

# Bhutan Civil Aviation Requirement



**BCAR-15**

**Aeronautical Information Services**

**Sixth Edition, Mar 2026**

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**(i) RECORD OF AMENDMENTS**

AMENDMENTS				
<i>No.</i>	<i>Date applicable</i>	<i>Date entered</i>	<i>Entered by</i>	<i>Subject(s)</i>
0	10 Aug 2022	30 June 2022	K. Tshering	ICAO amendment no. 41 & 42, and other applicable changes incorporated into this edition.
1	05 Jan 2023	05 Dec 2022	ANS Section	QMS requirements from PANS-AIM, Ch.3, 3.1 incorporated into 3.6.1.1 & 3.6.6.1
2	31 Oct 2024	05 Sept 2024	ANS Section	ICAO amendment no. 43
3	19 Mar 2026	17 Feb 2026	ANS Section	Incorporating amendment 4 PANS-AIM (ICAO Doc 10066) and other editorial changes.
0-3	<i>Incorporated in this edition</i>			

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### (iii) FOREWORD

Section 59 of the Civil Aviation Act of Bhutan 2016 empowers the Head of Authority of Bhutan Civil Aviation Authority (BCAA) to make Rules and Regulations concerning the use of the airspace, air navigation facilities and services. Accordingly, the sixth edition of BCAR-15 incorporating amendments issued till amendment number 3 has been developed.

The sixth edition of BCAR-15 or BCAR–Aeronautical Information Services, which are to be used interchangeably and construed to refer to this document, is hereby published in accordance with Section 56 of the Act.

During the transposing of the amended standards and recommended practices of ICAO Annex 15 and relevant provisions from ICAO PANS-AIM (Doc 10066) to this BCAR, some provisions that are not applicable or currently irrelevant have been left out and marked as “Reserved”. These provisions will be incorporated as and when required.

Any difference existing in this BCAR and the related ICAO Standards and Recommended Practices and any amendments thereto will be notified to the ICAO and the same shall be published in the Aeronautical Information Publication (AIP).

This edition hereby supersedes the fifth edition of BCAR-15 that was published on October 31, 2024.

This is a controlled document and the provisions contained herein are subject to change through amendments.



**Director General**  
**Bhutan Civil Aviation Authority**

Date: 19/03/2026

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## CHAPTER 1. GENERAL

*Note 1.— The objective of the aeronautical information service (AIS) is to ensure the flow of aeronautical data and aeronautical information necessary for global air traffic management (ATM) system safety, regularity, economy and efficiency in an environmentally sustainable manner. The role and importance of aeronautical data and aeronautical information changed significantly with the implementation of area navigation (RNAV), performance-based navigation (PBN), airborne computer-based navigation systems, performance-based communication (PBC), performance-based surveillance (PBS), data link systems and satellite voice communications (SATVOICE). Corrupt, erroneous, late or missing aeronautical data and aeronautical information can potentially affect the safety of air navigation.*

*Note 2.— The provisions in this document are to be used in conjunction with the Procedures for Air Navigation Services — ICAO Abbreviations and Codes (PANS-ABC, ICAO Doc 8400).*

*Note 3.— The provisions in this document are to be used in conjunction with the Procedures for Air Navigation Services — Aeronautical Information Management (PANS-AIM, ICAO Doc 10066).*

*Note 4.— Guidance material on the organization and operation of the AIS is contained in the Aeronautical Information Services Manual (ICAO Doc 8126).*

### 1.1 Definitions

When the following terms are used in the provisions of this document, they have the following meanings:

**Aerodrome.** A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

**Aerodrome mapping data (AMD).** Data collected for the purpose of compiling aerodrome mapping information.

*Note.— Aerodrome mapping data is collected for purposes that include the improvement of the user's situational awareness, surface navigation operations, training, charting and planning.*

**Aerodrome mapping database (AMDB).** A collection of aerodrome mapping data organized and arranged as a structured data set.

**Aeronautical chart.** A representation of a portion of the Earth, its culture and relief, specifically designated to meet the requirements of air navigation.

