Aeronautical Data Process

Aeronautical Information Management

Data Process
QMS Based Approach

Introduction

The Civil Aviation (Aeronautical Information Services) Regulations 2017 , Regulation 18 required the aeronaurical information management to provide the following:-

a) Implement and maintain a quality management system encompassing all functions of the AIM.

b) Ensure that the implementation of quality management system is demonstrated for each function stage.

c) ensure that the quality management system established follows the International Organization for standardization (ISO) 9001 series of quality assurance standards.

d) ensure that each quality management system includes the necessary policies, processes and procedures, including those for the use of metadata, to ensure and verify that aeronautical data is traceable Throughout the aeronautical data chain.

Process Approach

Process Name	Process Roles	Process Input	Process Output	Process boundaries/ controls	Process Activities	Process Evidence
1. NOTAM issue	• CAIM • HOPs HQ • In-charge • HOPs JNIA • Officer on duty	• Raw data	• NOTAM	Reviews	Refer TCAA/QSP/ANS/AIM-15	• Aeronautical Information Promulgation Advice form • Daily list of valid NOTAM • Monthly list of valid NOTAM • NOTAM checklist • Yellow card • Pre flight information bulletin
2.Amendment	• DANS • CAIM • CATM • CANE • HOPs • Officer on duty	• Raw data	• Amended documents	Reviews	Refer TCAA/QSP/ANS/AIM-34	• Record of AIP supplement • Record of AIP amendment • Amendment Files • AIC File

Process Approach

Process Name	Process Roles	Process Input	Process Output	Process boundaries/controls	Process Activities	Process Evidence
1. **Map and chart Production**	• DANS • CAIM • CATM • CANE • HEAD CATORGRAPHY • Officer on duty	• Request from customer • Program	• Maps • Charts	Reviews	Refer TCAA/QSP/ANS/AIM-19	• Demand for preparation of aeronautical charts form • Demand for printing aeronautical charts form • Aerodrome Raw data collection form • Maps and Charts file
1. **Post Flight Information**	• DANS • Chief -AIM • Chief -ATM • Chief CNS • In Charge AIM • HOPS AIM • Officer on duty	• Post Flight Information Form	Rectified in adequacy status/condition	Reviews	Refer TCAA/QSP/ANS/AIM-23	• Post flight Information form • Operational log book • Corrective Action Request • Copy of information sent to the Pilot /representatives • Management Review Minutes
1. **Issuing of Permit**	• CAIM • CATRO • CA • In Charge AIM • HOPs JNIA • Officer on duty	• Permit request	• Processed permit clearance	Reviews	Refer TCAA/QSP/ANS/AIM-36	• Permit Request form • List of issued permits • Copy of permit sent to clearance office • Evidence of payment •

	TANZANIA CIVIL AVIATION AUTHORITY AERONAUTICAL INFORMATION MANAGEMENT	Revision: 1
Document No: TCAA/FRM/ANS/AIM-13	**Title: Aeronautical Information Promulgation Advice Form**	Page 1 of 1

AIP AMENDMENTS, AIP SUPPLEMENTS AND NOTAM

All portions of this form must be completed. One copy of this form should be submitted for each section of the AIP involved (e.g. GEN, ENR, and AD. etc).

TO: AIM   Originator:.........**Ag. CAIM**.......................
            NOF –JNIA..............................   Section:............**AIM HQ**....................

        Tel:..   Tel:................ **2844300/2**..............

        Copy to:...   Date:............**18/12/2018**................................

Originator's File Reference	AIP references (as applicable)				Text of NOTAM, AIP Amendment and/or Supplement	Effective date	For Promulgation By †
	Page (date) *	Para	Line	Col.			
AIMQ					**REQUEST ISSUE NOTAM FOR HTDC** **FM DEC 19 - 22 DLY BTN 0500 – 0845 AND 1300 – 1500** **DRONE FLIGHTS OPS WILL TAKE PLACE AT THE AREA COVERED WITH A RADIUS OF 21.6NM (40KM) CENTRED AT COORD. 07 54 27.35S 039 04 08.43E. PILOTS OPERATING WITHIN THE AREA TO EXER CTN. OPS SUBJ CHANGE DUE WX.** **F) GND G) 2500FT**	19/12/18 TO 22/12/18	

* All AIP pages affected by each amendment should be quoted.

† Insert 'a', 'b', or 'c' as applicable, where: a – AIP Supplement and subsequent inclusion in AIP reprint page

                     b –AIP Page, when next due for reprinting (AIP Supplement not required).

                     c – AIP Supplement only (i.e. temporary information).

AIRAC –If applicable but not applied, please state reasons: The following Branches/Directorates, etc have been consulted in respect of:

....   a) Policy......................(b) Accuracy of information

....   Signed........................head of....................................
                                          (Original Branch)

....   Date................................

The above particulars and/or the attached draft are authorized for publication as indicated.

END

THANK YOU