



RWANDA CIVIL AVIATION REGULATIONS

PART 25: AERONAUTICAL INFORMATION SERVICE

Consolidated to include Special Regulations issued since last amendment of Ministerial Order N°01/CAB.M/019 OF 06/02/2019 Establishing Civil Aviation Regulations.

Part 25

Aeronautical Information Service

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SUBPART A: GENERAL**25.001 PURPOSE & APPLICABILITY**

- (a) These Regulations may be cited as the Civil Aviation (Aeronautical Information Service) Regulations.
- (b) These Regulations prescribe—
 - (1) the requirements for the certification and operation of organisations providing aeronautical information service provider in Rwanda; and
 - (2) the requirements for the Rwanda Aeronautical Information Publication, Aeronautical Information Circulars and Notices to Airmen (NOTAMs).
- (c) This Part is applicable to—
 - (1) Persons seeking certification to provide aeronautical information services;
 - (2) Organisations that provide the required aeronautical information services; and
 - (3) Persons that administer the required aeronautical information services on behalf of the organisations.
- (d) The Civil Aviation Technical Standards (Aeronautical Information Services) published by the Authority and generically referred to as R-CATS, are also applicable to provision of official aeronautical information for Rwanda.

25.003 SUMMARY OF AMENDMENTS AND REVISION HIGHLIGHTS

- (a) The summary of amendments and revision highlights to this Part are contained in Appendix 1 to 25.003.

New: Internal: Special Regulation RSR/01/2020: Effective 15 November 2020

25.005 DEFINITIONS

- (a) For the purpose of this Part, the following definitions apply—

Aeronautical Information Publication (AIP). A publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

Convention. The 1944 Chicago Convention on International Civil Aviation.

Manual of Operations. The manual required by Regulation 25.065.

Note 1: Additional aviation-related terms are defined in Part 1 of these regulations.

Note 2: Additional aviation aeronautical information service definitions are provided in the Rwanda Civil Aviation Technical Standards (RCATS) relevant to the requirements of this Part.

25.010 ACRONYMS & ABBREVIATIONS

- (a) The following acronyms and abbreviations are used in this Part—

AIP = Aeronautical Information Publication

AIC = Aeronautical Information Circulars

NOTAM = Notice to Airmen

FIR = Flight Information Region

AIRAC = Aeronautical Information Regulation and Control

ENR = En Route

NOF = International NOTAM Office

AFTN = Aeronautical Fixed Telecommunication Network

PIB = Pre-Flight Information Bulletin

ILS = Instrument Landing System

PSR = Primary Surveillance Radar

SSR = Secondary Surveillance Radar

SMS = Safety Management System

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VOR = Visual Operating Restriction
NDB = Non-Directional Beacon
VHF = Very High Frequency
RVR = Runway Visual Range
ICAO = International Civil Aviation Organisation

Note 1: Additional aviation-related acronyms are listed in Part 1 of these requirements and ICAO Doc 8400.

25.015 GENERAL REQUIREMENTS & PROHIBITIONS

- (a) No person may provide aeronautical information services for Rwanda unless they are provided in accordance with—
- (1) the requirements of this Part; and
 - (2) any Civil Aviation Technical Standards prescribed by the Authority.

25.020 ISSUE OF RWANDA CIVIL AVIATION TECHNICAL STANDARDS (AERONAUTICAL INFORMATION SERVICES)

- (a) The Authority shall issue Rwanda Civil Aviation Technical Standards—Aeronautical Information Services prescribing standards for these Regulations that provides for the following matters—
- (1) Standards relating to the procedures, systems and documents required for the provision of aeronautical information service;
 - (2) Standards for facilities and equipment used to provide aeronautical information service;
 - (3) Standards, including competency standards and minimum qualifications, for a technician or, if a service provider is an individual, a service provider;
 - (4) Any matter required or permitted by these Regulations to be provided for by the standards;
 - (5) Any matter necessary or convenient to be provided for the effective operation of these Regulations.
- (b) The standards referred to paragraph (a) shall, for the safety of air navigation, be complied with by—
- (1) Aeronautical information service certificate holder; and
 - (2) Aeronautical information service certificate applicant.

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SUBPART B: CERTIFICATION REQUIREMENTS**25.025 REQUIREMENT FOR CERTIFICATE**

- (a) No person shall provide an aeronautical information service for the Kigali FIR except under the authority of, and in accordance with the provisions of, an aeronautical information service certificate issued under these Regulations.

