

PART 175

Aeronautical Information Services.

(AIS)

This new part of Jordanian Civil Aviation Regulations is hereby Issued under the authority and provisions of the Civil Aviation Law No. (41) 2007, and its amendments.



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Subpart- A**General****175.1 Applicability**

This Part prescribes:

(a) Rules governing the operation and the certification of organizations providing an aeronautical information service in the Hashemite kingdom of Jordan; and

(b) The requirements for the Jordanian integrated aeronautical information package, which consists of the following elements:

- (1) AIP, including amendment services;
- (2) Supplements to the AIP;
- (3) NOTAM and pre- flight information bulletins (PIB);
- (4) Aeronautical information circular (AIC);
- (5) Checklists and lists of valid NOTAM

(c) Rules for dealing with various types of flight plans; and

(d) The copyright of any AIS product which shall be granted by CARC

175.3 Requirement for Certificate.

(a) Specific requirements for the provision of aeronautical information service:

(1) Technical and operational competence and capability.

A provider of an aeronautical information service (AIS) shall ensure that information and data is available for operations in a form suitable for:

(2) flight operating personnel, including flight crew, as well as flight planning, flight management systems and flight simulators, and

(3) Providers of aeronautical information services which are responsible for flight information services, aerodrome flight information services and the provision of pre-flight information.

(4) Providers of aeronautical information services shall ensure the integrity of data and confirm the level of accuracy of the information distributed for operations, including the source of such information, before such information is distributed.

(b) Organizational Structure and Management

(1) Organizational structure:

An aeronautical information service provider shall set up and manage its organization according to a structure that supports the safe, efficient and continuous provision of services.

(2) The organizational structure shall define:

(i) The authority, duties and responsibilities of the nominated post holders, in particular of the management personnel in charge of safety, quality, security, finance and human resources related functions;

(ii) The relationship and reporting lines between different parts and processes of the organization.

(iii) Job description for all its AIS staff specifying the duties and responsibilities.

(c) Organizational management

(1) An aeronautical information service provider shall produce a business plan covering a minimum period of five years. The business plan shall:

(i) Set out the overall aims and goals of the aeronautical information service provider and its strategy towards achieving them in consistency with any overall longer term plan of the provider and with CARC Requirements relevant for the development of infrastructure or other technology;

(ii) Contain appropriate performance objectives in terms of quality and level of service, safety and cost-effectiveness.

(2) An aeronautical information service provider shall produce an annual plan covering the forthcoming year which shall specify further the features of the business plan and describe any changes to it.

(3) The annual plan shall cover the following provisions on the level and quality of service such as the expected system capacity, safety and delays to flights incurred as well as on financial arrangements:

(i) Information on the implementation of new infrastructure or other developments and a statement how they will contribute to improving the level and quality of services;

(ii) Indicators of performance against which the level and quality of service may be reasonably assessed;

(iii) The service provider's expected short-term financial position as well as any changes to or impacts on the business

(d) Working methods and operating procedures

(1) A provider of aeronautical information services shall be able to demonstrate that its working methods and operating procedures are compliant with the standards in the following annexes to the Convention on International Civil Aviation as far as they are relevant for the provision of aeronautical information services in the airspace concerned:

(i) Annex 15 on aeronautical information services as amended.

(ii) Annex 4 on aeronautical charts as amended.

(2) An aeronautical information Service provider shall provide its services in an open and transparent manner. It shall publish the conditions of access to its services and establish a formal consultation process with the users of its services on a regular basis, either individually or collectively, and at least once a year.

(3) An aeronautical information service provider shall not discriminate on grounds of nationality or identity of the user or the class of users in accordance with Civil Aviation law 41\ 2007.

(e) Reporting Requirements

(1) An aeronautical information service provider shall be able to provide an annual report of its activities to CARC. This report shall cover its financial results, as well as its operational performance and any other significant activities. The annual report shall include as a minimum:

(i) An assessment of the level and quality of service generated.

(ii) the performance of the aeronautical information service provider compared to the performance objectives established in the business plan, reconciling actual performance against the annual plan by using the indicators of performance established in the annual plan,

(iii) Developments in operations and infrastructure,

(iv) The financial results, as long as they are not separately published.

(v) Information about the formal consultation process with the users of its services,

(vi) Information about the human resources policy.

(2) The aeronautical information service provider shall make the content of the annual report available to the public under conditions set by CARC in accordance with law 41/2007.

(f) Quality management system

(1) An aeronautical information service provider shall have in place a quality management system which covers all aeronautical information services it provides according to the following principles. It shall:

(i) Define the quality policy in such a way as to meet the needs of different users as closely as possible;

- (ii) Set up a quality assurance programme that contains procedures designed to verify that all operations are being conducted in accordance with applicable requirements, standards and procedures;
 - (iii) Provide evidence of the functioning of the quality system by means of manuals and monitoring documents;
 - (iv) Appoint management representatives to monitor compliance with, and adequacy of, procedures to ensure efficient operational practices;
 - (v) Perform reviews of the quality system in place and take remedial actions, as appropriate.
- (2) An ISO 9001 certificate, issued by an appropriately accredited organization, covering the aeronautical information services of the provider shall be considered as a sufficient means of compliance. The aeronautical information service provider shall accept the disclosure of the documentation related to the certification to CARC upon the latter's request.
- (3) An aeronautical information service provider shall provide its services in an open and transparent manner. It shall publish the conditions of access to its services and establish a formal consultation process with the users of its services on a regular basis, either individually or collectively, and at least once a year.
- (4) An aeronautical information service provider shall not discriminate on grounds of nationality or identity of the user or the class of users in accordance with Civil Aviation law 41\ 2007.
- (5) A provider of aeronautical information services shall ensure the integrity of data and confirm the level of accuracy of the information distributed for operations, including the source of such information, before such information is distributed, the aeronautical data is classified as:
- (i) Routine data: there is a very low probability when using corrupted routine data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe;

(ii) Essential data: there is a low probability when using corrupted essential data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe; and

(iii) Critical data: there is a high probability when using corrupted critical data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe.

(iv) Based on the applicable integrity classification, the validation and verification procedures shall:

(A) for routine data: avoid corruption throughout the processing of the data;

(B) for essential data: assure corruption does not occur at any stage of the entire process and may include additional processes as needed to address potential risks in the overall system architecture to further assure data integrity at this level; and

(C) for critical data: assure corruption does not occur at any stage of the entire process and include additional integrity assurance procedures to fully mitigate the effects of faults identified by thorough analysis of the overall system architecture as potential data integrity risks.

(g) Human Resources.

An aeronautical information service provider shall employ appropriately skilled personnel to ensure the provision of its service in a safe, efficient, continuous and sustainable manner. In this context, it shall establish policies for the recruitment and training of personnel.

(h) Financial Strength.

(1) Economic and financial capacity

Aeronautical information service provider shall be able to meet its financial obligations, such as fixed and variable costs of operation or capital investment costs. It shall use the international accounting standards. It shall demonstrate its ability through the

annual plan as referred to in part 2.2 of this subpart as well as through balance sheets and accounts as practicable under its legal statute.

(2) Financial audit

Aeronautical information service providers, whatever their system of ownership or legal form, shall draw up, submit to audit and publish their financial accounts In accordance with civil aviation law 41\2007.

