

ADVISORY CIRCULAR

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GACAR Part 175 ACCEPTABLE MEANS OF COMPLIANCE	30 June 2025	AC 175.01	2.0

NOTE: THIS ADVISORY CIRCULAR IS PUBLISHED TO DESCRIBE ACCEPTABLE MEANS OF COMPLIANCE WITH THE GENERAL AUTHORITY OF CIVIL AVIATION REGULATIONS (GACAR).

GACAR PART 175 AIS & AERONAUTICAL CHARTS

ACCEPTABLE MEANS OF COMPLIANCE

Chapter 1 - Introduction

1.1 Purpose.

The purpose of this Advisory Circular (AC) is to assist organizations in the interpretation and implementation of GACA Regulation (GACAR) Part 175 concerning the provision of aeronautical information services and aeronautical charts in the Kingdom of Saudi Arabia (KSA) and associated requirements.

1.2 Applicability.

This AC is applicable to all organizations certified in accordance with GACAR Part 175 engaged in the provision of aeronautical information services and aeronautical charts.

This AC applies up to the moment when the aeronautical data and/or information are made available by the provider of the aeronautical information service and aeronautical charts to the next intended user.

1.3 Cancellation.

This AC cancels and supersedes AC 175.001 version 01 dated 31 December 2019 and must remain in force until cancelled, suspended or amended.

1.4 Related Regulatory Provisions.

This AC should be read in the context of the following provisions:

- (a) GACAR Part 175 - Aeronautical Information Services & Aeronautical Charts.
- (b) ICAO Annex 15 - Aeronautical Information Services.
- (c) ICAO Annex 4 - Aeronautical Charts.

- (d) ICAO Doc10066 - Procedures for Air Navigation Services - Aeronautical Information Management (PANS-AIM).
- (e) ICAO Doc 8126 - Aeronautical Information Services Manual.
- (f) ICAO Doc 8697 - Aeronautical chart Manual.

1.5 Related Reading Material

The following documents provide additional material related to the provision of AIS and aeronautical charts:

- (a) GACAR Part 1 - Definitions Abbreviations and Editorial Conventions.
- (b) GACAR Part 5 - Safety Management Systems.
- (c) GACAR Part 170 - Certification - Air Navigation Service Providers.
- (d) ICAO Doc 10199 - Procedures for Air Navigation Services - Information Management (PANS-IM).
- (e) ICAO Doc 8400 - Procedures for Air Navigation Services - ICAO Abbreviations and Codes (PANS-ABC).
- (f) ICAO Doc 9839 - Manual on the Quality Management System for Aeronautical Information Services.
- (g) ICAO 9991 - Manual on Aeronautical Information Services Training.

1.6 Definition of terms used in this AC.

This AC does not introduce any new definition

1.7 Approval.

This AC has been approved for publication by the Executive Vice President of Aviation Safety and Environmental Sustainability Sector of the GACA.

Chapter 2 - NOTAM

2.1 General

The provision of accurate and timely information concerning the availability of aeronautical facilities is a key feature of an effective air traffic management system. The use of NOTAM in the distribution of such information is an important tool in securing the safe and efficient operation of flights. GACAR Part 175.137 identifies the requirements for the provision of such information using NOTAM. This chapter provides further guidance on the issue and content of NOTAM.

2.2 Issuing NOTAM

NOTAM are issued to inform airspace and aerodrome users of important information concerning the availability of aeronautical facilities procedures or services, or of hazards to flight. Examples of issues that may generate the need to take NOTAM action include:

- (a) Hazards to airspace users;
- (b) The closure of operational facilities such as runways, taxiways, etc.;
- (c) Unserviceable communications systems or navigational aids;
- (d) Unusual airspace activities resulting in airspace restrictions;
- (e) Unserviceable lighting;
- (f) The presence of temporary obstructions near an aerodrome.

The full list of information that require the issue of a NOTAM can be found in GACAR Part 175.137. For reasons of conciseness and precision, NOTAM are encoded using agreed international terms, although the code is usually sufficiently self-evident to allow the user to identify a hazard.

2.3 Distribution of NOTAM

NOTAM must be communicated by certified aeronautical information service providers using the fastest available means to all addressees for whom the information is assessed as being of direct operational significance, and who would not otherwise have at least seven days' prior notification.

Trigger NOTAM serve to alert those who maintain aeronautical databases that specific changes will be effective soon, usually at the next AIRAC date. A trigger NOTAM contains a brief description of the contents of the amendment or supplement, the effective date and the reference number of the amendment or supplement. It is usually valid for 14 days.

NOTAM are originated and issued for Jeddah FIR and are distributed in series identified by letters as described in KSA AIP GEN 3.1.