25.030 APPLICATION FOR CERTIFICATE

- (a) An applicant for an aeronautical information service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority with—
- (1) The applicant's manual of operations required under Regulation 25.065; and
 - (2) A payment of the appropriate application fee prescribed by the Authority.

25.035 ISSUE OF CERTIFICATE

- (a) The Authority shall issue an aeronautical information service certificate to an applicant if the Authority is satisfied that—
- (1) The applicant meets the requirements of these Regulations and standards prescribed by the Authority;
 - (2) The applicant and the senior person or senior persons required under Regulation 25.055(a)(1) and (2) are fit and proper persons; and
 - (3) The granting of the certificate is not contrary to the interests of aviation safety.

25.040 PRIVILEGES OF CERTIFICATE HOLDER

- (a) The aeronautical information service certificate shall specify the aeronautical information services that the certificate holder is authorised to provide.

25.045 DURATION OF CERTIFICATE

- (a) An aeronautical information service certificate shall be granted or renewed for a period of up to 2 years.
- (b) An aeronautical information service certificate shall remain in force until it expires or is suspended or revoked.
- (c) The Authority may, by written notice given to the holder of an aeronautical information service certificate, suspend or revoke the certificate if there are reasonable grounds for believing that—
- (1) A condition to which the certificate is subject has been breached; or
 - (2) The holder has failed to comply with these Regulations.
- (d) Before suspending or cancelling an aeronautical information service certificate, the Authority shall—
- (1) give to the holder a show cause notice that—
 - (i) sets out the facts and circumstances that, in the opinion of the Authority, would justify the suspension or cancellation; and
 - (ii) invites the holder to show cause, in writing, within 30 days after the date of the notice, why the certificate should not be suspended or revoked; and
 - (2) take into account any written submissions that the holder makes to the Authority within 30 days.
- (e) The holder of an aeronautical information service certificate that has been suspended or revoked shall forthwith surrender the certificate to the Authority.

25.050 RENEWAL OF CERTIFICATE

- (a) An application for the renewal of an aeronautical information service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority.

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- (b) The application for the renewal shall be made not less than 90 days before the expiry date specified on the certificate.

25.055 PERSONNEL REQUIREMENTS

- (a) An applicant for the grant of an aeronautical information service certificate shall employ, contract, or otherwise engage—
- (1) a senior person identified as the chief executive who has the authority within the organisation to ensure that every aeronautical information service listed in the applicant's manual of operations—
 - (i) can be financed and is provided to meet operational requirements; and
 - (ii) is provided in accordance with the requirements prescribed by these Regulations.
 - (2) a senior person or persons ultimately responsible to the chief executive who are responsible for—
 - (i) ensuring that the organisation complies with its manual of operations; and
 - (ii) the quality management system required under Regulation 25.100.
 - (3) sufficient personnel to collect, collate, check, coordinate, edit, and publish aeronautical information for the aeronautical information services listed in the applicant's manual of operations.
- (b) The senior person required by paragraph (a) (2) (ii) shall be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.
- (c) The applicant shall—
- (1) establish a procedure for initially assessing the competence of personnel authorised by the applicant to check, edit, and publish aeronautical information for the aeronautical information services listed in the manual of operations;
 - (2) establish a procedure to maintain the competence of those authorised personnel; and
 - (3) provide those authorised personnel with written evidence of the scope of their authorisation.

25.060 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 the certificate;
 - (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 the manual of operations.
- (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 authorised by appropriate personnel before issue;
 - (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 the manual of operations;
 - (3) all obsolete documentation is promptly removed from all points of issue or use;
 - (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.

