



**ISO 9001: 2015 CERTIFIED**

**Civil Aviation Authority of Fiji**

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# **GUIDANCE MATERIAL**

## **Postponement of Changes to Aeronautical Information**

**Edition 1**

**September 2023**

Published by:  
Civil Aviation Authority of Fiji  
Private Mail Bag, NAP 0354  
Nadi International Airport  
Fiji

[www.caaf.org.fj](http://www.caaf.org.fj)

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## PREFACE

This Guidance Material (GM) is published by the Civil Aviation Authority of Fiji for purposes of promulgating supplementary material to that published in the Authority's Standards Documents.

This GM provides guidance to the Aeronautical Information Service Provider (AISP) to comply to with the publication requirements under the postponement of changes to aeronautical information



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**CHIEF EXECUTIVE**

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## 1. SCOPE OF THE DOCUMENT

- 1.1 This document, *Guidance for the Postponement of changes to aeronautical information*, provides background information, responsibilities of stakeholders and guidance.
- 1.2 The document is not intended to encourage AISP to fail to meet their obligations under the Convention on International Civil Aviation to conform with the Standards and Recommended Practices (SARPS) and Procedures in the relevant Annexes to the Convention and Procedures for Air Navigation Services (PANS), in particular Annex 15 *Aeronautical Information Services*, Annex 4 *Aeronautical Charts* and Doc 10066 *PANS – Aeronautical Information Management (AIM)*.
- 1.3 The Aeronautical Information Regulation and Control (AIRAC) System and associated SARPS are of central importance to the functioning of an ICAO-compliant, quality-managed Aeronautical Information Service (AIS). This document is intended to provide guidance for aeronautical project planning to ensure compliance with the AIRAC system, and for the operational response by the AIS and, where necessary, the regulatory authority whenever there is a short-notice need to postpone changes to aeronautical information that have been promulgated under the Aeronautical Information Regulation and Control (AIRAC) system.

## 2. OBJECTIVES

- 2.1 The objective of this document is to provide guidance for handling last minute postponement of changes to aeronautical information distributed under AIRAC system. The guidance is intended to include:
  - Scenarios for postponement of aeronautical information/data published through an AIRAC AIP Supplement / AIRAC AIP Amendment and operational procedures to manage these scenarios.
  - Workflow charts showing the consolidated general overview on the management of last-minute postponement of aeronautical information/data published through the AIRAC system. *Ref Appendix A and Appendix B.*
  - A sample Safety assessment form to identify operational consequences and risks associated with the last-minute delays resulting in users not being updated on time and implement mitigation measures to reduce the risk before initiating the *postponements*. *A Sample Safety Assessment Form is provided in Appendix C.*
- 2.2 Without a global standardised procedure or guidance for managing such postponements, each AIS provider from various AISP is likely to have developed their own solution.
- 2.3 Lack of standardisation will result in ambiguity and affects aeronautical data quality requirements set in relevant Annexes intended to assist AISP in managing aviation risks associated with Aeronautical publications.
- 2.4 This guidance is intended to guide AISP in development of a standardised procedure to manage last-minute postponements of aeronautical information distributed under the AIRAC system, due to circumstances beyond the control on the part of the Data Originators. However, AISP must take all necessary steps to avoid last-minute postponements and put in their best efforts to adhere to the AIRAC system.