(i) Liability and Insurance Cover.

An aeronautical information service provider shall have in place arrangements to cover its liabilities arising from law 41\2007. The method employed to provide the cover shall be appropriate to the potential loss and damage in question, taking into account the legal status of the aeronautical information service provider and the level of commercial insurance cover available.

175.5 Application for Certificate

Each applicant for the grant of an aeronautical information service certificate shall complete form CARC No' 175.01 and submit it to the (CARC) with;

(a) The exposition required by 175.69; and

(b) A payment of the appropriate application fee prescribed by regulations..

175.7 Issue of Certificate

An applicant is entitled to an aeronautical information service certificate if (CARC) is satisfied that;

(a) the applicant meets the requirements of Subpart B; and the applicant's senior person or persons required by 175.51(a) (1) and (2) are fit and proper persons; and

(b) The granting of the certificate is not contrary to the interests of aviation safety.

175.9 Privileges of Certificate

The aeronautical information service certificate specifies the aeronautical information services that the certificate holder is authorized to provide.

175.11 Duration of Certificate

(a) An aeronautical information service certificate may be granted or renewed for a period of up to **2** years.

(b) An aeronautical information service certificate remains in force until it expires or is suspended or revoked.

(c) The holder of an aeronautical information service certificate that expires or is revoked shall forthwith surrender the certificate to the CARC.

(d) The holder of an aeronautical information service certificate that is suspended shall forthwith produce the certificate to the CARC for appropriate endorsement.

175.13 Renewal of Certificate

(a) An application for the renewal of an aeronautical information service certificate shall be made on form CARC form No' 175.2001.

(b) The application shall be submitted to the CARC before the application renewal date specified on the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

175.15-175.49 Reserved.

Subpart- B
Certification Requirements

175.51 Personnel Requirements

(a) Each applicant for the grant of an aeronautical information service certificate shall engage, employ or contract:

(1) A senior person identified as the Director, who has the authority within the applicant's organization to ensure that each aeronautical information service listed in their exposition;

(i) Can be financed and is provided to meet operational requirements; and

(ii) Is provided in accordance with the requirements prescribed by this Part:

(2) A senior person or group of senior persons who are responsible for ensuring that the applicant's organization complies with the requirements of this Part. Such nominated person or persons shall be ultimately responsible to the Director:

(3) Sufficient personnel to collect, collate, check, coordinate, edit, and publish aeronautical information for the aeronautical information services listed in the applicant's exposition.

(b) The applicant shall;

(1) Establish a procedure to initially assess the competence of those personnel authorized by the applicant to check, edit, and publish aeronautical information for the aeronautical information services listed in their exposition; and

(2) Establish a procedure to maintain the competence of those authorized personnel; and

(3) Provide those authorized personnel with written evidence of the scope of their authorizations.

175.53 Facility Requirements

Each applicant for the grant of an aeronautical information service certificate shall establish offices and facilities that;

- (a) Are appropriate for the aeronautical information services listed in their exposition; and
- (b) Meet the applicable requirements of 175.103(b) and 175.105.

175.55 Scope of Pre-flight Information Service

Each applicant for the grant of an aeronautical information service certificate for a pre-flight information service shall, for the pre-flight services listed in their exposition, specify;

- (a) The geographic area; and
- (b) The aerodromes and the air routes originating from those aerodromes.

175.57 Documentation

(a) Each applicant for the grant of an aeronautical information service certificate shall;

- (1) Document the format and standards for the aeronautical information published under the authority of their certificate; and
- (2) Ensure that the format and standards take into account the circumstances under which the information will be used; and
- (3) Hold copies of relevant reference material, standards, practices and procedures, and any other documentation that is necessary for the aeronautical information services listed in their exposition.

(b) The applicant shall establish a procedure to control all the documentation required by paragraph (a), to ensure that:

- (1) The documentation is reviewed and authorized by appropriate personnel before issue; and
- (2) Current issues of relevant documentation are available to staff at all locations where they need access to such documentation for the aeronautical information services listed in their exposition; and

- (3) All obsolete documentation is promptly removed from all points of issue or use; and
- (4) Changes to documentation are reviewed and approved by appropriate personnel; and
- (5) The current version of each item of documentation can be identified to preclude the use of out-of-date editions.

175.59 Collection of Information

(a) Each applicant for the grant of an aeronautical information service certificate shall establish procedures to collect and collate the information required for the aeronautical information services listed in their exposition.

(b) The procedures shall ensure that:

(1) Applicable information is obtained from organizations that provide services in support of the Jordanian air navigation system; and

(2) Applicable information is obtained from the aeronautical information services of other States relevant to the requirements of international aircraft operators operating:

(i) In the areas of the Jordan FIR in which Jordan is responsible for air traffic services; and

(ii) On international air routes originating from Jordan and

(3) Arrangements for the timely provision of information are made with the information originators prescribed in paragraph (b) (1) and (2); and

(4) Information received from the information originators prescribed in paragraph (b) (1) is certified as accurate by a person identified by the originator to be responsible for the accuracy of that information.

(c) The procedures for the NOTAM service shall, in addition to paragraph (b), ensure that any originator's request for the issue of a NOTAM does not require the NOTAM to be effective for specific date.

(d) The information that has been granted copyright protection originating from another State and provided to a third party is appropriately annotated and the third party is made aware that the product is copyright protected.

175.61 Publication of aeronautical information

(a) An applicant for the grant of an aeronautical information service certificate must establish procedures to check, co-ordinate, edit, publish and disseminate aeronautical information for the services listed in the applicant's exposition.

(b) The applicant must ensure that the procedures established under paragraph (a) require:

(1) The information received under rule 175.59 to be checked against available information to verify its accuracy prior to publication; and

(2) The information received under rule 175.59 to be edited, accurately published, and disseminated:

(i) In the format applicable to the operational significance of the information; and

(ii) If applicable, in accordance with subparts D, E, or F; and

(iii) Is in a format that takes account of the circumstances under which the information is to be used; and

(3) Except for paragraph (b) (4), permanent publications and long-term temporary publications to be clearly identified as being published under the authority of the applicant's aeronautical information service certificate; and

(4) If aeronautical information obtained from the aeronautical information services of other States under rule 175.59(b)(2) is disseminated, that information to be clearly identified as having the authority of the originating State; and

- (5) If information that has not been certified as required under rule 175.59(b) (4) is disseminated, that information to be clearly identified as being unverified; and
- (6) Any permanent change to published information to be coordinated with other applicable information originators before the change is published; and
- (7) Temporary information that is published without a defined expiry date to be reviewed at an appropriate time to ensure that the originator takes the required action to cancel or reissue the information; and
- (8) The aeronautical information to be published in the English language; and
- (9) Place names to be spelt according to local usage, transliterated when necessary into the Latin alphabet; and
- (10) Units of measurement to be consistent with those prescribed in Annex 5; and
- (11) Abbreviations, consistent with those prescribed in Part 1, to be used in the published aeronautical information if:
- (i) Their use is appropriate; and
 - (ii) Their use facilitates the dissemination of the information; and
- (12) Any of the aeronautical information published to be promptly made available to the aeronautical information services of other States, upon request by those States; and
- (13) The aeronautical information to be made available in a form that is suitable for the operational requirements of:
- (i) Flight operations personnel, including flight crew members and the services responsible for pre-flight briefing; and
 - (ii) The air traffic service units responsible for flight information services.

