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## PART 175

AIR NAVIGATION SERVICES: AERONAUTICAL INFORMATION SERVICES AND  
AERONAUTICAL CHARTS

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**SUBPART 1 GENERAL****Definitions for this Part**

**175.01.1** (1) Definitions pertaining to this Part are contained in Document NAMCATS-AIS.

(2) In this Part, reference to an “aeronautical information service (AIS) provider” means a person certified under this Part, to provide aeronautical information services and aeronautical charts for air navigation.

**Applicability**

**175.01.2** (1) This Part -

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- (a) applies to the provision of aeronautical information services and aeronautical charts within Namibia;
  - (b) sets out certain administrative rules relating to the Executive Director in the administration of this Part.
- (2) This Part does not apply to -
- (a) a person who is providing an aeronautical information service or aeronautical charts to military aircraft in the course of his or her duties for the Namibian Defence Force; or
  - (b) any aeronautical information services and aeronautical charts provided to military aircraft by the Namibian Defence Force.

**Standards for provision of aeronautical information services**

**175.01.3** (1) An AIS provider must provide aeronautical information services in accordance with -

- (a) the requirements prescribed in Part 170;
- (b) the requirements prescribed in this Part;
- (c) the requirements of any other Parts referred to in this Part;
- (d) the provisions set out or referred to in the current versions of ICAO Annexes 4 and 15;
- (e) the standards set out or referred to in current versions of ICAO Docs 10066, 8126, and 8697 and any other relevant ICAO documents;
- (f) any applicable standards set out in Document NAM-CATS-AIS;
- (g) the provisions of the Authority's Procedures for Aeronautical Information Management and any other relevant Authority documents; and
- (h) the AIS provider's manual of procedures.

(2) An AIS provider may deviate from the standards prescribed under this Part if an emergency, or any other circumstance, arises that makes the deviation necessary in the interests of aviation safety.

(3) The AIS provider must, as soon as possible, inform the Executive Director of any deviation referred to in subregulation (2) and how long the deviation is likely to last.

**Common reference systems for air navigation**

**175.01.4** The common reference systems to be used for air navigation must be in accordance with the standards set out in Document NAM-CATS-AIS.

**Miscellaneous specifications**

**175.01.5** An AIS provider must ensure that aeronautical information products intended for international distribution are in accordance with the standards set out in Document NAM-CATSAIS.

**SUBPART 2  
CERTIFICATION OF AIS PROVIDERS****Requirement for certification**

**175.02.1** A person may not provide an aeronautical information service, including aeronautical charts, except -

- (a) under the authority of, and in accordance with the provisions of a certificate issued under Part; the requirements prescribed in Part 170, and the standards set out in Document NAM-CATS-AIS; or
- (b) where the aeronautical information service is provided in accordance with the provisions of regulation 175.04.1.

**Application for AIS provider certificate or amendment thereof**

**175.02.2** An application for an AIS provider certificate, or an amendment thereof, must be -

- (a) made to the Executive Director in the appropriate form set out in Document NAMCATS-AIS; and
- (b) accompanied by -
  - (i) the manual of procedures referred to in regulation 175.03.1; (ii)the appropriate fee as prescribed in Part 187.

**Issue of AIS provider certificate**

**175.02.3** (1) The Executive Director may issue an AIS provider certificate, if the Executive Director is satisfied that -

- (a) the applicant meets the requirements prescribed in Part 170 and in this Part;
  - (b) the applicant's personnel required by this Part are competent to perform their respective duties;
  - (c) the applicant's senior personnel have not held a senior position in an organisation whose certificate was revoked by the Executive Director; and
  - (d) the issuing of the certificate is not contrary to the interests of aviation safety.
- (2) The AIS provider certificate referred to in subregulation (1) is issued in the appropriate form, and contains the information, set out in Document NAM-CATS-AIS.