25.065 AERONAUTICAL INFORMATION SERVICE ORGANIZATION MANUAL OF OPERATIONS

- (a) An applicant for the grant of an aeronautical information service certificate shall provide the Authority with a manual of operations that contains—
- (1) a statement signed by the chief executive on behalf of the applicant's organisation confirming that the manual of operations and any included manuals—
 - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with these Regulations; and
 - (ii) are to be complied with at all times.
 - (2) in relation to the quality management system required by Regulation 25.100—
 - (i) all of the required documentation; and
 - (ii) for an applicant that is not applying for a renewal of an information aeronautical service certificate, an implementation plan that describes how the quality safety management system will be implemented.
 - (3) the titles and names of the senior person or persons required by Regulation 25.055(a);
 - (4) the duties and responsibilities of the senior person or persons required Regulation 25.055(a) including—
 - (i) matters for which they have responsibility to deal directly with the Authority on behalf of the organisation; and
 - (ii) responsibilities for quality management;
 - (5) an organisation chart showing lines of responsibility of the senior person or persons referred to in Regulation 25.055(a);
 - (6) summary of the staffing structure for each aeronautical information service listed in Regulations 25.115, 25.120 and 25.125;
 - (7) information identifying the lines of safety responsibility within the organisation;
 - (8) a list of the aeronautical information services to be covered by the certificate;
 - (9) for a pre-flight information service, details of the area, aerodromes and air routes required by Regulation 25.080;
 - (10) the location and address details of the applicable offices required by Regulation 25.115(b)(1) and Regulation 120(a);
 - (11) details of the applicant's format and standards required by Regulation 25.060(a)(1) for their published aeronautical information;
 - (12) details of the applicant's procedures regarding—
 - (i) the competence of personnel;
 - (ii) the control of documentation;
 - (iii) the collection of information;
 - (iv) the publication of aeronautical information;
 - (v) the correction of errors in published information; and
 - (vi) the identification, collection, indexing, storage, maintenance, and disposal of records;
 - (13) procedures to control, amend and distribute the manual of operations; and
 - (14) training programme for AIS technical staff.
- (b) The applicant's manual of operations shall be approved by the Authority.

25.070 AMENDMENT OF CERTIFICATE & MANUAL OF OPERATIONS

- (a) A holder of an aeronautical information service certificate shall ensure that the holder's manual of operations is amended so as to remain a current description of the holder's organisation and services.
- (b) The certificate holder shall ensure that any amendment made to manual of operations meets the applicable requirements of these Regulations, the standards prescribed by the Authority and complies with the amendment procedures contained in the manual of

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operations.

- (c) The certificate holder shall forward to the Authority for approval and retention a copy of each amendment to manual of operations before incorporating the amendment into the manual of operations.
- (d) If there is any change that requires an amendment to the certificate, the certificate holder shall forward the certificate to the Authority for endorsement of the change as soon as practicable.
- (e) The certificate holder shall make such amendments to the manual of operations as the Authority may consider necessary in the interests of aviation safety.

25.075 FACILITY REQUIREMENTS

- (a) Each applicant for the grant of an aeronautical information service certificate shall establish offices and facilities that—
 - (1) are appropriate for the aeronautical information services listed in their manual of operations; and
 - (2) meet the applicable requirements of Regulation 25.115, Regulation 25.120 and Regulation 25.165.

25.080 SCOPE OF PRE-FLIGHT INFORMATION SERVICE

- (a) 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 the manual of operations, specify—
 - (1) the geographic area; and
 - (2) the aerodromes and the air routes originating from those aerodromes.

25.085 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 the manual of operations.
- (b) The procedures shall ensure that—
 - (1) applicable information is obtained from organisations that provide services in support of the Rwanda air navigation system;
 - (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 in which Rwanda is responsible for air traffic services; and
 - (ii) on international air routes originating from Rwanda;
 - (3) arrangements for the timely provision of information are made with the information originators prescribed in paragraphs (1) and (2); and
 - (4) information received from the information originators prescribed in (a) 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 more than 3 months.

25.090 PUBLICATION OF AERONAUTICAL INFORMATION

- (a) An applicant for the grant of an aeronautical information service certificate shall establish procedures for checking, coordinating, editing, publishing and disseminating aeronautical information for the services listed in the applicant's manual of operations.
- (b) The applicant shall ensure that the procedures established under paragraph (a) provide for

