



PIARCO INTERNATIONAL NOTAM OFFICE

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TRINIDAD & TOBAGO
CIVIL AVIATION AUTHORITY,
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REPUBLIC OF TRINIDAD AND TOBAGO

AIC
B
01/19
27 SEP 19

REPUBLIC OF TRINIDAD AND TOBAGO

Promulgation Advice Form

Introduction

The role and importance of aeronautical data and aeronautical information has changed significantly with the implementation of area navigation (RNAV), performance-based navigation (PBN), airborne computer-based navigation systems, performance-based communication (PBC), performance-based surveillance (PBS), data link systems and satellite voice communications (SATVOICE).

Corrupt, erroneous, late or missing aeronautical data and aeronautical information can potentially affect the safety of air navigation. Hence the receipt of data is an important first step in the aeronautical data process, which can result in the collection of data suitable for the publication of aeronautical products for use by Aeronautical Authorities, Aircraft Operators and other related personnel.

States are responsible for the origin of aeronautical data or information as stated in Chapter 2 of Annex 15 paragraph 2.1.5: *"Each state shall ensure that formal arrangements are established between originators of aeronautical data and aeronautical information and the Aeronautical Information Services."*

Chapter 2, paragraph 2.2.2 also states that: *'The AIS shall receive, collate or assemble, edit, format, publish/store and distribute aeronautical data and aeronautical information concerning the entire territory of the State as well as those areas over the high seas for which the State is responsible for the provision of ATS. Aeronautical data and aeronautical information shall be provided as aeronautical information products.'*

Requesting Changes to the Eastern Caribbean Aeronautical Products

In harmony with this and in addition to formalized Letters of Agreement which satisfy the above mentioned requirements, Piarco Aeronautical Information Management (AIM) department has developed a Promulgation Advice Form (PAF) in PDF format as the standardised means to receive quality data and information.

The PDF Promulgation Advise Form is available on the TCAA Website at: <https://caa.gov.tt/>

It is expected that the Eastern Caribbean States' AIS offices which have the CRONOS System will **not** use the PAF to request a NOTAM promulgation, **unless the CRONOS System is unserviceable.**

Feedback

The form is to be used for all requests for changes to the AIP, and issue of AIP Supplements and Aeronautical Information Circulars (AICs), and NOTAM when necessary (due to unavailability of CRONOS System). Any difficulties experienced while using this form or suggestions for its improvement, can be reported to The Unit Chief AIM Publications at the following email address: aispublications@caa.gov.tt or phone number: 668-8222 Ext 2510.

Please see attached Promulgation Advise Form (PAF) and Originator's Instructions for completion.