**Renewal of AIS provider certificate**

**175.02.4** (1) An application for the renewal of an AIS provider certificate, must be -

- (a) made to the Executive Director on the appropriate form set out in Document NAMCATS-AIS; and
- (b) accompanied by -
  - (i) the manual of procedures referred to in 175.03.1; and
  - (ii) the appropriate fee as prescribed in Part 187.

(2) The holder of an AIS provider certificate must if it wishes to renew the certificate, at least 90 days immediately preceding the date on which the certificate expires, apply to the Executive Director for the renewal of such certificate.

**Duplicate certificate**

**175.02.5** (1) An application for a duplicate certificate as contemplated in Part 170 must be –

- (a) made in the appropriate form set out in Document NAM-CATS-AIS; and
- (b) accompanied by the appropriate fee as prescribed in Part 187.

(2) A duplicate of an AIS services provider certificate is issued on the appropriate form set out in Document NAM-CATS-AIS.

**Privileges of AIS provider certificate holder**

**175.02.6** The privileges of an AIS provider certificate are limited to the services authorised by the certificate and the appropriate specifications set out in Document NAM-CATS-AIS.

**Limitations on certificate holder**

**175.02.7** An AIS provider may not provide aeronautical information where -

- (a) the input data or information required to provide that aeronautical information is not available;
- (b) the operational performance of the aeronautical information service office or facility producing that aeronautical information does not meet the applicable requirements;
- (c) any integrity monitoring system associated with that aeronautical information is not fully functional;
- (d) any required verification or validation, relating to that aeronautical information has not been completed; or
- (e) there is any cause whatsoever to suspect the integrity of that aeronautical information.

**SUBPART 3**  
**REQUIREMENTS TO BE COMPLIED WITH BY AIS PROVIDERS**

**Manual of procedures**

**175.03.1** The holder of an AIS provider certificate must at all times, maintain a manual of procedures that -

- (a) complies with the requirements of this Part and of Part 170; and
- (b) contains the information set out in Document NAM-CATS-AIS.

**AIS provider organisation**

**175.03.2 (1)** An AIS provider must, at all times, maintain an appropriate organisation with a sound and effective management structure to enable it to provide, in accordance with the standards set out in Document NAM-CATS-AIS, the services covered by its certificate.

(2) An AIS provider must establish in its organisation structures, aeronautical information service systems, functions and activities and management and operational positions necessary for the safe and efficient provision of aeronautical information services.

**Personnel requirements**

**175.03.3** An AIS provider must -

- (a) employ, contract or engage aeronautical information service personnel in accordance with Parts 140 and 170;
- (b) establish aeronautical information service qualification and training requirements to ensure that each member of the aeronautical information service personnel maintains the appropriate level of qualification;
- (c) define the method by which staffing levels are determined in relation to the aeronautical information services to be provided and the procedure for their recruitment and progression; and
- (d) develop and include in its manual of procedures, job descriptions for technical personnel involved in the provision of aeronautical information services.

**Station standing instructions**

**175.03.4 (1)** An AIS provider must provide a station standing instructions (SSI) for each AIS office listed in its manual of procedures.

(2) The SSI referred to in subregulation (1) must set out the procedures for the operation and maintenance of the AIS office and associated facilities and must include information on -

- (a) the aeronautical information service information and services provided;
- (b) the minimum acceptable operating parameters and standards for facilities;

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- (c) the minimum data and information inputs required;
  - (d) the minimum performance and quality levels for output aeronautical information service information and services provided; and
  - (e) any mandatory check procedures for releasing aeronautical information service information.
- (3) The SSI may be integrated with the AIS provider's manual of procedures.

**Training and checking programme**

**175.03.5** (1) An AIS provider must develop and implement a training and checking programme that is of an adequate standard to ensure that AIS personnel maintain their competence and are provided with ongoing training appropriate to their duties.

