

Civil Aviation Rules



Part 175

CAA Consolidation

10 March 2017

Aeronautical Information Service Organisations — Certification

DESCRIPTION

Part 175 prescribes –

- rules governing the certification and operation of organisations providing an aeronautical information service for New Zealand on behalf of the Authority; and
- the requirements for Aeronautical Information Publication New Zealand, Aeronautical Information Circulars and NOTAM.

This document is the current consolidated version of Part 175 produced by the Civil Aviation Authority, and serves as a reference only. It is compiled from the official ordinary rules that have been signed into law by the Minister of Transport. Copies of the official rule and amendments as signed by the Minister of Transport may be obtained from the Civil Aviation Authority or may be downloaded from the official web site at: www.caa.govt.nz

Bulletin

This Part first came into force on 1 September 1994 and now incorporates the following amendments:

Amendment	Effective Date
Amendment 1	8 February 1996
Amendment 2	1 April 1997
Amendment 3	22 June 2006
Amendment 4	30 August 2007
Amendment 5	25 March 2010
Amendment 6	1 April 2014
Amendment 7	1 February 2016
Amendment 8	10 March 2017

Summary of amendments:

Amendment 1:	Rules 175.5, 175.7, 175.9, are revoked and substituted, rules 175.15 and 175.17 are revoked, rules 175.15 and 175.111 are inserted, rules 175.51, 175.63, 175.101 and 175.109 are amended.
Amendment 2	175.63 is amended to delete note and update with reference to Part 12.
Amendment 3 (3/CAR/4)	Rules 175.1, 175.61, 175.103, 175.107, 175.151, 175.153, 175.157, 175.251 and Subpart D heading, are revoked and substituted, Appendix A is revoked.
Amendment 4 (6/CAR/1)	Rule 175.15 is revoked.
Amendment 5 (9/CAR/1)	Rule 175.1 is revoked and replaced
Amendment 6 (13/CAR/1)	Rule 175.61 is revoked and replaced.
Amendment 7 (8/CAR/1)	Rules 175.51, 175.65, 175.67, 175.69 and 175.109 are revoked and replaced; rule 175.111 is revoked; and rules 175.301 and

Amendment 8
(16/CAR/1)

175.303 are inserted.

Amending rule 175.301 (the Safety Management transition rule) to clarify matters to do with the timing and submission of implementation plans and to correct references to applicants and to remove paragraph (f) of the existing rule.

List of Rules

Subpart A — General	7
175.1	Applicability 7
175.3	Requirement for Certificate 7
175.5	Application for Certificate 7
175.7	Issue of Certificate 7
175.9	Privileges of Certificate 8
175.11	Duration of Certificate 8
175.13	Renewal of Certificate 8
Subpart B — Certification Requirements	8
175.51	Personnel Requirements 8
175.53	Facility Requirements 9
175.55	Scope of Pre-flight Information Service 10
175.57	Documentation 10
175.59	Collection of Information 11
175.61	Publication of aeronautical information 12
175.63	Error Correction in Published Information 14
175.65	Records 15
175.67	Safety management 16
175.69	Aeronautical information service organisation exposition 16
Subpart C — Operating Requirements	18
175.101	Continued Compliance 18
175.103	AIP service 18
175.105	NOTAM Service 19
175.107	Pre-flight Information Service 20
175.109	Changes to certificate holder's organisation 22
175.111	<i>Revoked</i> 23
Subpart D — Aeronautical Information Publication New Zealand	23
175.151	Contents of AIPNZ 23
175.153	Specifications for AIPNZ 24
175.155	Specifications for AIP Amendments 25
175.157	Specifications for AIP supplements 25

Subpart E — Aeronautical Information Circulars	26
175.201 Specifications for an AIC.....	26
Subpart F — NOTAM	26
175.251 Specifications for NOTAM.....	26
175.253 Distribution of NOTAM	27
Subpart G — Transition Provisions	28
175.301 Transition for aeronautical information service certificate holders and applicants	28
175.303 Transitional internal quality assurance for aeronautical information service certificate holders and applicants	30

Subpart A — General

175.1 Applicability

This Part prescribes—

- (1) rules governing the certification and operation of organisations providing an aeronautical information service for New Zealand; and
- (2) the requirements for the Aeronautical Information Publication New Zealand, Aeronautical Information Circulars and NOTAM.