Revises AIC B 01/15

END

ATTACHMENT TO AIC B 01/19

PROMULGATION ADVICE FORM (PAF) ORIGINATOR INSTRUCTIONS


1.	Download and print form from the TCAA website at https://caa.gov.tt/ .	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES</td> <td style="width: 33%; text-align: center;">DOCUMENT ID: AIM/F85-01 VERSION 1.0 DATE: 27 JUNE 2019 PAGE: I OF II</td> </tr> <tr> <td colspan="2" style="text-align: center;">AERONAUTICAL INFORMATION MANAGEMENT QUALITY MANAGEMENT SYSTEM</td> </tr> </table> <p style="text-align: center;">PROMULGATION ADVICE FORM</p> <p style="text-align: center;"> <input type="checkbox"/> AIP Amendment <input type="checkbox"/> AIP Supplement <input type="checkbox"/> NOTAM <input type="checkbox"/> AIC </p> <p style="text-align: center;">ORIGINATOR (Org./Dept.) <input style="width: 80%;" type="text"/></p> <p style="text-align: center;"><i>The below particulars and/or attached draft are authorized and submitted for promulgation</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">LOCATION</th> <th style="width: 60%;">INFORMATION</th> <th style="width: 20%;">I) AIP REFERENCE</th> </tr> </thead> <tbody> <tr> <td>A) <input style="width: 40%;" type="text"/></td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">I) FROM</td> <td style="width: 15%;">DATE</td> <td style="width: 15%;">TIME</td> </tr> <tr> <td>H) CANCELLATION OR REPLACEMENT PUBLICATION REFERENCE</td> <td>J) TO</td> <td>DATE</td> </tr> <tr> <td></td> <td>K) TIME SCHEDULE</td> <td></td> </tr> <tr> <td></td> <td>L) TEXT</td> <td></td> </tr> </table> </td> <td rowspan="4" style="vertical-align: top;"><input style="width: 100%; height: 100%;" type="text"/></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%; border: 1px solid black; padding: 5px;">I) AIP REFERENCE</div> <div style="width: 65%; border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; height: 100px; vertical-align: top;">E) TEXT</td> </tr> <tr> <td style="display: flex; justify-content: space-between;"> F) LOWER LIMIT G) UPPER LIMIT </td> </tr> </table> </div> </div>	TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES	DOCUMENT ID: AIM/F85-01 VERSION 1.0 DATE: 27 JUNE 2019 PAGE: I OF II	AERONAUTICAL INFORMATION MANAGEMENT QUALITY MANAGEMENT SYSTEM		LOCATION	INFORMATION	I) AIP REFERENCE	A) <input style="width: 40%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">I) FROM</td> <td style="width: 15%;">DATE</td> <td style="width: 15%;">TIME</td> </tr> <tr> <td>H) CANCELLATION OR REPLACEMENT PUBLICATION REFERENCE</td> <td>J) TO</td> <td>DATE</td> </tr> <tr> <td></td> <td>K) TIME SCHEDULE</td> <td></td> </tr> <tr> <td></td> <td>L) TEXT</td> <td></td> </tr> </table>	I) FROM	DATE	TIME	H) CANCELLATION OR REPLACEMENT PUBLICATION REFERENCE	J) TO	DATE		K) TIME SCHEDULE			L) TEXT		<input style="width: 100%; height: 100%;" type="text"/>							E) TEXT	F) LOWER LIMIT G) UPPER LIMIT
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2.	Choose 'AIP AMENDMENT', AIP SUPPLEMENT', 'AIC' or 'NOTAM'* by selecting the relevant check box.																															
3.	Complete the 'ORIGINATOR' box by entering organization and/or department																															
4.	Select the relevant Field 'A' – LOCATION by using the pull down menu or type directly into the text box																															
5.	Fill in the 'B' field start date (yymmdd) and time (hhmm)																															
6.	Fill in the 'C' field end date yymmdd and time (hhmm)																															
7.	Fill in the D) field; time schedule (if necessary)																															
8.	Fill in the 'E' field; text of the amendment, AIP supplement, AIC or NOTAM* If the text is lengthy, the information can be entered on the verso page of the form or attached as a separate document (eg Word doc).																															
9.	If information is permanent, fill in the AIP section that is affected in the AIP reference field 'I'. (Except if the document is an AIC).																															
10.	If the intent is to use a NOTAM, AIP Supplement or AIC to replace or cancel another, or if the promulgation concerns an amendment which will result in the cancellation of another publication fill in the reference to the previous publication in the 'Cancellation or Replacement Publication Reference' field H).																															
11.	Fill in the originator's signature and date and time that the form is completed. The name of the originator is completed in block letters and a contact number is added.																															
12.	If a document is attached to the form, select the 'Attachments' check-box.																															

To submit to Piarco Aeronautical Information Management Department, use one of these instruction:

- I. Scan the completed and signed PAF and email as an attachment to: aispublications@caa.gov.tt (for AIP Amendment, AIP Supplement or AIC) or ais@caa.gov.tt (for NOTAM), or
- II. Fax the completed and signed PAF to 868 669 1716.

END OF INSTRUCTION

ATTACHMENT TO AIC B 01/19

	TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES	DOCUMENT ID: AIM/F85-01 VERSION 1.0 DATE: 27 JUNE 2019 PAGE: i OF ii
	AERONAUTICAL INFORMATION MANAGEMENT QUALITY MANAGEMENT SYSTEM	

PROMULGATION ADVICE FORM

AIP Amendment
 AIP Supplement
 NOTAM
 AIC

ORIGINATOR (Org./Dept.)

The below particulars and/or attached draft are authorized and submitted for promulgation

LOCATION	INFORMATION				I) AIP REFERENCE
A) H) CANCELLATION OR REPLACEMENT PUBLICATION REFERENCE	B) FROM	DATE	TIME		
	C) TO	DATE	TIME		
	D) TIME SCHEDULE				
	E) TEXT				
	F) LOWER LIMIT		G) UPPER LIMIT		
SIGNATURE				DATE	TIME
NAME (Block Letters)				CONTACT NO.	
<input type="checkbox"/> ATTACHMENT(S)					

FOR AIM USE ONLY:

REMARKS		PUBLICATION NO./ID	
AUTHORIZED BY		DATE	TIME



TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY
AIR NAVIGATION SERVICES

AERONAUTICAL INFORMATION MANAGEMENT
QUALITY MANAGEMENT SYSTEM

DOCUMENT ID: AIM/F85-01
VERSION 1.0
DATE: 27 JUNE 2019
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E) TEXT (CONTINUED)

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THIS FORM CAN ACCOMODATE PLAIN TEXT ONLY. IF USERS WISH TO INCLUDE GRAPHICS IN THIS DOCUMENT THEY MUST ATTACH THE INFORMATION AS A SEPARATE DOCUMENT. ENSURE THAT THE 'ATTACHMENT' CHECK BOX IS SELECTED AND THAT THE WORDS 'SEE ATTACHED' ARE ENTERED IN THE E) FIELD. TO SUBMIT, SEND THE DOCUMENT AS AN ATTACHMENT TO AN EMAIL ADDRESSED TO aispublications@caa.gov.tt OR ais@caa.gov.tt USERS ALSO HAVE THE OPTION TO PRINT THE FORM AND FAX TO (868) 669-1716.