



International Civil Aviation Organization

CAR/SAM Regional Planning and Implementation Group (GREPECAS)

Tenth Meeting of the GREPECAS Aeronautical Information Services Subgroup (AIS/MAP/SG/10)

Caracas, Venezuela, 26 February - 02 March 2007

AIS/MAP/SG/10-WP/10

12/02/07

**Agenda Item 3: Review of Planning Aspects and the Transition towards AIM
3.5 Need for an AIP Audits Process (AAA)**

IMPORTANCE OF AN AIP AUDIT

(Presented by the Secretariat)

SUMMARY

This paper presents for discussion the use of a tool developed by EUROCONTROL to carry out AIP audits, so as to keep track of the step by step sequence of events in the production of an AIP and, therefore, track errors and coherence of information to maintain the integrity of data and information contained in this important document. The document represents the “Introduction Letter” for States with regard to Aeronautical Information Services. Unfortunately, to date, most CAR/SAM States have not implemented an Aeronautical Information Services quality system. This situation keeps errors and deficiencies at an undesirable level and worse, constitutes an underlying risk leading to incidents or accidents.

References:

- ICAO Doc 8126 - *Aeronautical Information Services Manual*
- AIP Audit Assistant (AAA) User Guide, EUROCONTROL.

1. Introduction

1.1 Currently, most AIS in the CAR/SAM Regions integrated documentation is paper-based, and conventional postal distribution is used for disseminating amendments, circulars, supplements, etc. Only with a proper information management can ATM quality requirements be fulfilled. For these reasons, aeronautical information, which is not automated and lacks quality management assurance, does not meet the necessary requirements to fulfill the demands of the ATM operational concept, such as:

- integrity
- accuracy
- timeliness
- viability
- accessibility
- security
- door-to-door operations coverage

1.2 AIP is the primary source of States aeronautical information, and has the obligation to provide all such information to the users community in accordance with Annex 15, Annex 4, Doc 8126 and Doc 8697. Notwithstanding, as times goes by and technological development progresses, the traditional form of processing information and the means used have become obsolete. In the past, it was tolerable for errors in some parts of aeronautical documentation to be temporarily corrected by NOTAMs or by AIP supplements, and many times taking several months to issue amendments and updates to the AIP. There are still inconsistencies in some areas that are not traceable if a rigorous procedure of systematic tracking is not followed.

1.3 From the interaction phase of information/data gathering in all the involved fields, to provision to users, several processes have become more automated. Nevertheless, we know that the human factor is present in each involved field (COM, ATM, MET, AGA, SAR, MIL, etc), and, of course, in AIS/MAP, which has to manage all received documentation and prepare it for timely distribution to the users.

- Provide information/data in an ICAO-standardized format, required by the end users.

2. Discussion

2.1 In the context of the new AIM concept (under the programme called AIS AHEAD) EUROCONTROL has produced a useful and important tool based on MS-Microsoft Excel called “AIP Audit Assistant (AAA).” The objective is to assist the AIS officer in auditing his/her own AIP. This AAA facilitates the systematic review of the structure and contents of an AIP.

2.2 Additionally, amendments to the AIP and supplements are verified with regard to modifications and new information, normally as part of the quality assurance process. To date, there is no systematic revision procedure for the whole AIP document. It is agreed that a full revision to the AIP should be carried out periodically, and the use of AAA provides a group of criteria to perform an audit and keep track of the results in order to generate follow-up of corrective actions to diverse problems encountered such as:

- deficient management of information systems
- poor control of the duplication of information in different systems
- lack of information standardization
- lack of information integration

- fragmentation with regard to the development and/or implementation of the legal, institutional, organizational, operational and technical aspects concerning information sharing.
- deficient interaction with providers involved in aeronautical information/data.

2.3 The organization of an audit through AAA is based on the standard sections of the AIP, wherein each section dedicated to an area of information such as aerodromes or routes, contains subsections for more specific subjects, where AAA generates separate checklists. The auditor can have a tool consisting of a set of checklists corresponding to each item of the AIP, which in turn correspond to one of the following categories:

Mandatory: What should be included? (example: required elements as defined by Annex 15 and/or Doc 8126)

Good practice: What is the recommended practice? This is more commonly suggested by Doc 8126 and the group of AIP templates. This corresponds to what is suitable to have or optional elements.

Exclusions: What should be there? Exclusions suggested by ICAO documentation or determined by AIS experience.

2.4 The aforementioned checklists are questions relating to the contents of each section and the replies are provided during the audit through the simple use of option buttons (generally yes, no or non-applicable). Additional information is provided for each question to provide references, if available. This information provides guidelines to clarify or eliminate ambiguities concerning each category within each section.

2.5 The basic features of the AAA application are as follows:

- allows clear methodology for AIP audits,
- allows definition of actions and follow-up,
- allows audit-related note taking,
- allows development of a database of all the information/data providers associated with AIP,
- contacts list management,
- provides simple questions to inspect the results of the audit,
- provides several reports to analyse the audit from different points of view.

3. Suggested Action

3.1 The Meeting is invited to:

- a) note the importance of this working paper; and
- b) approve the following draft conclusion:

DRAFT

CONCLUSION 10/X

INTEGRATION OF AAA IN THE CAR/SAM AIS

That States/Territories/International Organizations:

- a) determine the advisability of integrating AAA in the CAR/SAM AIS to improve AIP production processes through the assessment and application of the AAA for a period of time; and
- b) develop a report to the Secretariat of the AIS/MAP SG on the advantages and disadvantages of its use to be presented by **31 January 2008**.

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