be anticipated and become effective in accordance with a predetermined schedule of effective dates, ICAO recommends use of a regulated system (AIRAC) designed to ensure that:

a) Information concerning circumstances listed in 3.3.5.3 below will be issued as AIP Amendments or Supplements. These amendments and supplements must be identified by the acronym “AIRAC” and distributed at least 42 days, 56 days for major changes in advance of the effective date with the objective of reaching recipients at least 28 and 42 days in advance of the same date.
b) The AIRAC effective date must be in accordance with the predetermined internationally agreed schedule of effective dates based on an interval of 28 days.

c) Information so notified must not be changed further for at least another 28 days after the indicated effective date, unless the circumstances notified is of temporary nature and would not persist for the full period.

Essentially, implementation dates other than AIRAC effective dates must not be used for pre-planned, operationally significant changes requiring cartographic work and/or updating of navigation databases.

3.3.5.3 Information to be notified by AIRAC

PART 1

The establishment, withdrawal of, and premeditated significant changes (including operational trials) to:

- Limits (horizontal and vertical), regulations and procedures applicable to:
    - Flight information regions;
    - Control areas;
    - Control zones;
    - ATS routes;

- Permanent danger, prohibited and restricted areas (including type and periods of activity when known). Permanent areas, routes or portions thereof where the possibility of interception exists.
- Positions, frequencies, call signs, known irregularities and maintenance periods of radio navigation aids and communication facilities.
- Holding and approach procedures, arrival and departure procedures, noise abatement procedures and any other pertinent ATS procedures.
- Meteorological facilities (including broadcasts) and procedures.
- Runways and Stopways.
- Taxiways and Aprons.
- Aerodrome ground operating procedures (including low visibility procedures)
- Approach and runway lighting

PART 2

The establishment and withdrawal of, and premeditated significant changes to:

- Position, height and lighting of navigational obstacles;
- Taxiways and aprons;
- Hours of service: aerodromes, facilities and services;
- Customs, immigration and health services;
- Temporary danger, prohibited and restricted areas and navigational hazards, military exercises and mass movements of aircraft;
- Temporary areas or routes or portions thereof where the possibility of interception exists.

PART 3

The establishment of and premeditated major changes to:

- New aerodrome for international IFR operations;
- New runways for IFR operations at international aerodromes;
- Design and structure of air traffic services route network;
- Design and job of a set of terminal procedures (including change of procedure bearings due to magnetic variation change);
- Circumstances listed in part 1 if the entire state or any significant portion thereof is affected or if cross-border coordination is required.

3.3.5.4 Schedule of AIRAC effective dates

The schedule of predetermined internationally agreed AIRAC effective dates for the years from 2020 to 2024 are as follows:

2020	2021	2022	2023	2024
02 Jan	28 Jan	27 Jan	26 Jan	25 Jan
30 Jan	25 Feb	24 Feb	23 Feb	22 Feb
27 Feb	25 Mar	24 Mar	23 Mar	21 Mar
26 Mar	22 Apr	21 Apr	20 Apr	18 Apr
23 Apr	20 May	19 May	18 May	16 May
21 May	17 Jun	16 Jun	15 Jun	13 Jun
18 Jun	15 Jul	14 Jul	13 Jul	11 Jul
16 Jul	12 Aug	11 Aug	10 Aug	08 Aug
13 Aug	9 Sep	08 Sep	07 Sep	05 Sep
10 Sep	7 Oct	06 Oct	05 Oct	03 Oct
08 Oct	4 Nov	03 Nov	02 Nov	31 Oct
05 Nov	2 Dec	01 Dec	30 Nov	28 Nov
03 Dec	30 Dec	29 Dec	28 Dec	26 Dec
31 Dec				

3.4 Flight Plan management

Flight Plan management involves reception and processing of flight plans and provision of pre and post flight information. The service includes transmission on AFS network of flight regularity messages such as Arrival, Departure, Change, Cancel, and Delay.

The movements of aircraft, arriving, departing or/and overflying the Rwanda airspace, are recorded for statistics and sent to relevant offices.

3.4.1 Flight planning Procedures

A flight plan must always be filed by the pilot or any competent representative ***(APPENDIX 2 FLIGHT PLAN FORMAT)*** at least 30 minutes and not more than 120 hours before departure unless repetitive flight plan arrangements exist which must be activated by providing supplementary information (i.e. item 19 of a flight plan) at least 30 minutes before departure.
Ref AIP Rwanda ENR 1.10–1 on procedures for the submission of a flight plan.

3.4.1.1 Acceptance of a Flight Plan

The duty AIM Officer receiving a Flight Plan, or change thereto, shall:
Check it for compliance with the current National regulations (e.g. clearance requirements and ANS charges)
Check it for compliance with the format and data conventions.
Check it for completeness and, to the extent possible, for accuracy.
Take action if necessary to make it acceptable to the Air Traffic Services and
Indicate acceptance of the flight plan by signing and/or change thereto, to the originator.

3.4.1.2 Distribution of flight plan and data capture.

The duty AIM Officer after accepting the flight plan, addresses all the appropriate ATS units accordingly, He/she enters flight plan details into the FIPS and transmit to all the addressees not later than 20 minutes to EOBT. The captured data is automatically stored in the FIPS's database for 90 days. After that the duty AIM Officer records flight plan details in the Daily ACFT movement.

3.4.1.3 Flight Plan monitoring (Progress Tracking)

The Duty AIM Officer shall ascertain if the flight has departed as per the EOBT.
If the departure is delayed by more than 30 minutes after EOBT, the Officer shall liaise with the operator and Control Tower, originate and send a delay message.
Record the delay message details on the movement sheet by inserting the abbreviation DLA before the EOBT.
If the flight is IFR and no revised EOBT has been received within 1 hour of the filed EOBT, the flight plan shall be deemed expired and a cancellation message shall be originated and sent to all recipients of the Flight plan
If the flight is VFR and no revised EOBT has been received within 2 hours of the filed EOBT, the flight plan shall be deemed expired and a cancellation message shall be originated and sent to all recipients of the Flight plan
Record the cancellation on the movement sheet.

3.4.2 Types of Flight Plans

- ✓ Filed flight plan (FPL)
- ✓ Repetitive Flight Plan (RPL)
- ✓ Current Flight Plan (CPL)
- ✓ Supplementary Flight Plan (SPL)
- ✓ Airborne Flight Plan (AFIL)
- ✓ Through Flight Plan

3.4.2.1 Filed Flight Plan

This is a flight plan filed with the ARO by a pilot or competent representative without subsequent changes. Appropriate action should be taken based on the type of flight:

- ✓ Scheduled flight
- ✓ Ad-hoc flight
- ✓ Diplomatic/Military flights

3.4.2.1.1 Scheduled Flight

A FPL if in hard copy shall be filed in 3 copies and the duty AIM Officer shall receive and process as per the guidelines provided in this manual. The officer shall sign and stamp all copies.
The approved flight plan copies should be distributed as follows: -

- Original – BOF
- Duplicate- BOF
- Triplicate- Pilot

The officer enters the FPL details into the FIPS, or update the model in case it has been created. However, if the model has not been created, he/she fills in the details as appropriate, then addresses all the appropriate ATS units accordingly.
The officer shall then enter the details in the flight movement sheet created in the office PC.

3.4.2.1.2 Non-Scheduled Flight

Check the validity of the clearance where applicable.
Check whether flight is required to pay all necessary charges or if it has credit facilities, process the FPL as in *3.4.2.1.1* above.
Sign the flight plan if it is in order and distribute the copies as in *3.4.2.1.1* above.

3.4.2.1.3 Ad-hoc Flights

When an operator comes to file a flight plan for a foreign registered aircraft,
Check the clearance validity and whether there is an additional payment on the clearance to the navigation charges.
In case of no clearance consult the Air Transport office (Clearance Office) who will in turn take action as appropriate.

In case of flight approvals without a corresponding clearance number, the duty officer should note the circumstances in the official logbook.
The duty officer should then consult with ATC supervisor and Manager AIM before declining operation.
If the clearance is available, process as in *3.4.2.1.1* above.

3.4.2.1.4 Diplomatic and Foreign Military Flights

While recognizing and appreciating the need to handle diplomatic and military flights with civility, Duty AIM Officers should endeavour to facilitate such flights with minimum delay without breaching any laid down rules and requirements. In case of clearance hitches, liaison should be done with the Air Transport office (Clearance Office) to confirm if there is a clearance from the Ministry of Foreign Affairs or Department of Defence or whether the RCAA Director General has authorised the flight. Complete the flight planning procedures as in *3.4.2.1.1* above.

If a state flight does not adhere to *3.4.2.1.3* above, effort should be made to contact the Manager AIM with minimum delay.

3.4.2.2 Current Flight Plan

These should be handled as in *3.4.2.1.1* above.

3.4.2.3 Airborne Flight Plan

When the duty AIM Officer receives aircraft AFIL details from an operator/ATS, she/he should ensure such details are recorded on the aircraft movement sheet.

3.4.2.4 Through Flight Plan

Refer to AIP ENR 1.10-2 para 4.2.3

3.4.3 Handling of Air Traffic Services Related Messages

3.4.3.1 Departure (DEP)

Departure messages will be originated by duty AIM Officer immediately an aircraft departs and automatically recorded in the FIPS system. Example: (DEP-RWD700-HRYR0550-EBBR-DOF/200814)

3.4.3.2 Delay (DLA)

When the departure of an aircraft is delayed for more than 1 hour, the ETD should be amended and a delay message sent to all recipients of the flight plan. Example: (DLA-RWD402-HRYR1800-HKJK-DOF/200814)
If delayed, then the Duty AIM Officer will amend the movement sheet appropriately.

3.4.3.3 Cancellation (CNL)

When a flight plan has been sent and the flight is cancelled, cancellation message must be sent to all the addressees of the flight plan. Example: (CNL-RWD452-HRYR-HKJK-DOF/200814). Before cancelling of a flight plan, the AIS office will liaise with the operator and/or Tower. Effort should be made to inform Tower on phone besides the CNL message.

3.4.3.4 Arrival (ARR)

When an aircraft lands, arrival message will be sent to the aerodrome of departure, alternate aerodromes and the FIRs through which the flight would have flown. In case of a diversionary landing, arrival message should be sent to the aerodrome of departure, aerodrome of intended landing and the FIRs through which the flight would have flown. Example: (ARR-RWD453-HKJK-HRYR-1100)

3.4.3.5 Modification Message (CHG)

This type of message is originated once a change has been made to basic flight plan information e.g. ETD and registration that has already been transmitted. Example: (CHG-RWD442-HRYR-HKJK-8/I-16/HTKJ)

3.4.3.6 Missing flight plan

When an AIM Officer on duty has not received a flight plan, a request flight plan message is sent to the departure Aerodrome reporting office.
Example: (RQP-RWD443-HUEN1300-HRYR-DOF/160907)
If no response is received from the above mentioned office, the error is recorded as required and reported as indicated on QMS Chapter 8.

3.5 Briefing

3.5.1 Verbal Briefing

Verbal Briefing is provided when the pilot makes him/herself available for it (***APPENDIX 11 Briefing Checklist***). The actual briefing given is adjusted to the pilot's familiarity with the route to be flown. Particular care is taken in the briefing of the crew of a light aircraft who cannot be expected to be familiar with airspace, RT and other requirements as pilots regularly flying the routes.
During verbal briefing, in order to transfer information efficiently, AIM Officers need to bear in mind, especially when dealing with crew to whom English is a foreign language, the following points:

Dictation should be clear, precise and slow;
Words and phrases used in ICAO documents and others having widespread usage in International Aviation should be used whenever possible;

Words and phrases in Standard English of recognized application should be used, and slang of any kind should be avoided;

The requirement of speaking slowly and distinctly is particularly important in the early stages of briefing. The AIM Officer should use his/her discretion in judging whether the information he/she wishes to convey is being assimilated and should adapt his/her briefing to suit the particular circumstances.

The completeness of a briefing should not be dependent on the unaided memory of the AIM Officer. A check list based on the items listed below shall therefore be used by the AIM Officer to make sure that the briefing is as comprehensive as necessary to supplement any static displays of information, NOTAM, Pre-flight Bulletins and other documents.

The briefing should include but not limited to:

a) Regulations and procedures
b) Information about availability of MET facilities and services
c) Route and destination information
d) Communication facilities and procedures
e) Hazards to air Navigation
f) Any other information

3.5.2 Regulations and procedures

Basic publications and recent amendments and supplements
Procedures applicable to airspace to be used

ATS procedures

Meteorological information

a) Availability of MET facilities, forecasts and weather reports
b) Provision of relevant available meteorological information where there is no meteorological office at the aerodrome/heliport, including weather information reported by en-route aircraft

Route and destination information

Suggestions concerning available routes.

a) Tracks, distances, general topography and terrain features and information required to maintain safe levels en-route.
b) Availability and serviceability state of aerodromes/heliports and aerodrome/heliport facilities.
c) Availability and serviceability state of navigation aids

Communication facilities and procedures

a) Availability and serviceability of air/ground communication facilities and Procedures
b) Radio frequencies and hours of operation Communication facilities available to aircraft not equipped with radio for forwarding movement reports

Hazards to air navigation

Any other essential navigation information.

It should be noted that Airlines/Companies who use representatives for the briefing process should ensure that such persons *are competent.*

To facilitate SAR action, the AIM Officer must make sure that he/she knows the exact location of the intended landing places of the aircraft he/she is briefing.

When it is impracticable to obtain information for the complete planned route or when it is more expeditious for the information concerning part of the route to be provided by or through another unit, the Briefing Officer shall ensure that the pilot in command knows where to obtain the information for the next route section.

If there is any reason to doubt published information, e.g. on aerodromes/heliports or aerodrome/heliport facilities, the briefing officer should not hesitate to telephone the appropriate authority for the latest information.

