	<b>TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY</b> <b>AIR NAVIGATION SERVICES DIVISION</b>	Issue Date: 24 March 2026 Revision Due: 24 March 2029
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	<i>Pre-Evaluation Checklist for ICAO Aeronautical Charts</i>	<b>CONTROLLED COPY</b>


## PRE-EVALUATION CHECKLIST FOR ICAO AERONAUTICAL CHARTS

(Metadata and Data Conformance Review)


This checklist is used to verify that required metadata and aeronautical data elements conform to ICAO Annex 4, Doc 8697, ICAO PANS-AIM (Doc 10066) Appendix 1 requirements prior to detailed chart evaluation.

<b>Name of Evaluator</b>		<b>Date</b>	
<b>Post of Evaluator</b>			
<b>Chart</b>		<b>State</b>	


No.	Criteria	Yes	No	Comments
<u>Chart Identification</u>				
1	Chart title corresponds to the appropriate chart type (e.g., Aerodrome Chart, Enroute Chart, Instrument Approach Chart).			
2	The ICAO location indicator of the aerodrome is clearly indicated on the chart.			
3	Chart edition number and effective date are indicated.			
4	Chart scale is clearly stated (where applicable).			
5	Magnetic or True North reference is indicated.			
<u>Geographical and Positional Data</u>				
6	Latitude and longitude coordinates are provided for key aeronautical points (e.g. ARP, waypoints, navigation aids).			

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No.	Criteria	Yes	No	Comments
7	Geodetic datum is specified (e.g. WGS-84).			
8	Map projection system is specified, where applicable.			
9	Magnetic variation is indicated on the chart, including the reference year and the annual rate of change, where applicable.			
10	Geographic data conforms to ICAO PANS-AIM (Doc 10066) Appendix 1 metadata requirements.			
<u>Aerodrome and Infrastructure Data (Where Applicable)</u>				
11	All required aerodrome information, such as the aerodrome elevation, and associated operational data, is correctly presented and clearly identifiable on the chart in accordance with applicable charting specifications.			
12	Runway characteristics and identifiers are correctly documented.			
13	Taxiways, aprons, TLOF/FATO (for heliports) are included, where applicable.			
14	Communication frequencies and facilities are included.			
15	Aerodrome data conforms to ICAO PANS-AIM Appendix 1 requirements.			
<u>Airspace and Route Data</u>				
16	ATS airspace boundaries are depicted and labelled, where applicable.			

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No.	Criteria	Yes	No	Comments
17	Special activity airspace (restricted, prohibited, danger areas) is clearly indicated, where applicable.)			
18	ATS routes are depicted and labelled, where applicable.			
19	Airspace and route data conform to ICAO PANS-AIM Appendix 1 metadata requirements.			
<u>Instrument Flight Procedure Data (Where Applicable)</u>				
20	Instrument approach procedures are clearly depicted.			
21	Procedure fixes, holding patterns, and waypoints are included, where applicable.			
22	Helicopter procedures and associated notes are included, where applicable.			
23	Instrument flight procedure data conforms to ICAO PANS-AIM Appendix 1 requirements.			
<u>Navigation Aids, Obstacles, and Terrain Data (Where Applicable)</u>				
24	Radio navigation aids and associated system data are depicted, where applicable.			
25	Obstacle information is included with source and date of survey, where available.			
26	Terrain data is included, where required.			
27	Obstacle data conforms to ICAO PANS-AIM Appendix 1 metadata requirements.			

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No.	Criteria	Yes	No	Comments
28	Terrain data conforms to ICAO PANS-AIM Appendix 1 metadata requirements.			
<u>Regulatory and Operational Information</u>				
29	Units of measurement (altitude, distance, speed) are clearly indicated and consistent.			
30	Required operational notes and warnings are included, where applicable.			
31	References to applicable national regulations, services, and procedures are included, where required.			
<u>Documentation and Data Traceability</u>				
32	Source of aeronautical data is documented.			
33	Source date or validity period is indicated.			
34	Responsible organisation or authority for chart preparation is identified.			
35	Chart revision history is included or referenced.			
36	Data traceability is supported by source documentation (e.g., survey reports, AIP references).			

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No.	Criteria	Yes	No	Comments
<b><u>Pre-Evaluation Completion</u></b>				
37	All mandatory metadata fields required for chart evaluation are complete, and all relevant supporting documentation for example, survey reports, flight check reports, ICAO approvals for new/amended waypoints, and other applicable evidence have been attached.			
<b>Signature of Evaluator</b>				
<b>Date</b>				