(c) The applicant must ensure that the procedures for the Jordan AIP service, in addition to paragraph (b), require:

(1) aeronautical charts, and operationally significant information published in Jordan AIP Amendments and Jordan AIP Supplements, to be published in accordance with :

(2)

(i) The AIRAC AIP AMDT ; and

(ii) The regular AIP AMDT .

(2) The information published under the AIRAC system to be clearly identified with the acronym *AIRAC*; and

(3) The information published under the AIRAC system to be distributed so that recipients receive the information at least 28 days before its effective date; and

(4) the information published under the AIRAC system to not change for at least 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period; and

(5) If an Jordan AIP Supplement is published to replace a NOTAM, the supplement to include a reference to the serial number of the NOTAM; and

(6) If an Jordan AIP Amendment or Jordan AIP Supplement is published under the AIRAC system, a NOTAM to be originated giving a brief description of the operationally significant contents, the effective date and the reference number of each amendment or supplement. The NOTAM must:

(i) Come into force on the same effective date as the amendment or supplement; and

(ii) Remain in force for a period of 14 days; and

(7) If there is no applicable information to be published by the AIRAC date, a *NIL* notification to be issued; and

(8) A NOTAM to be originated if information to be published ~~as an~~ in Jordan AIP Amendment or Jordan AIP Supplement takes effect prior to the effective date of the amendment or supplement.

175.63 Error Correction in Published Information

(a) Each applicant for the grant of an aeronautical information service certificate shall establish procedures to record, investigate, correct, and report any errors that are detected in the aeronautical information published under the authority of their certificate.

(b) The procedures shall ensure that:

(1) The error is corrected by the most appropriate means relative to the operational significance of the error; and

(2) The correction is clearly identified in the republished information; and

(3) The source of the error is identified and, where possible, eliminated; and

(4) The CARC is notified of a promulgated information incident in accordance with this part.

175.65 Records

(a) Each applicant for the grant of an aeronautical information service certificate shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the aeronautical information services listed in their exposition.

(b) The procedures shall ensure that:

(1) there are records enabling all incoming and outgoing aeronautical information to be readily identified by serial number and date, and that supplementary information can be similarly verified and, where necessary, authenticated; and

(2) There is a record of each person who is authorized by the applicant to check, edit, and publish aeronautical information; and

(3) There is a record of each occurrence of error correction under the procedures required by 175.63; and

(4) There is a record of each internal quality assurance review of the applicant's organization carried out under the procedures required by 175.67; and

- (5) All records are legible and of a permanent nature; and
- (6) All records are retained for at least 5 years except NOTAM, Jordan AIP Supplements and Aeronautical Information Circulars, which need only be retained for 30 days after cancellation.

175.67 Internal Quality Assurance

(a) Each applicant for the grant of an aeronautical information service certificate shall establish internal quality assurance procedures to ensure compliance with, and the adequacy of, the procedures required by this Part.

(b) The procedures shall specify:

- (1) The level of quality that the applicant intends to achieve; and
- (2) The level and frequency of internal reviews; and
- (3) The person or persons responsible for carrying out the internal reviews; and
- (4) How the findings of the internal reviews are to be recorded and reported to the ANS Commissioner; and
- (5) How quality indicators such as error reports, incidents, and complaints are incorporated into the internal quality assurance procedures; and
- (6) The senior person's responsibilities for analysis and overview of the internal reviews; and
- (7) The means for rectifying any deficiencies found during an internal review; and
- (8) The documentation requirements for all aspects of the review.

(c) The senior person who has the responsibility for internal quality assurance shall have direct access to the ANS Commissioner on matters affecting the adequacy, accuracy, timeliness, format, and dissemination of the published aeronautical information.

175.69 Organization Exposition

(a) An applicant for the grant of an aeronautical information service certificate shall provide CARC with an exposition containing:

(1) A statement signed by the organization Accountable Manager on behalf of the applicant's organization confirming that:

(i) The exposition and any included manuals define the organization and demonstrate its means and methods for ensuring ongoing compliance with this Part; and

(ii) The exposition and any included manuals will be complied with at all times; and

(2) The titles and names of the senior person or persons required by 175.51(a) (1) and (2); and

(3) The duties and responsibilities of the senior persons specified in paragraph (a)(2) including matters for which they have responsibility to deal directly with the CARC or the CARC on behalf of the organization; and

(4) an organization chart showing lines of responsibility of the senior persons specified in paragraph (a)(2); and

(5) A summary of the applicant's staffing structure for each aeronautical information service listed under paragraph (a)(6); and

(6) A list of the aeronautical information services to be covered by the certificate; and

(7) For a pre-flight information service, details of the area, aerodromes and air routes required by 175.55; and

(8) The location and address details of the applicable offices required by 175.103(b)(1) and 175.105(1); and

(9) Details of the applicant's format and standards required by 175.57(a) (1) for their published aeronautical information; and

(10) Details of the applicant's procedures required by:

(i) Regarding the competence of personnel; and

(ii) Regarding the control of documentation; and

(iii) Regarding the collection of information; and

(iv) Regarding the publication of aeronautical information; and

(v) Regarding the correction of errors in published information; and

(vi) Regarding the identification, collection, indexing, storage, maintenance, and disposal of records; and

(vii) Regarding internal quality assurance; and

(11) Procedures to control amend and distribute the exposition.

(b) The applicant's exposition must be acceptable to the CARC.

Reserved 175.71 – 175.97

Subpart- C
Operating requirements

175.99 Operating Requirements

- (a) CARC as the national supervisory authority (NSA) delegated its functions for audit and inspection over the AIS to Air Navigation Safety & Standard Department (ANSSD). NSA shall be independent of aeronautical information services provider (AIS). This independence shall be achieved through adequate separation, at the functional level at least, between the national supervisory authority and such providers.
- (b) The provision of aeronautical information services (AIS) within Jordan shall be subject to certification by CARC.
- (c) CARC shall designate an aeronautical information service provider holding a valid certificate.
- (d) CARC has discretionary powers in choosing aeronautical information service provider, on condition that the latter fulfils the requirements and conditions referred to this part.

175.101 Continued Compliance

Each holder of an aeronautical information service certificate shall:

- (a) Hold at least one complete and current copy of their exposition at each office listed in their exposition; and
- (b) Comply with all procedures and standards detailed in their exposition; and
- (c) Make each applicable part of their exposition available to personnel who require those parts to carry out their duties; and
- (d) Continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and
- (e) Notify the CARC of any change of address for service, telephone number, or facsimile number required by form CARC within 28 days of the change.

Note: Where a certified aeronautical information service (AIS) provider does not comply any longer with the applicable requirements or with the conditions attached to the certificate, CARC shall take a decision within a time period not exceeding one month. By this decision, CARC shall require the aeronautical information service (AIS) provider to take corrective action.