3.5.3 Pre-flight Information Bulletin (PIB)

The PIB will be provided for self-briefing and are to be collected by pilots/designated representatives. The PIB given will depend on the user's requirement in the form of FIR, Airfield, Standard route, and named PIB or a combination as appropriate. The PIB so collected must be signed for accountability ***(APPENDIX 17 PIB dispatch record)***.

APPENDIX 12 PIB-Navigation warnings
APPENDIX 13 PIB- information other than navigation warnings
APPENDIX 14 PIB format Aerodrome type
APPENDIX 15 PIB format Area type
APPENDIX 16 PIB format route type

3.5.4 Post Flight Information

Post flight information is the report that a pilot gives at the conclusion of her/his *flight* ***(APPENDIX 18 Post Flight report).*** The purpose of post-flight information is to ensure that inadequacies of facilities essential to the safety of flight operations, and the presence of birds on or around the airport constituting a potential hazard to aircraft operations, observed by a pilot during the flight, are reported without delay to the authority responsible for those facilities. Such reports shall be availed by the pilot to aerodrome reporting office (ARO) for distribution as the circumstances necessitate.

<u>Collection of Post-flight Information</u>
The Manager AIM shall facilitate the collection of such information by availing the necessary forms for completion at the aerodrome unit (***APPENDIX 19 Collection of post-flight information***). It shall be the responsibility of duty AIM Officer at the aerodrome unit to:-

a) Receive the information as presented by the crew and forward it to the Manager AIM.
b) The Manager AIM shall analyse the data/information and refer it to the relevant unit and / or take other necessary action.

Chapter 4 OTHER PROCEDURES

4.1 Equipment Deficiencies

The Manager AIM is to ensure that deficiencies to equipment held in the AIM unit are logged appropriately and reported to the officers concerned or charged with the responsibilities of maintenance e.g. Engineer on duty.

4.2 Backup Procedures

The FIPS system does automatic archiving of data. However, all other data that is not part of the FIPS system is stored in the office computers and hard copies which are filed. This includes but not limited to aircraft movement sheets, filed flight plans, leave and duty rosters etc. The Manager AIM should ensure that access to the backup data is available always.

4.3 Starting and Closing the Day

4.3.1 Starting the day

The staff on night shift should start the new day at midnight UTC by opening the logbook with the appropriate date. The serviceability status on equipment should be verified and any malfunctions noted, recorded and then reported for appropriate action

4.3.2 Closing the Day

At the close of the day (24:00 UTC), all hard copies of flight plans from ARO should be folded, dated and hands them over to Manager AIM the following day.

4.3.3 Protocol

When handling operational and administrative issues, protocol should be followed in this order: - Operator→ AIM Officer → Manager AIM.

4.4 Customer Care

AIM Office is the best place to project a good corporate image of the RAC due to continuous interaction with operators (clients).
The officers should endeavour to handle customers courteously and with civility. In providing aeronautical information products and services to clients, AIM unit has established customer satisfaction form to gather feedback from our clients ***Appendix 22.***

4.5 Dress Code

All officers shall be smartly dressed when on duty.

4.6 Telephone Procedure

When receiving telephone calls, AIM Officers should identify their office or station and their names. Proper phraseology must always be used.
Standard Phone Reception of Calls "(Station Unit followed by officers name i.e. KIA AIS Office + Officer's Name followed by May I help you)", thus – KIA AIS Office Mr. X speaking, May I help you.

Chapter 5 TRAINING AND PERFORMANCE ASSESSMENT

5.1 Trainings

5.1.1 Induction for new entrant

The new entrant is assigned to an induction Officer who will supervise and guide him/her through more formal generic training.

This initial training requires the trainee to research basic reference documents and then undergo an assessment to confirm that the required levels of knowledge have been acquired.

The assessment is designed to ensure that the trainee has an understanding of the role, functions, products and structure of AIM.

5.1.2 On Job Training (OJT)

On-Job-Training is essential in reinforcement of skills learned in formal training as a means to attain full mastery of a skill. It cannot be as precise as formal training but should be planned. The Aeronautical Information Services (AIS) OJT is held for 2 months duration.

The on-job trainees are rotated on different shifts.
This training seeks to assist the new member to adjust and become familiar with standard operating procedures, work processes, job norms and data structures as they relate to a particular job function within AIM.

5.1.3 Basic Training

The basic training is done by the new entrant in the carrier of aeronautical information service to acquire adequate knowledge in the field.

Those basic trainings must include the followings:

Computer Training
Basic Aeronautical Information services
Customer Care

5.1.4 Currency trainings

These are trainings newly developed in AIM unit which are very important as technology goes on changing.
-Transition from AIS to AIM
-Latest development in AIS

5.1.5 Advanced trainings

These are trainings intended for the staff who have already undergone basic trainings. Those trainings are listed below:

AIS Cartography training
Pre Basic PANS OPS Training
AIP Production Trainings
E-AIP Production Trainings
NOTAM management Training
Quality Management Systems
Human Factors

5.1.6 Refresher trainings

5.1.6.1 These trainings are intended to strengthen skills and knowledge that have weakened through disuse and the passage of time.

5.1.6.2 A list of AIS Core Knowledge and the associated reference documents is shown in Table 1.

Table 1: AIS Core Knowledge and the associated reference documents

Topic	**Reference Document**
Legislation and legal charter	National legislation, DOC 8126, Annex15
Responsibilities, status, functions, scope, and purpose of AIS	DOC 8126, DOC 7192, Annex 15, AIP, Doc 10066
Quality systems	MANS-OPS, Manual of Standards, AIS Quality Manual, AIS ISO 9001 procedures, Doc 10066
Origin of aeronautical information and collection of information	DOC 8126, AIP, Annex 15 MANOPS, Doc 10066
AIS organisation	Internal Organization Chart, HR Manual, DOC 8126, AIP
AIS relationships with internal and external stakeholders, clients and other areas	AIS Quality Manual, HR Manual
AIRAC	MANOPS, Manual of Standards, AIP
NOTAM	DOC 8126, MANOPS, Manual of Standards, AIP, Doc 10066
Abbreviations and Codes	DOC 8126, 7910, 8585, 8400, 7383, 8643, MANOPS, Manual of Standards, AIP.
The Aeronautical Information Products and services	MANOPS, Manual of Standards DOC 8126, AIP, Doc 10066
Integrated Automated AIS Systems	DOC 8126
Computer Operations	User's Manual

Flight plan format,	Doc 4444, AIP, MANOPS,
Types of Flight plan	Doc 4444, AIP, MANOPS,
Flight plan processing	Doc 4444, AIP, MANOPS
ATS Messages	Doc 4444,MANOPS
Post flight and Pre-flight Briefing services	Doc 8126, AIP, MANOPS,
Briefing Checklist	MANOPS
Knowledge on ICAO publications	MANOPS, ICAO Website
Cataloguing	MANOPS
Management of subscriber database	MANOPS
Documents filling and retrieval	MANOPS

5.1.6.3 A demonstrated level of competency in an assessment of "AIS Core Knowledge" will enable the new entrant to commence working with non-continuous supervision.

5.1.7 Specialised/further training

To facilitate further effective service delivery it is imperative that the officer be given further training as soon as possible. This Training is as a result of new technologies, changes in practices, discoveries of performance deficiencies or upgrading of job responsibilities. Further, it is designed to enhance the prospects for career advancement and to increase job satisfaction. It can be promotion oriented, when it will be determined by standards of promotion and the existing range of skills and knowledge of the employee or it can be of a broader level of personal development. The following courses are geared to meet the above objective:-

AIS Supervisory Management
Quality Management System
QMS Internal Auditor Training

5.1.8 OJT after further training

OJT conducted after further training is required to enable the serving officer develop practical skills related to the specialised training. The OJT may be conducted internally or through industrial attachment with an external organization offering related services.
The OJT is held for one month after any training done.

5.2 Detailed Training Programme

As part of the effort to ensure proper aviation quality the aeronautical information management provides a high quality-training program for briefing officer at KIA, NOTAM, Quality and AIP Officer in order to provide the quality of service (***Appendix 21**: Training Programme*)
For Cartography officer, a specific training program is published in Cartography Manual of operations.

5.3 Training Plan

To improve the capacity, competence and knowledge of AIS staff, every year Manager AIM prepares the training plan, describing the training schedule, and the staff who will attend those trainings. This training plan will be approved by Human resource department.

5.4 Performance Assessment

5.4.1 Performance assessment during OJT

Performance during the OJT will be based on the AIS core knowledge using the OJT checklists (***APPENDIX 20 – OJT/PERFORMANCE CHECKLISTS*).**

5.4.2 Regular Performance and competency assessment tests

Regular Performance Assessment and competency assessment tests shall be completed and done for all staff once a year.

Details of Performance Contracts and Performance Appraisals will be held on individual staff member's files in HR Department.

Manager AIM based on each staff responsibilities, prepares written and oral tests. Tests are done and marked based on the marking scheme and the average pass mark shall be 70% and above. After compilation of the test results, Manager AIM makes a report, files it and sends a copy to the Human resource department.

Should an individual's competence fall below an acceptable level, it is the organization's responsibility to identity suitable support and measures that are necessary to attain satisfactory competency. For example, by training, mentoring or working under supervision.

Chapter 6 QUALITY MANAGEMENT SYSTEM

6.1 Quality Management System (QMS)

6.1.1 The quality management system established in accordance with the Manual of ANS Standards Part III follows the International Organization for Standardization (ISO 9001:2015) series of quality assurance standards.

6.1.2 Quality management system at the station is implemented and maintained encompassing all functions performed at the station and as per the provisions contained in the AIM and Cartography manual. To ensure aeronautical information products and services conform to the aeronautical data quality, there is use of ***Aeronautical Data quality requirements appendix 6*** of AIM QMS Manual.

6.1.3 The execution of the quality management systems is guided by the contents of the AIM quality manual, which has been developed as a stand-alone document and forms part of this MANOPS.

Chapter 7 CONTINGENCY PLANS

7.1 Contingency Procedures for Part or Total System Failure

7.1.1 Procedures in system failure

7.1.1.1 FIPS failure whilst the AFTN line is working

7.1.1.1.1 Action by NOF

The duty NOTAM officer shall:

a) Inform the duty Engineer and the Manager AIM;
b) Make an entry in the logbook stating the time and activities prior to system failure.
c) Verify with the duty engineer to confirm inability to restart the system after 2 hours. Once a confirmation has been made, ensure that the following procedure takes effect immediately:
   (i) Alert all possible clients by email of the possible NOTAM implications.
   (ii) Record and file the NOTAM received in the contingency NOTAM.
   (iii) Make an entry in the logbook stating the time when the system is serviceable

7.1.1.1.2 Action by ATS Reporting Office (ARO)

The duty AIM Officer shall:

a) Inform the duty CNS Engineer immediately
b) Inform the Manager AIM
c) Make an entry in the logbook stating the time and activities prior to system failure.
d) Revert to manual operations (send flight plan via telephone to ATC)
e) Make an entry in the logbook stating the time when the system is serviceable

7.1.1.2. AFTN line failure whilst the FIPS is working

7.1.1.2.1 Action by NOF

The duty NOF shall:

a) Inform the duty Engineer and Manager AIM should be advised.
b) Make an entry in the logbook stating the time and activities prior to system failure.
c) Advise all possible clients by email of the communication failure and if the problem persists, promulgate all NOTAM through E- mail.

7.1.1.2.2 Action by ATS Reporting Office (ARO)

The duty AIM Officer at ARO shall:

a) Inform the duty Engineer and Manager AIM
d) Make an entry in the logbook stating the time and activities prior to system failure.
b) Inform the airlines and/or operators of the unit's inability to transmit the flight plan accordingly.
c) Advise airlines and/or Operators who have access to SITA to forward their approved flight plans accordingly.

d) Channel all flight plans to other airports through the following:
   i) E- mail
   ii) Telephone
e) Pass all flight plan details to TWR on phone.

7.1.1.3 FIPS and AFTN Failure

7.1.1.3.1 Action by Duty AIM Officer

a) Inform the duty Engineer and the Manager AIM
b) Make an entry in the logbook stating the time and activities prior to system failure.
c) Make an entry in the logbook stating the time when the system is serviceable

7.1.1.4 Any other failures

All other failures affecting equipment or systems not mentioned above shall be replaced expeditiously without having a negative impact to the smooth operations in the provision of AIS services.
Encourage multitasking within AIS employees.

7.1.2 Procedures when system resuming normal operations.

7.1.2.1 Action by NOF

The duty NOF shall:-

a) Make an entry in the logbook stating the time the system resumed normal operation.
b) Counter check with other local stations on the outstanding NOTAM sent or received to ensure that all the data contained in respective databases has been updated accordingly.
c) Counter check the missing NOTAM list from the NOTAM Management System to ascertain automatic replies have been received and initiate requests if they still appear.

7.1.2.2 Action by ATS Reporting Office (ARO)

The duty AIM Officer at ARO shall:

- Make an entry in the logbook stating the time the system resumed normal operation
- Advise all clients of the resumption of Normal Services.
- Check if the system has updated the data accordingly by liaising with NOF.

Chapter 8 COMPLIANCE WITH THE RCARS/SECURITY

8.1 General Rules

8.1.1 Control of access into AIS Operations Offices will be emphasized. Security measures and procedures to ensure effective control of entry will be as per Airport Security Guidelines.

8.1.2 Duty AIM staff will be required to wear reflective jackets while operating in the movement areas. Security measures and procedures require the following areas to be further protected by restricting access to:

- AIS operations rooms,
- AIS Server room and associated facilities;
- AIS Operational records and files
- AIS monthly hard copy flight plans

8.1.3 The Duty AIM staff will be held accountable for the safety and security of the AIS Office documents, equipment and facilities.