### 3. EXECUTIVE SUMMARY

- 3.1** The Guidance for the Postponement of Changes to Aeronautical Information was developed in response to the concerns expressed by the Asia/Pacific AIM community at the 15th Meeting of the AIS – AIM Implementation Task Force (AAITF/15, 01 to 05 June 2020) and the Eighth Meeting of the Air Traffic Management Sub-Group of APANPIRG (ATM/SG/8, 23 – 27 June 2020). Those meetings were informed of the need for guidance on the management of postponement of changes to aeronautical information distributed under AIRAC, citing the current guidance in ICAO Doc 8126 – AIS Manual that any postponement of the effective date of new or amended AIRAC information should be notified by NOTAM at least 28 days in advance of the effective date, and the incidence of cases where a late-notice postponement may be necessary due to circumstances beyond the control of the data originator and AIS.
- 3.2** AIRAC is a system established to ensure that changes to specified aeronautical information are made available and effective by AISP in a consistent manner on globally agreed timelines. This ensures that the downstream stakeholders in the data chain, such as the data integrators and aircraft operators, are able to perform their obligations and keep the necessary manuals and documents up-to-date and in a timely manner.
- 3.3** Adherence to the AIRAC system, where changes are affected on scheduled predetermined dates, does not just depend on the AIS provider. The upstream stakeholders of the data chain i.e., the data originators, play a significant role as well, given that they are the trigger for changes in aeronautical information. It is imperative that these data originators factor the AIRAC timeline into their project planning and change management. Thorough planning and the cooperation of all parties involved would be needed to ensure that the project proceeds on time and there is no postponement of the effective date of change.
- 3.4** The current Doc 8126 guidance stipulates that any postponement of effective date of change should be notified by way of NOTAM at least 28 days in advance of the indicated effective date. However, there may be occasions when, due to events that are beyond the control of the data originators and AIS provider, there is a delay in the project which results in the effective date of the change being required to be postponed at the last minute. This may happen despite the fact that all parties involved had taken all possible and reasonable measures to ensure that the project takes place as planned.
- 3.5** Nonetheless AISP must take all possible steps to avoid undesirable consequences that may impact flight safety and efficiency. Hence, there is a need to ensure changes to the circumstances listed in Annex 15, Chapter 6 section 6.2 related to AIRAC information must come into effect as per AIRAC schedule effective dates, through proper coordination with all the stakeholders involved.

The items of aeronautical information that must be promulgated under AIRAC are listed in Annex 15 Aeronautical Information Services Chapter 6.

#### **4. ABBREVIATIONS, ACRONYMS AND DEFINITIONS**

APANPIRG	Asia/Pacific Air Navigation Planning and Implementation Regional Group
AIM	Aeronautical Information Management
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Service
AIP	Aeronautical Information Publication
AIC	Aeronautical Information Circular
ATC	Air Traffic Control
ATM	Air Traffic Management
Eff	Effective
FMS	Flight Management System
NOTAM	Notice to Airmen
ATS	Air Traffic Services
SARPS	Standards and Recommended Practices

## 5. BACKGROUND INFORMATION

### Current ICAO standards, procedures and guidance

*Annex 15, Aeronautical Information Services*

- 5.1 The following Standards and Recommended Practices (SARPS) are included in Annex 15 – *Aeronautical Information Services*:

### **Chapter 6. Aeronautical Information Updates**

#### **6.2 Aeronautical information regulation and control (AIRAC)**

6.2.1 *Information concerning the following circumstances shall be distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days, including 8 November 2018:*

- a) *limits (horizontal and vertical), regulations and procedures applicable to:*
  - 1. *flight information regions;*
  - 2. *control areas;*
  - 3. *control zones;*
  - 4. *advisory areas;*
  - 5. *air traffic services (ATS) routes;*
  - 6. *permanent danger, prohibited and restricted areas (including type and periods of activity when known) and air defence identification zones (ADIZ);*
  - 7. *permanent areas or routes or portions thereof where the possibility of interception exists;*
- a) *positions, frequencies, call signs, identifiers, known irregularities and maintenance periods of radio navigation aids, and communication and surveillance facilities*
- b) *holding and approach procedures, arrival and departure procedures, noise abatement procedures and any other pertinent ATS procedures;*
- c) *transition levels, transition altitudes and minimum sector altitudes;*
- d) *meteorological facilities (including broadcasts) and procedures;*
- e) *runways and stopways;*
- f) *taxiways and aprons;*
- g) *aerodrome ground operating procedures (including low visibility procedures);*
- h) *approach and runway lighting; and*
- i) *aerodrome operating minima if published by a State.*

6.2.2 *The information notified under the AIRAC system shall not be changed further for at least another 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period.*

6.2.3 *Information provided under the AIRAC system shall be made available by the aeronautical information service (AIS) so as to reach recipients at least 28 days in advance of the effective date.*



6.2.5 Implementation dates other than AIRAC effective dates shall not be used for pre-planned operationally significant changes requiring cartographic work and/or for updating of navigation databases.

6.2.6 **Recommendation.** — The regulated system (AIRAC) should be used for the provision of information relating to the establishment and withdrawal of, and premeditated significant changes in, the circumstances listed below:

- a) position, height and lighting of navigational obstacles;
- b) hours of service of aerodromes, facilities and services;
- c) customs, immigration and health services;
- d) temporary danger, prohibited and restricted areas and navigational hazards, military exercises and mass movements of aircraft; and
- e) temporary areas or routes or portions thereof where the possibility of interception exists.

### 6.3 Aeronautical information product updates

6.3.1.2 Permanent changes to the AIP shall be published as AIP Amendments.

6.3.1.3 Temporary changes of long duration (three months or longer) and information of short duration which contains extensive text and/or graphics shall be published as AIP Supplements.