175.3 Requirement for Certificate

No person shall provide an aeronautical information service for —

- (1) the New Zealand FIR; or
- (2) the areas of the Auckland Oceanic FIR in which New Zealand is responsible for air traffic services —

except under the authority of, and in accordance with the provisions of, an aeronautical information service certificate issued under this Part.

175.5 Application for Certificate

Each applicant for the grant of an aeronautical information service certificate shall complete form CAA 24175/01 and submit it to the Director with—

- (1) the exposition required by 175.69; and
- (2) a payment of the appropriate application fee prescribed by regulations made under the Act.

175.7 Issue of Certificate

An applicant is entitled to an aeronautical information service certificate if the Director is satisfied that—

- (1) the applicant meets the requirements of Subpart B; and
- (2) the applicant, and the applicant's senior person or persons required by 175.51(a)(1) and (2) are fit and proper persons; and

- (3) the granting of the certificate is not contrary to the interests of aviation safety.

175.9 Privileges of Certificate

The aeronautical information service certificate specifies the aeronautical information services that the certificate holder is authorised to provide.

175.11 Duration of Certificate

(a) An aeronautical information service certificate may be granted or renewed for a period of up to 5 years.

(b) An aeronautical information service certificate remains in force until it expires or is suspended or revoked.

(c) The holder of an aeronautical information service certificate that expires or is revoked shall forthwith surrender the certificate to the Director.

(d) The holder of an aeronautical information service certificate that is suspended, shall forthwith produce the certificate to the Director for appropriate endorsement.

175.13 Renewal of Certificate

(a) An application for the renewal of an aeronautical information service certificate shall be made on form CAA 24175/01.

(b) The application shall be submitted to the Director before the application renewal date specified on the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

Subpart B — Certification Requirements

175.51 Personnel Requirements

(a) An applicant for the grant of an aeronautical information service certificate must employ, contract, or otherwise engage—

- (1) a senior person identified as the chief executive who has the authority within the organisation to ensure that every aeronautical information service listed in the applicant's exposition—

- (i) can be financed and is provided to meet operational requirements; and
 - (ii) is provided in accordance with the requirements prescribed by this Part; and
 - (2) a senior person or persons ultimately responsible to the chief executive who are responsible for—
 - (i) ensuring that the organisation complies with its exposition; and
 - (ii) the system for safety management required under rule 175.67; and
 - (3) sufficient personnel to collect, collate, check, coordinate, edit, and publish aeronautical information for the aeronautical information services listed in the applicant's exposition.
- (aa) The senior person required by paragraph (a)(2)(ii) must be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.
- (b) The applicant must—
- (1) establish a procedure for initially assessing the competence of personnel authorised by the applicant to check, edit, and publish aeronautical information for the aeronautical information services listed in the exposition; and
 - (2) establish a procedure to maintain the competence of those authorised personnel; and
 - (3) provide those authorised personnel with written evidence of the scope of their authorisation.

175.53 Facility Requirements

Each applicant for the grant of an aeronautical information service certificate shall establish offices and facilities that —

- (1) are appropriate for the aeronautical information services listed in their exposition; and
- (2) meet the applicable requirements of 175.103(b) and 175.105.

175.55 Scope of Pre-flight Information Service

Each applicant for the grant of an aeronautical information service certificate for a pre-flight information service shall, for the pre-flight services listed in their exposition, specify —

- (1) the geographic area; and
- (2) the aerodromes and the air routes originating from those aerodromes.

175.57 Documentation

(a) Each applicant for the grant of an aeronautical information service certificate shall —

- (1) document the format and standards for the aeronautical information published under the authority of their certificate; and
- (2) ensure that the format and standards take into account the circumstances under which the information will be used; and
- (3) hold copies of relevant reference material, standards, practices and procedures, and any other documentation that is necessary for the aeronautical information services listed in their exposition.