8.1.4 Non AIM Personnel will not be allowed to carry away any AIS Operational records unless with authority of the Manager AIM.

8.1.5 AIM officers will not be allowed to work while under the influence of alcohol/drugs.

8.1.6 Non-AIM personnel other than clients will not be allowed to stay in the office premises longer than is necessary.

8.1.7 All manner of trade is illegal and is forbidden in the office.

8.1.8 Officers taking over duty will be required to indicate so in the operational AIS office logbook.

8.2 Visitors

8.2.1 Duty AIM staff may allow other ANS and Government officials, pilots, dispatchers, and operational personnel having a direct interest in the functions of AIS to visit the Briefing Office as long as the Manager AIM authorizes such a visit provided:

a) Their presence in no way interferes with the efficient operation of the unit;
b) There is no breach of security regulations; and
c) Unit personnel are available to conduct a tour.

8.2.2 Visitors to the AIS Offices shall not perform operational duties or operate AIS equipment unless authorized by the Manager AIM.

Chapter 9 FACILITIES AND EQUIPMENT

9.1 Facilities and Equipment Provided

The following facilities and equipment should be availed in the respective offices for operational purposes. Care and consideration has been made in selecting the right facilities to facilitate smooth operation at all units.

a) Adequate tables/counters
b) Adequate filing systems
c) PC/ computer terminal, printer, connection to the internet (stand-alone)
d) Flight plan and NOTAM Management System
e) Laptop for Manager AIM
f) Photocopier
g) Telephones (fixed, voice recorded and mobile)
h) Clock, reference charts and documents to facilitate pre-flight briefing
i) Ample office space that is accessible to the operators (for the Aerodrome AIS unit)
j) Any other office facilities and materials necessary for office operation

9.2 Requirements for Installation and Maintenance

Installation of any facilities and equipment at any AIM offices is approved by the Director ANS. Routine maintenance on the installed facilities and equipment is coordinated by the Manager AIM with the relevant Manager of unit in charge of maintenance.

Chapter 10 FAULT AND DEFECT REPORTING

When an officer on duty detects any equipment malfunction, the first action is to report to the Manager AIM and the Duty engineer or any other personnel responsible for the equipment maintenance. After reporting, the staff will log the fault/defect in the AIM logbook.

Logged details should include:

a) Type of Equipment
b) Time of occurrence
c) Description of the problem
d) Name of the officer to whom the defect has been reported
e) Action taken
f) Time when the equipment resumed normal operation

Chapter 11 MAINTENANCE OF DOCUMENTS AND RECORDS

11.1 Maintenance of Documents

AIM maintains both hard and electronic documents. All documents are kept in secure places. They should be easily available to operational personnel in case of reference. Where necessary a register should also be maintained. Obsolete documents should be recorded and forwarded to the Manager AIM for disposal in accordance with the RAC disposal procedures.

11.2 Maintenance of Records

11.2.1 The AIS generates various records. Retention and disposition of these records are as described in the table below:

RECORD TYPE	STORAGE AND DURATION WITHIN AIS
Filed flight plans and associated messages records	Stored in both electronic and paper form. Electronic and Paper copies for Three Months
Daily aircraft movement record	Stored in electronic (RAC SERVER) for at least 3 Months
AIS log book	5 Years after closing
Raw data file	5 Years
Duty Rosters	6 Months
PIB Dispatch Record forms	6 Months
Performance Report	1Year

11.2.2 Any of the records specified, if required for accident or incident investigation, shall be retained until the investigation is completed.

11.3 Staff Files

11.3.1 Location of staff file

The staff files are located in Manager AIM's Office.

11.3.2 Accessibility of staff file

In all cases access to the staff files is restricted in order to maintain an individual's privacy. Storage locations are secure at all times. Only the staff member and Staff Services personnel are able to access a staff member's file and information contained within it will only be disclosed with the staff member's permission. An employee who wants to review the contents of her/his file shall contact Manager AIM.

11.3.3 Duration of staff files

The staff file is kept with Manager AIM as long as an employee is working in AIM unit. If an employee is no longer a member of AIM Unit his/her file is kept in AIM Unit one year after she/he resigns in this unit.

11.3.4 Contents of staff files

The following are contents of staff files:

- Work contract
- Training records (Certificates)
- Training reports
- Competence assessments
- Responsibilities assigned
- Records from any formal counselling sessions
- Annual leave
- Employee resignation letter
- Any other important documents

11.3.5 Update of staff files

It is compulsory to every staff that has any document mentioned in content of staff file, to update his/her file not less than 15 days, after receiving it.

11.4 Log Book

A logbook is a record of important events in the management and operation of AIM unit. The officer on duty ensures that all important information is recorded in log book. Entries in log books include the date/time of the entry and the occurrence and are to be signed by the AIS staff person making the entry. Logbook records are to be retained for at least five years.

All entries are to be complete, clear, correct and intelligible. Superfluous marks or notations shall not be made in the log.

Any necessary correction in the log is made only by the person making the initial entry. The correction is accomplished by drawing or typing a single line through the incorrect entry, initialling same, recording the time and date of correction. The correct entry is made on the next line after the last entry. Every morning the Manager AIM shall check in logbook to ensure he is updated on the comments and observations logged-in.

11.5 Disposal of Document and Records

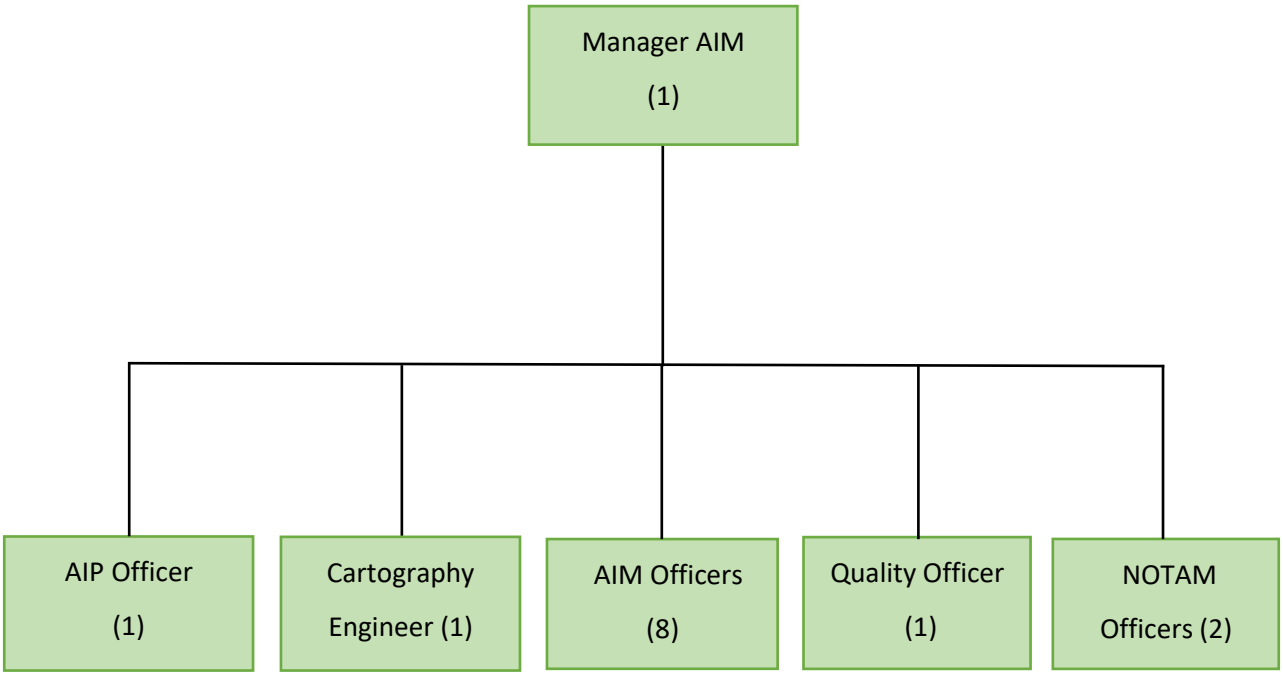
After the completion of the specified storage period, all AIS documents and records are forwarded by the Manager AIM to the Logistics Section for further storage and disposal.

Chapter 12 PERSONNEL REQUIREMENTS AND RESPONSIBILITIES

12.1 AIM Organization Structure

The Aeronautical Information Service provision is set up under the Air Navigation Services department and bears the overall responsibility for the implementation and monitoring processes and work carried out by the service. Below is the AIM organization structure, extracted from RAC organization structure, refer to ***Appendix 25*** of this manual.

AIM ORGANIZATION STRUCTURE



12.2 Job Title, Description, Responsibilities and Qualifications

12.2.1 Job Title: MANAGER AIM

Reports to: Director ANS

12.2.1.1 Job Description

- Implements and monitors the operating procedures, standards and processes of the station.
- Reviews aeronautical information and data for the station published in the aeronautical Information Products.
- Recommends appropriate amendments for publication
- Coordinates the collection and timely submission of raw data at the station
- Liaises with Director ANS on the needs in human resources and skills requirements.
- Liaises with Manager of Human Resource to develop training needs analysis for AIM Unit in RAC.
- Performs staff appraisal, monitoring and evaluation of performance and reports accordingly to the ANS Director.
- To oversee the promulgation and updating of national and foreign NOTAM.
- Prepares AIS needs (facilities, equipment, personnel) for inclusion in the annual RAC budget and submits to DANS for validation and approval.
- Performs any other duty as assigned by the DANS.

12.2.1.2 Qualifications

- BBA, BSC degree and related field, such as, IT, Aviation, Geography and Management.
- A Certificate in Aeronautical Information Services (ICAO 021).
- Training course in Middle Level Management.
- A certificate in Aeronautical Digital Cartography or Geographic Information System

12.2.1.3 Experience

- 5 years of experience in the Aeronautical Information Service operations and NOTAM office.

12.2.1.4 Knowledge and skills

- Knowledge of Quality Management Systems in AIS
- Knowledge of relevant ICAO standards.
- Proficiency in office suite and desktop publishing tools.

12.2.2 Job Title: AERONAUTICAL INFORMATION MANAGEMENT (AIM) OFFICER

Reports to: Manager AIM

12.2.2.1 Job Description

- Receives and Analyses flight plan for
  a) Accuracy,
  b) Conformance
  c) Compliance
- Processing of flight plan and transmission to all relevant ATS units
- Delivery of pre-flight bulletins to crew members and ensuring accurate information is imparted during flight planning and crew-briefing process (Verbal briefing).
- Receives Post flight information bulletins and other client's feedback.
- Analyses Aircraft weight and provides revenue officers with relevant information for Air Navigation Charges invoicing.
- Conducts on-job-training and submits training reports to Manager AIM
- Ensures implementation of processes and procedures related to QMS during flight planning and crew- briefing.
- In the absence of NOTAM Officer, AIM Officer shall review, analyse and issue NOTAM.
- Performs any other duty as assigned by the Manager AIM

12.2.2.2 Qualifications

- A2 in Science discipline and ten years of experience in AIS or a Bachelor degree in a related field, such as IT, Aviation, Geographical Information Systems and any other field and
- A certificate in Aeronautical Information Services (ICAO 021).

12.2.2.3 Experience

- Successfully completed on-job- training in Aeronautical Information Service operations.
- Knowledge and skills
- User knowledge of AIS systems and procedures.
- Basic knowledge of ICAO and relevant publications.
- Knowledge of applicable charges.
- Basic computer skills.

12.2.3 Job Title: NOTAM Officer

Reports to: Manager AIM

12.2.3.1 Responsibilities

- Processes national NOTAMS; Monitor the NOTAM procedures and update database.
- Prepares and validates all PIBs before sending to ATS Reporting Office (ARO).
- Prepares monthly NOTAM Checklist
- Prepares and disseminates NOTAM, ASHTAM, SNOWTAM and/or TRIGGER NOTAM both locally and internationally in accordance with the series via the Aeronautical Fixed Telecommunications Network (AFTN) or Automatic Message Handling System (AMHS).
- Prepares monthly NOTAM summary of valid NOTAM printed in plain language
- Ensures update of foreign NOTAMS received in the database.
- Conducts on-the-job training and submits training reports.
- Performs any other duty as assigned by the Manager AIM

12.2.3.2 Qualifications

- A2 in Science discipline and ten years of experience in AIS or a Bachelor degree in a related field, such as IT, Aviation, Geographical Information Systems any other field and
- A Certificate in Aeronautical Information Services (ICAO 021) or NOTAM management courses.