6.3.2.2 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 long duration are made at short notice, except for extensive text and/or graphics.

6.3.2.1 When an AIP Amendment or an AIP Supplement is published in accordance with AIRAC procedures, a Trigger NOTAM shall be originated.

Doc 10066 PANS AIM.

5.2 The following procedures are included in ICAO Doc. 10066 – *Procedures for Air Navigation Services – Aeronautical Information Management*:

#### Chapter 5. Aeronautical Information Products and Services

5.2.1.4.4 A checklist of valid AIP Supplements shall be issued at intervals of not more than one month as part of the checklist of NOTAM required by 5.2.5.3 and with distribution as for the AIP Supplements.

5.2.5.1.9 Each NOTAM shall deal with only one subject and one condition of the subject.

5.2.5.1.12 A NOTAM containing permanent information or temporary information of long duration shall carry appropriate AIP or AIP Supplement references.

5.2.5.3.3 A NOTAM checklist shall refer to the latest AIP Amendments, AIP Supplements, data sets and at least the internationally distributed AIC, and, when it is selected, include the checklist of AIP Supplements.

## **Chapter 6. Aeronautical information product updates**

6.1.3 Specifications for AIP Supplements. When an error occurs in an AIP Supplement or when the period of validity of an AIP Supplement is changed, a new AIP Supplement shall be published as a replacement.

Note 1.— The requirements for NOTAM apply when time constraints do not allow sufficient time for the distribution of an AIP Supplement.

6.1.4.1 NOTAM should be published with sufficient lead time for the affected parties to take any required action, except in the case of unserviceability, volcanic activity, release of radioactive material, toxic chemicals and other events that cannot be foreseen.

6.1.4.4 Within three months from the issuing of a permanent NOTAM, the information contained in the NOTAM shall be included in the aeronautical information products affected.

6.1.4.5 Within three months from the issuing of a temporary NOTAM of long duration, the information contained in the NOTAM shall be included in the AIP Supplement.

6.1.4.6 When a NOTAM with estimated end of validity unexpectedly exceeds the three-month period, a replacement NOTAM shall be issued, unless the condition is expected to last for a further period of more than three months; in this case, an AIP Supplement shall be issued.

6.1.4.7 When an AIP Amendment or an AIP Supplement is published in accordance with AIRAC procedures, a so-called “Trigger NOTAM” shall be originated giving a brief description of the contents, the effective date and time, and the reference number of the amendment or supplement.

Doc 8126 - Aeronautical Information Service Manual

5.3 The following guidance is included in ICAO Doc 8126 – Aeronautical Information Service Manual:

### **Chapter 3. Aeronautical Information Updates**

#### **Postponement or cancellation of changes to aeronautical information**

3.2.10.1 Postponement or cancellation of changes to circumstances listed in Annex 15, Chapter 6, section 6.2 has the effect of cancelling information notified by AIRAC and reinstating previously valid information. Doing so by NOTAM less than 28 days before the effective date for changes to circumstances listed in Annex 15, Chapter 6, section 6.2 does not generally allow sufficient time for previously valid information to be reinstated in airborne navigation databases, with the result that erroneous information would be presented to flight crews. Furthermore, since charts used by flight crews and ATC are updated on a different schedule than airborne navigation databases, it is possible that valid information which is not reflected in the airborne database may nevertheless appear on charts. The resulting mismatch of information would lead to considerable operational difficulties and potential safety hazards. In the worst case, area navigation (RNAV) procedures that require a navigation database may not be flown (operated).

3.2.10.2 In order to avoid negative consequences to the safety and efficiency of flights, all possible measures should be taken to ensure that changes to circumstances listed in Annex 15, Chapter 6, section 6.2 take place as notified on the AIRAC date. This requires careful planning of aeronautical information changes and the cooperation of all parties involved, including AIS.