(b) The applicant shall establish a procedure to control all the documentation required by paragraph (a), to ensure that —

- (1) the documentation is reviewed and authorised by appropriate personnel before issue; and
- (2) current issues of relevant documentation are available to staff at all locations where they need access to such documentation for the aeronautical information services listed in their exposition; and

- (3) all obsolete documentation is promptly removed from all points of issue or use; and
- (4) changes to documentation are reviewed and approved by appropriate personnel; and
- (5) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

175.59 Collection of Information

(a) Each applicant for the grant of an aeronautical information service certificate shall establish procedures to collect and collate the information required for the aeronautical information services listed in their exposition.

(b) The procedures shall ensure that —

- (1) applicable information is obtained from organisations that provide services in support of the New Zealand air navigation system; and
- (2) applicable information is obtained from the aeronautical information services of other States relevant to the requirements of international aircraft operators operating —
 - (i) in the areas of the Auckland Oceanic FIR in which New Zealand is responsible for air traffic services; and
 - (ii) on international air routes originating from New Zealand; and
- (3) arrangements for the timely provision of information are made with the information originators prescribed in paragraph (b)(1) and (2); and
- (4) information received from the information originators prescribed in paragraph (b)(1) is certified as accurate by a person identified by the originator to be responsible for the accuracy of that information.

(c) The procedures for the NOTAM service shall, in addition to paragraph (b), ensure that any originator's request for the issue of a

NOTAM does not require the NOTAM to be effective for more than 3 months.

175.61 Publication of aeronautical information

(a) An applicant for the grant of an aeronautical information service certificate must establish procedures for checking, co-ordinating, editing, publishing and disseminating aeronautical information for the services listed in the applicant's exposition.

(b) The applicant must ensure that the procedures established under paragraph (a) provide for the following —

- (1) the information received under rule 175.59 to be checked against available information is verified as accurate before its publication; and
- (2) the information received under rule 175.59 to be edited, accurately published, and disseminated—
 - (i) in the format applicable to the operational significance of the information; and
 - (ii) if applicable, in accordance with subparts D, E, or F; and
 - (iii) is in a format that takes account of the circumstances under which the information is to be used; and
- (3) except for paragraph (b)(4), permanent publications and long-term temporary publications to be clearly identified as being published under the authority of the applicant's aeronautical information service certificate; and
- (4) if aeronautical information obtained from the aeronautical information services of other States under rule 175.59(b)(2) is disseminated, that information to be clearly identified as having the authority of the originating State; and
- (5) if information that has not been certified as accurate under rule 175.59(b)(4) is disseminated, that information must be clearly identified as unverified; and

- (6) any permanent change to published information to be coordinated with other applicable information originators before the change is published; and
 - (7) temporary information that is published without a defined expiry date to be reviewed at an appropriate time to ensure that the originator takes the required action to cancel or reissue the information; and
 - (8) the aeronautical information to be published in the English language; and
 - (9) place names to be spelt according to local usage, transliterated when necessary into the Latin alphabet; and
 - (10) units of measurement to be consistent with those prescribed in rule 19.3; and
 - (11) abbreviations, consistent with those prescribed in Part 1, to be used in the published aeronautical information if—
 - (i) their use is appropriate; and
 - (ii) their use facilitates the dissemination of the information; and
 - (12) any of the aeronautical information published to be promptly made available to the aeronautical information services of other States, upon request by those States; and
 - (13) the aeronautical information to be made available in a form that is suitable for the operational requirements of—
 - (i) flight operations personnel, including flight crew members and the services responsible for pre-flight briefing; and
 - (ii) the air traffic service units responsible for flight information services.
- (c) The applicant must ensure that the procedures for the AIP service, in addition to paragraph (b), require—