12.2.3.3 Experience

- Successfully completed on-job- training in Aeronautical Information Service operations and NOTAM Office
- Knowledge and skills
- Knowledge of Quality Management Systems in AIS and NOTAM
- Knowledge of relevant ICAO Annexes.
- Computer skills

12.2.4 Job Title: CARTOGRAPHY Engineer

Reports to: Manager AIM

Job Description: Production of aeronautical maps and charts for Rwanda airspace and Collection of aeronautical data for use to develop or amend Rwanda AIP

12.2.4.1 Responsibilities

- Collects aeronautical data for use to develop or amend charts in the Rwanda airspace
- Analyses and formats the aeronautical data into an acceptable state for entry and processing into the AIS Database.
- Collates raw data for development and updating of aeronautical maps/charts.
- Prepare, draft, print and distribute maps and charts as per the current subscription list
- Maintains the inventory of maps and charts and ensure they are up to date
- Maintain tools and equipment for cartographic drafting
- Plot and update navigation warnings in Rwanda FIR
- Avail maps and charts relevant to Rwanda FIR and ensure they are up to date
- Assist manager AIM in cartographic drafting.
- Avail summary of mandatory and recommended charts and their uses
- Perform Data quality checks on raw data before using it for cartographic drafting.
- Supervises the on-job-training of new staff.
- Coordinates with charting authorities in the neighbouring FIRs for continuity of world area charts
- Performs any other duties assigned by Manager AIM

12.2.4.2 Qualifications

- A Bachelor degree in computer science, computer engineering, Geographical Information System or IT.
- A Certificate in Aeronautical Information Services from an ICAO recognized training institution
- Certificate in Quality Management System.
- A certificate in Aeronautical Digital Cartography

12.2.4.3 Experience

- Successfully completed on-job- training in digital cartography
- Knowledge of relevant ICAO Annexes.
- Knowledge on relevant Rwanda Civil Aviation Regulations
- Knowledge of relevant Rwanda Civil Aviation technical guidance materials
- Basic Computer skills
- Basic knowledge of drawing software program.
- Has a minimum of four years in Aeronautical Information Services

12.2.5 Job Title: QUALITY Officer

Reports to Manager AIM

12.2.5.1 Job Description

- Preparation and amendment of AIM's Operations and Quality Manuals;
- Withdraw of obsolete copies of AIM quality and operations manuals from their receivers;
- Confirm if the procured products conform to the AIM quality requirements before put in use;
- Ensure that the results of audit are reported to the relevant management through the Manager AIM
- Conduct regular review of QMS to ensure its continuing suitability and effectiveness;
- Ensure that management reviews of the quality management system are conducted
- Perform any other duty as assigned by the Manager AIM.

12.2.5.2 Qualifications

- A0 in science discipline
- Certificate in Aeronautical Information Services (ICAO 021) from an ICAO recognized training institution
- Certificate in ISO 9001:2015, Quality Management systems — Requirements

12.2.5.3 Experience

- Successfully completed on-job- training in Aeronautical Information Service operations.
- Five years of experience in AIS operations.
- User knowledge of AIS systems and procedures.
- Basic knowledge of ICAO and relevant publications.
- Knowledge of applicable charges.
- Basic computer skills.

12.2.6 Job Title: AIP Officer

Reports to Manager AIM

12.2.6.1 Job Description

- Prepare, draft, print and distribute AIP, AIP Amendments, AIP Supplements and AICs as per the current subscription list;
- Collect aeronautical data for use to develop or amend Rwanda AIP and aeronautical charts;
- Receive and amend AIP as well as AIP supplement and Aeronautical Information Circulars from other states;
- Receive and respond to inquiries from national and international data users on Rwanda AIP;
- Ensure the adherence to ICAO AIRAC Cycle in AIP publications as well as other Rwanda Civil Aviation Regulations;
- Conduct On Job Training (OJT) to new AIS officers and submits training report to the Manager AIM;
- Ensure aeronautical information products conform to aeronautical data quality requirements
- Perform any other duty as assigned by the Manager AIM.

12.2.6.2 Qualifications

- Bachelor's degree in Information Technology, Computer Science or computer Engineering.
- A Certificate in Aeronautical Information Services or NOTAM management courses from an ICAO recognized training institution.

12.2.6.3 Experience

- Successfully completed on-job-training in Aeronautical Information Services operations.
- Knowledge of Quality Management Systems in AIS
- Knowledge of relevant ICAO standards and RCAA regulations.
- Proficiency in office suite and desktop publishing tools.

Chapter 13 HOURS OF OPERATION

13.1 Working Hours and Minimum Number of Staff Required

STATION: Kigali International Airport	Hours of Operation	Minimum number of Staff required
Manager AIM's Office	OH	1
AIP Management Office	OH	1
Cartography Office	OH	1
AIM Quality Office	OH	1
NOTAM Office	24 Hours	2
ATS Reporting Office (ARO)	24 Hours	8

13.2 Shift Hours of Watch

KIA operates on a 24 Hours basis

Shifts

MS=0500-1100 UTC

AS=1100-1600 UTC

N=1600-0500 UTC

Office Hours (OH)

0500 – 1000 UTC
1100 – 1500 UTC

13.3 Work Schedule and Leave

The Manager AIM will prepare a monthly duty roster covering hours of watch, names of officers, and copies of the roster are distributed to Individual Officers covered in the duty roster.
A copy of the roster will also be displayed in Briefing office's noticeboard.
The Manager AIM shall maintain a current record of all staff leave roster and leave taken.

Chapter 14 COORDINATION WITH RAW DATA PROVIDERS

14.0 Coordination between AIM and ATS

Pursuing article 25.085 (3) of Rwanda Civil Aviation Regulations and Standards (RCARS) which states that "arrangements for the timely provision of information are made with the information originators" , AIM unit establishes Service Level Agreement (SLA) with data originators. The SLA product is a series of interrelated elements to facilitate the establishment of agreements between aeronautical data originators and Aeronautical Information Services (AIS).

14.1 Coordination between AIM and ATM

Coordination is established between Aeronautical Information Management (AIM) Unit and Air Traffic Management (ATM) units, for sharing following information between the two units with minimum delay.

a) Flight plan and associated messages:
   - Arrival Message (ARR)
   - Departure Message (DEP)
   - Delay Message (DLA)
   - Modification of Flight Plan (CHG)
b) Aeronautical information products
   - Aeronautical Information Publication (AIP)
   - AIP amendments and Supplements
   - Aeronautical Information Circular (AIC)
   - NOTAMs
c) Any essential information

All this information is sent to the ATM unit through appropriate channels of transmission as described in AIS operations manual.
To ensure that aeronautical information services units obtain information to enable them to provide up-to-date pre-flight information and to meet the need for in-flight information, arrangement is made between aeronautical information management and air traffic management unit responsible for air traffic services to report the following with a minimum delay:

a) Information on aerodrome conditions;
b) Information on departure and arrival of an aircraft
c) The operational status of associated facilities, services and navigation aids within their area of responsibility;
d) The occurrence of volcanic activity observed by air traffic services personnel or reported by aircraft; and
e) Any other information considered to be of operational significance.

Due account is taken by the services responsible for introducing changes to the air navigation system of the time needed by the aeronautical information service for the

preparation, production and issuance of relevant material for promulgation before such changes are made.
Of particular importance are changes to aeronautical information that affect charts and/or computer-based navigation systems which qualify to be notified by the Aeronautical Information Regulation and Control (AIRAC) system, the predetermined, internationally agreed AIRAC effective dates in addition to 14 days postage time shall be observed by the responsible air traffic services when submitting the raw data/information to aeronautical information services.
The air traffic services unit responsible for the provision of raw aeronautical data/information to the aeronautical information services shall do so while taking into account accuracy and integrity requirements for aeronautical data.
Some information is received by printed copy or by email.

14.2 Coordination between AIM and Meteorological Office

Continuous liaison is maintained between the Aeronautical Meteorological Unit and Aeronautical Information Management Unit. As a result of such liaison, the Meteorological unit submits direct to the AIM Unit certain information to be included in the Aeronautical information products. That product includes, in particular:

a) The AIP, including the amendment service;
b) Supplements to the AIP;
c) Notices to airmen (NOTAM) and pre-flight information bulletins (PIBs);
d) Aeronautical information circulars (AICs); and
e) Checklists and summaries.

14.2.1 The following information relating to the aeronautical meteorological service is required to be supplied to the AIM unit:

a) Information on the meteorological authority and meteorological service and facilities provided to international air navigation for inclusion in the AIP;

b) Information concerning the establishment, withdrawal and significant changes in operation of the aeronautical meteorological service and facilities. This information is required to be submitted to the AIM sufficiently in advance of the effective date so that the respective information can be issued in compliance with RCAA regulations.
In some cases, input may be required from the meteorological authority, its meteorological offices and/or meteorological stations for the preparation of NOTAM.

c) Information for the preparation of NOTAM or ASHTAM concerning an operationally significant change of volcanic activity, the location, date and time of volcanic eruptions and/or horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected and

d) Information necessary for the development of an AIC, in compliance with relevant regulations regarding expected long-term major changes in

legislation, regulations, procedures or facilities relating to the provision of meteorological service to international air navigation. This may also include information on the effect of certain weather phenomena on aircraft operations (for example, local wind shear conditions).

The regulated system — Aeronautical Information Regulation and Control (AIRAC) — should be used for distributing to users information concerning anticipated changes to facilities, services and procedures in accordance with a predetermined schedule of effective dates. The premeditated significant changes (e.g. establishment, withdrawal and operational trials) to meteorological facilities and procedures are to be notified by AIRAC.

Plain-language text and abbreviated plain-language message format should be used for information supplied by the meteorological authority, its meteorological offices and/or aeronautical meteorological stations to the AIM unit. In the case of a request for the issuance of an ASHTAM or NOTAM in accordance with 14.2.1 c), the relevant information will be sent in plain-language text or in abbreviated plain-language message format to the international NOTAM office and/or ACC concerned.

14.2.2 Information is received from the Aeronautical Meteorological Unit by telephone, email or by a printed copy.

14.3 Coordination between AIM and CNS

Any equipment malfunction is reported to the Manager AIM and the duty engineer or any other personnel responsible for the equipment maintenance by telephone. After reporting, the AIM Officer will log the fault/defect in the AIM log book.

The following information relating to the CNS is required to be supplied to the AIM unit:

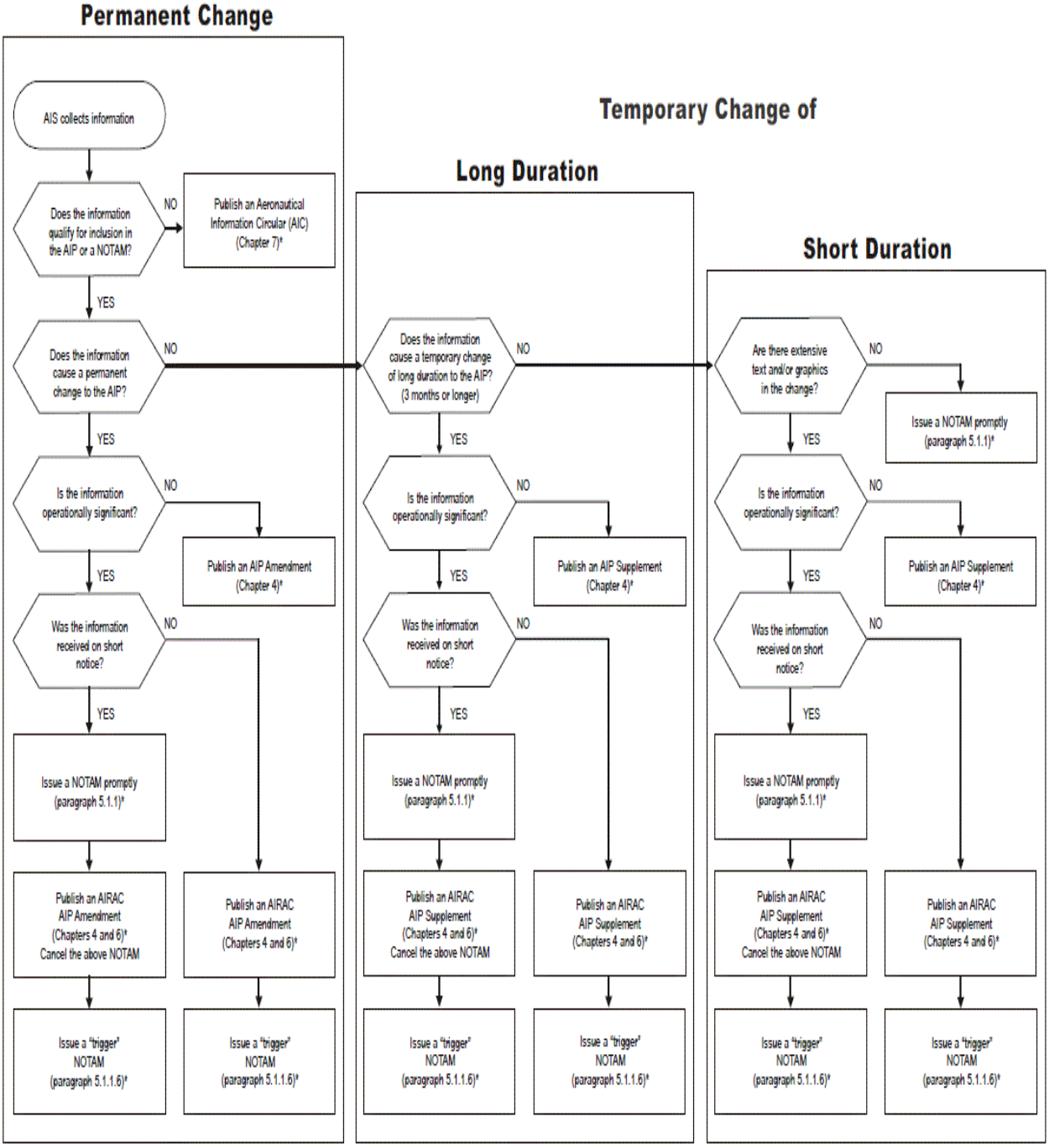
a) information on CNS service and facilities provided to international air navigation for inclusion in the AIP;
b) information concerning the establishment, withdrawal and significant changes in operation of the CNS equipment.
c) information for the preparation of NOTAM;
d) Information necessary for the development of an AIC.

Information is received from the CNS by telephone or by a printed copy.

14.4 Coordination between AIM and Other Raw Data Providers

All raw data providers originate raw data to AIM unit drafted on the Aeronautical Data Collection Form (on ***APPENDIX 5*** of this Manual)
The Manager AIM or AIP Officer sends emails to all raw data providers, accordingly to schedule of AIRAC effective dates, two months before AIRAC effective date, requesting them a new Publication, Amendment, or Supplement data for Aeronautical information products.

