

Advisory Circular

GUIDANCE ON AIS NOTIFICATION AND DOCUMENTATION REQUIREMENTS

GENERAL.....	1
PURPOSE	1
APPLICABILITY	1
RELATED REGULATIONS	1
RELATED ADVISORY CIRCULARS	1
CANCELLATION.....	1
EFFECTIVE DATE.....	1
OTHER REFERENCES	1
1 GUIDANCE FOR REGULATION 13 OF ANR-139 – NOTIFICATION AND REPORTING.....	2
2 GUIDANCE FOR REGULATION 14 OF ANR-139 – DOCUMENT RETENTION PERIOD	3
3 GUIDANCE FOR REGULATION 15 OF ANR-139 – CONTROL OF DOCUMENTATION.....	3

GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides guidance to demonstrate compliance with, and information related to, the AIS notification and reporting, document retention period and control of documentation requirements.

APPLICABILITY

This AC is applicable to an operator who intends to or holds an aerodrome certificate or heliport certificate.

RELATED REGULATIONS

This AC relates specifically to the Regulations 13, 14 and 15 of the Air Navigation (139 – Aerodromes) Regulations (ANR-139).

RELATED ADVISORY CIRCULARS

- AC 139-2-1 Guidance on aerodrome manual of heliport manual

CANCELLATION

This is the first AC issued on the subject.

EFFECTIVE DATE

This AC is effective from 1 March 2023.

OTHER REFERENCES

- ICAO Annex 14, Vol. I, Aerodrome design and operations
- ICAO Annex 14, Vol. II, Heliports
- ICAO Annex 15, Aeronautical information services
- ICAO Aeronautical information services manual (Doc 8126)
- ICAO PANS Aeronautical information management (Doc 10066)

1 GUIDANCE FOR REGULATION 13 OF ANR-139 – NOTIFICATION AND REPORTING

- 1.1 To ensure timely provision of information to the Aeronautical Information Services (AIS), close coordination between those services concerned is required. The operator must establish arrangements with the AIS to ensure timely and up-to-date pre-flight and in-flight information are provided to AIS. The information include:
- (a) status of certification of aerodromes and aerodrome conditions (refer to Part 2 of the ANR-139 and Chapter 5 of the Aviation Specifications 5- Aerodromes and Chapter 4 of the Aviation Specifications 6 – Heliports.);
 - (b) the operational status of associated facilities, services and navigation aids within the operator’s area of responsibilities;
 - (c) any other information considered to be of operational significance.
- 1.2 Before introducing changes to the air navigation system, the operator must take into account the time required by the Aeronautical Information Services for the preparation, production and issue of relevant material for promulgation.
- 1.3 The operator must observe the predetermined internationally agreed aeronautical information regulation and control (AIRAC) effective dates when submitting information/data to the AIS on changes to aeronautical information that affects charts and/or computer-based navigation systems. The schedule of the predetermined internationally agreed AIRAC common effective dates at intervals of 28 days and guidance for the AIRAC use are contained in the ICAO Aeronautical Information Services Manual (ICAO Doc 8126, Chapter 2).
- 1.4 AIRAC information is distributed by the AIS at least 42 days in advance of the AIRAC effective dates with the objective of reaching recipients at least 28 days in advance of the effective date. The operator must refer to ICAO Annex 15, Chapter 6 for the type of aeronautical information that are required to be notified by the AIRAC system and PANS-AIM (Doc 10066), Chapter 6 for detailed specifications concerning the AIRAC system.
- 1.5 The operator must, when providing aerodrome related data to AIS, follow the specifications concerning the accuracy and integrity classification of aerodrome-related aeronautical data contained in PANS-AIM (Doc 10066), Appendix I.
- 1.6 For specifications relating to the issue of a NOTAM, the operator must refer to ICAO Annex 15, Chapter 6 and PANS-AIM (Doc 10066) Appendix 3.

2 GUIDANCE FOR REGULATION 14 OF ANR-139 – DOCUMENT RETENTION PERIOD

- 2.1 The operator must make available various documents and forms for use by the operational staff. These include:
- (a) The Aerodrome Manual or Heliport Manual which should contain a register of the current forms and referenced appropriately across the manual;
 - (b) Records of the safety related forms such as those used for the inspection of areas such as runway, taxiway, apron, final approach and take-off (FATO), touch-down and lift-off (TLOF), equipment, marking, lighting etc., wildlife strike occurrence and reporting of accidents and incidents.
- 2.2 The operator should maintain a document control system to ensure that safety records are effectively preserved and allow ease of retrieval. The Third Schedule of ANR-139 lists retention periods of the safety records to be kept by the operator. Examples of safety records include Apron Control Tower Log and Aerodrome or heliport occurrences (such as vehicular accident, vehicle failure to give way to aircraft, investigation outcomes). The minimum retention period for these records should be documented in the Aerodrome or Heliport Manual.
- 2.3 The safety records collected should be used by the operator to monitor and improve the level of operational safety, including reviews of safety standards required.

3 GUIDANCE FOR REGULATION 15 OF ANR-139 – CONTROL OF DOCUMENTATION

- 3.1 The operator should maintain an adequate library of maps, charts, guidance material, operation manuals and other documents needed for reference, planning and the effective operation of an aerodrome. These documents may be maintained in the form of an aerodrome operations library.
- 3.2 The operator should ensure that the library of documents is protected against uncontrolled amendments and distribution.
- 3.3 The library established should be kept in an orderly manner and be made accessible to the appropriate personnel. The library of documents may be in filed electronically or printed on paper.
- 3.4 Examples of such documents are as shown in the table below.

Name of Document	Reference
Aerodrome or Heliport Manual	
Airport Emergency Plan	
Airport Security Programme	
Air Navigation (139- Aerodromes) Regulations (ANR-139)	
Aviation Specifications 5 – Aerodromes (where applicable)	
Aviation Specifications 6 – Heliports (where applicable)	

Aeronautical Information Publication, Singapore	
Air Navigation Order	
ICAO Annex 9 – Facilitation	
ICAO Annex 10 – Aeronautical Telecommunication Vol. I and II	
ICAO Annex 13 – Aircraft Accident and Incident Investigation	
ICAO Annex 14 – Aerodromes Vol. I and II	
ICAO Annex 15 – Aeronautical Information Services	
ICAO Annex 16 – Environmental Protection Vol. I and II	
ICAO Annex 17 – Security	
ICAO Annex 19 – Safety Management Manual	
Aeronautical Information Services Manual	Doc 8126
ICAO Abbreviation and Codes	Doc 8400
Aircraft Type Designators	Doc 8643
Airport Services Manual	Doc 9137
Aerodrome Design Manual	Doc 9157
PANS Aerodrome	Doc 9981
Safety Management Manual	Doc 9859