the following—

- (1) the information received under Regulation 25.085 to be checked against available information is verified as accurate before its publication; and
 - (2) the information received under Regulation 25.085 to be edited, accurately published, and disseminated—
 - (i) in the format applicable to the operational significance of the information;
 - (ii) if applicable, in accordance with Subpart D, E, or F; and
 - (iii) is in a format that takes account of the circumstances under which the information is to be used;
 - (3) except for (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;
 - (4) if aeronautical information obtained from the aeronautical information services of other States under Regulation 25.085(b)(2), Collection of Information, is disseminated, that information to be clearly identified as having the authority of the originating State;
 - (5) if information that has not been certified as accurate under Regulation 25.085(b)(4) is disseminated, that information shall be clearly identified as unverified;
 - (6) any permanent change to published information to be coordinated with other applicable information originators before the change is published;
 - (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;
 - (8) the aeronautical information to be published in the English language;
 - (9) place names to be spelt according to local usage, transliterated when necessary into the Latin alphabet;
 - (10) units of measurement to be consistent with those prescribed the Authority;
 - (11) abbreviations, consistent with those prescribed in manual of standards, to be used in the published aeronautical information if—
 - (i) their use is appropriate; and
 - (ii) their use facilitates the dissemination of the information;
 - (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 shall ensure that the procedures for the AIP service, in addition to paragraph (b), require—
- (1) aeronautical charts, and operationally significant information published in AIP Amendments and AIP Supplements, to be published in accordance with the AIRAC system;
 - (2) the information published under the AIRAC system to be clearly identified with the acronym AIRAC;
 - (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;
 - (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;
 - (5) if an AIP Supplement is published to replace a NOTAM, the supplement to include a reference to the serial number of the NOTAM;

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- (6) if an AIP Amendment or 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 shall—
 - (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;
- (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 AIP Amendment or AIP Supplement takes effect prior to the effective date of the amendment or supplement.

25.095 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 the 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;
 - (2) the correction is clearly identified in the republished information;
 - (3) the source of the error is identified and, where possible, eliminated; and
 - (4) the Authority is notified of promulgated information errors.

25.100 QUALITY MANAGEMENT SYSTEM

- (a) An applicant for the grant of an aeronautical information service certificate shall establish, implement, and maintain a quality management system that—
 - (1) is based on the elements of the latest edition of the ISO 9001 standard, as in force from time to time, that are relevant to the provision of Aeronautical Information Management;
 - (2) encompasses all functions of an aeronautical information service as outlined in these regulations; and
 - (3) make the execution of such quality management system demonstrable for each function stage, when required.

25.105 RECORDS

- (a) An 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 the manual of operations.
- (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;
 - (2) there is a record of each person who is authorised by the applicant to check, edit, and publish aeronautical information;
 - (3) there is a record of each occurrence of error correction under the procedures required by Regulation 25.095;
 - (4) all records are legible and of a permanent nature; and
 - (5) all records are retained for at least 5 years except NOTAM, AIP Supplements and Aeronautical Information Circulars, which need only be retained for 60 days after

cancellation.

- (c) The AIS provider shall maintain individual training records for each of its staff, which shall include a training plan detailing the courses completed by each staff as well as the time-frame for attending future courses as required under his training plan.
- (d) The AIS provider shall conduct a yearly review of the training plan for each staff at the beginning of the year to identify any gaps in competency, changes in training requirement and prioritise the type of training required for the coming year.

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SUBPART C: OPERATING REQUIREMENTS

25.110 CONTINUED COMPLIANCE

- (a) Each holder of an aeronautical information service certificate shall—
- (1) hold at least one complete and current copy of the manual of operations at each office listed in the manual of operations;
 - (2) comply with all procedures and standards detailed in the manual of operations;
 - (3) make each applicable part of the manual of operations available to personnel who require those parts to carry out their duties;
 - (4) continue to meet the standards and comply with the requirements of Subpart B of these Regulations and applicable standards prescribed by the Authority for certification;
 - (5) notify the Authority of any change of address for service, telephone number, or facsimile number required within 28 days of the change;
 - (6) Apply automation to ensure timeliness, quality, and efficiency and cost effectiveness of aeronautical information services; and
 - (7) Ensure that in order to meet the data quality requirement automation —
 - (i) enables digital aeronautical data exchange between the parties involved in the data processing chain; and
 - (ii) uses aeronautical information exchange models and data exchange models designed to be globally interoperable.
- (b) Each holder of an aeronautical information service certificate shall ensure that —
- (1) data sets are amended or reissued at such regular intervals as may be necessary to keep them up to date;
 - (2) permanent changes and temporary changes of long duration (three months or longer) made available as digital data are issued in the form of a complete data set or a subset that includes only the differences from the previously issued complete data set;
 - (3) The integrity of aeronautical data is maintained throughout the data chain from origination to distribution;
 - (4) Based on the applicable integrity classification, procedures are put in place in order to:
 - (i) for routine data: avoid corruption throughout the processing of the data;
 - (ii) for essential data: assure corruption does not occur at any stage of the entire process and include additional processes as needed to address potential risks in the overall system architecture to further assure data integrity at this level; and
 - (iii) for critical data: assure corruption does not occur at any stage of the entire process and include additional integrity assurance processes to fully mitigate the effects of faults identified by thorough analysis of the overall system architecture as potential data integrity risks.
 - (5) Traceability of aeronautical data is ensured and retained as long as the data is in use;
 - (6) Timeliness of aeronautical data is ensured by including limits on the effective period of the data elements;
 - (7) Completeness of aeronautical data is ensured in order to support its intended use;
 - (8) The format of delivered aeronautical data is adequate to ensure that the data is interpreted in a manner that is consistent with its intended use;
 - (9) Digital data is in the form of the following data sets —
 - (i) AIP data Sets;
 - (ii) terrain data sets;
 - (iii) obstacle data sets;
 - (iv) aerodrome mapping data sets and;
 - (v) instrument flight procedure data sets.