175.103 Jordan AIP service

(a) The holder of the aeronautical information service certificate for the **Jordan** AIP service must publish:

- (1) **Jordan** AIP in accordance with Subpart D; and
- (2) **Jordan** AIP Amendments in accordance with rule 175.155; and
- (3) **Jordan** AIP Supplements in accordance with rule 175.157 for notification of:
 - (i) Temporary changes that are effective for 3 months or longer; and
 - (ii) Information of less than 3 months duration which contains extensive text or graphics; and
- (4) The AIC in accordance with subpart E

(b) The certificate holder must, in addition to paragraph (a)—

- (1) Designate an office as Jordan 's point of contact with the aeronautical information services of other States for the interchange of the Integrated Aeronautical Information Package, except NOTAM; and
- (2) Make the **Jordan** AIP, **Jordan** AIP Amendments, Supplements, and AIC available to any person upon payment of a charge that may apply to the supply of the publications; and
- (3) Establish a system to disseminate the **Jordan** AIP Amendments, Supplements aeronautical charts, and AIC in accordance with rule 175.61(c)(3); and
- (4) Ensure that every aeronautical chart published as part of the **Jordan** AIP conforms to the applicable standards for the charts; and

(5) Coordinate the input of all aeronautical information from the originators prescribed in rule 175.59(b) (1), except:

(i) Information which is of immediate operational significance necessitating the immediate issue of a NOTAM; and

(ii) Temporary information of duration of less than 3 months that only requires the issue of a NOTAM

175.105 NOTAM Service.

The holder of the aeronautical information service certificate for the NOTAM service shall:

(a) Designate a NOF for Jordan; and

(b) Operate the NOF on a 24-hour basis; and

(c) Establish agreements with other international NOTAM offices for the exchange of NOTAM; and

(d) Ensure that :

(1) The NOF is connected to the AFTN; and

(2) The AFTN connection provides for printed communication; and

(3) The NOF has appropriate facilities to issue and receive NOTAM distributed by means of telecommunication; and

(e) Promptly issue a NOTAM that is in accordance with Subpart F, whenever information received under 175.59 requires the issue of a NOTAM; and

(f) At intervals of not more than one month, issue a checklist over the AFTN of the NOTAM that are currently in force.

175.107 Pre-flight Information Service .

(a) A holder of an aeronautical information service certificate for a pre-flight information service must make available to flight operations personnel and flight crew members, aeronautical information that:

- (1) Is essential for the safety, regularity and efficiency of air navigation; and
- (2) Relates to the geographic area, aerodromes and air routes listed in the certificate holder's exposition.

(b) The aeronautical information provided under paragraph (a) must include, where applicable —

- (1) A summary of current NOTAM and other information of an urgent character, in a plain text PIB; and
- (2) Relevant elements of the Integrated Aeronautical Information Package; and
- (3) Relevant maps and charts; and
- (4) Current information relating to the aerodrome of departure concerning any of the following:
 - (i) Construction or maintenance work on or immediately next to the maneuvering area:
 - (ii) Rough portions of any part of the maneuvering area, whether marked or not, including broken parts of the surface of runways and taxiways:
 - (iii) Presence and depth of snow, ice, or water on runways and taxiways, including their effect on surface friction:
 - (iv) Snow, drifted or piled on or next to runways or taxiways:
 - (v) Parked aircraft or other objects on or immediately next to taxiways:
 - (vi) The presence of other temporary hazards including those created by birds:
 - (vii) Failure or irregular operation of part or all of the aerodrome lighting system including approach, threshold,

runway, taxiway, and obstruction lights, and maneuvering area unserviceability lights, and aerodrome power supply:

(viii) Failure, irregular operation or changes in the operational status of air navigation facilities including ILS and markers, PSR, SSR, VOR, NDB, VHF aeromobile channels, RVR, and secondary power supply.

(c) The holder of an aeronautical information service certificate for a pre-flight information service must make provision for flight crew members to report post-flight information at those aerodromes listed in the holder's exposition.

(d) The holder of an aeronautical information service certificate for a pre-flight information service must forward any post-flight information reported by flight crew members under paragraph (c) concerning the state and operation of air navigation facilities, to the operator of the navigation facility.

175.109 Changes to Certificate Holder's Organization

(a) Each holder of an aeronautical information service certificate shall ensure that their exposition is amended so as to remain a current description of the holder's organization and services.

(b) The certificate holder shall ensure that any amendments made to the holder's exposition meet the applicable requirements of this Part and comply with the amendment procedures contained in the holder's exposition.

(c) The certificate holder shall provide the CARC with a copy of each amendment to the holder's exposition as soon as practicable after its incorporation into the exposition.

(d) Where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the CARC is required:

(1) The Director:

(2) The listed senior persons:

(3) The aeronautical information services provided by the holder:

(4) The format and standards for the aeronautical information published under the authority of their certificate.

(e) The CARC may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (d).

(f) A certificate holder shall comply with any conditions prescribed under paragraph (e).

(g) Where any of the changes referred to in this rule requires an amendment to the certificate, the certificate holder shall forward the certificate to the CARC as soon as practicable.

(h) The certificate holder shall make such amendments to the holder's exposition as they may consider necessary in the interests of aviation safety.

175.111 Safety Inspections and Audits

Aeronautical information service providers shall facilitate inspections and surveys by CARC or by recognized organization acting on their behalf, including site visits and visits without prior notice.

The authorized persons shall be empowered to perform the following acts:

(a) To examine the relevant records, data, procedures and any other material relevant to the provision of aeronautical information services;

(b) To take copies of or extracts from such records, data, procedures and other material;

(c) To ask for an oral explanation on site; and

(d) To enter relevant premises, lands or means of transport.

(e) CARC shall establish mechanism /system with time frame to elimination of deficiencies identified by its ANS Inspectors (ATS, CNS, AIS, PANS-OPS and search and rescue SAR).

Such inspections and surveys shall be carried out in compliance with JCAR Regulation and law 41/2007.

175.113 Staffing and qualifications

(a) Each applicant for the grant of aeronautical information services certificate shall engage, employ, or contract:

(1) A senior person identified as the aeronautical information services manager who has the authority within the applicant's organization to ensure that each aeronautical information services listed in its exposition:

(i) Can be financed; and

(ii) Is provided in accordance with the requirements prescribed by this Part.

(2) A senior person or persons who are responsible for ensuring that the applicant's organization complies with the requirements of this Part and that such nominated person or persons shall be ultimately responsible to the AIS manager;

(3) Sufficient personnel to manage, support, and provide the aeronautical information services and any associated training or assessment listed in the applicant's exposition;

(b) The applicant shall establish procedures to:

(1) Ensure the competence of those personnel who are authorized by the applicant to provide the AIS and training assessment for those services listed in the applicant's exposition;

(2) Provide those authorized personnel with written evidence of the scope of their authorization; and

(3) Ensure that those authorized personnel hold appropriate current certifications and authorizations issued by CARC.

175.115 Training

- (a) Each applicant for the grant of an aeronautical information service certificate shall develop training programmes to ensure the continued competency for its technical staff.
- (b) Each applicant for the grant of an aeronautical information service certificate shall maintain its technical staff training records.
- (c) Each applicant for the grant of and aeronautical information service certificate to perform assessment to ensure the continued competency of its technical staff.
- (d) Each applicant for the grant of aeronautical information services certificate shall follow the approved training programs for aeronautical information services officers as follows:

- (1) Basic;
- (2) Initial training;
- (3) Recurrent training including regulation training;
- (4) Remedial training;
- (5) On-job-training; and
- (6) Human factor initial and recurrent training.

- (e) AIS training provided must have, and put into effect a training plan for the training relating to aeronautical information services.

