**Syllabus**

# Customized Course (Online) on

**Concept of Aeronautical Information Services for CAAB personnel**

**Chapter 1. AIS Introduction:**

Objective, Responsibility of a State, Responsibilities of the Aeronautical Information Service, Functions, Exchange of Aeronautical Information Data, Quality System, Copyright, Cost Recovery and General Specifications.

**Chapter 2. Collection of AIS Information:**

Origin of Aeronautical information , Modes of Communication , Basic Reference Materials ,Standards and Recommended Practices (SARPS),Procedures for Air navigation Services (PANS),Air Navigation Plan Publication and Handling of Permanent & Temporary Types of Information.

**Chapter 3. Dissemination of AIS Information:**

Integrated Aeronautical Information Product, Information to be promulgated by NOTAM, Circumstances necessitating the issue of NOTAM, Information shall not be notified by NOTAM, Advance Notice Requirement, Value of NOTAM, Distribution of NOTAM, Duration of NOTAM, Predetermined Distribution System for NOTAM, Promulgation of NOTAM in Series, Specification of NOTAM, NOTAM Format, General Instructions, Use of the NOTAM Code and Abbreviations. Procedures related to NOTAMR, Procedures related to NOTAMC, Publication of Permanent Information by NOTAM and Checklist of NOTAM & Checklist Production.

**Chapter 4. Aeronautical Information Publication/ Aeronautical Information Circular:**

Specifications of AIP, AIP Amendments, Specifications of AIP Amendments, Checklist of AIP Amendments, AIP Supplements, Specifications for AIP Supplements, Checklist of AIP supplement, Electronic AIP (e-AIP) , Origination of AIRAC, AIRAC System, Schedule of AIRAC Effective Dates, Significant Dates, Publication Date, Use of AIRAC System during holiday periods, Exceptions, Continuity Checks, Relative Merits, Methods of disposal of NOTAM, TRIGGER NOTAM, Model of AIP- Design Implications of AIP & Presentation of Information, Parts of AIP : Gen, ENR & AD, Aeronautical Information Circular (AIC) and Maintenance and Updating of Aeronautical Information.

**Chapter 5. Pre-Flight & Post Flight Information:**

Organization of Pre-Flight Information Bulletin, Layout of an AIS Unit, Detailed Information for Each Coverage Zone, Wall Displays, Self- briefing and Pre-Flight Information Bulletin, Documentary and Verbal Briefing, Bulletin Types, Bulletin Format, and Post-Flight Information.

**Chapter 6. SNOWTAM Format Chapter 7. ASTHAM Format**

**Chapter 8. Aeronautical Information Management:**

Scope & Purpose, Information Management Requirements and Data Integrity Monitoring and Assurance