**Aeronautical data.** A representation of aeronautical facts, concepts or instructions in a formalized manner suitable for communication, interpretation or processing.

**Aeronautical fixed service (AFS).** A telecommunication service between specified fixed points provided primarily for the safety of air navigation and for the regular, efficient and economical operation of air services.

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**Aeronautical information.** Information resulting from the assembly, analysis and formatting of aeronautical data.

**Aeronautical Information Circular (AIC).** A notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the AIP, but which relates to flight safety, air navigation, technical, administrative or legislative matters.

**Aeronautical information management (AIM).** The dynamic, integrated management of aeronautical information through the provision and exchange of quality-assured digital aeronautical data in collaboration with all parties.

**Aeronautical information product.** Aeronautical data and aeronautical information provided either as digital data sets or as a standardized presentation in paper or electronic media. Aeronautical information products include:

- Aeronautical Information Publication (AIP), including Amendments and Supplements;
- Aeronautical Information Circulars (AIC);
- aeronautical charts;
- NOTAM; and
- digital data sets.

*Note.*—Aeronautical information products are intended primarily to satisfy international requirements for the exchange of aeronautical information.

**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.

**Aeronautical information service (AIS).** A service established within the defined area of coverage responsible for the provision of aeronautical data and aeronautical information necessary for the safety, regularity and efficiency of air navigation.

**AIP Amendment.** Permanent changes to the information contained in the AIP.

**AIP Supplement.** Temporary changes to the information contained in the AIP which are provided by means of special pages.

**AIRAC.** An acronym (aeronautical information regulation and control) signifying a system aimed at advance notification, based on common effective dates, of circumstances that necessitate significant changes in operating practices.

**Air defence identification zone (ADIZ).** Special designated airspace of defined dimensions within which aircraft are required to comply with special identification and/or reporting procedures additional to those related to the provision of air traffic services.

**Air traffic management (ATM).** The dynamic, integrated management of air traffic and airspace (including

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air traffic services, airspace management and air traffic flow management) — safely, economically and efficiently — through the provision of facilities and seamless services in collaboration with all parties and involving airborne and ground-based functions.

**Application.** Manipulation and processing of data in support of user requirements (ISO 19104\*).

**Area navigation (RNAV).** A method of navigation which permits aircraft operation on any desired flight path within the coverage of ground- or space-based navigation aids or within the limits of the capability of self-contained aids, or a combination of these.

*Note.*— *Area navigation includes performance-based navigation as well as other operations that do not meet the definition of performance-based navigation.*

**ASHTAM.** A special series NOTAM notifying by means of a specific format change in activity of a volcano, a volcanic eruption and/or volcanic ash cloud that is of significance to aircraft operations.

**Assemble.** A process of merging data from multiple sources into a database and establishing a baseline for subsequent processing.

*Note.*— *The assemble phase includes checking the data and ensuring that detected errors and omissions are rectified.*

**ATS surveillance service.** Term used to indicate a service provided directly by means of an ATS surveillance system.

**ATS surveillance system.** A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

*Note.*— *A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR.*

**Automatic dependent surveillance — broadcast (ADS-B).** A means by which aircraft, aerodrome vehicles and other objects can automatically transmit and/or receive data such as identification, position and additional data, as appropriate, in a broadcast mode via a data link.

**Automatic dependent surveillance — contract (ADS-C).** A means by which the terms of an ADS-C agreement will be exchanged between the ground system and the aircraft, via a data link, specifying under what conditions ADS-C reports would be initiated, and what data would be contained in the reports.

*Note.*— *The abbreviated term “ADS contract” is commonly used to refer to ADS event contract, ADS demand contract, ADS periodic contract or an emergency mode.*

**Automatic terminal information service (ATIS).** The automatic provision of current, routine information to arriving and departing aircraft throughout 24 hours or a specified portion thereof:

*Data link-automatic terminal information service (D-ATIS).* The provision of ATIS via data link.

*Voice-automatic terminal information service (Voice-ATIS).* The provision of ATIS by means of continuous and repetitive voice broadcasts.

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**Bare Earth.** Surface of the Earth including bodies of water and permanent ice and snow, and excluding vegetation and man-made objects.