Note 1. — Current AIS Manual has not updated by latest Annex 15 Amendment. Therefore, Annex 15 references in 2.6.21 – 2.6.23 should be read as follows:

- Annex 15, Appendix 4, Parts 1 and 3 as '**Annex 15, paragraph 6.2.1 and 6.2.7**'
- Annex 15, Appendix 4 as '**Annex 15, 6.2 Aeronautical information regulation and control (AIRAC)**'

## 6. GUIDING PRINCIPLES FOR POSTPONEMENT OF AERONAUTICAL INFORMATION

- 6.1 While this document presents various scenarios to address the postponements of AIRAC publications, it shall by no means taken as an 'option of convenience' for data originators to adopt due to poor planning. On the contrary, it should only be used as a last resort for large-scale projects where inevitable delays may occur due to multiple coordination taking place.
- 6.2 AISP shall endeavor to engage and educate their Data Originators on the consequences of last-minute postponements and emphasize on the need to engage all relevant stakeholders who will be impacted before initiating the postponement.
- 6.3 AISP must implement procedures for Data Originators to conduct a Safety Assessment to identify operational consequences and the risks associated with the last-minute delay resulting in users not being updated on time and implement mitigation measures to reduce the risk before initiating a postponement. Safety Assessment Form is provided in **Appendix C** for reference.
- 6.4 AISP must be involved at the planning stage, particularly for large projects, to ensure the data quality requirements, AIRAC cycle and the associated cut-off dates for providing information to AIS and the AIRAC cycle limitations are well understood, and contingency arrangements are built into the planning in case of postponements.
- 6.5 When planning, AISP should in collaboration with their Data Originators consider the following options to reduce the potential for an aeronautical information roll back if delays occur. For example:
- a) consider if the circumstances may safely allow the existing and planned new information to be current at the same time over a transition period.
  - b) the actual change over date/time (e.g., operational availability of a facility) may be managed by NOTAM and/or ATC in some cases.
  - c) to allow the new information to become effective as published but make the facility not available for use. (e.g., managed operationally in real-time by ATC or Aerodrome operator).
  - d) consider if very changes could be done in stages to reduce the likelihood and impact of any delays.
- 6.6 Additionally, to avoid the need to roll-back or make changes after 28 days prior to effective date UNLESS absolutely safety critical, particularly for instrument flight procedure related data, Data originators should consider the following:
- e) Data houses who would have likely processed the data and it may be being uploaded to aircraft as the effective date approaches.
  - f) Number of days taken for airlines to update their fleet's navigation database once received.

- g) Cost to airlines to request an updated database for a cycle and to roll-back.
  - h) In mitigating postponements for AIRAC information publication e.g., AIRAC AIP SUPs containing large or complex changes, AISP may consider, in collaboration with Data Originators, to plan the implementation of large changes in smaller tranches where possible. Additionally, States should, in particular, identify the type of changes that would be more manageable at short notice than others in order to provide Airspace Users with better decision-making options.
- 6.7** In mitigating postponements for AIRAC information publication e.g., AIRAC AIP SUPs containing large or complex changes, AISP may consider, in collaboration with Data Originators, to plan the implementation of large changes in smaller tranches where possible. Additionally, States should, in particular, identify the type of changes that would be more manageable at short notice than others in order to provide Airspace Users with better decision-making options.

## 7. GUIDING PRINCIPLES FOR POSTPONEMENT OF AERONAUTICAL INFORMATION

### Responsibilities

#### *Data Originator*

- 7.1.** Data originators should provide all information required to postpone changes to aeronautical information such as:
- a) New effective date of aeronautical information;
  - b) All previous aeronautical data (in case it needs to be reinstated);

#### AIS PROVIDER

- 7.2.** AIS Provider should take appropriate action depending on raw data provided by Data originator in accordance with ICAO SAPRs, procedures and guidance.

### Guidance

- 7.3.** Postponement of changes to aeronautical information should be carried out via workflow appended in Appendix A and Appendix B.
- 7.4.** Data originators are required to make assessment and determine new effective date as soon as they are aware of a delay which will result in the postponement of the effective date of aeronautical information.
- 7.5.** Data originator should check whether effective date change could be informed at least 28 days before the previously indicated effective date.
- 7.6.** If the effective date change for the published AIRAC AIP Supplement could be informed 28 days before the previously indicated effective date, data originator should inform the new effective date to AIS as soon as possible. AIS should issue a NOTAM using guidance contained in the current ICAO Doc 8126 – AIS Manual (Chapter 3. Aeronautical Information Updates para 3.2.10.) the data originator and AIS shall adhere to the operational procedures stated below:

Postponement of information informed by Data originator more than or equal to 28 days prior to the indicated AIRAC effective date.

- a) Data originator should inform the new effective date to AIS as soon as possible.