- (1) aeronautical charts, and operationally significant information published in AIP Amendments and AIP Supplements, to be published in accordance with the AIRAC system; and
- (2) the information published under the AIRAC system to be clearly identified with the acronym AIRAC; and
- (3) the information published under the AIRAC system to be distributed so that recipients receive the information at least 28 days before its effective date; and
- (4) the information published under the AIRAC system to not change for at least 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period; and
- (5) if an AIP Supplement is published to replace a NOTAM, the supplement to include a reference to the serial number of the NOTAM; and
- (6) if an AIP Amendment or AIP Supplement is published under the AIRAC system, a NOTAM to be originated giving a brief description of the operationally significant contents, the effective date and the reference number of each amendment or supplement. The NOTAM must—
 - (i) come into force on the same effective date as the amendment or supplement; and
 - (ii) remain in force for a period of 14 days; and
- (7) if there is no applicable information to be published by the AIRAC date, a NIL notification to be issued; and
- (8) a NOTAM to be originated if information to be published as an AIP Amendment or AIP Supplement takes effect prior to the effective date of the amendment or supplement.

175.63 Error Correction in Published Information

- (a) Each applicant for the grant of an aeronautical information service certificate shall establish procedures to record, investigate, correct, and

report any errors that are detected in the aeronautical information published under the authority of their certificate.

- (b) The procedures shall ensure that —
- (1) the error is corrected by the most appropriate means relative to the operational significance of the error; and
 - (2) the correction is clearly identified in the republished information; and
 - (3) the source of the error is identified and, where possible, eliminated; and
 - (4) the Director is notified of a promulgated information incident in accordance with Part 12.

175.65 Records

(a) An applicant for the grant of an aeronautical information service certificate must establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the aeronautical information services listed in their exposition.

- (b) The procedures must ensure that—
- (1) there are records enabling all incoming and outgoing aeronautical information to be readily identified by serial number and date, and that supplementary information can be similarly verified and, where necessary, authenticated; and
 - (2) there is a record of each person who is authorised by the applicant to check, edit, and publish aeronautical information; and
 - (3) there is a record of each occurrence of error correction under the procedures required by rule 175.63; and
 - (4) [*revoked*]
 - (5) all records are legible and of a permanent nature; and

- (6) all records are retained for at least 5 years except NOTAM, AIP Supplements and Aeronautical Information Circulars, which need only be retained for 30 days after cancellation.

175.67 Safety management

An applicant for the grant of an aeronautical information service certificate must establish, implement, and maintain a system for safety management in accordance with rule 100.3.

175.69 Aeronautical information service organisation exposition

(a) An applicant for the grant of an aeronautical information service certificate must provide the Director with an exposition that contains—

- (1) a statement signed by the chief executive on behalf of the applicant's organisation confirming that the exposition and any included manuals—

- (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with the this Part; and
- (ii) are to be complied with at all times; and

(1A) in relation to the system for safety management required by rule 175.67,—

- (i) all of the documentation required by rule 100.3(b); and
- (ii) for an applicant that is not applying for a renewal of an information aeronautical service certificate, an implementation plan that describes how the system for safety management will be implemented; and
- (2) the titles and names of the senior person or persons required by rules 175.51(a)(1) and (2); and
- (3) the duties and responsibilities of the senior person or persons required by rules 175.51(a)(1) and (2) including—

- (i) matters for which they have responsibility to deal directly with the Director or the Authority on behalf of the organisation; and
 - (ii) responsibilities for safety management; and
- (4) an organisation chart showing lines of responsibility of the senior person or persons referred to in rules 175.51(a)(1) and (2); and
- (5) a summary of the staffing structure for each aeronautical information service listed under paragraph (a)(6); and
- (5A) information identifying the lines of safety responsibility within the organisation; and
- (6) a list of the aeronautical information services to be covered by the certificate; and
- (7) for a pre-flight information service, details of the area, aerodromes and air routes required by rule 175.55; and
- (8) the location and address details of the applicable offices required by rules 175.103(b)(1) and 175.105(1); and
- (9) details of the applicant's format and standards required by rule 175.57(a)(1) for their published aeronautical information; and
- (10) details of the applicant's procedures regarding—
- (i) the competence of personnel; and
 - (ii) the control of documentation; and
 - (iii) the collection of information; and
 - (iv) the publication of aeronautical information; and
 - (v) the correction of errors in published information; and
 - (vi) the identification, collection, indexing, storage, maintenance, and disposal of records; and

- (vii) [*revoked*]
- (11) procedures to control, amend and distribute the exposition.
- (b) The applicant's exposition must be acceptable to the Director.