175.117 Operations manuals

- (a) Each holder of an aeronautical information service certificate shall provide, for compliance by its personnel, an operation manual or system of manuals for the services listed in its exposition;
- (b) A holder certified to provide more than one aeronautical information service, or services from more than one location, may publish a core manual together with manual supplements specific to each service or location;

- (c) The operation's manuals must be a controlled document and therefore the amendment process must similarly be controlled;
- (d) The provider must amend the manual whenever it is necessary to do so to keep it in an up-to-date form; and
- (e) Operation manual should include but not limited to:
 - (1) A statement setting out the AIS, and the related functions, that the provider processes to perform;
 - (2) The proposed hours of operations of each service;
 - (3) The airspace within which each service is to be provided;
 - (4) The specific location or locations in case of distributed facility;
 - (5) Organization structure including names, qualifications, experience and position of the principles;
 - (6) Duties and responsibilities of supervising positions;
 - (7) AIS functions and operational staff required;
 - (8) List of Published Aeronautical charts.
 - (9) Emergency plan;
 - (10) Security program *where applicable*
 - (11) Operational instructions:
 - (12) Records (logbooks, etc.) to be kept.

175.119 Contingency plan

Each applicant for the grant of aeronautical information services certificate shall establish a contingency plan providing for the safe and orderly flow of information in the event of a disruption, and / or interruption,

175.121 thru 150 reserved

Subpart- D

Aeronautical Information Publications.

175.151 Jordan AIP

(a) Purpose:

- (1) Jordanian AIP is intended primarily to satisfy national and international requirements for the exchange of aeronautical information of a lasting character essential to air navigation; and
- (2) AIP constitutes the basic information source for permanent information and long duration temporary changes.

(b) Contents:

(1) General:

- (i) The Jordan AIP must contain current information, data and aeronautical charts relating to:
- (ii) The regulatory and airspace requirements for air navigation in Amman FIR is responsible for air traffic services; and
- (ii) The Jordan services and facilities that support international air navigation to and from Jordan; and
- (iii) The services and facilities that support air navigation within Amman FIR; and
- (iv) Aerodromes operating under an aerodrome operating certificate issued in accordance with Part 139.

(2) Specific:

- (i) The Jordanian Aeronautical Information Publication shall contain three parts (GEN-ENR-AD), sections and sub-sections uniformly referenced to allow the standardized electronic data storage and retrieval, current

information relating to, and arranged under, those subjects and;

(ii) The Jordanian Aeronautical Information Publications shall include in part General (GEN):

(A) A statement to advise which certificated organizations are responsible for the air navigation facilities, services and procedures covered by the **Jordan AIP**; and

(B) The general conditions under which those services and facilities are available for use; and

(C) A list of the differences with the ICAO Standards, Recommended Practices and Procedures that the CARC has filed under Article 38 of the Convention; and

(D) A summary of any significant standards, practices and procedures followed by Jordan, where the ICAO Standards, Recommended Practices and Procedures allow alternative courses of action.

(3) The aeronautical charts listed below shall, when available for designated international aerodromes/ heliports, form part of the AIP, or be distributed separately to recipients of the AIP:

(i) Aerodrome/Heliport Chart — ICAO;

(ii) Aerodrome Ground Movement Chart — ICAO;

(iii) Aerodrome Obstacle Chart — ICAO Type A;

(iv) Aircraft Parking/Docking Chart — ICAO;

(v) Area Chart — ICAO; Chart_ — ICAO;

(vi) Instrument Approach Procedures Chart – ICAO.

(vii) Radar Minimum Altitude Chart - ICAO

(viii) Precision Approach Terrain Chart — ICAO;

(ix) Standard Arrival Chart — Instrument (STAR) — ICAO;

(x) Standard Departure Chart - Instrument (SID) — ICAO; and

(xi) Visual Approach Chart — ICAO.

(4) Charts, maps or diagrams shall be used, when appropriate, to complement or as a substitute for the tabulations or text of Aeronautical Information Publications.

175.153 Specifications for Jordan AIP

(a) **Jordan** AIP must:

(1) Specify the purpose of the publication, the geographic area covered and that the publication is part of the **Jordan** AIP;

(2) Be self-contained, include a table of contents with page numbers, and be paginated clearly;

(3) Specify that it is published:

(i) By the holder of the aeronautical information service certificate for the **Jordan** AIP service; and

(ii) Under the authority of the holder's certificate issued by the CARC;

(4) Not duplicate information unnecessarily and if duplication is necessary, there must be no difference in the duplicated information in respect of the same facility, service or procedure;

(5) Be dated, or if the publication is in loose-leaf form, each page must be dated. The date must consist of the day, month by name, and the year when the aeronautical information becomes effective;

(6) Be updated by means of **Jordan** AIP Amendments or by reissue at regular intervals; and

(7) Show clearly the degree of reliability of any unverified information.

- (b) A publication published in loose-leaf form must;
- (1) Specify on each page, which publication the page belongs to and that the page is part of the **Jordan** AIP; and
 - (2) Contain a checklist that;
 - (i) Gives the current date, and page number or chart title of each page or chart in the publication; and
 - (ii) Is issued with each **Jordan** AIP Amendment; and
 - (iii) Specifies which publication it belongs to; and
 - (iv) Is printed with a page number and the date as prescribed in paragraph (a)(5).

175.155 Specifications for Jordan AIP Amendments

- (a) Each Amendment to the AIP is made by replacement sheets. Two types of AIP AMDT shall be produced:
- (1) Regular (AIP AMDT) issued in accordance with the established regular interval (ref GEN 0.1-2), and identified by a blue cover sheet, incorporates permanent changes into the AIP on the indicated publication date; and
 - (2) AIRAC AIP Amendment is issued in accordance with the AIRAC system and identified by a pink sheet and the acronym-AIRAC, incorporates into the AIP on the indicated AIRAC effective date.
- (b) Description:
- (1) Permanent changes to the AIP shall be published as AIP amendments;
- (c) Specifications:
- (1) Each AIP amendment shall be allocated a serial number, which shall be consecutive;

- (2) Each AIP amendment page, including the cover sheet, shall display a publication date;
 - (3) Each AIRAC AIP amendment page, including the cover sheet, shall display an effective date when an effective time other than 0000 UTC is used; the effective time shall also be displayed on the cover sheet.
- (d) When an AIP amendment is issued, it shall include references to the serial number of those elements, if any, of the integrated aeronautical information package which have been incorporated into the amendment;
- (e) A brief indication of the subjects affected by the amendment shall be given on the AIP amendment cover sheet; and
- (f) When an AIP amendment will not be published at the established interval or publication date, a NIL notification shall be originated and distributed by the monthly printed plain-language list of valid NOTAM.

175.157 Specifications for Jordan AIP supplements

(a) Description :

- (1) Temporary changes of long duration (three months or longer) and information of short duration which contains extensive text and/or graphics shall be published as AIP supplements.
- (2) Each AIP supplement shall be allocated a serial number, which shall be consecutive and based on the calendar year;
- (3) AIP supplement pages shall be kept in the AIP as long as all or some of their contents remain valid;
- (4) When an AIP supplement is sent in replacement of a NOTAM, it shall include a reference to the serial number of the NOTAM;
- (5) A checklist of AIP supplements currently in force shall be issued at intervals of not more than one month. This information shall be issued through the medium of the monthly printed plain-language list of valid NOTAM;

(6) AIP supplement pages should be colored in order to be conspicuous, preferably in yellow; and

(7) AIP supplement pages should be kept as the first item in the AIP binder.