25.115 AIP SERVICE

- (a) The holder of the aeronautical information service certificate for the AIP service shall publish—
- (1) the Rwanda AIP in accordance with Subpart D;
 - (2) AIP Amendments in accordance with Regulation 25.140;
 - (3) AIP Supplements in accordance with Regulation 25.145 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 shall, in addition to paragraph (a)—
- (1) designate an office or a person as Rwanda's point of contact with the aeronautical information services of other States for the interchange of the Aeronautical Information Product, except NOTAM;
 - (2) make the Rwanda AIP, AIP Amendments, AIP Supplements and AIC available to any person upon payment of a charge that may apply to the supply of the publications;
 - (3) establish a system to disseminate the Rwanda AIP, AIP Amendments, AIP Supplements, aeronautical charts, and AIC in accordance with Regulation 25.090(c)(3);
 - (4) ensure that every aeronautical chart published as part of the Rwanda AIP conforms to the applicable standards for the charts; and
 - (5) coordinate the input of all aeronautical information from the originators prescribed in Regulation 25.085 (b)(1), except—
 - (i) information which is of immediate operational significance necessitating the immediate issue of a NOTAM; and
 - (ii) temporary information of a duration of less than 3 months, that only requires the issue of a NOTAM.

25.120 NOTAM SERVICE

- (a) The holder of the aeronautical information service certificate for the NOTAM service shall—
- (1) designate a NOF for Rwanda;
 - (2) operate the NOF on a 24-hour basis;
 - (3) establish agreements with other international NOTAM offices for the exchange of NOTAM;
 - (4) ensure that—
 - (i) the NOF is connected to the AFTN;
 - (ii) the NOF has appropriate facilities to issue and receive NOTAM distributed by means of telecommunication;
 - (5) promptly issue a NOTAM that is in accordance with Subpart D, whenever information received under Regulation 25.085 requires the issue of a NOTAM; and
 - (6) at intervals of not more than 1 month, issue a checklist over the AFTN of the NOTAM that are currently in force.

25.125 PRE-FLIGHT INFORMATION SERVICE

- (a) A holder of an aeronautical information service certificate for a preflight information service shall 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 manual of operations.
- (b) The aeronautical information provided under paragraph (a) shall include, where applicable—
- (1) a summary of current NOTAM and other information of an urgent character, in a plain text PIB;
 - (2) relevant elements of the Aeronautical Information Product; and

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- (3) current information relating to the aerodrome of departure concerning any of the following—
 - (i) construction or maintenance work on or immediately next to the manoeuvring area;
 - (ii) rough portions of any part of the manoeuvring area, whether marked or not, including broken parts of the surface of runways and taxiways;
 - (iii) presence and depth of water on runways and taxiways, including its effect on surface friction;
 - (iv) parked aircraft or other objects on or immediately next to taxiways;
 - (v) the presence of other temporary hazards including those created by birds;
 - (vi) failure or irregular operation of part or all of the aerodrome lighting system including approach, threshold, runway, taxiway, and obstruction lights, and manoeuvring area unserviceability lights, and aerodrome power supply; and
 - (vii) 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 observing system, and secondary power supply.
- (c) The holder of an aeronautical information service certificate for a preflight information service shall make provision for flight crew members to report post-flight information at those aerodromes listed in the holder's manual of operations.
- (d) The holder of an aeronautical information service certificate for a pre-flight information service shall 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.