- b) AIS to promulgate a NOTAM to cancel the AIRAC AIP Supplement.
  - i. The validity of the NOTAM is to last till the publication of the next round of NOTAM checklist
  - ii. NOTAM Format: “XX” should not be used in the Q-code. Instead, the Trigger NOTAM Q-code should be used
  - iii. NOTAM Content: Specific keywords should be used in item E such as Trigger and postpone
- c) AIS to promulgate a “CNL Trigger NOTAM” using the Trigger NOTAM Q-code.
- d) AIS to promulgate ‘NIL AIRAC FOR EFFECTIVE DATE .....’ if applicable.
- e) AIRAC AIP Supplement to be removed as soon as possible but preferably on the same day.
- f) Data-houses proceeding to perform the update work e.g., charting products or flight planning system/navigation databases should maintain a back-up copy of the previous information should the need arise to reinstate the information and distribute to the users.
- g) Data originator to determine the next AIRAC effective date. AIS to publish the new AIRAC AIP Supplement on the corresponding publication date e.g., Pub-2 or Pub-3 for effective date Eff-2 or Eff-3.

**7.7.** If the effective date change for the published AIRAC AIP Supplement could not be informed 28 days before the previously indicated effective date, the data originator should check whether new effective date is next AIRAC effective date or beyond. Data originator and AIS shall adhere to the operational procedures stated below:

Postponement of information less than 28 days prior to the indicated AIRAC Effective date, with the estimated effective date on or prior to the next scheduled AIRAC effective date.

- a) AIS should inform Data Originators that such postponement should be avoided unless absolutely necessary as there will be impact to aviation users:
  - i. Operators may not be able to roll-back to the previous aeronautical data in the navigational databases (NAVDBs).
  - ii. Pilots are limited on the type of navigation data that can be manually inserted or modified in the FMS.
  - iii. Significant cost and operational resources incurred to roll-back to the previous aeronautical data into NAVDBs.
- b) Data originators should engage relevant stakeholders and conduct a Safety Assessment to identify operational impact and the risks associated with the last- minute postponement.
- c) Data originators to implement mitigation measures to reduce the risk.
- d) AIS to publish NOTAM informing the aviation community of the delay, using guidance contained in the current ICAO Doc 8126 – AIS Manual (Chapter 3. Aeronautical Information Updates para 3.2.10)

- i. including reason for the delay (for accountability), and the new effective date. NOTAM to also include information on the current status of the facility/ service, if available e.g., whether to revert to the pre-implementation state, or if the facility/ service is unavailable/ closed in the meantime.
- e) Replace Trigger NOTAM to indicate new Effective date.

**7.8.** If aeronautical information has been published via AIRAC AIP Supplement, the NOTAM should contain information such as the reason of the delay and the new effective date. The data originator and AIS shall adhere to the operational procedures stated below:

Postponement of information less than 28 days prior to the indicated AIRAC Effective date and i) the new estimated effective date is on or after the next scheduled AIRAC effective date; or ii) data originators are unable to determine the new effective date.

- a) Data originators to engage relevant stakeholders and conduct a Safety Assessment to identify risks associated with the last-minute postponement and implement mitigation measures to reduce the risk. AIS to publish NOTAM to cancel the AIRAC AIP Supplement.
- b) AIS to publish NOTAM to cancel the AIRAC AIP Supplement.
  - i. Validity of the NOTAM is to last till the publication of the next round of NOTAM checklist, and
- c) AIS to promulgate a “CNL Trigger NOTAM” using the Trigger NOTAM Q-code.
- d) AIRAC AIP Supplement is to be removed as soon as possible but preferably on the same day.
- e) Data-houses should reinstate the previous information in the navigation database and distribute to the users as soon as possible.
- f) Data originator to determine the next AIRAC effective date and send the information to AIS at least 7 days prior to publication date in accordance with the AIRAC system.
- g) AIS to publish the new AIRAC AIP Supplement on the corresponding publication date once the new effective date has been finalized.