(8) When an error occurs in an AIP Supplement or when the period of Supplement is changed, a new AIP Supplement shall be published as a replacement.

(9) The requirements for NOTAM apply when time constraints do not allow sufficient time for the distribution of an AIP Supplement

(b) Distribution:

AIP, AIP amendments and AIP supplements shall be made available by the most expeditious means.

175.159 Specifications for Aeronautical Information Circulars

(a) The holder of the aeronautical information services certificate for the AIS publications shall originate an AIC: Whenever it is necessary to promulgate aeronautical information, which does not qualify: under the specifications in subpart D 175.151 for inclusion in an AIP; or under the specifications in subpart F 175.251 for the origination of a NOTAM.

(b) An AIC shall be originated whenever it is desirable to promulgate:

(1) A long-term forecast of any major changes in legislation, regulations, procedures or facilities;

(2) Information of a purely explanatory or advisory nature liable to affect flight safety;

(3) Information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters. This shall include:

(i) Forecasts of important changes in the air navigation procedures, services and facilities provided;

(ii) Forecasts of implementation of new navigational systems;

- (iii) Significant information arising from aircraft accident/incident investigation which has a bearing on flight safety;
- (iv) Information on regulations relating to the safeguarding of international civil aviation against acts of unlawful interference;
- (v) Advice on medical matters of special interest to pilots;
- (vi) Warnings to pilots concerning the avoidance of physical hazards;
- (vii) Effect of certain weather phenomena on aircraft operations;
- (viii) Information on new hazards affecting aircraft handling techniques;
- (ix) Regulations relating to the carriage of restricted articles by air;
- (x) Reference to the requirements of, and publication of changes in, national legislation;
- (xi) Aircrew licensing arrangements;
- (xii) Training of aviation personnel;
- (xiii) Application of, or exemption from, requirements in national legislation;
- (xiv) Advice on the use and maintenance of specific types of equipment;
- (xv) Actual or planned availability of new or revised editions of aeronautical charts;
- (xvi) Carriage of radio equipment;
- (xvii) Explanatory information relating to noise abatement;
- (xviii) Selected airworthiness directives;

(xix) Changes in NOTAM series or distribution, new editions of AIP or major changes in their contents, coverage or format; and

(xx) Other information of a similar nature.

(c) General specifications

(1) AIC shall be issued in printed form. Both text and diagrams may be included.

(2) The holder of the aeronautical information service certificate for the AIS publications shall select the AIC that are to be given international distribution.

(3) Each AIC shall be allocated a serial number, which should be consecutive and based on the calendar year.

(4) When AIC are distributed in more than one series, each series shall be separately identified by a letter.

(5) Jordanian AIC are issued in one series (A)AIC series A contains information affecting international civil aviation and is given international distribution.

(6) In case of information affecting national aviation only and is given national distribution, AIC may be distributed in Arabic language only.

(7) A checklist of AIC currently in force shall be issued at least once a year, with distribution as for the AIC.

(8) AIC shall be reviewed annually by the authorized source of information.

(9) Differentiation and identification of AIC topics according to subjects using color coding should be practiced where the number of AIC in force are sufficient to make identification in this form necessary.

(d) Distribution

The holder of the aeronautical information service certificate for the AIS publications shall give AIC selected for international distribution the same distribution as for the AIP.

Reserved 175.161 -175. 199

**Subpart E
Flight Plans**

175.201 Flight plans

(a) Each applicant for the grant of aeronautical information services certificate shall establish procedures for the acceptance of flight plans in accordance with this part

(b) Procedures for the submission of a flight plan:

(1) A flight plan shall be submitted to the concerned Air traffic services reporting office (ARO) at least 30 minutes prior before the estimated off block time except traffic bounded to JEDDAH, and TELAVIV FIRs, flight plans shall be submitted at least one hour before the estimated off block time;

(2) Flight plan and all other associated messages shall be submitted only and via the concerned ARO unit of the departure aerodrome as defined in Jordan AIP, page ENR 1.10-1, Para 1. Comprising all information as contained in the items of ICAO flight plan as indicated in ICAO DOC 4444.

(3) Flight Plan and all other associated messages shall be submitted through one or more of the following methods:

(i) Directly through the Operator (by filing the approved ICAO FPL Form personally

(ii) Through the AFTN/AMHS Link.

(4) Flight Plan submitted during flight should be submitted at least 10 minutes before reaching the point of entry into Amman FIR or the point of crossing an Airway or Terminal Area.

(5) Flight plan for flights subject to Air Traffic Flow Management (ATFM) measures, must be submitted at least 3 hours before estimated off block time, any change to EOBT of more than 15 minutes must be subject to a Modification Message

(6) Flight plans and all other associated messages shall be submitted to (AROs), AFS: (OJAIZPZX, or OJAMZPZX, or OJAQZPZX).

(7) Each applicant for the grant of an aeronautical information services certificate intending to operate as ARO shall ensure that the office is equipped with:

(i) AFS, and computer data-link connection facilities, for the acceptance of flight plans from aircraft operators and any other AIS unit; and

(ii) Facilities for the advance filing, retention, and activation of standard or repetitive elements of flight plan information.

(c) Each applicant for the grant of an aeronautical information services certificate shall:

(1) Establish procedures acceptable to CARC for the acceptance and auctioning of repetitive flight plans in accordance with document 4444 and document 7030 (ICAO regional supplementary procedures); and

(2) Not use the RPLs for flight other than FIR flights operated regularly on the same day(s) of consecutive weeks and on at least ten occasions or every day over a period of at least ten consecutive days. The elements of each flight plan shall have high degree of stability.

(3) Ensure that the changes of permanent nature involving the inclusion of new flights and the deletion or modification of currently listed flights to be submitted in the form of amendment listings and these listings shall reach the ATS reporting office concerned at least seven days prior to the change becoming effective.

(4) Ensure that all RPL changes to be submitted in accordance with the instructions for preparation of RPL listings.

(5) Ensure that the changes of a temporary, non-recurring nature relating to RPLS concerning aircraft type and wake turbulence category, speed and/or cruising level be notified for each

individual flight as early as possible and not later than 30 minutes before departure to the ATS reporting office responsible for the departure aerodrome. A change of cruising level only may be notified by radiotelephony on initial contact with the ATC unit.

Ensure in case of an incidental change in the aircraft identification, the departure aerodrome, the Route and/or the destination aerodrome, that the RPL be canceled for the day concerned and an individual flight plan shall be submitted.

(6) Ensure that whenever it is expected by the operator that a specific flight, for which an RPL has been submitted, is likely to encounter a delay of 30 minutes or more in excess of the Estimated off-block time stated in that flight plan, the ATS unit responsible for the departure aerodrome be notified immediately.

(7) Ensure that whenever it is known to the operator of any flight, for which an RPL has been submitted, is canceled, the ATS unit responsible for the departure aerodrome shall be notified.

