

Service Level Agreement for the Promulgation of Aeronautical Information in New Zealand

Between

Aeronautical Information Management Unit, Airways Corporation of New Zealand Limited ("AIM")

and

The Originator of Aeronautical Information ("The Originator")

Start Date: *Date of Use of Online Database Application*

Renewal Date: *12 Months from Start Date*

PART 1: CONTEXT

Aeronautical Information Service

1. The Civil Aviation Authority has certificated the *Aeronautical Information Management (AIM)* Unit of Airways Corporation of New Zealand under CAR Part 175 to provide the following aeronautical information services in New Zealand:
 - *Aeronautical Information Publication New Zealand (AIPNZ)*
 - *AIPNZ* amendment service;
 - *AIPNZ* supplement service; and
 - *AIC*.

Note that aeronautical charts (including VNC and Enroute Charts) are part of the *AIPNZ*.

The Originator

2. The Originator is a person who is authorised to submit information for inclusion in the *AIPNZ* and notify AIM of changes to published information in *AIPNZ*.

Further information on Originators can be found in [Appendix 1](#).

Service Level Agreement

3. To achieve the intended benefits of an effective aeronautical information service for New Zealand, both AIM and the Originator must meet certain requirements with respect to one another. These requirements are stated in this Service Level Agreement (SLA) in [Part 2](#) and [Part 3](#).

Declaration of Originating Organisation

4. AIM will establish this Service Level Agreement with the Senior Person of an Originating Organisation (see [Appendix 1](#)) via the Declaration found in [Appendix 3](#).

Services not covered by this Agreement

5. AIM does not provide NOTAM or PIB services. These are currently provided by the *Air Traffic Support Sector (ATSS)* of Airways Corporation of New Zealand under a separate agreement.

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PART 2: AIM RESPONSIBILITIES

Scheduling

1. AIM will publish changes to aeronautical information by the most appropriate means (AMDT, SUP, and/or AIC) taking due consideration of the method requested by the Originator.
2. AIM will endeavor to publish changes in the next available AIRAC cycle in accordance with the information cut-off dates specified in the [AIPNZ Publishing Schedule \(click here\)](#), taking due consideration of the cycle requested by the Originator. If this is not possible due to an excessive volume of change for that cycle, AIM will prioritise changes following discussion with the Originator.
3. AIM will inform the originator of the scheduled AIRAC cycle once the submission has been assessed and is determined to be acceptable for publication.
4. AIM will inform the Originator that a NOTAM is required if submitted information takes effect prior to the effective date of the scheduled amendment or supplement.

Submission Acceptance

5. AIM will assess a submission in a timely manner.
6. AIM will verify that the submission:
 - includes a completed Publishing Request Form;
 - is signed by a registered Originator (see [Appendix 1](#));
 - provides evidence that appropriate consultation has taken place (see [Appendix 2](#));
 - contains a declaration stating that the submitted information is accurate (see [Appendix 2](#)).
7. AIM will make reasonable efforts to identify obvious (gross) errors in a submission by comparing the submission with existing documentation.
8. AIM will accept a submission for publication when it has been assessed as being clear, complete, and without gross errors.
9. AIM will promptly return a submission to the Originator for corrective action when it is assessed as being unclear, incomplete, incorrect or is found to be otherwise inadequate for publication.
10. AIM will schedule an accepted submission in accordance with the information cut-off dates identified in the [AIPNZ Publishing Schedule](#).

Originator Sign-off

11. AIM will provide a publishing-ready copy of the change to the Originator for their approval.
12. AIM will correct implementation errors identified by the Originator in a timely manner and promptly return the corrected material to the Originator for their approval.
13. AIM will return to the Originator any requests to include additional or reworked information not included in the original submission. New material must be submitted separately.
14. AIM will publish information in the scheduled cycle only if it has received Originator approval no later than the date indicated on the [AIPNZ Publishing Schedule](#).

Error Correction

15. AIM will take whatever measures are deemed appropriate to a) notify users of an identified error in published information; and b) correct the error.
16. AIM will raise a Promulgated Information Incident (PII) Report as required in cases where incorrect information has been promulgated.