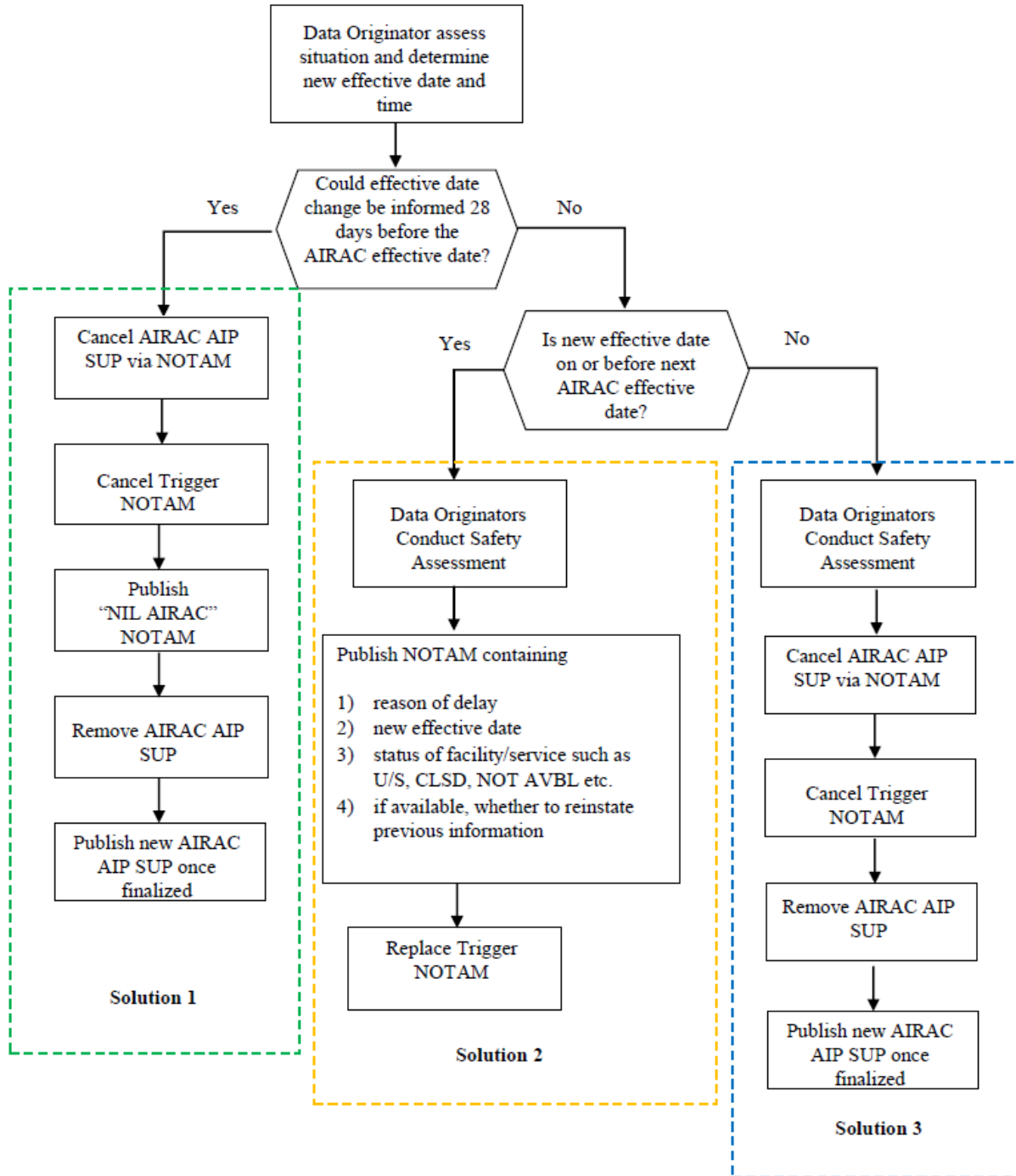
**7.9.** If aeronautical information has been published via AIRAC AIP Amendment, following NOTAMs should be promulgated depending on usage of previously published aeronautical information. The data originator and AIS shall adhere to the operational procedures stated below:

Postponement of information informed by data originators more / less than or equal to 28 days prior to the indicated AIRAC effective date.

- a) Data originators to engage relevant stakeholders and conduct a Safety Assessment to identify risks associated with the last-minute postponement and implement mitigation measures to reduce the risk.
- b) Data originator should inform the new effective date to AIS as soon as possible.
- c) AIS to promulgate a NOTAM informing the aviation community of the intended postponement.