The risk to flight that is posed by ash associated with volcanic eruptions is notified as a special message known as an ASHTAM.

A special series NOTAM, named SNOWTAM, is used to notify the presence or removal of hazardous conditions on the movement area due to snow, slush, ice, frost, standing water, or water associated with these conditions on the movement area.

Full details concerning the content and distribution of NOTAM, ASHTAM, and SNOWTAM are contained in GACAR Part 175.

Chapter 3 - The Management of Change

3.1 General

All organizations experience changes due to expansion, contraction, improvement to existing systems, the introduction of new products and services, or the introduction of new equipment or procedures. Hazards may inadvertently be introduced into an operation whenever change occurs.

Safety management practices require that hazards arising from change are systematically and proactively identified and appropriate measures to manage the safety risks are identified, implemented and subsequently evaluated. The significance of this key activity is highlighted in GACAR Part 5 which requires services providers to develop and maintain processes to identify changes which may affect the safety of its products or services.

GACAR Part 175.19 is concerned with ensuring that service providers carefully consider the impact that changes to functional systems may have on the safe provision of services.

3.2 The role of change management

As systems evolve, sometimes small, incremental changes in the system or in the system's environment can accumulate over time. When changes to systems are made, and periodically thereafter, an organization should review the system, including its operating environment to make sure it continues to meet all its safety performance requirements. It is important that such reviews consider the complete life cycle of the system under consideration; all its components; and the equipment, procedures and human resources that make up the functional system. Reviews should also include the interactions of a system with other systems in use.

3.3 The change management process

A formal change management process must identify changes which may affect established processes, procedures, products and services. All necessary measures to maintain safety performance should be identified and described prior to implementing changes. The result of this process is the reduction in the safety risks resulting from changes to as low as reasonably practical.

An effective process for change management must consider the following:

- (a) **Criticality of systems and activities:** Criticality is closely related to safety risk and relates to the potential consequences of equipment being improperly operated or an activity being incorrectly executed. While this is a consideration that should be made during the system design process, it becomes relevant during a situation of change. Systems that have higher safety criticality should be reviewed following change to make sure that corrective actions can be taken to control potentially emerging safety risks.
- (b) **Stability of systems and operational environments:** Changes may be the result of the introduction of new or upgraded systems; changes in the services provided; the award

of new commercial contracts; or other changes directly under the control of the organization. Changes in the wider operational environment are also important, such as economic or financial issues, changes in political or regulatory environments, or changes in the physical environment. While these factors are not under the direct control of the organization, it must act to respond to them.

- (c) Past performance: Past performance of critical systems is a proven indicator of future performance. Trend analyses should be employed to track safety performance measures over time and to factor this information into the planning of future changes. Where deficiencies have been found and corrected because of past audits, evaluations, investigations or reports, it is essential that such information is considered to assure the effectiveness of corrective actions.

Chapter 4 – KSA AIP

4.1 General

The promulgation of aeronautical data and aeronautical information is a key requirement for flight safety. All ICAO Contracting States are required to promulgate such data in the form of a standard publication, the Aeronautical Information Publication (AIP). GACAR Part 175.97 identifies the specifications for the publication of the KSA AIP.

The KSA AIP is issued in electronic format (html & pdf). The publication of digital data sets in Aeronautical Information Exchange Model (AIXM) format must be as specified in GACAR Part 175.111.

4.2 Publication authority

An AIP is issued by or with the authority of the appropriate State and contains aeronautical information and charts of a lasting character essential to air navigation. In the Kingdom of Saudi Arabia, the AIP is published under the authority of the President of GACA.

4.3 Content and structure

The content and structure of the KSA AIP document are the subject of international agreement and are specified in Appendix 2 to GACAR Part 175.

The KSA AIP contains details of regulations, procedures and other information pertinent to the operation of aircraft in the Kingdom of Saudi Arabia. The KSA AIP is the recognised information source for permanent information and long duration temporary changes relating to aeronautical services in Saudi Arabia.

The KSA AIP contains a range of aeronautical information and aeronautical data that requires approval by GACA before publication. Aeronautical information and aeronautical data requiring approval by GACA are identified in GACAR Part 175.49.

Full details regarding the content and structure of the KSA AIP are contained in GACAR Part 175 Appendix 2 unless otherwise authorised by the President. Any service provider proposing to include information in a format or to a specification that does not meet the requirements of Appendix 2 to GACAR Part 175 must seek approval of the President prior to publication.