(2) The training and checking programme must include a training policy and programme with basic, specialisation, and continuation trainings and training plan to ensure that all aeronautical information service activities can be performed.

(3) The AIS provider must maintain individual training records for each of its staff in accordance with Part 170.

**AIS provider facilities and equipment**

**175.03.6** An AIS provider must provide and maintain adequate facilities and equipment necessary for providing the services listed in its manual of procedures, including -

- (a) providing premises and equipment appropriate for the AIS provider's employees to carry out their work; and
- (b) ensuring that employees have access to all necessary aeronautical data and aeronautical information.

**Safety management system**

**175.03.7** The AIS provider must implement a safety management system in accordance with Part 170.

**Publication of aeronautical charts**

**175.03.8** (1) An AIS provider must ensure the publication of aeronautical charts that are operationally suitable for the following phases of flight:

- (a) taxiing from aircraft stand to take-off point;
- (b) take-off and climb to en-route air traffic services (ATS) route structure;
- (c) en-route ATS structure;
- (d) descent to approach;

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- (e) approach to land and missed approach; and
- (f) landing and taxiing to aircraft stand.

(2) An AIS provider must ensure that the aeronautical information and aeronautical data published on the aeronautical charts are published in accordance with -

- (a) the standards, format, resolution and quality set out or referred to in
  - (i) Subpart 9; and
  - (ii) applicable standards set out in Document NAM-CATS-AIS;
- (c) the accuracy standards set out or referred to in
  - (i) Part 172 and NAM-CATS-ATS; and
  - (ii) Part 139 and NAM-CATS-AH.

**Error correction and notification**

**175.03.9** (1) An AIS provider must establish procedures to record, investigate, correct and report any errors concerning aeronautical information and aeronautical data published.

- (2) The procedures in accordance with subregulation (1) must ensure that -
  - (a) the error is corrected by the most appropriate means relative to the operational significance of the error;
  - (b) the corrected aeronautical data or aeronautical information is clearly identified;
  - (c) the source of the error is identified; and
  - (d) processes are established to eliminate the source of the error.

**Directive to amend published aeronautical data and aeronautical information**

**175.03.10** The Executive Director may, in writing, direct an AIS provider to amend published aeronautical information or data if it is necessary in the interests of aviation safety.

**Documents and records**

**175.03.11** (1) An AIS provider must establish a system for the maintenance of documents and records in accordance with the requirements prescribed in Part 170.

- (2) The AIS provider must -
  - (a) establish procedures to record, collect, index, store, secure, maintain, access and dispose of the records that are necessary for the aeronautical information services listed in its manual of procedures; and

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- (b) establish, and put into effect, a system for controlling documents and records relating to the aeronautical information services that it provides, including the policies and procedures for making, amending, preserving and disposing of those documents and records.

**SUBPART 4  
RESPONSIBILITIES AND FUNCTIONS**

**Responsibilities of Executive Director**

**175.04.1** (1) The Executive Director may -

- (a) provide an aeronautical information service;
- (b) agree with one or more other States for the provision of a joint service; or
- (c) delegate the authority for the provision of the aeronautical information service to a non-governmental agency provided that the service is provided in accordance with this Part and the standards set out in Document NAM-CATS-AIS.

(2) The Executive Director must make arrangements for the provision of aeronautical data and aeronautical information covering the territory of Namibia and those areas over the high seas for which Namibia is responsible for the provision of air traffic services.

(3) The Executive Director must ensure that -

- (a) the provision of aeronautical data and aeronautical information is in accordance with standards set out in Document NAM-CATS-AIS;
- (b) the entity providing aeronautical data and aeronautical information is certified in accordance with the requirements of Part 170.

(4) Despite the requirements of subregulations (1), (2) and (3), the Executive Director remains responsible for aeronautical data and aeronautical information provided for and on behalf of Namibia.