Subpart C — Operating Requirements

175.101 Continued Compliance

Each holder of an aeronautical information service certificate shall —

- (1) hold at least one complete and current copy of their exposition at each office listed in their exposition; and
- (2) comply with all procedures and standards detailed in their exposition; and
- (3) make each applicable part of their exposition available to personnel who require those parts to carry out their duties; and
- (4) continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and
- (5) notify the Director of any change of address for service, telephone number, or facsimile number required by form CAA 24175/01 within 28 days of the change.

175.103 AIP service

- (a) The holder of the aeronautical information service certificate for the AIP service must publish—
 - (1) the AIPNZ in accordance with Subpart D; and
 - (2) AIP Amendments in accordance with rule 175.155; and
 - (3) AIP Supplements in accordance with rule 175.157 for notification of—
 - (i) temporary changes that are effective for 3 months or longer; and

- (ii) information of less than 3 months duration which contains extensive text or graphics; and
- (4) the AIC in accordance with subpart E.
- (b) The certificate holder must, in addition to paragraph (a)—
 - (1) designate an office as New Zealand's point of contact with the aeronautical information services of other States for the interchange of the Integrated Aeronautical Information Package, except NOTAM; and
 - (2) make the AIPNZ, AIP Amendments, AIP Supplements and AIC available to any person upon payment of a charge that may apply to the supply of the publications; and
 - (3) establish a system to disseminate the AIPNZ, AIP Amendments, AIP Supplements, aeronautical charts, and AIC in accordance with rule 175.61(c)(3); and
 - (4) ensure that every aeronautical chart published as part of the AIPNZ conforms to the applicable standards for the charts; and
 - (5) coordinate the input of all aeronautical information from the originators prescribed in rule 175.59(b)(1), except—
 - (i) information which is of immediate operational significance necessitating the immediate issue of a NOTAM; and
 - (ii) temporary information of a duration of less than 3 months, that only requires the issue of a NOTAM.

175.105 NOTAM Service

The holder of the aeronautical information service certificate for the NOTAM service shall —

- (1) designate a NOF for New Zealand; and
- (2) operate the NOF on a 24-hour basis; and

- (3) establish agreements with other international NOTAM offices for the exchange of NOTAM; and
- (4) ensure that —
 - (i) the NOF is connected to the AFTN; and
 - (ii) the AFTN connection provides for printed communication; and
 - (iii) the NOF has appropriate facilities to issue and receive NOTAM distributed by means of telecommunication; and
- (5) promptly issue a NOTAM that is in accordance with Subpart F, whenever information received under 175.59 requires the issue of a NOTAM; and
- (6) at intervals of not more than one month, issue a checklist over the AFTN of the NOTAM that are currently in force.

175.107 Pre-flight Information Service

- (a) A holder of an aeronautical information service certificate for a pre-flight information service must make available to flight operations personnel and flight crew members, aeronautical information that —
 - (1) is essential for the safety, regularity and efficiency of air navigation; and
 - (2) relates to the geographic area, aerodromes and air routes listed in the certificate holder's exposition.
- (b) The aeronautical information provided under paragraph (a) must include, where applicable —
 - (1) a summary of current NOTAM and other information of an urgent character, in a plain text PIB; and
 - (2) relevant elements of the Integrated Aeronautical Information Package; and
 - (3) relevant maps and charts; and