4.4 Updating information

Information in the KSA AIP should be kept up to date by regular revision in accordance with the Aeronautical Information and Control (AIRAC) cycle. Revisions should be made in sufficient time to allow users of the aeronautical data to make necessary amendments. Dates of AIRAC amendments to KSA AIP are published by Aeronautical Information Circular (AIC).

Chapter 5 – AIS & Aeronautical Charts Personnel

5.1 General

A sufficient number of qualified and competent personnel is a fundamental requirement for providing safe aviation services. In addition to having qualified personnel in general, GACAR Part 175.27 requires the service provider to appoint an Accountable Manager, as well as other senior personnel responsible for ensuring regulatory compliance. This chapter provides guidance on the designation of the Accountable Manager and on the obligation to ensure that all personnel involved in the provision of Aeronautical Information Services (AIS) and aeronautical charting are competent to perform their duties.

5.2 Accountable Manager

The Accountable Manager is the person who holds overall executive responsibility for the organization's AIS & aeronautical charts operations and is formally designated as the person responsible to GACA for all functions subject to regulatory oversight. This person must have the necessary authority within the AIS and aeronautical charting organization to ensure that all activities are properly conducted in accordance with GACA requirements. The appointment of the Accountable Manager must be accepted by GACA before becoming effective. Chapter 6 of this AC provides guidance on the process for GACA's acceptance of the appointment of the Manager responsible for Aeronautical Information Services and aeronautical charting.

5.3 Personnel

All service providers are required to maintain a sufficient number of competent personnel to fulfil their responsibilities in accordance with GACAR Part 175. To meet this requirement, service providers must establish policies for the recruitment, training, and competence of personnel. All personnel should be properly qualified for their assigned duties and have the skills necessary to perform their functions to the required standard of safety and quality.

(a) Training

Providing appropriate training to develop and maintain staff competence is a core responsibility of the service provider. Effective and thorough training is essential to ensure regulatory compliance and high operational performance. To maximize the effectiveness of training, the service provider should ensure that all personnel clearly understand the training objectives, as defined in the organization's management system documentation.

Key elements to be addressed include:

- (i) A complete and detailed job description for each key role within the organization, including identification of safety-critical activities, where applicable.
- (ii) The minimum qualifications required for each position.
- (iii) The training required for each role, including:
 - Initial and recurrent training
 - Theoretical and on-the-job training (OJT)

- Training for abnormal or emergency situations, where applicable.
- (iv) Defined procedures for identifying and delivering appropriate training.
- (v) Ensuring that the scope and depth of training is appropriate to the level of responsibility and complexity of the role.
- (vi) Clear methods for validating training outcomes, to ensure training is effective and performance standards are met.
- (vii) Conducting annual refresher or recurrent training to maintain and update staff competence.

(b) Competence

Staff competence is based on a combination of training, skills, knowledge, experience, and the ability to apply these effectively and safely to operational tasks.

To ensure and maintain staff competence, the service provider should:

- (i) Clearly define the required competencies for each position supporting the provision of services.
- (ii) Provide appropriate training to achieve and maintain the necessary competence.
- (iii) Establish effective arrangements to monitor and maintain ongoing competence, including actions to be taken if deficiencies are identified.
- (iv) Evaluate the effectiveness of training and competency assurance measures.
- (v) Ensure that personnel understand the importance of their roles and how their work contributes to safety and service quality.
- (vi) Maintain accurate records of each staff member's education, training, qualifications, skills, experience, and competence assessments.

Chapter 6 - Appointment Acceptance of Manager of Aeronautical Information Services and Aeronautical Charts

6.1 Background

An applicant for, or a holder of, a certificate as an Air Navigation Services (ANS) / Aeronautical Information Services (AIS) and Aeronautical Charts provider is required under GACAR Part 175 to appoint for an accountable manager of Aeronautical Information Services and Aeronautical Charts to be accepted by President.

This chapter sets out the information that is required to enable the President to consider an application for acceptance and a method that the President may use to assess an application.

6.2 Applications

An application may be submitted by an Aeronautical Information Services and Aeronautical Charts organization that is the holder of an Air Navigation Services (ANS) certificate or has applied for such certificate.

The application must be submitted in writing and include the following:

- The name of the Aeronautical Information Services and Aeronautical Charts Organization;
- The name of the person appointed as Manager of Aeronautical Information Services and Aeronautical Charts;
- Details of the Manager of Aeronautical Information Service and Aeronautical Charts' relevant qualifications and experience.

The application must demonstrate compliance with all applicable requirements under GACAR Part 175 and must clearly describe how the organization will ensure that the Manager's responsibilities and duties will be effectively carried out.