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SUBPART D : RWANDA AERONAUTICAL INFORMATION PUBLICATION (AIP)**25.130 CONTENTS OF RWANDA AIP**

- (a) The Rwanda AIP shall contain current information, data and aeronautical charts relating to—
 - (1) the regulatory and airspace requirements for air navigation in the Kigali FIR and the areas in which Rwanda is responsible for air traffic services;
 - (2) the Rwanda services and facilities that support international air navigation to and from Rwanda;
 - (3) the services and facilities that support air navigation within the Rwanda flight information region; and
 - (4) aerodromes operating under an aerodrome certificate issued in accordance with the Civil Aviation (Aerodrome) Regulations.
- (b) The Rwanda AIP shall contain current information, data, and aeronautical charts relating to aerodromes not operating under an aerodrome operating certificate, if—
 - (1) the aerodrome operator provides the holder of the aeronautical information service certificate for the AIP service with the required data and information relating to the aerodrome; and
 - (2) the aerodrome operator accepts responsibility for the accuracy and currency of that data and information.
- (c) The Rwanda AIP shall include at an appropriate location—
 - (1) a statement to advise which certificated organisations are responsible for the air navigation facilities, services and procedures covered by the Rwanda AIP; and the general conditions under which those services and facilities are available for use; and
 - (2) a list of the differences with the ICAO Standards, Recommended Practices and Procedures that the Authority has filed under Article 38 of the Convention; and
 - (3) a summary of any significant standards, practices and procedures followed by Rwanda, where the ICAO Standards, Recommended Practices and Procedures allow alternative courses of action.
- (d) The AIP data set shall contain the digital representation of aeronautical information of lasting character (permanent information and long duration temporary changes) essential to air navigation.

25.135 SPECIFICATIONS FOR RWANDA AIP

- (a) Each publication that forms part of the Rwanda AIP shall—
 - (1) specify the purpose of the publication, the geographic area covered and that the publication is part of the Rwanda 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 AIP service; and
 - (ii) under the authority of the holder's certificate issued by the Authority; and
 - (4) not duplicate information unnecessarily and if duplication is necessary, there shall 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 shall be dated. The date shall consist of the day, month by name, and the year when the aeronautical information becomes effective;
 - (6) be updated by means of 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 shall—
 - (1) specify on each page, which publication the page belongs to and that the page is part of the Rwanda AIP; and that the page is part of the Rwanda AIP; and
 - (2) contain a checklist that—

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- (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 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).

New: Internal: Special Regulation P28.02.2020: Effective 15 November 2020

25.140 SPECIFICATIONS FOR AIP AMENDMENTS

- (a) Each AIP Amendment shall—
 - (1) clearly identify, by a distinctive symbol or annotation, all changes to the published information, and all new information on a reprinted page; and
 - (2) be allocated a serial number, which shall be consecutive and based on the calendar year.

25.145 SPECIFICATIONS FOR AIP SUPPLEMENTS

- (a) Each AIP Supplement shall be allocated a serial number which shall be consecutive and based on the calendar year.
- (b) The AIP Supplement pages shall remain part of the Rwanda AIP while any parts of their contents remain valid.
- (c) A checklist of AIP Supplements currently in force shall be issued with each AIP Supplement or at intervals of not more than one month. The checklist shall be given the same distribution as the supplement.

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SUBPART E: AERONAUTICAL INFORMATION CIRCULARS (AIC)

25.150 SPECIFICATIONS FOR AN AIC

- (a) Each AIC shall—
 - (1) be made available by the most expeditious means; and
 - (2) be allocated a serial number which should be consecutive and based on the calendar year.
- (b) An AIC affecting international aircraft operators shall be given the same distribution as the AIP.
- (c) Where AIC are distributed in more than one series, each series shall be separately identified by a prefix letter.
- (d) A checklist of AIC currently in force shall be issued at least once a year and distributed as an AIC.