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PART 3: ORIGINATOR RESPONSIBILITIES

Scheduling

1. The Originator will allow sufficient time in the planning of a change to enable timely publishing of the information according to the [AIPNZ Publishing Schedule \(click here\)](#).
2. The Originator will endeavor to forward submissions to AIM as early as possible, and not wait until the cut-off date, particularly where lengthy or complicated drafts are concerned.

The assessment of lengthy or complicated drafts may be time-consuming, and the intended publishing date may be missed if the submission requires further clarification, is incomplete, and/or contains errors.

3. The Originator will submit information intended for publication by *AIPNZ Supplement* by the correct information cut-off date indicated in the [AIPNZ Publishing Schedule](#).

Note that AIPNZ supplement submissions that have an accompanying graphic are required 7-days in advance of the regular AIPNZ Supplement cut-off.

4. Where information intended for publication in a chart amendment has associated information for publication in the AIPNZ, the originator will submit the chart information and the AIP information together no later than the relevant Chart cut-off specified on the [AIPNZ Publishing Schedule](#).
5. The Originator will initiate a NOTAM if the information submitted to AIM for publication in an AIP amendment or supplement takes effect prior to the effective date of the scheduled amendment or supplement.

Submission

6. The Originator will provide evidence that consultation has taken place (see [Appendix 2](#)).
7. The Originator will provide a declaration stating that the information submitted is accurate (see [Appendix 2](#)).
8. The Originator will identify all products which are affected by the submission, and include copies of the affected pages and/or chart areas.
9. The Originator will mark up the affected page and/or chart area copies with clear instructions for implementing the change in those areas. Instructions must be clear and consist of "Add ...", "Delete ...", or "Amend...".

Originator Sign-Off

10. The Originator will verify that the publishing-ready copy provided by AIM for checking is correct by assessing it against their originally submitted material and mark-up instructions.
11. The Originator will not sign-off a publishing-ready copy that is incorrect, but will notify AIM of the need for correction.
12. The Originator will prepare a new submission if they determine during checking that their original submission contained incomplete or incorrect information.

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APPENDIX 1

Originating Organisations

1. The following groups are recognised as Originating Organisations that have a requirement to submit information for inclusion in the *AIPNZ*:
 - Aerodromes (non-certificated);
 - Certificated Aerodromes (CAR Part 139);
 - Certificated Aviation Security service providers (CAR Part 140);
 - Certificated Telecommunication service providers (CAR Part 171);
 - Certificated Air Traffic Service providers (CAR Part 172);
 - Certificated Air Navigation Service providers (CAR Part 173);
 - Certificated MET service providers (CAR Part 174);
 - Certificated Aeronautical Information Service providers (CAR Part 175);
 - Civil Aviation Authority;
 - Defence organisations;
 - Customs, Immigration, and Health authorities; and
 - Other organisations as identified by the Director of CAA.
2. AIM will establish this Service Level Agreement with the Senior Person of an Originating Organisation via the Declaration found in [Appendix 3](#).
3. The Senior Person is responsible for nominating individual Originators for their organisation and advising AIM of any changes to their contact details.
4. The Aerodrome Owner or Operator is considered to be the Senior Person for an Aerodrome.

Originators

5. An Originator is a person nominated by an Originating Organisation who is authorised to submit information for inclusion in the *AIPNZ* and notify AIM of changes to published information.
6. The Originator is responsible for the accuracy and timeliness of the information submitted to AIM for publication

Register of Originators

7. AIM will establish and maintain a Register of Originators.
8. The Originating Organisation must provide to AIM details of their Originators for entry into the Register.
9. The Originating Organisation will inform AIM of any change to their details or those of their Originators.
10. AIM will annually verify the details of each Originator.

NOTE TO ONLINE USERS: AIM has implemented a Register of Originators via an online Originator database application. The Originating Organisation requirements stated in 8 and 9 above are considered to be met through the use of the application. The Originator details held in the online database must be verified by the user within every 12 month period. Information submitted to AIM by unverified Originators will not be accepted until their details are verified.