6.3 Acceptance Process

The President will review applications for the acceptance of the Manager of AIS and Aeronautical Charting in two stages:

- Stage One: An initial review of the written application will be conducted to assess whether the nominated Manager meets the basic qualification and experience requirements.
- Stage Two: If the initial review is satisfactory, the process will proceed to an interview with the nominee to further evaluate their suitability for the role.

6.4 Assessment

The President will assess the qualifications, experience, skills, and competencies of the person nominated for the position of Manager of AIS and Aeronautical Charting. This assessment will determine whether the nominee is suitable to hold the position.

The evaluation will consider several factors, including:

- Formal training related to AIS and aeronautical charting;
- Previous professional experience in similar or related roles;
- Knowledge and understanding of the provision of aeronautical information and aeronautical charts;
- Managerial and technical competence relevant to the responsibilities of the role.

The detailed assessment criteria are provided in Appendix 6-A of this Advisory Circular.

6.5 Acceptance

If the President accepts the appointment, the applicant will be formally notified in writing, and the Manager of AIS and Aeronautical Charting will be issued a Notice of Acceptance.

This notice will include:

- The name of the individual accepted as Manager of AIS and Aeronautical Charting;
- The name of the organization holding the Air Navigation Services (ANS) certificate for which the appointment applies;
- Any specific conditions or limitations imposed by the President.

Note: The acceptance is non-transferable to another organization or certificate.

The acceptance will remain valid unless:

- It is withdrawn by the President;
- The person ceases to occupy the role of Manager of AIS and Aeronautical Charting; or
- The person is no longer employed by the ANS certificate holder named in the notice.

As a general rule, an individual may only serve as Manager of AIS and Aeronautical Charting for one certificate holder at a time.

6.6 Rejection of Application

If the President does not accept the appointment, the applicant will be formally notified in writing. The notification will explain which qualifications, experience, or areas of knowledge were found to be unsatisfactory.

An unsuccessful applicant may submit a new application if they can provide additional evidence to address the deficiencies identified in the original submission.

Appendix 6-A

Manager of AIS and Aeronautical Charts Assessment Criteria

QUALIFICATIONS	
(1) Basic qualification	Evidence of completion of an AIS and aeronautical charts basic course must be provided.
(2) Advanced training	Evidence of advanced training must be provided. It is expected that a person appointed as Manager of AIS and Aeronautical Charts will have completed a number of advanced or refresher courses after gaining the initial qualification. Details of attendance and participation in relevant conferences including papers presented etc. should be included.
RELEVANT EXPERIENCE	
(3) Aeronautical Information Product	Details of the Manager of AIS and Aeronautical Charts' experience in Aeronautical Information Product domain should be provided.
(4) Supervision & Management	Manager of AIS and Aeronautical Charts must demonstrate AIS and Aeronautical Charts experience in a supervisory role and/or equivalent supervisory or management experience in a related industry. It's expected that the Managers of AIS and Aeronautical Charts will be able to demonstrate: (a) Their capability for supervision and management; (b) How they intend to ensure the organization's ongoing operational compliance with GACARs; (c) How they intend to ensure they retain sufficient resources to maintain operational effectiveness and full safety compliance in a commercial environment
(5) Management and regulation	(a) Evidence of management experience preferably in aviation, having regard to the nature of the aeronautical information product operations under GACAR Part 175 certificate; (b) Demonstrated understanding of GACA Regulations and associated legislation having regard to the nature of the aeronautical information Product operations under the part 175 certificate; (c) A demonstrated ability to effectively describe the roles and responsibilities of the key personnel positions; (d) Demonstrated ability to maintain effective oversight and operational support of key personnel; (e) An understanding of the requirement to communicate safety related matters to GACA Aviation Standards;