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SUBPART F: NOTICES TO AIRMEN (NOTAM)

25.155 SPECIFICATIONS FOR NOTAM

- (a) Each NOTAM shall be allocated a serial number by the NOTAM Office in either an A series or a B series. The serial number within each series shall be consecutive and based on the calendar year.
- (b) The B series of NOTAM shall only contain aeronautical information that—
 - (1) is operationally significant to operators operating within the Kigali FIR; and
 - (2) is not published in the A series of NOTAM.
- (c) The A series of NOTAM shall contain aeronautical information that is operationally significant to international operators operating in—
 - (1) the Kigali FIR; and
 - (2) the areas in which Rwanda is responsible for air traffic services
- (d) Each NOTAM shall be brief, deal with only 1 subject, and be compiled so that its meaning is clear without reference to another document.
- (e) If a NOTAM contains information that requires an amendment to the Rwanda AIP or an AIP Supplement, the NOTAM shall contain a cross-reference to the affected Rwanda AIP text or AIP Supplement.
- (f) If a NOTAM is issued which cancels or supersedes a previous NOTAM, the serial number of the previous NOTAM shall be specified.
- (g) If an error is detected in a NOTAM, a replacement NOTAM which cancels the original shall be issued.
- (h) Location indicators included in the text of a NOTAM shall conform to those approved by ICAO.
- (i) A curtailed form of location indicator shall not be used.
- (j) If no location indicator is assigned to the location, the name of the place, spelt in accordance with Regulation 25.090(b)(9), shall be entered in the text of the NOTAM.
- (k) The NOTAM checklist required under Regulation 25.120(a) (6) shall—
 - (1) refer to the latest AIP Amendments, AIP Supplements and the internationally distributed AIC;
 - (2) have the same distribution as the actual NOTAM series to which the checklist refers and shall be clearly identified as a checklist.
- (l) Each NOTAM in the A series shall be prepared and composed in a manner suitable for international distribution.

25.160 DISTRIBUTION OF NOTAM

- (a) Each NOTAM shall—
 - (1) where possible, be transmitted as a single telecommunication message; and
 - (2) be distributed to addressees to whom the information is of direct operational significance, and who would not otherwise have at least seven days prior notification.
- (b) The B series of NOTAM shall be distributed within Rwanda.
- (c) The A series of NOTAM shall be distributed within Rwanda and to those international NOTAM offices with whom agreements have been established under Regulation 25.120 (a) (3).
- (d) The AFTN shall be employed for NOTAM distribution, whenever practicable.
- (e) When a NOTAM exchanged under the agreement established under Regulation 25.120 (a)(3), is sent by means other than the AFTN, a six-digit date-time group indicating the date and time of filing the NOTAM and the identification of the originator shall precede the text of the NOTAM.
- (f) A predetermined distribution system for NOTAM transmitted on the AFTN shall be used, whenever possible, subject to the agreements established under Regulation 25.120 (a) (3) with other international NOTAM offices.

SUBPART G: SECURITY PROGRAMME

25.165 SECURITY PROGRAMME

- (a) An applicant for the grant of an aeronautical information service certificate shall establish a security programme for the facilities listed in the applicant's manual of operations.
- (b) The security programme required under paragraph (a) shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimising the risk of destruction of, damage to, or interference with the operation of any aeronautical facility operated under the authority of the aeronautical information service certificate, if such destruction, damage, or interference could endanger the safety of aircraft.
- (c) The security programme required under paragraph (a) shall include such physical security requirements, practices, and procedures as may be necessary—
 - (1) to ensure that each aeronautical facility is subject to positive access control at all times to prevent unauthorized entry;
 - (2) for personnel to follow in the event of a bomb threat or other threat of damage to an aeronautical facility; and
 - (3) to monitor an unattended aeronautical facility building to ensure that any intrusion or interference is immediately detected.
- (d) The security programme required under paragraph (a) shall include procedures to notify, investigate and report security incidents to the Authority.

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SUBPART H: CONTINGENCY PLAN

25.170 CONTINGENCY PLAN

- (a) An AIS provider shall have in place contingency plan for all the services it provides in the case of events which result in significant degradation or interruption of its services.
- (b) The plan shall include—
 - (1) the actions to be taken by the members of the AIS provider's personnel responsible for providing the service;
 - (2) possible alternative arrangements for providing the service; and
 - (3) the arrangements for resuming normal operations for the service.

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SUBPART I: SAFETY OVERSIGHT OF AERONAUTICAL INFORMATION SERVICES**25.175 SAFETY OVERSIGHT FUNCTION**

- (a) The Authority shall exercise safety oversight as part of its supervision of requirements applicable to aeronautical information services in order to monitor the safe provision of these activities and to verify that the applicable safety regulatory requirements and their implementing arrangements are met.

