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| **P-17 – Quality**  *Quality management measures will be re-enforced to ensure the required level of quality of the aeronautical information. In order to assist States in the implementation of an efficient quality management system, guidance material for the development of a quality manual will be developed.* | |
| *Enter headings and brief explanatory notes to form a checklist of actions/recommendations to implement the AIM transition Step*  **EXAMPLES:**  **Regular reviews of the entire IAIP document set to ensure it is consistent and accurate.**  The IAIP document set is updated at regular intervals (at least once per year)  **Proof reading and peer review of AIP amendments before publication.**  **Typographical and other errors**  Ensure complete understanding of Aeronautical Information Management concepts including:   * National obligations under Annex 15 to the Convention on Civil Aviation. * AIRAC cycle and Annex 15 requirements for advance notification of significant changes. * Definition of significant changes. * Quality requirements for Accuracy, resolution and integrity   **Annex 15 and Doc 8126 Compliance checks for all NOTAMS**  Standards, recommended practices and guidance for the compilation and distribution of NOTAMS are defined in Annex 15 and Doc 8126 AIS Manual.   * OPADD procedures should be used to complement the procedures specified in ICAO docs to ensure concise, consistent NOTAMS.   **AIP Amendment Distribution Checks**  Conduct surveys and other checks to ensure that end users of AIP are receiving AIP Amendments, SUPPS and AIC in accordance with AIRAC  **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)…   Points….. |  |

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| **P-18 – AGREEMENTS WITH DATA ORIGINATORS**  *Data of high quality can only be maintained if the source material is of good quality. States will be required to better control relationships along the whole data chain from the producer to the distributor. This may take the form of template service level agreements with data originators, neighbouring States, information service providers or others.* | |
| *Enter headings and brief explanatory notes to form a checklist of actions/recommendations to implement the AIM transition Step*  **EXAMPLES:**  **Identify a complete list of authorized originators of AIS Information (static and dynamic).**  A list of authorized data originators will clearly identify the organizations and stakeholders responsible for supplying specific information to the AIS organization, and avoid duplication or conflicting information from multiple origination points supplying the same information.   * Airport Operators * Military Organizations * Air Navigation Service Providers * Surveyors * Etc….   **Conduct workshops and training courses for data originators.**  Ensure complete understanding of Aeronautical Information Management concepts including:   * National obligations under Annex 15 to the Convention on Civil Aviation. * AIRAC cycle and Annex 15 requirements for advance notification of significant changes. * Definition of significant changes. * Quality requirements for Accuracy, resolution and integrity   **Specify the format for data to be provided by data originators.**  Ensure consistency in the data received. Templates or pro-formas could be used to ensure standardized presentation of data by originators, and to ensure data complies with Annex 15 requirements for accuracy, resolution and integrity.  **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points….. |  |

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| **P16 – Training**  *The training of personnel will be adapted to the new requirements on skill and competencies introduced by the transition to AIM.* | |
| *Enter headings and brief explanatory notes to form a checklist of actions/recommendations to implement the AIM transition Step*  **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points….. |  |

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| **P11 – Electronic AIP**  *The integrated aeronautical information package will not be phased out. On the contrary, it will be adapted to include the new data products needed during the transition to AIM.*  *The electronic version of the AIP will be defined in two forms: a printable document and one that can be viewed by web browsers.* | |
| *Enter headings and brief explanatory notes to form a checklist of actions/recommendations to implement the AIM transition Step*  **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points…..   **Heading**  Explanatory notes/discussion:   * Points (if any)… * Points….. |  |