**AIS provider responsibilities and functions**

**175.04.2** An AIS provider must ensure that aeronautical data and aeronautical information necessary for the safety, regularity and efficiency of air navigation is made available in accordance with the standards set out in Document NAM-CATS-AIS.

**Exchange of aeronautical data and aeronautical information**

**175.04.3** An AIS provider must make arrangements for the exchange of aeronautical data and aeronautical information in accordance with the standards set out in Document NAMCATS-AIS.

**Copyright**

**175.04.4** An AIS provider may, as determined by the Executive Director, apply copyright to its products in accordance with the standards set out in Document NAM-CATS-AIS and any other applicable laws of Namibia.

**Cost recovery**

**175.04.5** An AIS provider must make arrangements for the recovery of the overhead costs of collecting and compiling aeronautical data and information in accordance with the standards set out in Document NAM-CATS-AIS.

**SUBPART 5  
AERONAUTICAL INFORMATION MANAGEMENT****Information management requirements**

**175.05.1** An AIS provider must establish adequate information management resources and processes to ensure the timely collection, processing, storing, integration, exchange and delivery of quality-assured aeronautical data and aeronautical information within the air traffic management (ATM) system.

**Data quality specifications**

**175.05.2** An AIS provider must ensure that aeronautical data quality specifications are in accordance with the standards set out in Document NAM-CATS-AIS.

**Aeronautical data and aeronautical information verification and validation**

**175.05.3** An AIS provider must establish procedures and processes for validation and verification of aeronautical data and aeronautical information in accordance with the standards set out in Document NAM-CATS-AIS.

**Data error detection**

**175.05.4** An AIS provider must use digital data error detection techniques during the transmission or storage of aeronautical data and digital data sets in accordance with the standards set out in Document NAMCATS-AIS.

**Use of automation**

**175.05.5** An AIS provider must apply automation in order to ensure the quality, efficiency and cost-effectiveness of aeronautical information services in accordance with the standards set out in Document NAM-CATS-AIS.

**Quality management system**

**175.05.6** An AIS provider must implement and maintain a quality management system encompassing all functions of an AIS provider as described in regulation 175.04.2 and in accordance with the standards set out in Document NAM-CATS-AIS.

**Human factors considerations**

**175.05.7** An AIS provider must, in the management and distribution of aeronautical data and aeronautical information, take into consideration human factors principles in accordance with the standards set out in Document NAM-CATS-AIS.

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## SUBPART 6

## SCOPE OF AERONAUTICAL DATA AND AERONAUTICAL INFORMATION

**Scope of aeronautical data and aeronautical information**

**175.06.1** An AIS provider must ensure that the scope of aeronautical data and aeronautical information it receives and manages is in accordance with the standards set out in Document NAM-CATS-AIS.

**Metadata**

**175.06.2** An AIS provider must in accordance with the standards set out in Document NAM-CATS-AIS -

- (a) collect metadata for aeronautical data processes and exchange points; and
- (b) ensure that metadata collection is applied throughout the aeronautical information data chain.

## SUBPART 7

## AERONAUTICAL INFORMATION PRODUCTS AND SERVICES

**General**

**175.07.1** (1) An AIS provider must provide aeronautical information in the form of aeronautical information products and associated services.

(2) The AIS provider must ensure that the specifications of aeronautical data provided for each aeronautical information complies with the standards set out in Document NAM-CATS AIS.

(3) Where aeronautical data and aeronautical information are provided in multiple formats, the AIS provider must implement processes to ensure data and information consistency between formats.

**Aeronautical information in standardised presentation**

**175.07.2** (1) The aeronautical information provided in a standardised presentation must include, Aeronautical Information Publication (AIP), AIP Amendments, AIP Supplements, Aeronautical Information Circulars (AICs), NOTAMs and Aeronautical Charts.

(2) The specifications for, and provision of, the information provided in terms of subregulation (1) must be in accordance with the standards set out in Document NAM-CATS-AIS.