25.180 VERIFICATION OF COMPLIANCE WITH SAFETY REGULATORY REQUIREMENTS

- (a) The Authority shall establish a process in order to verify compliance with applicable safety regulatory requirements prior to the issue or renewal of a certificate necessary to provide aeronautical information services including safety-related conditions attached to it.
- (b) The process referred to in paragraph (a) shall—
- (1) be based on documented procedures;
 - (2) be supported by documentation specifically intended to provide safety oversight personnel with guidance to perform their functions;
 - (3) provide the organisations concerned with an indication of the results of the safety oversight activity;
 - (4) be based on safety regulatory audits and reviews conducted; and
 - (5) provide competent authorities with the evidence needed to support further action.

25.185 SAFETY REGULATORY AUDITS

- (a) The Authority shall conduct safety regulatory audits of all aeronautical information services provider.
- (b) The safety regulatory audits referred to in paragraph (a) shall—
- (1) provide the Authority with evidence of compliance with applicable safety regulatory requirements and with implementing arrangements by evaluating the need for improvement or corrective action;
 - (2) be independent of internal auditing activities undertaken by the service provider concerned as part of its safety or quality management systems;
 - (3) be conducted by qualified inspectors;
 - (4) apply to complete implementing arrangements or elements thereof, and to processes, products or services;
 - (5) determine whether—
 - (i) implementing arrangements comply with safety regulatory requirements;
 - (ii) actions taken comply with the implementing arrangements;
 - (iii) the results of actions taken match the results expected from the implementing arrangements;
 - (6) lead to the correction of any identified non-conformities.
- (c) Within the inspection programme, the Authority shall establish and update at least annually a programme of safety regulatory audits in order to—
- (1) cover all the areas of potential safety concern, with a focus on those areas where problems have been identified;
 - (2) cover all the service providers, services;
 - (3) ensure that audits are conducted in a manner commensurate to the level of risk posed by the service providers' activities;
 - (4) ensure that sufficient audits are conducted over a period of 1 year to check the compliance of all these service providers with applicable safety regulatory requirements in all the relevant areas of the functional system;
 - (5) ensure follow up of the implementation of corrective actions.
- (d) The Authority may decide to modify the scope of pre-planned audits and to include

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additional audits, wherever that need arises.

- (e) The Authority shall decide which arrangements, elements, services, functions, products, physical locations and activities are to be audited within a specified time frame.
- (f) Audit observations and identified non-conformities shall be documented. The latter shall be supported by evidence, and identified in terms of the applicable safety regulatory requirements and their implementing arrangements against which the audit has been conducted.
- (g) An audit report, including the details of the non-conformities, shall be drawn up.

25.190 CORRECTIVE ACTIONS

- (a) The Authority shall communicate the audit findings to audited service providers and shall simultaneously request corrective actions to address the non-conformities identified without prejudice to any additional action required by the applicable safety regulatory requirements.
- (b) Audited service providers shall determine the corrective actions deemed necessary to correct non- conformities and the time frame for their implementation.
- (c) The Authority shall assess the corrective actions as well as their implementation as determined by audited service providers and accept them if the assessment concludes that they are sufficient to address the non- conformities.
- (d) Audited service providers shall initiate the corrective actions accepted by the Authority. These corrective actions and the subsequent follow-up process shall be completed within the time period accepted by competent authorities.

25.195 SAFETY OVERSIGHT OF CHANGES TO FUNCTIONAL SYSTEMS

- (a) Aeronautical information services provider shall only use procedures accepted by the Authority when deciding whether to introduce a safety-related change to their functional systems.
- (b) Aeronautical information services provider shall notify the Authority of all planned safety-related changes.

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APPENDICES

APPENDIX 1 TO 25.003.- SUMMARY OF AMENDMENTS AND REVISION HIGHLIGHTS

This Appendix contains a summary of all amendments and revision highlights to this Part since the issuance of the original regulation.

Amended Regulation	Amendment Source	Revision	Description of Revision
25.003	Internal	Special Regulation RSR/01/2020 Effective 15 November 2020	Inserted a new summary of Amendments and Highlight of Revisions.
25.135(b)	Internal	Special Regulation RSR/01/2020 Effective 15 November 2020	Corrected regulation numbering
Appendix 1 to 25.003	Internal	Special Regulation RSR/01/2020 Effective 15 November 2020	Added a new Appendix providing details to the summary of Amendments and Highlight of Revisions.

New: Internal: Special Regulation RSR/01/2020: Effective 15 November 2020

END OF RCAR PART 25