- (4) current information relating to the aerodrome of departure concerning any of the following:
- (i) construction or maintenance work on or immediately next to the manoeuvring area:
 - (ii) rough portions of any part of the manoeuvring area, whether marked or not, including broken parts of the surface of runways and taxiways:
 - (iii) presence and depth of snow, ice, or water on runways and taxiways, including their effect on surface friction:
 - (iv) snow, drifted or piled on or next to runways or taxiways:
 - (v) parked aircraft or other objects on or immediately next to taxiways:
 - (vi) the presence of other temporary hazards including those created by birds:
 - (vii) failure or irregular operation of part or all of the aerodrome lighting system including approach, threshold, runway, taxiway, and obstruction lights, and manoeuvring area unserviceability lights, and aerodrome power supply:
 - (viii) failure, irregular operation or changes in the operational status of air navigation facilities including ILS and markers, PSR, SSR, VOR, NDB, VHF aeromobile channels, RVR observing system, and secondary power supply.
- (c) The holder of an aeronautical information service certificate for a pre-flight information service must make provision for flight crew members to report post-flight information at those aerodromes listed in the holder's exposition.
- (d) The holder of an aeronautical information service certificate for a pre-flight information service must forward any post-flight information reported by flight crew members under paragraph (c) concerning the state

and operation of air navigation facilities, to the operator of the navigation facility.

175.109 Changes to certificate holder's organisation

(a) A holder of an aeronautical information service certificate must ensure that the holder's exposition is amended so as to remain a current description of the holder's organisation and services.

(b) The certificate holder must ensure that any amendment made to its exposition meets the applicable requirements of this Part and complies with the amendment procedures contained in its exposition.

(c) The certificate holder must forward to the Director for retention a copy of each amendment to its exposition as soon as practicable after the amendment is incorporated into its exposition; and

(d) Before a certificate holder changes any of the following, prior acceptance by the Director is required:

- (1) the chief executive;
- (2) the listed senior persons;
- (3) the aeronautical information services provided by the holder;
- (4) the format and standards for the aeronautical information published under the authority of their certificate.
- (5) the system for safety management, if the change is a material change;

(e) The Director may impose conditions under which a certificate holder must operate during or following any of the changes specified in paragraph (d).

(f) A certificate holder must comply with any condition imposed by the Director under paragraph (e).

(g) If any change referred to in this rule requires an amendment to the certificate, the certificate holder must forward the certificate to the Director for endorsement of the change as soon as practicable.

(h) The certificate holder shall make such amendments to its exposition as the Director may consider necessary in the interests of aviation safety.

175.111 *Revoked*

Subpart D — Aeronautical Information Publication New Zealand

175.151 Contents of AIPNZ

(a) The AIPNZ must contain current information, data and aeronautical charts relating to—

- (1) the regulatory and airspace requirements for air navigation in the New Zealand FIR and the areas of the Auckland Oceanic FIR in which New Zealand is responsible for air traffic services; and
- (2) the New Zealand services and facilities that support international air navigation to and from New Zealand; and
- (3) the services and facilities that support air navigation within the New Zealand flight information region; and
- (4) aerodromes operating under an aerodrome operating certificate issued in accordance with Part 139.

(b) The AIPNZ may contain current information, data, and aeronautical charts relating to aerodromes not operating under an aerodrome operating certificate, if—

- (1) the aerodrome operator provides the holder of the aeronautical information service certificate for the AIP service with the required data and information relating to the aerodrome; and
- (2) the aerodrome operator accepts responsibility for the accuracy and currency of that data and information.

(c) The AIPNZ must include at an appropriate location—

- (1) a statement to advise which certificated organisations are responsible for the air navigation facilities, services and procedures covered by the AIPNZ; and

- (2) the general conditions under which those services and facilities are available for use; and
- (3) a list of the differences with the ICAO Standards, Recommended Practices and Procedures that the Director has filed under Article 38 of the Convention; and
- (4) a summary of any significant standards, practices and procedures followed by New Zealand, where the ICAO Standards, Recommended Practices and Procedures allow alternative courses of action.