**Digital data sets**

**175.07.3** (1) An AIS provider must ensure that digital data is provided in the form of data sets.

(2) The specifications, contents and provision of the data sets must be in accordance with the standards set out in Document NAM-CATS-AIS.

**Distribution services**

**175.07.4** An AIS provider must make arrangements for the distribution of -

- (a) aeronautical information products, including NOTAMs, in the form and manner described in Document NAM-CATS-AIS; and
- (b) AIP, AIP amendments, AIP supplements and AIC by the most expeditious means.

**Pre-flight information service**

**175.07.5** An AIS provider, providing a service for any aerodrome or heliport used for international air operations must make arrangements for the provision of pre-flight information service to personnel concerned with flight operations in accordance with the standards set out in Document NAM-CATS-AIS.

**Post-flight information service**

**175.07.6** An AIS provider, providing a service for any aerodrome or heliport used for international air operations must make arrangements for the provision of post-flight information service in accordance with the standards set out in Document NAM-CATS-AIS.

**SUBPART 8  
AERONAUTICAL INFORMATION UPDATES**

**General specifications**

**175.08.1** An AIS provider must make arrangements to keep up to date, aeronautical data and aeronautical information.

**Aeronautical information regulation and control**

**175.08.2** (1) An AIS provider must establish procedures for the use of the regulated system (AIRAC) based upon a series of common effective dates at intervals of 28 days as described in Document NAM-CATS-AIS.

(2) The AIRAC system must be used when distributing aeronautical information concerning the establishment, withdrawal or significant changes in accordance with the standards set out in Document NAM-CATS-AIS.

**Aeronautical information product updates**

**175.08.3** An AIS provider must make arrangements for the updates of the AIP, NOTAMs and data sets in accordance with the standards set out in Document NAM-CATS-AIS.

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**SUBPART 9  
AERONAUTICAL CHARTS****Applicability**

**175.09.1** (1) The specifications in this Subpart apply to all charts developed after 19 November 2009.

(2) An AIS provider must ensure that all aeronautical charts published in accordance with this Part and bearing the aeronautical information date of 19 November 2009 or later conform to the standards relevant to the particular chart.

**Availability**

**175.09.2** An AIS provider must make available all information and charts relating to the territory of Namibia and ensure that such information and charts comply with the standards set out in Document NAM-CATS-AIS.

**General specifications for charts**

**175.09.3** An AIS provider must ensure that each chart provides relevant, appropriate and accurate operational information and that the specifications comply with the standards set out in Document NAM-CATS-AIS.

**ICAO charts**

**175.09.4** An AIS provider must ensure that the following aeronautical charts comply with the standards set out in Document NAM-CATS-AIS -

- (a) Aerodrome Obstacle Chart– ICAO Type A (Operating limitations);
- (b) Aerodrome Obstacle Chart– ICAO Type B;
- (c) Aerodrome terrain and obstacle chart – ICAO (Electronic);
- (d) Precision Approach Terrain Chart – ICAO;
- (e) En-route Chart – ICAO;
- (f) Area Chart – ICAO;
- (g) Standard Departure Chart – Instrument (SID) – ICAO;
- (h) Standard Arrival Chart – Instrument (STAR) – ICAO;
- (i) Instrument Approach Chart – ICAO;
- (j) Visual Approach Chart – ICAO;
- (k) Aerodrome/Heliport Chart – ICAO;

- (l) Aerodrome Ground Movement Chart – ICAO;
- (m) Aircraft Parking/Docking Chart – ICAO;
- (n) World Aeronautical Chart – ICAO 1: 1 000 000;
- (o) Aeronautical Chart – ICAO 1: 500 000;
- (p) Aeronautical Navigation Chart – ICAO Small Scale;
- (q) Plotting Chart – ICAO;
- (r) Electronic Aeronautical Chart Display – ICAO;
- (s) ATC Surveillance Minimum Altitude Chart – ICAO.