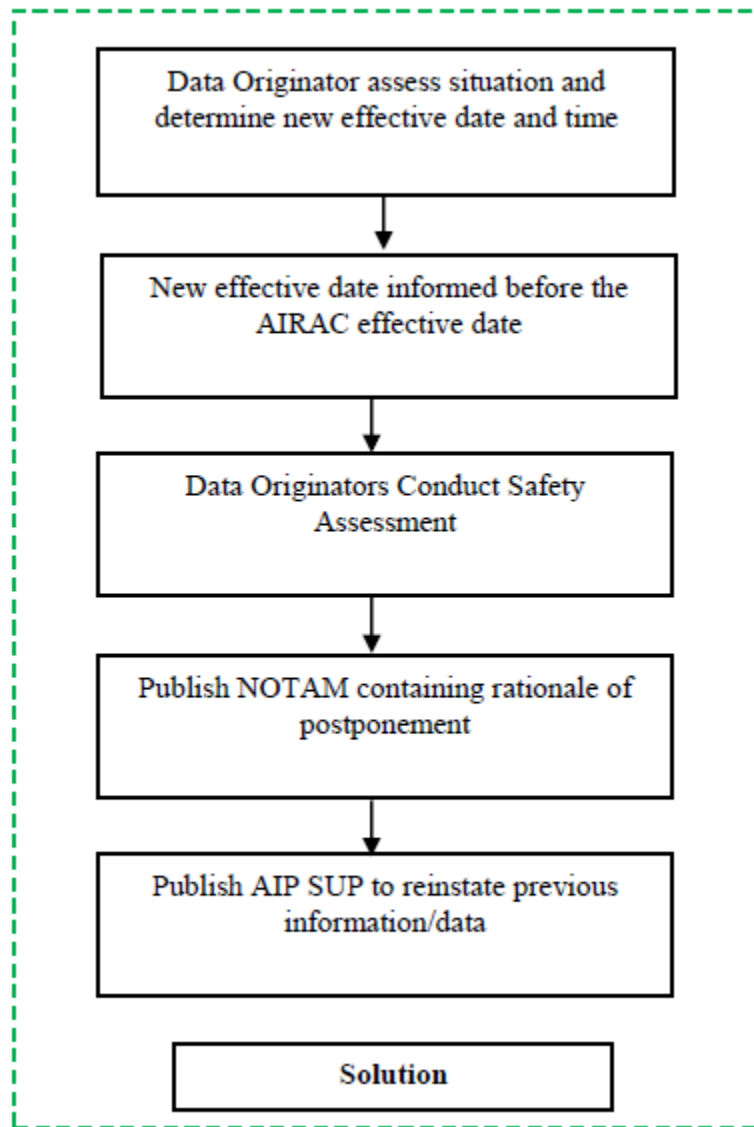
- i. NOTAM should indicate the rationale for the postponement
  - ii. Contain specific keywords in item E such as postponement of specific information to AIRAC EFF-2 or EFF-3. (e.g., Reference to AIRAC AIP Amendment XX/22 page XX, an AIP Supplement will be published to reinstate the previous information.)
  - iii. Validity of the NOTAM is to last till the next 'AIRAC Eff-2 or Eff-3' and an AIP Supplement is to be published as soon as possible but preferably on the same day to reinstate previous information.
- d) Data originator to determine the next AIRAC effective date. AIS to publish the new AIP Supplement on the corresponding publication date.
- e) AIS to publish an AIP Supplement informing the aviation community of the intended postponement.
- i. AIP Supplement shall contain previous AIP information that will be reinstated.
  - ii. AIP Supplement start date: 'AIRAC Eff-1', end date: 'AIRAC Eff-2' or 'AIRAC Eff-3'
  - iii. Validity of the AIP Supplement to last till 'AIRAC Eff-2 or 'AIRAC Eff-2'
- f) If there is no need to use previously published aeronautical information, NOTAM should contain 'not availability' of aeronautical information such as closed, unserviceable, not available and etc. NOTAM will be valid until the change become effective.
- 7.10.** If new effective date is next AIRAC effective date or beyond, following action should be taken depending on whether aeronautical information has been published via AIP Amendment or AIP Supplement:
- a) If aeronautical information has been published via AIP Amendment, action stated in paragraph 6.10 should be taken.
- 7.11.** If new effective date is next AIRAC effective date or beyond, following action should be taken depending on whether aeronautical information has been published via AIP Amendment or AIP Supplement:
- a) If aeronautical information has been published via AIP Amendment, action stated in paragraph 6.10 should be taken.
  - b) If aeronautical information has been published via AIP Supplement, previously published AIP Supplement should be cancelled by NOTAM. The validity of NOTAM will last till 1st of the following month, which is when the AIS provider publishes the NOTAM Checklist. Cancelled AIP Supplement should be excluded from checklist of valid AIP Supplement which is part of NOTAM Checklist. A new AIRAC AIP Supplement should be published at the next AIRAC publication date.