175.205-175.249 Reserved

Subpart -F
NOTAM

175.251 Origination and issue of NOTAM

The holder of AIS certificate shall take into consideration the following requirements when originating and issue a NOTAM:

- (a) A NOTAM shall be originated and issued promptly whenever the information to be distributed is of a temporary nature and of short duration or when operationally significant permanent changes, or temporary changes of long duration are made at short notice, except for extensive text and/or graphics ;
- (b) A NOTAM shall be originated and issued concerning the following information:
 - (1) Establishment, closure or significant changes in operation of aerodrome(s)/heliport(s) or runways;
 - (2) Establishment withdrawal and significant changes in operation of aeronautical services (AGA, AIS, ATS, NS, MET, SAR, etc.);
 - (3) Establishment or withdrawal of electronic and other aids to air navigation and aerodromes/heliports. This includes, interruption or return to operation, change of frequencies, change in notified hours of service, change of identification, change of orientation (directional aids), change of location, power increase or decrease amounting to 50 per cent or more, change in broadcast schedules or contents, or irregularity or unreliability of operation of any electronic aid to air navigation. And air-ground communication services;
 - (4) Establishment, withdrawal or significant changes made to visual aids;
 - (5) Interruption of or return to operation of major components of aerodrome lighting systems;
 - (6) Establishment, withdrawal or significant changes made to procedures for air navigation services;

- (7) Occurrence or correction of major defects or impediments in the maneuvering area;
- (8) Changes to and limitations on availability of fuel, oil and oxygen;
- (9) Major changes to search and rescue facilities and services available;
- (10) Establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation;
- (11) Changes in regulations requiring immediate action e.g. prohibited areas for SAR actions;
- (12) Presence of hazards which affect air navigation (including obstacles, military exercises, displays, races and major parachuting events outside promulgated sites);
- (13) Erecting or removal of; or changes to, obstacles to air navigation in the take-off / climb, missed approach, approach areas and runways strip;
- (14) Establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas;
- (15) Establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of guard on the VHF emergency frequency 121.5MHZ is required;
- (16) Allocation, cancellation or change of location indicators;
- (17) Significant changes in the level of protection normally available at an aerodrome/ heliport for rescue and fire fighting purposes. NOTAM shall be originated only when a change of category is involved and such change of category shall be clearly stated ;

(18) Presence or removal of, or significant changes in, hazardous conditions due to snow, slush, ice, radioactive material, toxic chemicals, volcanic ash deposition or water on the movement area;

(19) Outbreaks of epidemics necessitating changes in notified requirement for inoculations and quarantine measures;

(20) Forecast of solar cosmic radiation, where provided;

(21) An operationally significant change in volcanic activity, the location, date and time of volcanic eruptions and/or horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected;

(22) Release into the atmosphere of radioactive materials or toxic chemicals following a nuclear or chemical incident, the location, date and time of the incident, the flight levels and routes or portions thereof which could be affected and the direction of movement;

(23) Establishment of operations of humanitarian relief missions, such as those undertaken under the auspices of United Nations, together with procedures and/or limitations, which affect air navigation. and

(24) Implementation of short-term contingency measures in cases of disruption, or partial disruption, of air traffic services and related supporting services.

(25) The need for origination of a NOTAM should be considered in any other circumstance which may affect the operations of aircraft.

(c) The following information shall not be notified by NOTAM:

(1) Routine maintenance work, on aprons and taxiways which does not affect the safe movement of aircraft;

(2) Runway marking work, when aircraft operations can safely be conducted on other available runways or the equipment used can be removed when necessary;

- (3) Temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft;
- (4) Partial failure of aerodrome/heliport lighting facilities where such failure does not directly affect aircraft operations;
- (5) Partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative;
- (6) The lack of apron marshalling services abroad traffic control;
- (7) Unserviceability of location, destination or other instruction signs on the aerodrome movement area;
- (8) Parachuting when in uncontrolled airspace under VFR when controlled, at promulgated sites or within danger or prohibited areas; and
- (9) Other information of a similar temporary nature.

(d) As soon as the information received notification shall be given for the activation of established danger, restricted or prohibited areas and of activities requiring temporary airspace restrictions other than for emergency operations. notice of any subsequent cancellation of the activities or any reduction of the hours of activity or the dimensions of the airspace should be given as soon as possible.

(e) Notice of any subsequent cancellation of the activities or any reduction of the hours of activity or the dimensions of the airspace should be given as soon as possible.

(f) Whenever possible, at least 24 hours' advance notice is desirable, to permit timely completion of the notification process and to facilitate airspace utilization planning.

(g) NOTAM notifying unserviceability of aids to air navigation, facilities or communication services shall give an estimate of the period of unserviceability or the time at which restoration of service is expected.

(h) When an AIP Amendment or an AIP Supplement is published in accordance with AIRAC procedures, A NOTAM shall be originated giving a brief description of the contents, the effective date and time and

the reference number to the amendment or supplement. This NOTAM shall come into force on the same effective date as the amendment or supplement and shall remain valid in the pre-flight information bulletin for a period of fourteen days.

175.253 Specifications for NOTAM

(a) Each NOTAM shall contain the information as in ICAO NOTAM format as specified.

(b) Text of NOTAM shall be composed of the significations/uniform abbreviated phraseology assigned to the ICAO NOTAM Code complemented by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language;

(c) When NOTAM is selected for international distribution, English text shall be included for those parts expressed in plain language;

(d) Information concerning snow, slush, ice and standing water on aerodrome/heliport pavements shall, when reported by means of a SNOWTAM, contain the information as in the ICAO SNOWTAM Format.

(e) Information concerning an operationally significant change in volcanic activity, a volcanic eruption and/or volcanic ash cloud shall, when reported by means of an ASHTAM, contain the information in the order shown in the ASHTAM Format.

(f) The NOTAM originator shall allocate to each NOTAM a series identified by a letter and a four-digit number followed by a stroke and a two-digit number for the year. The four-digit number shall be consecutive and based on the calendar year;
Letters A to Z, with the exception of S and T, may be used to identify a NOTAM series

(g) When errors occur in a NOTAM, a NOTAM with a new number to replace the erroneous NOTAM shall be issued; or the erroneous NOTAM shall be cancelled and a new NOTAM issued

(h) NOTAM is originating and issued for Amman FIR by the NOTAM office and distributed in one series identified by the letter A;

(i) The series A of NOTAM shall contain:

(1) Aeronautical information regarding facilities, services and procedures of interest to National and international civil aviation, and information related to airports as specified in AIP Jordan. It includes also all information related to AIP amendments. This series is given national and international distribution.

(2) The A series of NOTAM must contain aeronautical information that is operationally significant to National and international operators operating in Amman FIR.

(j) Each NOTAM shall be as brief as possible, deal with only one subject and one condition, and be compiled so that its meaning is clear without reference to another document;

(k) When a NOTAM contains information that requires an amendment to the Jordanian AIP or an AIP supplement, the NOTAM shall contain a cross-reference to the affected Jordanian AIP text or AIP Supplement;

(l) When a NOTAM is issued which cancels or replaces a previous NOTAM, the series and number of the previous NOTAM shall be indicated. The series, location indicator and subject of both NOTAM shall be the same. Only one NOTAM shall be cancelled or replaced by a NOTAM;

(m) Location indicators included in the text of a NOTAM shall conform to those approved by ICAO and included in ICAO documents 7910 as well as Jordanian AIP.