175.153 Specifications for AIPNZ

- (a) Each publication that forms part of the AIPNZ must—
 - (1) specify the purpose of the publication, the geographic area covered and that the publication is part of the AIPNZ ; and
 - (2) be self-contained, include a table of contents with page numbers, and be paginated clearly; and
 - (3) specify that it is published—
 - (i) by the holder of the aeronautical information service certificate for the AIP service; and
 - (ii) under the authority of the holder's certificate issued by the Director; and
 - (4) not duplicate information unnecessarily and if duplication is necessary, there must be no difference in the duplicated information in respect of the same facility, service or procedure; and
 - (5) be dated, or if the publication is in loose-leaf form, each page must be dated. The date must consist of the day, month by name, and the year when the aeronautical information becomes effective; and
 - (6) be updated by means of AIP Amendments or by reissue at regular intervals; and

- (7) show clearly the degree of reliability of any unverified information.
- (b) A publication published in loose-leaf form must—
- (1) specify on each page, which publication the page belongs to and that the page is part of the AIPNZ ; and
 - (2) contain a checklist that—
 - (i) gives the current date, and page number or chart title of each page or chart in the publication; and
 - (ii) is issued with each AIP Amendment; and
 - (iii) specifies which publication it belongs to; and
 - (iv) is printed with a page number and the date as prescribed in paragraph (a)(5).

175.155 Specifications for AIP Amendments

Each AIP Amendment shall —

- (1) clearly identify, by a distinctive symbol or annotation, all changes to the published information, and all new information on a reprinted page; and
- (2) be allocated a serial number, which shall be consecutive and based on the calendar year.

175.157 Specifications for AIP supplements

- (a) Each AIP Supplement must be allocated a serial number which must be consecutive and based on the calendar year.
- (b) The AIP Supplement pages must remain part of the AIPNZ while any part of their contents remain valid.
- (c) A checklist of AIP Supplements currently in force must be issued with each AIP Supplement or at intervals of not more than one month. The checklist must be given the same distribution as the supplement.

Subpart E — Aeronautical Information Circulars

175.201 Specifications for an AIC

- (a) Each AIC shall —
 - (1) be issued in printed form; and
 - (2) be allocated a serial number which should be consecutive and based on the calendar year.
- (b) An AIC affecting international aircraft operators shall be given the same distribution as the AIP.
- (c) Where AIC are distributed in more than one series, each series shall be separately identified by a prefix letter.
- (d) A checklist of AIC currently in force shall be issued at least once a year and distributed as an AIC.

Subpart F — NOTAM

175.251 Specifications for NOTAM

- (a) Each NOTAM must be allocated a serial number by the NOTAM Office in either an **A** series or a **B** series. The serial number within each series must be consecutive and based on the calendar year.
- (b) The **A** series of NOTAM must only contain aeronautical information that —
 - (1) is operationally significant to operators operating within the New Zealand FIR; and
 - (2) is not published in the **B** series of NOTAM.
- (c) The **B** series of NOTAM must contain aeronautical information that is operationally significant to international operators operating in —
 - (1) the New Zealand FIR; and
 - (2) the areas of the Auckland Oceanic FIR in which New Zealand is responsible for air traffic services.

- (d) Each NOTAM must be brief, deal with only 1 subject, and be compiled so that its meaning is clear without reference to another document.
- (e) If a NOTAM contains information that requires an amendment to the AIPNZ or an AIP Supplement, the NOTAM must contain a cross-reference to the affected AIPNZ text or AIP Supplement.
- (f) If a NOTAM is issued which cancels or supersedes a previous NOTAM, the serial number of the previous NOTAM must be specified.
- (g) If an error is detected in a NOTAM, a replacement NOTAM which cancels the original must be issued.
- (h) Location indicators included in the text of a NOTAM must conform to those approved by ICAO.
- (i) A curtailed form of location indicator must not be used.
- (j) If no location indicator is assigned to the location, the name of the place, spelt in accordance with rule 175.61(b)(9), must be entered in the text of the NOTAM.
- (k) The NOTAM checklist required under rule 175.105(6) must —
- (1) refer to the latest AIP Amendments, AIP Supplements and the internationally distributed AIC; and
 - (2) have the same distribution as the actual NOTAM series to which the checklist refers and must be clearly identified as a checklist.
- (l) Each NOTAM in the **B** series must be prepared and composed in a manner suitable for international distribution.