**APPENDIX A – Flow Chart on Postponement of AIRAC AIP Supplement**





APPENDIX B – Flow Chart on Postponement of AIRAC AIP Supplement



**APPENDIX C – Sample Safety Form for Postponement of AIRAC AIP Supplement**

\*Delete as appropriate

Part I – Application and Declaration		
<p><b>Type of Postponement:</b> AIRAC AIP Amendment ( )   AIRAC AIP Supplement ( )</p> <p><i>(Please indicate a tick (✓) on the type of postponement required)</i></p>		
<p>Requests for postponement should be submitted <b>as soon as possible</b> to AIS upon knowledge of postponement.</p>		
A. Postponement Request		
<p>Name of requestor: _____ Contact Nos: _____</p> <p>Organisation: _____</p>		<p style="text-align: center;">X _____ Signature/Designation</p>
<p>AIP AMDT/ AIP SUP No:</p>	<p>AIP Section affected (<i>if applicable</i>): *Part: GEN / ENR / AD</p>	<p>Section:</p>
<p>Please complete <b>Part III</b> in the next page of the <u>Safety Assessment Form</u> prior to submission for approval.</p>		
<p>Submission date:</p>	<p>Publication date:</p>	<p>Effective Date:</p>
B. Postponement endorsed by Section Head		
<p>I, _____ (Name of Section Head), confirm that the postponement of aeronautical data and information set out in this form was due to extenuating circumstances and has gone through our internal checking processes. The requestor has done his/her due diligence in engaging the stakeholders and appropriate mitigations are addressed to reduce the risk to aviation community in accordance with “<i>Regional Guidance Material on postponement AIRAC information publication</i>”</p>		<p style="text-align: center;">X _____ Signature / Designation / Date</p>
C. Approved by Division Head		

<p>I, _____ (Name of Division Head), acknowledge and take responsibility for the risk and outcomes associated with non-adherence to the AIRAC system requirements for the data/information submitted. I am satisfied with <b>Part III</b> of the Safety Assessment Form. Comprehensive safety assessment has been conducted and appropriate mitigation actions have been taken to minimize the risk. (Please attach Safety Assessment Form for record purposes.)</p>	<p style="text-align: center;">X _____</p> <p>Signature / Designation / Date</p>
<b>D. Consultation with CAA Regulator</b>	
<p>I, _____ (Name of Regulator), confirm that Data Originator has consulted me on the non-compliance to AIRAC publication requirements and we are satisfied with the mitigation measures put in place by the Data Originator to address any safety risk posed by the postponement of the aeronautical data and information publication. The actions carried out by the requestor is in accordance with "Regional Guidance Material"</p>	<p style="text-align: center;">X _____</p> <p>Signature / Designation / Date</p>
<b>Part II – For Official Use</b>	
<b>E. Approved by CAA Division Head</b>	
<p style="text-align: center;">X _____</p> <p style="text-align: center;">Signature / Designation / Date</p>	
<b>F. Action by AIS (in accordance with <i>Guidance Material</i>)</b>	
AIRAC AIP Amendment:	AIRAC AIP Supplement:
Scenario 1 – Postponement informed $\geq 28 <$ days prior to Effective Date	Scenario 1 – Postponement informed $\geq 28$ days prior to Effective Date
<input type="checkbox"/> Publish NOTAM to postpone AIRAC AIP AMDT	<input type="checkbox"/> Publish NOTAM to cancel AIRAC AIP SUP
<input type="checkbox"/> Publish AIP SUP to reinstate previous information	<input type="checkbox"/> Remove AIRAC AIP SUP
	<input type="checkbox"/> Cancel Trigger NOTAM
	<input type="checkbox"/> Publish NOTAM "NIL AIRAC"
	Scenario 2 – Postponement informed $\leq 28$ days prior to Effective Date

	<input type="checkbox"/> Publish NOTAM on the reason of the postponement
	<input type="checkbox"/> Replace Trigger NOTAM for the new Effective date
	Scenario 3 – Postponement informed ≤ 28 days prior to Effective Date
	<input type="checkbox"/> Publish NOTAM to cancel AIRAC AIP SUP
	<input type="checkbox"/> Remove AIRAC AIP SUP
	<input type="checkbox"/> Cancel Trigger NOTAM
<b>Part III – Determination of Safety Significance of the Postponement</b>	
Requests for postponement of AIRAC AIP Amendment/AIRAC AIP Supplement shall complete the below but not limited to:	
1) Reason(s) for the AIRAC postponement.	
_____	
-	
_____	
-	
2) Have the relevant stakeholders been consulted and the impact to stakeholders analysed?	
_____	
-	
_____	
-	
3) What are the safety risks identified and mitigation measures put in place?	
_____	
-	
_____	
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