APPENDIX 1. DATA PROCESSES



APPENDIX 2. MODEL FLIGHT PLAN FORM

RWANDA AIRPORTS COMPANY

ATS FLIGHT PLAN

RAC-ANS-AIM001

ADDRESSEE (S)

PRIORITY FF

FILING TIME

ORIGINATOR

SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND OR ORIGINATOR

3 MESSAGE TYPE FPL

7 AIRCRAFT IDENTIFICATION

8 FLIGHT RULES

TYPE OF FLIGHT

9 NUMBER

TYPE OF AIRCRAFT

WAKE TURBULENCE CAT

10 EQUIPMENT & CAPABILITIES

10 a

10 b

13 DEPARTURE AERODROME

TIME

15 CRUISING SPEED

LEVEL

ROUTE

16 DESTINATION AERODROME

TOTAL EET HR MIN

ALTN AERODROME

2ND ALTN AERODROME

18 OTHER INFROMATION

STS/ PBN/

NAV/ COM/ DAT/ SUR/

DEP/ DEST/ DOF/

REG/ EET/

SEL/ TYP/ CODE/ DLE/ OPR/ RGN/

RMK/ ALTN/ RIF/ RVR

SUPLEMENTARY INFORMATION (NOT TO BE TRANSMITED IN FPL MESSAGES)

19 ENDURANCE

HR MIN

E/

PERSONS ON BOARD

P /

EMERGENCY RADIO

UHF VHF ELBA

R / U V E

SURVIVAL EQUIPMENT

POLAR DESERT MARITIME JUNGLE

S / P D M J

JACKETS

LIGHT FLUORES UHF VHF

J / L F U V

DINGHIES

NUMBER CAPACITY COVER COLOUR

D C

AIRCRAFT COLOUR AND MARKINGS

A /

REMARKS

N /

PILOT IN COMMAND

C/

PILOT REPRESENTATIVE	AIM PERSONNEL	RESERVED FOR ADDITIONAL INFORMATION
Name :.....	Name:	
Signature:.....	Signature:	

APPENDIX 3. AIRAC AIP AMENDMENT

AIRAC A I P AMENDMENT NUMBER '01/2019'
REPUBLIC OF RWANDA

RWANDA AIRPORTS COMPANY
Aeronautical Information Management
P.O. BOX 1171 KIGALI-RWANDA
TEL: (+250)252585555/(+250)724123022
AFS: HRYRYOYX
Email: aipmanagement@rac.co.rw

Publication Date:
14 February 2019

Effective Date:
28 March 2019

RWANDA CAA

A. Enclosed herewith is the AIRAC Amendment N° 01/2019 to the Aeronautical Information Publication (AIP) of Rwanda.

B. On 28 March 2019,

Please remove the following pages	Please insert the following pages
GEN 0.2-1	GEN 0.2-1
GEN 0.4-1	GEN 0.4-1
GEN 0.4-2	GEN 0.4-2
GEN 1.1-1	GEN 1.1-1
GEN 3.5-1	GEN 3.5.-1
GEN 3.5-2	GEN 3.5.-2
New	GEN 3.5.-3
New	GEN 3.5.-4
GEN 4.2-1	GEN 4.2-1
GEN 4.2-2	GEN 4.2-2
GEN 4.2-3	GEN 4.2-3
GEN 4.2-4	GEN 4.2-4
GEN 4.2-5	GEN 4.2-5
GEN 4.2-6	GEN 4.2-6
GEN 4.2-7	GEN 4.2-7
GEN 4.2-8	GEN 4.2-8
AD 2 HRYR-3	AD 2 HRYR-3
AD 2 HRYR-4	AD 2 HRYR-4
AD 2 HRYR-5	AD 2 HRYR-5
AD 2 HRYR-6	AD 2 HRYR-6
AD 2 HRYR-9	AD 2 HRYR-9
AD 2 HRYR-11	AD 2 HRYR-11

APPENDIX 4. AIRAC AIP SUPPLEMENT

REPUBLIC OF RWANDA

RWANDA AIRPORTS COMPANY

AERONAUTICAL INFORMATION MANAGEMENT
P.O. BOX 1171
KIGALI-RWANDA
TEL: (+250)252585555/
(+250)724123022
Email: aipmanagement@rac.co.rw
Website: www.rac.co.rw

AIRAC AIP SUPPLEMENT 05/2018 **Publication date: 02 August 2018**

EFFECTIVE DATE: 13 SEPTEMBER 2018

APPENDIX 5. AERONAUTICAL DATA COLLECTION FORM

RWANDA AIRPORTS COMPANY	RWANDA AIRPORTS COMPANY AIR NAVIGATION SERVICES	Aeronautical Data Collection Form RAC/ANS/AIM003 Page 1 of .....

One copy of this form should be submitted for each section of the AIP involved (e.g. GEN, ENR, AD)

Section A: Raw Data Originator
Name: .....
Department: .....
Directorate: .....
Telephone: .....
Date: ...../...../..... Signature: .....

To: Rwanda Airports Company
Date: ...../...../.....
Signature: .....

Section B: Raw Data provided

Originator's file reference	AIP reference (as applicable)				TEXT (to be published)	Effective date	For promulgation As **
	Page (date)*	paragraph	Line	Column			

*All AIP pages affected by each amendment should be quoted.
** Insert *A, S, N or C* when your test message is promulgated as:
A — for AIP amendment
S — for AIP supplement
N —for NOTAM
C — for AIC

The concerned Directorate has been consulted in respect to the accuracy of data and policy:

Name: ..... *date* :...../...../..... *Signature:* .....

Section C: Declaration (done by raw data originator institution / Company representative)

I declare that the above raw data provided /or attached is authorized for publication as in section B above.

Name of institution / Company: ..... *date* : ..... / ..... / .....

Name of representative: ..... *Signature:* .....

Rwanda Airports Company P.O. Box 1171 Kigali-Rwanda Tel: (+250)252585555
Kigali International Airport Terminal Building 2nd Floor www.rac.co.rw info@rac.co.rw

APPENDIX 6. NOTAM

RWANDA AIRPORTS COMPANY	**RWANDA AIRPORTS COMPANY** **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076
Document Number RAC/ANS/AIM002 Revision: **2**	**NOTAM** — Page 1 of ……

Priority Indicator	
Address	
Date and time of filling	
Originator's Indicator	(

Message Series, Number and Identifier

NOTAM containing new information	……..……..NOTAMN (Series and number/year)
NOTAM replacing a previous NOTAM	…… NOTAMR …… (Series and number/year) (Series and number/year NOTAM to be replaced)
NOTAM cancelling a previous NOTAM	…… NOTAMC ……..…… (Series and number/year) (Series and number/year of NOTAM to be cancelled)

Qualifiers

	FIR	NOTAM Code	Traffic	Purpose	Scope	Lower Limit	Upper Limit	Coordinates, Radius	
Q)	H R Y R /	Q /	/	/	/	/	/		

Identification of ICAO location indicator in which the facility, airspace or condition reported on is located	A) HRYR

Period of Validity

From (date-time group)	B)		
To (PERM or date-time group)	C)		EST* PERM*
Time Schedule (if applicable)	D)		

Text of NOTAM; Plain Language Entry (using ICAO Abbreviations)

E)

Lower Limit	F)
Upper Limit	G))
Signature	
Supervisor Signature	

This is controlled document	Date of issue: March 2018

Rwanda Airports Company P.O. Box 1171 Kigali-Rwanda Tel: (+250)252585555
Kigali International Airport Terminal Building 2nd Floor www.rac.co.rw info@rac.co.rw

APPENDIX 7. MONTHLY NOTAM SUMMARY

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123076	
Document Number RAC/ANS/AIM004 Revision: **2**	**NOTAM LIST**	Page 1 of ……

04 JUNE 2018

THE FOLLOWING NOTAM SERIES A WERE STILL VALID ON 04 JUNE 2018. NOTAM NOT INCLUDED HAVE BEEN CANCELLED, TIME EXPIRED, SUPERSEDED BY AIP SUPPLEMENT OR INCORPORATED IN THE AIP.

SERIES A
FIR

AD

Latest AIP Amendments:

AIP Supplements in force:

AIC Series A in force:

APPENDIX 8. EPHEMERAL NOTAM INFORMATION

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM005 Revision: **2**	**EPHEMERAL NOTAM INFORMATION**	Page 1 of ……

Name of facility or aerodrome/heliport				
NOTAM number	Date	NOTAM Text	Cancelled (C)/Replaced (R)	
			NOTAM number	Date

APPENDIX 9. ASHTAM

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM016 Revision: **2**	**ASHTAM**	Page 1 of ……

(COM heading)	(PRIORITY INDICATOR)	(ADDRESSEE INDICATOR(S))[1]		
	(DATE AND TIME OF FILING)	(ORIGINATOR'S INDICATOR)		
(Abbreviated heading)	(VA*2 SERIAL NUMBER) V A *2 *2	(LOCATION INDICATOR)	DATE/TIME OF ISSUANCE	(OPTIONAL GROUP)

ASHTAM	(SERIAL NUMBER)	
(FLIGHT INFORMATION REGION AFFECTED)		A)
(DATE/TIME (UTC) OF ERUPTION)		B)
(VOLCANO NAME AND NUMBER)		C)
(VOLCANO LATITUDE/LONGITUDE OR VOLCANO RADIAL AND DISTANCE FROM NAVAID		D)
(VOLCANO LEVEL OF ALERT COLOUR CODE, INCLUDING ANY PRIOR LEVEL OF ALERT COLOUR CODE)		E)
(EXISTENCE AND HORIZONTAL/VERTICAL EXTENT OF VOLCANIC ASH CLOUD)		F)
(DIRECTION OF MOVEMENT OF ASH CLOUD)		G)
(AIR ROUTES FOR PORTIONS OF AIR ROUTES AND FLIGHT LEVELS AFFECTED)		H)
(CLOSURE OF AIRSPACE AND/OR AIR ROUTES OR PORTIONS OF AIR ROUTES, AND ALTERNATIVE AIR ROUTES AVAILABLE)		I)
(SOURCE OF INFORMATION)		J)
(PLAIN-LANGUAGE REMARKS)		K)

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Kigali International Airport Terminal Building 2nd Floor www.rac.co.rw info@rac.co.rw

APPENDIX 10. AERONAUTICAL INFORMATION CIRCULAR (AIC)

AERONAUTICAL INFORMATION CIRCULAR (A I C) 'A 01/2019' REPUBLIC OF RWANDA		
RWANDA AIRPORTS COMPANY Aeronautical Information Management P.O. BOX 1171 KIGALI-RWANDA TEL: (+250)252585555/(+250)724123022 AFS: HRYRYOYX Email: aipmanagement@rac.co.rw	Date Of Publication: **18 March 2019** Subject: **Administrative**	RWANDA CAA

APPENDIX 11. BRIEFING

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM015 Revision: **2**	**PRE-FLIGHT INFORMATION CHECKLIST**	Page 1 of ……

1. Regulations and procedures

a) Basic publications and recent amendments and supplements

b) Procedures applicable to airspace to be used

c) ATS procedures

d) Altimeter settings

2. Meteorological information

a) Availability of MET facilities, forecasts and weather reports

Provision of relevant available meteorological information where there is no meteorological office at the aerodrome/heliport, including weather information reported by en-route aircraft

3. Route and destination information

a) Suggestions concerning available routes

b) Tracks, distances, general topography and terrain features and information required to maintain safe levels en route

c) Availability and serviceability state of aerodromes/heliports and aerodrome/heliport facilities

d) Availability and serviceability state of navigation aids

e) SAR procedures and facilities and functions of the SAR organization

4. Communication facilities and procedures

a) Availability and serviceability of air/ground communication facilities

b) Procedures

c) Radio frequencies and hours of operation

d) Communication facilities available to aircraft not equipped with

e) radio for forwarding movement reports

5. Hazards to air navigation

6. Any other essential information

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APPENDIX 12. PIB-NAVIGATION WARNINGS

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076
Document Number RAC/ANS/AIM008 Revision: **2**	**PRE-FLIGHT INFORMATION BULLETIN** Page 1 of ……

Pre-flight Information bulletin NAVIGATION WARNING	AERONAUTICAL INFORMATION SERVICE	Date and Time of issue …… ……	Route or area coverage RWANDA FIR
FIR/UIR Ref.	Period Time(UTC)	Area and nature of activity	Upper limit Lower limit

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APPENDIX 13. PIB-INFORMATION OTHER THAN NAVIGATION WARNINGS

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM009 Revision: **2**	**PRE-FLIGHT INFORMATION BULLETIN**	Page 1 of ……

Pre-flight information bulletin	AERONAUTICAL INFORMATION SERVICE	Date and Time of issue …… ……	Route or area Coverage RWANDA FIR

Location	Facility	Information

This is controlled document	Date of issue: March 2018

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APPENDIX 14. PIB FORMAT AERODROME TYPE

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM006 Revision: **2**	**PRE-FLIGHT INFORMATION BULLETIN**	Page 1 of ……

Pre-flight Information bulletin (Aerodrome)	RWANDA AERONAUTICAL INFORMATION MANAGEMENT
Date/time: ……	Period: from……to……
Type of traffic: IFR/VFR	Height limits: lower……..upper……
Bulletin contents: General purpose/OPSIG,AD	
Aerodromes: ……	

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APPENDIX 15. PIB FORMAT AREA TYPE

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM010 Revision: **2**	**PRE-FLIGHT INFORMATION BULLETIN**	Page 1 of ……

Pre-flight Information bulletin (Area)	RWANDA AERONAUTICAL INFORMATION MANAGEMENT
Date/time: ……	Period: from……to……
Type of traffic: IFR/VFR	Height limits: lower……..upper……
Bulletin contents: General purpose/OPSIG, en-route, AD,NAV warning	
Area: ……	

This is controlled document	Date of issue: March 2018

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APPENDIX 16. PIB FORMAT ROUTE TYPE

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM011 Revision: **2**	**PRE-FLIGHT INFORMATION BULLETIN**	Page 1 of ……

Pre-flight information bulletin (route)	RWANDA AERONAUTICAL INFORMATION MANAGEMENT
Date: ……..	Time (UTC):
Type of traffic: IFR	Period: from……..to……..
Bulletin contents: General purpose/OPSIG, en-route, AD, NAV warning	
Height limit-All FIR (Lower/Upper)-First FIR	……../…… ……/……. Other: ……/…… last: ……/……
Flight number:	City pair:
AD-DEP: ……. AD-DEST: ……..	Alternates: ……..
FIR:	

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APPENDIX 17. PIB DISPATCH RECORD

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM007 Revision: **2**	**PIB DISPATCH RECORD**	Page 1 of ……

Serial No	Code	Company / Operator	Routing	PIB Type	Number of Copies	Total pages	Time printed	Time collected	Collected by	Sign

This is controlled document	Date of issue: March 2018

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APPENDIX 18. POST FLIGHT REPORT

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM012 Revision: **2**	**POST-FLIGHT REPORT**	Page 1 of ……

Aircraft nationality or common mark and registration mark: ……

Owner/FLT NR: ……

Departure aerodrome: …….. ATD (UTC): ……..