175.253 Distribution of NOTAM

- (a) Each NOTAM shall —
- (1) where possible, be transmitted as a single telecommunication message; and
 - (2) be distributed to addressees to whom the information is of direct operational significance, and who would not otherwise have at least seven days prior notification.

- (b) The **A** series of NOTAM shall be distributed within New Zealand.
- (c) The **B** series of NOTAM shall be distributed within New Zealand and to those international NOTAM offices with whom agreements have been established under 175.105(3).
- (d) The AFTN shall be employed for NOTAM distribution, whenever practicable.
- (e) When a NOTAM exchanged under the agreement established under 175.105(3), is sent by means other than the AFTN, a six-digit date-time group indicating the date and time of filing the NOTAM and the identification of the originator shall precede the text of the NOTAM.
- (f) A predetermined distribution system for NOTAM transmitted on the AFTN shall be used, whenever possible, subject to the agreements established under 175.105(3) with other international NOTAM offices.

Subpart G — Transition Provisions

175.301 Transition for aeronautical information service certificate holders and applicants

- (a) This rule applies to each—
 - (1) holder of an aeronautical information service certificate:
 - (2) applicant for the grant of an aeronautical information service certificate.
- (b) Before the date for implementation set in accordance with subparagraph (e)(2), an organisation to which this rule applies is not required to comply with—
 - (1) rule 175.51(a)(2)(ii), if instead of a senior person responsible for the system for safety management, the organisation has a senior person responsible for internal quality assurance:
 - (2) rule 175.67, if instead of establishing, implementing, and maintaining the system for safety management, the organisation has established an internal quality assurance system that complies with rule 175.303:

- (3) rule 175.69(a)(1A)(i):
 - (4) rule 175.69(a)(3)(ii):
 - (5) rule 175.69(a)(5A).
- (c) A completed CAA form and implementation plan must be submitted to the Director—
- (1) after 1 February 2016 for an applicant for the grant of an aeronautical information service certificate under subparagraph (a)(2); and
 - (2) by 30 July 2016 for a holder of an aeronautical information service certificate under subparagraph (a)(1).
- (d) The implementation plan referred to in paragraph (c) must—
- (1) include a proposed date for implementation of the system for safety management; and
 - (2) outline how the organisation plans to implement the system for safety management required under rule 175.67.
- (e) The Director will, if acceptable—
- (1) approve the organisation's implementation plan; and
 - (2) set the date for implementation of the system for safety management.
- (f) In setting the date under subparagraph (e)(2), the Director must have regard to the following:
- (1) the capability of the organisation:
 - (2) the complexity of the organisation:
 - (3) the risks inherent in the activities of the organisation:
 - (4) the date of any certificate renewal:

- (5) any resource or scheduling impacts on the organisation or the Authority or both;
- (6) the date for implementation must not be later than 1 February 2018.
- (g) A holder of an aeronautical information service certificate under subparagraph (a)(1) does not have to submit an implementation plan with its certificate renewal application.
- (h) This rule expires on 1 February 2018.

175.303 Transitional internal quality assurance for aeronautical information service certificate holders and applicants

The internal quality assurance system required by rule 175.301(b)(1)(ii) must be established to ensure the organisation's compliance with, and the adequacy of, the procedures required by this Part.

- (a) The procedures must specify —
 - (1) the level of quality that the applicant intends to achieve; and
 - (2) the level and frequency of internal reviews; and
 - (3) the person or persons responsible for carrying out the internal reviews; and
 - (4) how the findings of the internal reviews are to be recorded and reported to the chief executive; and
 - (5) how quality indicators such as error reports, incidents, and complaints are incorporated into the internal quality assurance procedures; and
 - (6) the senior person's responsibilities for analysis and overview of the internal reviews; and
 - (7) the means for rectifying any deficiencies found during an internal review; and
 - (8) the documentation requirements for all aspects of the review.

(b) The senior person who has the responsibility for internal quality assurance must have direct access to the chief executive on matters affecting the adequacy, accuracy, timeliness, format, and dissemination of the published aeronautical information.

(c) This rule expires on 1 February 2018.