KNOWLEDGE (the following criteria will normally be assessed during an interview)	
(6) Regulatory compliance	(a) Knowledge of the regulatory requirements applicable to civil aviation in Saudi Arabia and in respect of aeronautical information Product. (b) The Manager of AIS and Aeronautical Charts must demonstrate a thorough knowledge of GACAR Part 175, Aeronautical Information Services & Aeronautical Charts
(7) AIS/AIM	Detailed knowledge in the principles and practice of aeronautical information services with the provisions contained in ICAO Annex 15 and Aeronautical Charts in ICAO Annex 4 and ICAO Docs 10066, 8126 and 8697 is required including: (a) AIS to AIM roadmap and steps; (b) SWIM; (c) AIS automation, data set and AIXM; (d) PANS-AIM
(8) Navigation Systems	The Manager of AIS and Aeronautical Charts must demonstrate a thorough understanding of the principles of operation of relevant ground and space-based navigation systems.
9) Company operating procedures.	The Manager of AIS and Aeronautical Charts must demonstrate full understanding of the organization's operations manual. In general, it is expected that except, in matters of detail, the Manager of AIS and Aeronautical Charts can demonstrate this knowledge without reference to the operations manual. The Manager of AIS and Aeronautical Charts must demonstrate detailed knowledge of all company operating procedures including: (a) Data management, workflow & control (b) Quality checks and verification before publication (c) Record keeping (d) QMS requirements (e) Automation tools requirements (f) Publishing and standards (g) Data Provision Agreement (DPA) with originators requirements
(10) Company safety management system	The Manager of AIS and Aeronautical Charts must demonstrate a high standard of knowledge of and a commitment to the principle of a Safety Management System. The Manager of AIS and Aeronautical Charts must have a thorough knowledge of the company safety management system and be able to discuss action appropriate to typical safety management issues.
(11) Responsibilities as Manager of AIS and Aeronautical Charts	The Manager of AIS and Aeronautical Charts must have a thorough understanding of the assigned responsibilities.

Chapter 7 - Acceptance of the AIS and Aeronautical Charts Manual

7.1 Introduction

GACAR 175.35 requires all AIS and Aeronautical Charts Providers to provide an Operations Manual that contains details of the services provided and for the use and guidance of its own personnel. The manual must be kept updated and be subject to the document control procedures adopted by the AIS and Aeronautical Charts Provider. The President will accept the manual provided once satisfied that the manual is suitable for use. After a manual has been accepted, the manual must be managed in accordance with the Provider's document control procedures. The Provider must supply the President with a copy of all proposed amendments to the manual without delay.

7.2 Content of the Manual

The Manager of AIS and Aeronautical Charts must sign the manual attesting to the accuracy of the information provided and to confirm compliance by all staff with the procedures it contains.

The Operations Manual must contain all items listed in GACAR Part 175.35 in a suitable and comprehensive manner acceptable to the President.

In accordance with GACAR Part 175.35, the Operations Manual must include (but is not limited to):

- (a) A signed statement by the Manager of AIS and Aeronautical Charts confirming the organization's compliance with GACAR Part 175;
- (b) Identification and responsibilities of senior persons as per § 175.27;
- (c) Organizational chart showing reporting lines;
- (d) Staffing structure by product/service type;
- (e) List of products and services;
- (f) Procedures covering:
 - Personnel competence
 - Document control
 - Information collection and publication
 - Error correction
 - Record management
 - Quality assurance
 - Manual control and amendment procedures.

The manual must be amended as needed to reflect current operations;

All amendments must meet regulatory requirements and be submitted to the President for acceptance;

Manual amendments become effective only after acceptance by the President.

7.3 Submission Timeline

Certified providers must submit their updated Operations Manual for acceptance. New applicants must submit the manual as part of the certification package during the formal application phase in the Five-Phase Certification Process outlined in GACA eBook Volume 8.

7.4 Review and Compliance

GACA AIS inspectors will assess the submitted Operations Manual for compliance with GACAR Part 175.35 and the guidance provided in eBook Volume 8. The manual should be a true reflection of operational practice, not only a compliance document. Manuals found to be deficient or not implemented in practice may result in rejection or findings during audits.

7.5 Format

The Provider's document control system must ensure that the master copy of the manual is clearly identified and maintained to prevent unauthorized alterations. This master copy may be kept in either hard copy or electronic format. If the manual is held in electronic format, the following conditions apply:

(a) Access Control:

The system must ensure that access to the master electronic copy is restricted to authorized personnel only. Editing rights should be limited to designated individuals.

(b) Version Control:

An effective version control mechanism should be in place to track all amendments. Each revision should be assigned a unique identifier (e.g., revision number or date), and a history of amendments should be maintained to provide a full audit trail of changes.

(c) Protection and Integrity:

The electronic system must incorporate controls to protect against unauthorized modification, corruption, or deletion.

(d) Readability and Accessibility:

The manual should be readily accessible to all personnel who require it for operational duties. The system must ensure that the latest accepted version is available at all times, including offline access if required in the operational environment.

(e) Amendment Procedures:

All changes to the electronic manual should be processed through a controlled document change process, including review and acceptance by the appropriate senior personnel, and final acceptance by the President according to GACAR Part 175.35. Personnel affected by any amendment should be formally notified, and acknowledgment of receipt and understanding should be documented.

(f) Compliance with ICAO QMS Requirements:

The document management system should conform to ICAO's quality management principles for AIS as described in ICAO Doc 9839 – Manual on the Quality Management System for Aeronautical Information Services, ensuring accuracy, traceability, integrity, and timely dissemination of operational documentation.