Arrival aerodrome: …….. ATA (UTC): ……..

Facility	Location	Details of inadequacy	Time of observation
Birds	Location	Details	Time of observation

Date: …… Signature of pilot: ……

This is controlled document	Date of issue: March 2018

APPENDIX 19. COLLECTION OF POST-FLIGHT INFORMATION

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM013 Revision: **2**	**POST-FLIGHT INFORMATION BULLETIN**	Page 1 of ……

Operator	Destination	Alternates	ATS route(s)	FIR	NOF	Frequency	Departure Time(s)	Remarks

Explanatory notes on information required under column headings

1. Operator. All operators using or intending to use the aerodrome/heliport at which the aerodrome/heliport AIS unit is located.

2. Destination. The aerodrome of first intended landing on the air route stage originating at the aerodrome at which the aerodrome/heliport AIS unit is located.

3. Alternates. The alternate aerodrome(s)/heliport(s) for the destination given in the preceding column, specified by the operator.

4. ATS route(s). The air traffic service (ATS) route(s), as applicable, specified by the operator for flight to the destination and alternate(s).

5. FIR. The flight information region(s) through which the flight to the destination and alternate(s) is planned, together with those adjacent FIR which contain information significant to the flight.

6. NOF. The international NOTAM offices responsible for the provision of aeronautical information in the FIR specified in the preceding column.

7. Frequency. The number of flights, specified as per day or per week, for the given air route stage.

   Note. — This will determine the pre-flight information bulletin reproduction requirements.

8. Departure time(s). The scheduled departure time(s) for the given air route stage.

   Note. — This will determine the pre-flight information bulletin optimum release time.

9. Remarks. Any additional information concerning the given air route stage; e.g. pre-flight information required for lower airspace only.

APPENDIX 20. OJT / PERFORMANCE ASSESSMENT CHECKLISTS

	RWANDA AIRPORTS COMPANY **AIR NAVIGATION SERVICES** AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076	
Document Number RAC/ANS/AIM014 Revision: **2**	**OJT / PERFORMANCE CHECKLISTS**	Page 1 of ……

AIS AERODROME UNIT / ATS REPORTING OFFICE CHECKLIST

PHRASEOLIGIES AND COMMUNICATION	1	2	3	4	5
Uses standard phraseologies					
Adjusts briefing style to suit recipient					
Clear concise delivery					
Confident delivery					
EQUIPMENT HANDLING	**1**	**2**	**3**	**4**	**5**
Management of AIDPS					
Phone					
Fax					
Fault Reporting					
Fall back procedures					
AIRSPACE AND GEOGRAPHICAL KNOWLEDGE	**1**	**2**	**3**	**4**	**5**
Classes of Airspace					
Areas of Responsibility					
Prohibited, Restricted and Danger Areas					
ICAO Location Indicators					
ATS Route Network					
RNAV Route Network					
FPL MANAGEMENT	**1**	**2**	**3**	**4**	**5**
Procedures of accepting FPLs					
Types of FPLs					
Addressing of FPLs					
Handling of FPL associated Messages					
Analysis of aircraft AUW and distance for ANSC					
Application of various clearances					
Importance of sunrise and sunset tables					
PRE AND POST FLIGHT INFORMATION MANAGEMENT	**1**	**2**	**3**	**4**	**5**
Types of PIBs					
Briefing checklist					
Post flight information					

DOCUMENTS AND LOCAL PROCEDURES	1	2	3	4	5
Knowledge of Briefing Documents					
Maps and Charts					
MANSOPS Part III					
Knowledge of National Regulations					
IAIP MANAGEMENT	**1**	**2**	**3**	**4**	**5**
AIP and Amendments					
AIP Supplements					
AICs					
NOTAM					
COORDINATION & TEAMWORK	**1**	**2**	**3**	**4**	**5**
Coordination with other units					
Handover and Takeover					
Keeps Supervisor Informed					
Cooperation and Teamwork					
Handling of Directives from the Supervisor					
WORKLOAD MANAGEMENT	**1**	**2**	**3**	**4**	**5**
Prioritises tasks					
Speed and Accuracy					
CUSTOMER SERVICE	**1**	**2**	**3**	**4**	**5**
Public Relations					
Enthusiasm					
Integrity					

INTERNATIONAL NOTAM OFFICE CHECKLIST

NOTAM PROMULGATION	1	2	3	4	5
Raw data Collection					
NOTAM Selection Criteria					
Abbreviations and Codes					
NOTAM Composition					
Source Aeronautical Data confirmation (Verification)					
EQUIPMENT HANDLING	**1**	**2**	**3**	**4**	**5**
Phone					
Fax					
Fault Reporting					
Fall back procedures					
NOTAM SYSTEM MANAGEMENT	**1**	**2**	**3**	**4**	**5**
Processing of request NOTAM					
Foreign NOTAM Management					
Storage of NOTAM					
Correction of NOTAM in error					
Checklist Management					
Missing NOTAM Management					
NOTAM in parts					
Trigger NOTAM					
AFTN Status					
DOCUMENTS AND LOCAL PROCEDURES	**1**	**2**	**3**	**4**	**5**
Knowledge of Reference Documents					
Maps and Charts					
MANSOPS Part III					

TECHNICAL LIBRARY MANAGEMENT	1	2	3	4	5
Loaning procedures					
Maintenance of documents					
Procedures of distributing IAIP elements					
COORDINATION & TEAMWORK	**1**	**2**	**3**	**4**	**5**
Coordination with other units					
Handover and Takeover					
Keeps Supervisor Informed					
Cooperation and Teamwork					
Handling of Directives from the Supervisor					
WORKLOAD MANAGEMENT	**1**	**2**	**3**	**4**	**5**
Prioritises tasks					
Speed and Accuracy					
Keeps Supervisor Informed					
CUSTOMER SERVICE	**1**	**2**	**3**	**4**	**5**
Public Relations					
Enthusiasm					
Integrity					

AIR TRAFFIC SERVICES

UNDERSTANDING OF THE COORDINATION BETWEEN:		1	2	3	4	5
ATS and other Units						
ATS and MET						
Units of ATS						
ATS and Military						
AIRSPACE		**1**	**2**	**3**	**4**	**5**
Classes of Airspace						
Areas of Responsibility						
ATS REQUIREMENTS FOR INFORMATION		**1**	**2**	**3**	**4**	**5**
MET Information						
Aeronautical Information	Aerodrome conditions					
	Navigation Aids					
	Volcanic Activity					
	Navigation Warnings					
Aeronautical data quality requirements						

METEOROLOGY

GENERAL	1	2	3	4	5
Responsible Authority					
Area of Responsibility					
Types of Services					
Aircraft Reports					
APPLICABLE PHENOMENA	**1**	**2**	**3**	**4**	**5**
Atmospheric temperature and humidity					
Atmospheric pressure					
Wind					
Jet Streams					
Turbulence					
Precipitation					

AERONAUTICAL MET REPORTS	**1**	**2**	**3**	**4**	**5**
Report Times					
Routine Reports					
Special Report					
Codes					

Staff Comment	
Training officer Comment	
Areas identified as requiring more work	
Action plan for remedial training	
Staff Signature and Date	Training Officer's Signature and Date

Note: This form is to be filled out at the end of each training.
A grading of 3 – 5 shall be considered as satisfactory
A grading of 1 – 2 shall be considered as unsatisfactory and a remedial action plan shall be implemented after the approval.

APPENDIX 21. TRAINING PROGRAMME

Part I. Briefing office Course descriptions

Section 1.0 Indoctrination

This course is applicable to AIM Officer, NOTAM Officer, Quality Officer and AIP Officer

AIS COURSE TITLE	**NEW EMPLOYEE ORIENTATION**
Training Category	Basics
Sequence	Initial
Duration	20 Weeks
Objective	Fill areas of gaps with knowledge and skills, and change all negative attitudes to positive attitude. Improve performance of briefing, NOF, and Cartography Personnel to enhance productivity and profit of the Rwanda Airport Company (RAC). Fulfil Rwanda Airports Company (RAC) long-term goals i.e. vision, and quality objectives. Adopt proactive and zero defect culture. Encourage innovative and creative ideas of briefing, NOF and Cartography personnel for optimum use of materials
Description	This course is designed for briefing, NOF and Cartography personnel to cope with applications needed and implemented.
Content	➢ Equipment handling ➢ FPL management ➢ Pre and post flight information management ➢ Documents and local procedures ➢ IAIP management ➢ Workload management ➢ Customer service ➢ NOTAM promulgation ➢ Equipment handling ➢ NOTAM system management ➢ Technical library management ➢ Coordination & teamwork ➢ Workload management ➢ Airspace ➢ ATS requirements for information ➢ Aeronautical met reports Applicable phenomena
Prerequisites	None

Section 2.0 Initial Trainings

Section 2.0.1 Basic Training

AIM COURSE TITLE	**AIS ICAO 021**
Training Category	Basics
Sequence	Initial
Course Duration	12 Weeks
Course Objective	At the end of the course, the briefing officer will be able to: -Interpret basic civil aviation regulations for the safe operation of air navigation; -Organize and prepare self-briefing boards for the air crew; -Perform the requirements of the provision of pre-flight and in flight information; -Compile and produce pre-flight briefing bulletins for long range flights originating from major airports; -Disseminate such information to flight crew, airlines, ground organizations and other Civil Aviation Authorities for safe conduct of flight operations; and -Plot navigation warnings on charts and ensuring that the charts and all maps are kept up- to-date at all times.
Course Description	The course produces determined and polished officers able to handle flight plans and airline operators with confidence.
Course content	➢ Aviation geography ➢ Communication procedures ➢ Radio theory ➢ ICAO law ➢ Meteorology ➢ Chart interpretation ➢ Flight planning ➢ AIP Introduction ➢ NOTAM ➢ Introduction to ATS
Prerequisites	Indoctrination course

Section 2.0.2 Flight Planning for General Aviation

AIM COURSE TITLE	FLIGHT PLANNING FOR GENERAL AVIATION
Training Category	Basics
Sequence	Initial
Length	2 Weeks
Course Objective	At the end of the course, the participants will be able to: File correctly ATS flight plans in accordance with ICAO specifications; Interpret flight plan information appropriately; Handle both MET and NOTAM information accurately.
Course Description	This course is designed for newly hired AIS personnel in Aeronautical information Services to process flight plans and prepare route planning as appropriate.
Course Content	This course provides training on Flight Planning for General Aviation and typically includes the following subjects: Aeronautical Information Services: • Introduction • Definitions Functions and Responsibility of AIS Publications of an AIS of a state ➢ NOTAM. ➢ Aeronautical Information Circulars (AIC). ➢ Aeronautical Information Publication (AIP). ➢ Pre-flight Information Service. ➢ ICAO, Air Law and Regulations. ➢ Role of ICAO in Aviation. ➢ Role of IATA in Air Transport. ➢ Organization of ICAO. ➢ Aviation Laws/Regulations affecting flight operations ➢ Role of KCAA in flight operations. ➢ AIS Documentation. ➢ National Civil Aviation and ICAO Reference Documents affecting flight operations. ➢ Airline Reference Documents. ➢ Amendment Service to above documents. ➢ ICAO catalogue of Documents. ➢ Flight Planning • Introduction • Definitions Flight Planning - Flight Plan Form - Submission of a flight plan - Acceptance of a flight plan

	- Types of Flight Plans - Repetitive FPL listing • Flight levels (Semi-Circular rule) • Aerodromes and Ground Aids • Introduction • Definitions Aerodrome Data - Runways - Taxiways - Aprons • Disabled aircraft removal • Rescue and fire fighting • Declared Distances • Visual Aids for Navigation • Airport lighting Systems • Aviation Geography: • Introduction • Definitions • Location Indicators • Flight Information Region, Control Areas • and Control Zones Meteorology for Pre-flight planning - TAF - ROFOR - SPECI - SIGMET - METAR
Prerequisites	Indoctrination and Basic AIS courses

Section 2.0.3 AIS Briefing

AIM COURSE TITLE	**AIS BRIEFING**
Training Category	Basics
Sequence	Initial
Course Length	4 Weeks
Course Objective	This course is developed and aiming to experienced AIS-officers to provide them with sound skills and knowledge required for the provision of pre-flight information service
Course Description	Providing AIS office with skilled professionals knowledgeable in a variety of aviation disciplines to enable them to provide pre-flight information services.
Course Content	-AIS documents -Pre-flight information -Post-flight information -Briefing Bulletin -Automated briefing -Map reading -NOTAM, list of valid NOTAMS