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APPENDIX 2

Consultation

1. In planning changes to aeronautical information, Originators must make reasonable efforts to assess the potential impact of their change on other aeronautical operations.
2. Originators are often required to consult with other individuals if their proposed change has the potential to affect information that is outside their area of expertise (i.e. Airspace, IFR Operations). These other individuals will be able to assess the impact, if any, of the proposed change.
3. The determination of the consequential changes resulting from the proposed change, and any involvement of other parties in that determination, must be completed prior to submitting the proposed change to AIM for publishing.
4. The Originator is responsible for supplying in their submission evidence that consequential changes have been considered and that consultation has taken place where required. In the absence of clear evidence of consultation (assessment reports, email exchanges, etc.), the Originator must include a clear statement that the relevant parties have been consulted and that they have determined that there are no consequential effects of the requested change.
5. AIM is responsible for ensuring that consultation has taken place prior to accepting a submission for publication. If there is no clear evidence or statement regarding consultation, AIM will not accept the submission for publication.

Accuracy of Information

6. The Originator is ultimately responsible for ensuring that the information contained in the submission is accurate.
7. The Originator must provide a declaration stating that the submitted information is accurate.
8. The Originator may identify another qualified person to be responsible for certifying the accuracy of the submitted information (i.e. a registered surveyor, IFR procedure designer, CAA Officer, etc).
9. In addition to the Originator's declaration, the Originator may also include evidence that the submitted information (or a part of it) has been certified as accurate by another qualified person (surveyor's reports, approvals, email exchanges, etc.).
10. AIM is responsible for ensuring that the Originator has signed a declaration stating that the submitted information is accurate prior to accepting a submission for publication. If there is no clear declaration stating that the information is accurate, AIM will not accept the submission for publication.
11. AIM will implement Originator requests with the utmost care and will make reasonable efforts to identify gross errors, but cannot guarantee in an absolute way the absence of error from Originator submissions.

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APPENDIX 3

Declaration of Aeronautical Information Management

I agree with the responsibilities stated in [Part 2](#) and [Part 3](#) of this Service Level Agreement.

AIM will comply with the [AIM Responsibilities](#) stated in [Part 2](#) of this Service Level Agreement.

Grant Rawstorn
Manager, Aeronautical Information Management Unit
Airways Corporation of New Zealand Limited

[approved by AIM Manager]
(signature)

09 JANUARY 2006
(date)

Declaration of Originating Organisation

Recognised as a Senior Person in the following capacity (check one): *[as per Originator database]*

A: Aerodrome Operator; _____
(Aerodrome)

B: Senior Person: Aviation Security service provider (CAR Part 140);
 Senior Person: Telecommunication service provider (CAR Part 171);
 Senior Person: Air Traffic Service providers (CAR Part 172);
 Senior Person: Air Navigation Service providers (CAR Part 173 or CAR Part 19);
 Senior Person: MET service providers (CAR Part 174);
 Senior Person: Aeronautical Information Service providers (CAR Part 175);

C: The Director of Civil Aviation;
 Senior Person/CAA Officer with delegated authority from the Director of Civil Aviation for:

(area of delegated authority)

D: Senior Person: Defence organisation;
 Senior Person: Customs, Immigration, and Health authorities;
 Senior Person; Other organisation/individual identified by the Director of Civil Aviation

I agree with the responsibilities stated in [Part 2](#) and [Part 3](#) of this Service Level Agreement.

The nominated Originators will comply with the [Originator Responsibilities](#) stated in [Part 3](#) of this Service Level Agreement.

The nominated Originators have the capability to be responsible for the accuracy of the information they submit to AIM.

[username]
(name)

[accepted with use of site]
(signature)

[as per database]
(position)

[date of first use of site]
(date)

[as per database]
(organisation)

Please mail one copy of this page to:

Aeronautical Information Management Unit
Airways New Zealand
PO Box 294
Wellington, New Zealand

NOTE TO ONLINE USERS: There is no requirement to submit a signed hardcopy of this agreement to AIM.
Use of the online Originator database application constitutes your acceptance of this agreement.