**Calendar.** Discrete temporal reference system that provides the basis for defining temporal position to a resolution of one day (ISO 19108<sup>1</sup>).

**Canopy.** Bare Earth supplemented by vegetation height.

**Confidence level.** The probability that the true value of a parameter is within a certain interval around the estimate of its value.

*Note.— The interval is usually referred to as the accuracy of the estimate.*

**Controller-pilot data link communications (CPDLC).** A means of communication between controller and pilot, using data link for ATC communications.

**Culture.** All man-made features constructed on the surface of the Earth, such as cities, railways and canals.

**Cyclic redundancy check (CRC).** A mathematical algorithm applied to the digital expression of data that provides a level of assurance against loss or alteration of data.

**Danger area.** An airspace of defined dimensions within which activities dangerous to the flight of aircraft may exist at specified times.

**Data accuracy.** A degree of conformance between the estimated or measured value and the true value.

**Data completeness.** The degree of confidence that all of the data needed to support the intended use is provided.

**Data format.** A structure of data elements, records and files arranged to meet standards, specifications or data quality requirements.

**Data integrity (assurance level).** A degree of assurance that an aeronautical data and its value has not been lost or altered since the origination or authorized amendment.

**Data product.** Data set or data set series that conforms to a data product specification (ISO 19131\*).

**Data product specification.** Detailed description of a data set or data set series together with additional information that will enable it to be created, supplied to and used by another party (ISO 19131\*).

*Note.— A data product specification provides a description of the universe of discourse and a specification for mapping the universe of discourse to a data set. It may be used for production, sales, end-use or other purpose.*

**Data quality.** A degree or level of confidence that the data provided meet the requirements of the data user in terms of accuracy, resolution, integrity (or equivalent assurance level), traceability, timeliness, completeness and format.

<sup>1</sup> All ISO Standards referred to in this chapter are listed at the end of the chapter.

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**Data resolution.** A number of units or digits to which a measured or calculated value is expressed and used.

**Data set.** Identifiable collection of data (ISO 19101\*).

**Data set series.** Collection of data sets sharing the same product specification (ISO 19115\*).

**Data timeliness.** The degree of confidence that the data is applicable to the period of its intended use.

**Data traceability.** The degree that a system or a data product can provide a record of the changes made to that product and thereby enable an audit trail to be followed from the end-user to the originator.

**Datum.** Any quantity or set of quantities that may serve as a reference or basis for the calculation of other quantities (ISO 19104\*).

**Digital Elevation Model (DEM).** The representation of terrain surface by continuous elevation values at all intersections of a defined grid, referenced to common datum.

*Note.*— *Digital Terrain Model (DTM) is sometimes referred to as DEM.*

**Direct transit arrangements.** Special arrangements approved by the public authorities concerned by which traffic which is pausing briefly in its passage through the Contracting State may remain under their direct control.

**Ellipsoid height (geodetic height).** The height related to the reference ellipsoid, measured along the ellipsoidal outer normal through the point in question.

**Feature.** Abstraction of real world phenomena (ISO 19101\*).

**Feature attribute.** Characteristic of a feature (ISO 19101\*).

*Note.*— *A feature attribute has a name, a data type and a value domain associated with it.*

**Feature operation.** Operation that every instance of a feature type may perform (ISO 19110\*).

*Note.*— *An operation upon the feature type dam is to raise the dam. The result of this operation is to raise the level of water in the reservoir.*

**Feature relationship.** Relationship that links instances of one feature type with instances of the same or a different feature type (ISO 19101\*).

**Feature type.** Class of real world phenomena with common properties (ISO 19110\*).

*Note.*— *In a feature catalogue, the basic level of classification is the feature type.*

**Geodesic distance.** The shortest distance between any two points on a mathematically defined ellipsoidal surface.

**Geodetic datum.** A minimum set of parameters required to define location and orientation of the local reference system with respect to the global reference system/frame.

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**Geoid.** The equipotential surface in the gravity field of the Earth which coincides with the undisturbed mean sea level (MSL) extended continuously through the continents.