(n) A curtailed form of location indicator shall not be used;

(o) Where no location indicator is assigned to the location, the name of the place, spelt in accordance with 175.61(b)(9), shall be entered in plain language; and

(p) The NOTAM checklist required for item 175.105(6) shall:

(1) Issue as a NOTAM over the Aeronautical Fixed Service (AFS) at interval of not more than one month using the NOTAM format. One NOTAM at least shall be issued for each series.

(2) Refer to the latest AIP amendments, AIP supplements and the internationally distributed AIC; and

(3) Shall have the same distribution as the actual NOTAM series to which they refer and shall be clearly identified as checklist.

Note: omitting a NOTAM from the checklist does not serve to cancel a NOTAM.

(q) A monthly printed plain-language list of valid NOTAM, including indications of the latest AIP Amendments, AIC issued and a checklist of AIP supplement shall be prepared with a minimum of delay and forwarded by the most expeditious means to recipients of the integrated aeronautical information package.

(r) Each NOTAM shall be transmitted as a single telecommunication message.

175.255 Distribution of NOTAM

(a) International NOTAM offices shall be connected to the aeronautical fixed service (AFS) and these connections shall provide for distribution in printed form.

(b) Each International NOTAM office shall be connected through the aeronautical fixed service (AFS), to the following points within the territory for which it provides service:

(1) Area control centers and aeronautical information centers.

(2) Aerodromes at which an information service is established in accordance with Subpart B.

(c) Each NOTAM shall be distributed on the basis of a request and shall be prepared in conformity with the relevant provisions of the ICAO communication procedures; Selective distribution lists should be used when practicable;

(d) International exchange of NOTAM shall take place only as mutually agreed between the international NOTAM offices concerned.

(e) These exchanges of NOTAM between international NOTAM offices shall, as far as practicable, be limited to the requirements of the receiving

States concerned by means of separate series providing for at least international and domestic flights.

(f) A predetermined distribution system for NOTAM transmitted on the AFS in accordance with this part shall be used whenever possible, subject to the requirements of (d) above.

(g) When a NOTAM exchanged as specified in d is sent by means other than the AFS, a six-digit date-time group indicating the date and time of NOTAM origination. And the identification of the originator shall be used, preceding the text.

175.257 Reserved

Subpart- G
Electronic Terrain And Obstacle Data

175.259 Functions

An AIS certificated holder shall provide sets of electronic terrain and obstacle data used in combination with aeronautical data, as appropriate, when required to satisfy user requirements necessary to support the following air navigation applications:

(a) Ground proximity warning system with forward looking terrain avoidance function and minimum safe altitude warning (MSAW) system;

(b) Determination of contingency procedures for use in the event of an emergency during a missed approach or take-off;

(c) Aircraft operating limitations analysis;

(d) Instrument procedure design (including circling procedure);

(e) Determination of en-route “drift-down” procedure and en-route emergency landing location;

(f) advanced surface movement guidance and control system (A-SMGCS);

(g) Aeronautical chart production and on-board databases;

(h) Flight simulator;

- (i) Synthetic vision; and
- (j) aerodrome/heliport obstacle restriction and removal.

175.261 Coverage and terrain and obstacle data numerical requirements.

To satisfy requirements necessary to accommodate air navigation systems or functions specified in (1) above sets of electronic terrain and obstacle data shall be collected and recorded in dataset in accordance with the following coverage areas:

- (a) Area 1: entire territory of Jordan;
- (b) Area 2: terminal control area;
- (c) Area 3: aerodrome/heliport area; and
- (d) Area 4: Category II or III operations area.

175.263 Terrain dataset - content and structure.

(a) A terrain dataset shall contain digital sets of data representing terrain surface in the form of continuous elevation values at all intersections (points) of a defined grid, referenced to common datum. A terrain grid shall be angular or linear and shall be of regular or irregular shape.

Note. In regions of higher latitudes, latitude grid spacing may be adjusted to maintain a constant linear density of measurement points.

(b) Sets of electronic terrain data shall include spatial (position and elevation), thematic and temporal aspects for the surface of the Earth containing naturally occurring features such as mountains, hills, ridges, valleys, bodies of water, permanent ice and snow, and excluding obstacles. In practical terms, depending on the acquisition method used, this shall represent the continuous surface that exists at the bare Earth, the top of the canopy or something in-between, also known as “first reflective surface”.

(c) Terrain data shall be collected according to the areas specified in 175.103 terrain data collection surfaces and criteria specified in accordance with the terrain data numerical requirements. In terrain datasets, only one feature type, i.e. terrain, shall be recorded.

(d) Obstacle dataset - content and structure Obstacle datasets shall contain digital sets of obstacle data and shall include all obstacles that penetrate the assessment surfaces defined. Individual users of this data should determine those features included within this dataset which have vertical significance in relation to adjacent and surrounding features that are considered hazardous to air navigation. Obstacle data shall comprise the digital representation of the vertical and horizontal extent of man-made objects. Obstacles shall not be included in terrain datasets Obstacle data elements are features that shall be represented in the datasets by points, lines or polygons:

(1) Within the area covered by a 10-km radius from the ARP, terrain data shall be collected and recorded in accordance with the Area 2.

(2) In the area between 10 km and the TMA boundary or 45-km radius (whichever is smaller), data on terrain that penetrates the horizontal plane 120 m above the lowest runway elevation shall be collected and recorded in accordance with the Area 2 numerical requirements.

(3) In the area between 10 km and the TMA boundary or 45-km radius (whichever is smaller), data on terrain that does not penetrate the horizontal plane 120 m above the lowest runway elevation shall be collected and recorded in accordance with the Area 1 numerical requirements.

(4) In those portions of Area 2 where flight operations are prohibited due to very high terrain or other local restrictions and/or regulations, terrain data shall only be collected and recorded in accordance with the Area 1.

(e) Area 2 shall be divided into 4 sub-areas as follows:

(1) Area 2 a is described as a rectangular area around the runway extending to 255 m each side of the runway centre line with the length of the runway strip plus any clearway(s) that exist.

(2) Area 2b is described as a surface with a 1.2% slope extending from the ends of Area 2a with a length of 10 km and a splay of 15% to each side.

(3) Area 2d is described as the remainder of Area 2 outside the Areas 2a, 2b and 2c up to a distance of 45 km from the ARP, or the TMA boundary, whichever is smaller.

(4) Obstacles shall be collected if:

(i) They are located within Area 2a and their height above ground level exceeds 3 m.

(ii) They penetrate the surface in Area 2b and their height exceeds 3 m above ground.

(iii) They penetrate the surface in Area 2c and their height exceeds 15 m above ground. However in any portion of Area 2c where the State considers it to be beneficial (e.g. for operational or safety reasons) to provide additional obstacle data this minimum height shall be reduced to 3m.

(f) In Area 2d obstacles whose height above ground level exceeds 100 m shall be collected and recorded in the dataset. However in any portion of Area 2d where the State considers it to be beneficial (e.g. for operational or safety reasons) to provide additional data, obstacles whose height above ground level exceeds 30 m shall be collected and recorded in the dataset.

(g) In those portions of Area 2 where flight operations are prohibited due to very high terrain or other local restrictions and/or regulations, terrain data shall only be collected and recorded in accordance with the Area 1 numerical requirements.

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