	-Flight planning -Aeronautical Information Publication (AIP), -AIP Supplements, Aeronautical Information Circular (AIC) Briefing.
Prerequisites	Indoctrination and Basic courses

Section 2.0.4 New ICAO Flight Plan

AIM COURSE TITLE	**NEW ICAO FLIGHT PLAN**
Training Category	Basics
Sequence	Initial
Course Length	2 Weeks
Course Objective	At the end, students will be able to know each part of the Flight Plan (FPL), and will be able to go through all the items in the FPL.
Course Description	The purpose of a Filed Flight plan (FPL) is to provide specified information to air traffic services (ATS) units about: • The type of aircraft used and some of its characteristics. • An intended flight or portion of a flight of an aircraft and its flight rules. • The equipment according to the operation the crew is going to conduct.
Course Content	The New ICAO Flight plan shall include all information relevant to that specific planned flight. This includes: • Item 7- Aircraft identification (Note: Aircraft identification means the radio call sign!) • Item 8 -Flight rules and type of flight • Item 9 – Number of aircraft, type(s) of aircraft and wake turbulence category • Item 10- Equipment on board • Item 13 - Departure aerodrome ICAO code and planned time of departure • Item 15 – First cruising speed and first cruising level or altitude • Route to be followed • Item 16 - Destination aerodrome ICAO code and total estimated elapsed time (EET) • Item 17 - Alternate aerodrome(s) • Item 18 – Remarks and other equipment (emergency and survival) • Item 19 - Fuel endurance and total number of persons on board
Prerequisites	Indoctrination and basic courses

Section 3.0 Currency Trainings

Section 3.0.1 Transition from AIS to AIM

AIM COURSE TITLE	**TRANSITION FROM AIS TO AIM**
Training Category	Currency trainings
Sequence	Currency
Course Length	2 Weeks
Course Objective	Provide the trainee with basic theoretical knowledge and the applications needed for the transition phases from AIS to AIM.
Course Description	This course is designed for AIS, NOF and Cartography personnel to cope with applications needed for the transition from AIS to AIM.
Course Content	➢ Demonstrate ICAO Global Air Navigation Plan (GANP) and Global ATM Operational Concept. ➢ Determine the components of the ATM. ➢ Explain the System Wide Information Management (SWIM). ➢ Describe the work of ICAO AIS workgroup AIS AIMSG. ➢ Appreciate the Use of AIS in the cockpit. ➢ State the Collaborative Decision Making (CDM). ➢ Identify Common Reference Systems (CRS). ➢ List the objectives of the transition to AIM. ➢ Demonstrate the guiding principles for the transition to AIM. ➢ Identify the Phases of the transition to AIM. ➢ Demonstrate ICAO Roadmap for the Transition ➢ Determine Aeronautical Information Conceptual model (AICM). ➢ Determine Aeronautical Information Exchange model (AIXM). ➢ Characterize the Electronic AIP (eAIP). ➢ Explain Digital NOTAM. ➢ Explain Electronic Terrain and Obstacle Data (eTOD). ➢ Identify AIRAC cycle. ➢ Explain WGS-84. ➢ Consider Integrated Aeronautical Database. ➢ Conduct Aeronautical Information Briefing. ➢ Explain the Aerodrome Mapping. ➢ Demonstrate AIS/MET data-link.
Prerequisites	Indoctrination and Basic courses

Section 3.0.2 AIM Quality Control

AIM COURSE TITLE	**AIM QUALITY CONTROL**
Training Category	Currency trainings
Sequence	Currency
Course Length	1 Week
Course Objective	This course will impart basic/intermediate knowledge about the needs, purpose and implementation of “quality control (QMS) for AIS”.
Course Description	This course is designed for AIS officer to provide knowledge for better performance.

Course Content	-appropriate ICAO Annexes and Documents -RCAA rules, regulations and specifications -Course notes, handouts and manuals prepared at Training institution. -actual technical documents and specifications as far as available from internal and external sources -Actual AIS documents obtained to provide examples and exercises from daily AIS field operations.
Prerequisites	Indoctrination and Basic courses

Section 3.0.3 Human Factors Course

AIM COURSE TITLE	**HUMAN FACTORS COURSE**
Training Category	Currency trainings
Sequence	Currency
Course Length	2 Weeks
Course Objective	To maintain current Human Factors knowledge to ensure principles and practices are continuously applied to the workplace.
Course Description	Human Factors training course specifically for the Aviation industry covering essential information for a student to remain up-to-date with current Human Factors issues facing organizations today.
Course Content	➢ Need to address Human factors ➢ Human errors ➢ Human performance and limitation ➢ Communication ➢ Team work ➢ Safety culture and human factors ➢ Human factors implementation
Prerequisites	Indoctrination and Basic courses

Section 4.0 Advanced Trainings

Section 4.0.1 Advanced AIS

AIM COURSE TITLE	**ADVANCED AIS TRAINING**
Training Category	Advanced Training
Sequence	Advanced
Course Length	4 Weeks
Course Objective	➢ Understand the objectives and practices when moving from product-centric to data-centric aeronautical information provision

	➢ Understand the safety implications of quality of data, correct data storage and efficient AIS distribution in the AIM environment
Course Description	Provide the trainee with theoretical basic knowledge to understand the detailed information regarding the basic functions which have to be performed by an AIS officer in PUB, NOF offices, consulting and updating AIP and how aeronautical information are collected and distributed. Provide the trainee with theoretical knowledge to AIRAC system applications, Handling of national and foreign NOTAM and facilitate AIS briefing and self-briefing.
Course Content	➢ The safety impact of aeronautical information ➢ AIM principles ➢ System Wide Information Management (SWIM) ➢ Examination of the 'Roadmap for the Transition from AIS to AIM' (ICAO, 1st edition 2009) ➢ The work of ICAO AIS workgroup AIS AIMSG ➢ Electronic Terrain and Obstacle Data (eTOD) ➢ WGS-84 data ➢ Integrated Aeronautical Data Base ➢ Electronic AIP ➢ AICM/ AIXM ➢ Aeronautical Information Briefing ➢ Aerodrome Mapping ➢ AIS/MET data-link ➢ Digital NOTAMs ➢ Several case studies ➢ AIM implementation examples
Prerequisites	Indoctrination and Basic courses

Section 4.0.2 Automated AIS System

AIM Course Title	**Automated AIS System**
Training Category	Advanced Training
Sequence	Advanced
Course Length	4 Weeks
Course Objective	At the end of the course, the participants will be able to: Apply the principles and functions of an Automated AIS System in their performance; Operate the Automated AIS Systems both the Aeronautical Information Data Processing System (AIDPS) and Aeronautical Flight Data Processing System (AFDPS)
Course Description	This course is designed for AIM personnel to produce determined and polished officers able to perform their duties using the new AIS technology systems as a tool to achieve data quality.
Course Content	This course provides training on and will typically include the following subjects: • Introduction to Automated AIS Systems, • Development of Automated Processes, • AIS Test Bed, • The concept for an Integrated Automated AIS Systems, • Fall-back procedures, • Planning for and Implementation of Integrated Systems, • System Administration • NOTAM Management • Flight Plan Management

	• PIB Management • Chart Management • AIP Production • Reference Database Management
Prerequisites	Indoctrination and Basic courses

Section 5.0 Specialized Trainings

Section 5.0.1 Aeronautical information services specialists

AIM Course Title	**Aeronautical information services specialists**
Training Category	Specialized Training
Sequence	Specialized
Course Length	4 Weeks
Course Objective	Provide the trainee with theoretical basic knowledge to understand the detailed and specialized knowledge of trigger NOTAM and checklist, the WGS-84 system, be specialized in the aeronautical charts and know how to create a route for a specific flight and SIDs and STARs. Provide the trainee with theoretical knowledge how to ensure the flow of information necessary for the safety, regularity and efficiency of international air navigation.
Course Description	AIM Unit will benefit from this training where the trainee will be able to familiarize with all practical work regarding aeronautical information management as specialty.
Course Content	This Training covers all aeronautical information management areas in specialized way.
Prerequisites	Indoctrination and Basic courses

Part II NOTAM and AIP Management Course descriptions

Section 1.0 Indoctrination

Refer to Section 1.0

Section 2.0 Basic Training
Section 2.0.1 Basic AIS

Refer to Part I Section 2.0.1

Section 2.0.3 NOTAM Management

ITS Course Title	**NOTAM Management**
Training Category	Basics
Sequence	Initial
Course Length	2 Weeks

Course Objective	Successfully passing this course will enable attendees to fully understand, decode and encode NOTAMs, SNOWTAMs, ASHTAMs and AICs. Students will be able to manage NOTAM business hazzle free.
Course Description	It will improve the performance of officers as will be able to manage NOTAM business hazzle.
Course Content	-AIS general daily business -NOTAM types and classes -NOTAM, SNOWTAM, ASHTAM -NOTAM list -AIC -purpose of NOTAM -usage of NOTAM -coding, decoding of NOTAM -d NOTAM -ICAO Annexes and Documents
Prerequisites	Indoctrination and Basic courses

Section 2.0.5 Basic AIP Management

AIM Course Title	**Basic AIP Management**
Training Category	Basics
Sequence	Initial
Course Length	3 Weeks
Course Objective	At the end of training the trainees will be able: 1.Recorganize on AIS in general 2. Identify elements of aeronautical information products 3. Understand procedures and regulations governing the description of different types of aeronautical data. 4. Explain how to ensure the flow information 5. Define AIP design and specifications 6. Reorganize AIP and its AMDT, AIP sections and kinds of data to be inserted in AIP. 7. Reorganize on Automated system for AIP, FPL, RPL and NOTAM.
Course Description	
Course Content	AIS in general. 2. Responsibilities and functions of AIS. 3. Purpose of an aeronautical information service (AIS). 4. Information handled by AIS. 5. Quality management system. 6. Common reference systems for air navigation. 7. Copyright and cost recovery. 8. Basic information. 9. Information of temporary nature and of short duration. Module Two 1. Working arrangements. 2. Modes of communication. 3. Aeronautical information regulation and control (AIRAC). 4. Organization. 5. Resources. 6. Arrangements for exchange of aeronautical information with other states. 7. Basic reference material. 8. Aeronautical information products. 9. Aeronautical information publication (AIP).

	Module Three 1. Content and format. 2. Specimen AIP and explanatory notes. 3. Compiling and editing. 4. Presentation of information. 5. Specification for index maps and diagrams. 6. Charts to be included in the AIP. 7. Notification of differences in the AIP. 8. AIP amendments. 9. AIP supplements. 10. Distribution.
Prerequisites	Indoctrination and Basic courses

Section 2.0.6 Transition from AIS to AIM

AIM Course Title	**Transition from AIS to AIM**
Training Category	Currency
Sequence	Currency Training
Course Length	2 Weeks
Course Objective	Provide the trainee with basic theoretical knowledge and the applications needed for the transition phases from AIS to AIM.
Course Description	This course is designed for AIM, NOF and Cartography personnel to cope with applications needed for the transition from AIS to AIM
Course Content	➢ Demonstrate ICAO Global Air Navigation Plan (GANP) and Global ATM Operational Concept. ➢ Determine the components of the ATM. ➢ Explain the System Wide Information Management (SWIM). ➢ Describe the work of ICAO AIS workgroup AIS AIMSG. ➢ Appreciate the Use of AIS in the cockpit. ➢ State the Collaborative Decision Making (CDM). ➢ Identify Common Reference Systems (CRS). ➢ List the objectives of the transition to AIM. ➢ Demonstrate the guiding principles for the transition to AIM. ➢ Identify the Phases of the transition to AIM. ➢ Demonstrate ICAO Roadmap for the Transition ➢ Determine Aeronautical Information Conceptual model (AICM). ➢ Determine Aeronautical Information Exchange model (AIXM). ➢ Characterize the Electronic AIP (eAIP). ➢ Explain Digital NOTAM. ➢ Explain Electronic Terrain and Obstacle Data (eTOD). ➢ Identify AIRAC cycle. ➢ Explain WGS-84. ➢ Consider Integrated Aeronautical Database. ➢ Conduct Aeronautical Information Briefing. ➢ Explain the Aerodrome Mapping. ➢ Demonstrate AIS/MET data-link.
Prerequisites	Indoctrination and Basic courses

Section 2.0.7 AIM Quality Control

Refer to Part I Section 3.0.2

Section 2.0.8 Electronic AIP (eAIP)

AIM Course Title	**Electronic AIP (eAIP)**
Sequence	Currency
Training Category	Currency trainings
Course Length	2 Weeks
Course Objective	➢ At the end of the Course the trainees will be able to: ➢ Publish the content of Aeronautical Information Publication (AIP), AIP Amendments (AMDT), AIP Supplements (SUP) and Aeronautical Information Circulars (AIC) in a structured electronic format, ➢ Visualize the content of these electronic documents on a computer screen, using Web technology.
Course Description	This course is designed for AIS officer to provide knowledge for developing an eAIP
Course Content	➢ How to Visualize changes, both in text and graphics; ➢ How to distribute through the Internet or equivalent private networks; ➢ consistency, integrity , usability; ➢ How it is technological leap forward; ➢ How it is reduced risk and cost as compared to isolated development; ➢ How it is easier to create integrated/regional AIPs; ➢ How it is possible to guarantee the integrity and the authenticity of the document by digitally signatures
Prerequisites	Indoctrination and Basic courses

Section 2.0.9 Human Factors Course
Refer to Part I Section 3.0.3

Section 3.0 Advanced Trainings

Section 3.0.1 Advanced AIS
Refer to Part I Section 4.0.1

Section 3.0.2 Automated AIS System
Refer to Part I Section 4.0.2

Section 3.0.3 AIP/MAP Management

AIM Course Title	**AIP/MAP Management**
Training Category	Advanced Training
Sequence	Advanced
Course Length	2 Weeks

Course Objective	On successful completion of this course attendees should be enabled to understand, use, amend update and maintain all parts of the Aeronautical Information Product (AIP).
Course Description	The training will strengthen and help the NOTAM and AIP Management officer to amend as the changes occur in Rwanda Airport Company (RAC) AIP.
Course Content	➢ purpose of the AIP ➢ structure of the AIP ➢ content of the AIP ➢ general specifications to AIP ➢ AIP Amendments ➢ AIP Supplements ➢ AIRAC System and AIRAC Cycles ➢ Deadlines ➢ electronic AIP (eAIP) ➢ Extensive use, explanation, allocation and extraction of information ➢ Updating AIPs, using the amendments. ➢ Updating all aeronautical charts in Rwanda Airspace.
Prerequisites	Indoctrination and Basic courses

Section 3.0.4 AIP Text/Chart Editing

AIM Course Title	**AIP Text/Chart Editing**
Training Category	Advanced Training
Sequence	Advanced
Course Length	2 Weeks
Course Objective	At the end of training the trainee will be able to: 1. Recognize on AIS in general. 2. Get the requirements of the exchange of the information. 3. Recognize on the contents and format of AIP. 4. Differentiate between the types of AIP AMDT. 5. Understand the requirements of charts. 6. Issue AIRAC and TRIGGER NOTAM.
Course Description	RCAA will benefit from this training because the trainee will be able: Understand the requirements of charts Exchange of aeronautical information.
Course Content	1. Introduction. 2. AIS in general. 3. Quality system. 4. Exchange of aeronautical information. 5. AIRAC. 6. AIC. Module Two 1. AIP contents and formats. 2. AIP amendments and AIP supplements. 3. Presentation of information. 4. Charts to be included in AIP. 5. Abbreviations and colures in charts.
Prerequisites	None

Section 4.0 Specialized Trainings

Section 4.0.1 Aeronautical information services specialist

Refer to Part I Section 5.0.1

APPENDIX 22. CUSTOMER SATISFACTION FORM

Please indicate your level of satisfaction.

		RWANDA AIRPORTS COMPANY AIR NAVIGATION SERVICES AERONAUTICAL INFORMATION MANAGEMENT (AIM) Tel: 0724123022 / 0724123076				
Document Number RAC-AIM-QMS001 Revision: 0		CUSTOMER SATISFACTION FORM			Page 1 of	
Aeronautical Information Products and Services		Degree of Satisfaction				
		Very Dissatisfied (1)	Dissatisfied (2)	Fairly Satisfied (3)	Satisfied (4)	Very Satisfied (5)
1) Degree of RAC Aeronautical Information compliance with ICAO SARPS.	NOTAM					
	AIP					
	Flight Plan					
2) Degree of accuracy of the aeronautical information	NOTAM					
	AIP					
	Flight Plan					
	Landing & Navigation Charges					
3) Quality of the aeronautical information	NOTAM					
	AIP					
	Flight Plan					
4) Availability of reference Aeronautical information.	NOTAM					
	AIP					
	Flight Plan					
5) Easiness of locating Aeronautical information in the AIP	AIP					
Rating Scale: 1=20%, 2=40%, 3=60%, 4=80%, 5=100%						
Comment or Complaint:				Company name: Signature: Dates:		
This is a controlled document				Issued on: January 2021		

Rwanda Airports Company P.O. Box 1171 Kigali-Rwanda Tel:(+250)252585555
Kigali International Airport Terminal Building 2nd Floor www.rac.co.rw info@rac.co.rw

APPENDIX 23. PUBLICATIONS DISTRIBUTION TRACKING FORM

RWANDA AIRPORTS COMPANY	Rwanda Airports Company Aeronautical Information Management P.O. BOX 1171 KIGALI-RWANDA TEL: (+250)252585555/ (+250)724123022 AFS: HRYRYNYX Email: aipmanagement@rac.co.rw URL: https://www.rac.co.rw	
Document Number RAC/ANS/AIM018 Revision: **0**	PUBLICATIONS DISTRIBUTION TRACKING FORM	Page 1 of .....

Dear AIP Subscriber,

As part of our quality process and with the aim of meeting stipulated timelines, we kindly request that you complete the following form and send it back to us via email or post.

The following documents were distributed on … /…./ 2019.

Publication	Number of copies
AIRAC AMDT …./2019	……..

Please, let us know when the package arrived and in what condition they were received.

The publications listed were received on:……

Conditions of documents

Tick appropriately

Good ☐

Incomplete ☐

Damaged ☐

Missing ☐

Remarks (if any)……

……

APPENDIX 24. SNOWTAM FORMAT

RWANDA AIRPORTS COMPANY

AIR NAVIGATION SERVICES
AERONAUTICAL INFORMATION MANAGEMENT
(AIM)
Tel: 0724123022 / 0724123076

Document Number RAC/ANS/AIM019 Revision: 0	**SNOWTAM**	Page 1 of .....

(COM heading)	(PRIORITY INDICATOR)	(ADDRESSES)	<=
	(DATE AND TIME OF FILING)	(ORIGINATOR'S INDICATOR)	<=
(Abbreviated heading)	(SW' SERIAL NUMBER) S W * *	(LOCATION INDICATOR)	DATE/TIME OF ASSESMENT (OPTIONAL GROUP) <=(

SNOWTAM → (Serial number) <=

Aeroplane performance calculation section			
(AERODROME LOCATION INDICATOR)	M	A)	<=
(DATE/TIME OF ASSESSMENT *(Time of completion of assessment in UTC)*)	M	B)	→
(LOWER RUNWAY DESIGNATION NUMBER)	M	C)	→
(RUNWAY CONDITION CODE (RWYCC) ON EACH RUNWAY THIRD) *(From Runway Condition Assessment Matrix (RCAM) 0, 1, 2, 3, 4, 5 or 6)*	M	D)	/ / →
(PER CENT COVERAGE CONTAMINANT FOR EACH RUNWAY THIRD)	C	E)	/ / →
(DEPTH *(mm)* OF LOOSE CONTAMINANT FOR EACH RUNWAY THIRD)	C	F)	/ / →
(CONDITION DESCRIPTION OVER TOTAL RUNWAY LENGTH) *(Observed on each runway third, starting from threshold having the lower runway designation number)* COMPACTED SNOW DRY DRY SNOW DRY SNOW ON TOP OF COMPACTED SNOW DRY SNOW ON TOP OF ICE FROST ICE SLUSH STANDING WATER WATER ON TOP OF COMPACTED SNOW WET WET ICE WET SNOW WET SNOW ON TOP OF COMPACTED SNOW WET SNOW ON TOP OF ICE	M	G)	/ / →
(WIDTH OF RUNWAY TO WHICH THE RUNWAY CONDITION CODES APPLY, IF LESS THAN PUBLISHED WIDTH)	O	H)	<=
Situational awareness section			
(REDUCED RUNWAY LENGTH, IF LESS THAN PUBLISHED LENGTH *(m)*)	O	I)	→
(DRIFTING SNOW ON THE RUNWAY)	O	J)	→
(LOOSE SAND ON THE RUNWAY)	O	K)	→
(CHEMICAL TREATMENT ON THE RUNWAY)	O	L)	→
(SNOWBANKS ON THE RUNWAY) *(If present, distance from runway centre line (m) followed by "L", "R" or "LR" as applicable)*	O	M)	→
(SNOWBANKS ON A TAXIWAY)	O	N)	→
(SNOWBANKS ADJACENT TO THE RUNWAY)	O	O)	→
(TAXIWAY CONDITIONS)	O	P)	→
(APRON CONDITIONS)	O	R)	→
(MEASURED FRICTION COEFFICIENT)	O	S)	→
(PLAIN-LANGUAGE REMARKS)	O	T)	)

NOTES:
1. *Enter ICAO nationality letters as given in ICAO Doc 7910, Part 2 or otherwise applicable aerodrome identifier.
2. Information on other runways, repeat from B to H.
3. Information in the situational awareness section repeated for each runway, taxiway and apron. Repeat as applicable when reported.
4. Words in brackets ( ) not to be transmitted.
5. For letters A) to T) refer to the *Instructions for the completion of the SNOWTAM Format*, paragraph 1, item b).

SIGNATURE OF ORIGINATOR *(not for transmission)*

This is controlled document Date of issue: June 2020

APPENDIX 25. RAC ORGANIZATION STRUCTURE

RWANDA AIRPORTS COMPANY REVISED ORGANIZATIONAL CHART (376)

Board of Directors

Audit Unit (3)
- Manager Internal Audit (1)
  - Auditor (2)

Managing Director (1)
- Advisor to the MD (1)
  - Communication Specialist (1)
  - Administrative Liaison Officer (1)

Strategic Planning Unit (5)
- Manager Strategic Planning (1)
  - Strategic Planning Officer (1)
  - Statistician (1)
  - Monitoring & Evaluation Officer (1)
  - Project Management Officer (1)

Quality and Safety Unit (2)
- Manager Quality and Safety (1)
  - Quality Officer (1)
  - Safety Officer (1)

Deputy Managing Director (1)
- Executive Assistant to DMD (1)

Corporate IT Unit (7)
- Manager Corporate IT (1)
  - Software Development Engineer (1)
  - Network Engineer (2)
  - IT Technician (1)

Procurement Unit (3)
- Manager Procurement (1)
  - Procurement Officer (2)

Business Development Unit (4)
- Manager Business Development and Marketing (1)
  - Commercial Officer (1)
  - Marketing Officer (1)
  - Business Development Officer (1)

Finance Department (21)
- Director Finance (1)
  - Administrative Assistant (1)
- Manager Expenditure & Revenue (1)
  - Treasury Accountant (1)
  - Budget and Payables Accountant (1)
  - Aeronautical revenues Accountant (1)
  - Receivables Accountant (1)
  - Non-Aeronautical Revenue Accountant (1)
  - Revenue Collectors (10)
- Fixed Assets & Tax Manager (1)
  - Fixed Assets and Stock Accountant (1)
  - Tax Accountant (1)

Human Resources & Administration Department (13)
- Director HR and Administration (1)
- Manager HR and Administration (1)
  - HR Operations Officer (1)
  - HR Payroll Officer (1)
  - HR Welfare Officer (1)
  - Administrative Archivist (1)
- Manager Logistics (1)
  - Store Officer (1)
  - Store Keeper (1)
  - Driver (4)

Legal Department (3)
- Director of Legal and Company Secretary (1)
- Senior Legal Advisor (1)
  - Legal Officer (1)

Air Navigation Services Department (112)
- Director Air Navigation Services (1)
  - Administrative Assistant (1)
- Manager Air Traffic Management (1)
  - ATC Principal (3)
    - Air Traffic Controller Officers (Aerodrome / Approach / Area) (35)
    - ATM Safety Officer (1)
- Manager Aeronautical Meteorological (1)
  - Forecaster (10)
  - Observer (12)
  - Quality Officer (1)
- Manager Communication, Navigation & Surveillance (CNS) (1)
  - Communication Engineer (4)
  - NAVAIDS Engineer (6)
  - System Administration Engineer (4)
  - Data Traffic Monitoring officers (5)
  - Radar and Surveillance Coordinator (1)
    - Radar Engineer (3)
    - Electrical Engineer (2)
    - Radar Technicians (5)
- Manager Aeronautical Information Management (AIM) (1)
  - AIP Officer (1)
  - Cartography Engineer (1)
  - Aeronautical Information Management Officer (8)
  - Quality Officer (1)
  - NOTAM Officers (2)
- National Search and Rescue Advisor (1)

Airports Operations Department (159)
- Director Airports Operations (1)
  - Administrative Assistant (1)
- Manager Fire Fighting & Rescue FFR (1)
  - Fire Fighting Supervisors (7)
    - Fire fighting Officers (60)
    - Fire Prevention Officer (1)
    - Fire Control Operators (3)
    - Safety Officer (1)
- Manager Kigali International Airport (1)
  - Terminal Operations Coordinator (1)
    - Terminal Airport Operation Officers (5)
    - Customer Care Officers (10)
    - Conveyor Belt Attendant (6)
  - Airside Operations Coordinator (1)
    - Airside operations officers (5)
    - Marshallers Supervisor (3)
      - Marshallers (16)
    - Wildlife Supervisor (1)
      - Wildlife Officers (6)
- Manager Kamembe Airport (1)
  - Electrical Engineer (1)
  - Electricians (2)
  - Marshaller (2)
  - Revenue Collector (2)
  - Fire Fighters (5)
  - Meteorologist (2)
  - AIM Officers (2)
- Manager Gisenyi Aerodrome and Airstrips (1)
  - Fire Fighter (2)
  - Operations Officer (2)
  - Airstrip Staff (3)
- Manager Aviation Security - AVSEC (1)
  - Documentation and Quality Control Officer (1)
  - Risks, Crisis Management and Security Equipment (1)
  - Training and Investigation officer (1)

Engineering and Maintenance Department (37)
- Director Engineering and Maintenance Services (1)
  - Administrative Assistant (1)
- Manager of Maintenance (1)
  - Civil Engineer (2)
  - Mechanical Engineer (2)
  - Estate and Property Management Officer (2)
  - Plumber (4)
  - Mechanics (2)
  - Technicians (2)
  - Powerhouse Coordinator (1)
    - Electrical Engineer (1)
    - Electronics Engineer (1)
    - Electricians (11)
- Manager of Engineering (1)
  - Civil Engineers (2)
  - Architect (1)
  - Topo Surveyor (1)
  - Quantity Survey (1)

Mr. Charles HABONIMANA
Managing Director

RWANDA AIRPORTS COMPANY

Mr. Zephanie NIYONKURU
Board of Directors Chairperson