*Note.*— *The geoid is irregular in shape because of local gravitational disturbances (wind tides, salinity, current, etc.) and the direction of gravity is perpendicular to the geoid at every point.*

**Geoid undulation.** The distance of the geoid above (positive) or below (negative) the mathematical reference ellipsoid.

*Note.*— *In respect to the World Geodetic System — 1984 (WGS-84) defined ellipsoid, the difference between the WGS-84 ellipsoidal height and orthometric height represents WGS-84 geoid undulation.*

**Gregorian calendar.** Calendar in general use; first introduced in 1582 to define a year that more closely approximates the tropical year than the Julian calendar (ISO 19108\*).

*Note.*— *In the Gregorian calendar, common years have 365 days and leap years 366 days divided into twelve sequential months.*

**Height.** The vertical distance of a level, point or an object considered as a point, measured from a specific datum.

**Heliport.** An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters.

**Human factors principles.** Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

**Integrity classification (aeronautical data).** Classification based upon the potential risk resulting from the use of corrupted data. Aeronautical data is classified as:

- a) *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;
- b) *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
- c) *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.

**International airport.** Any airport designated by the Contracting State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

**International NOTAM office (NOF).** An office designated by a State for the exchange of NOTAM internationally.

**Logon address.** A specified code used for data link logon to an ATS unit.

**Manoeuvring area.** That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft,

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excluding aprons.

**Metadata.** Data about data (ISO 19115\*).

*Note.*— A structured description of the content, quality, condition or other characteristics of data.

**Meteorological service provider.** The relevant entity designated to provide meteorological service for international air navigation on behalf of a Contracting State.

**Minimum en-route altitude (MEA).** The altitude for an en-route segment that provides adequate reception of relevant navigation facilities and ATS communications, complies with the airspace structure and provides the required obstacle clearance.

**Minimum obstacle clearance altitude (MOCA).** The minimum altitude for a defined segment of flight that provides the required obstacle clearance.

**Movement area.** That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron

**Navigation specification.** A set of aircraft and flight crew requirements needed to support performance-based navigation operations within a defined airspace. There are two kinds of navigation specifications:

*Required navigation performance (RNP) specification.* A navigation specification based on area navigation that includes the requirement for performance monitoring and alerting, designated by the prefix RNP, e.g. RNP 4, RNP APCH.

*Area navigation (RNAV) specification.* A navigation specification based on area navigation that does not include the requirement for performance monitoring and alerting, designated by the prefix RNAV, e.g. RNAV 5, RNAV 1.

*Note 1.*— The Performance-based Navigation (PBN) Manual (ICAO Doc 9613), Volume II, contains detailed guidance on navigation specifications.

*Note 2.*— The term RNP, previously defined as “a statement of the navigation performance necessary for operation within a defined airspace”, has been removed from this BCAR as the concept of RNP has been overtaken by the concept of PBN. The term RNP in this BCAR is now solely used in the context of navigation specifications that require performance monitoring and alerting, e.g. RNP 4 refers to the aircraft and operating requirements, including a 4 NM lateral performance with on-board performance monitoring and alerting that are detailed in ICAO Doc 9613.

**Next intended user.** The entity that receives the aeronautical data or information from the aeronautical information service.

**NOTAM.** A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

**Obstacle.** All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that:

- a) are located on an area intended for the surface movement of aircraft; or

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- b) extend above a defined surface intended to protect aircraft in flight; or
- c) stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

**Obstacle/terrain data collection surface.** A defined surface intended for the purpose of collecting obstacle/terrain data.

**Origination (aeronautical data or aeronautical information).** The creation of the value associated with new data or information or the modification of the value of existing data or information.

**Originator (aeronautical data or aeronautical information).** An entity that is accountable for data or information origination and/or from which the AIS organization receives aeronautical data and aeronautical information.

**Orthometric height.** Height of a point related to the geoid, generally presented as an MSL elevation.

**Performance-based communication (PBC).** Communication based on performance specifications applied to the provision of air traffic services.

*Note.— A required communication performance (RCP) specification includes communication performance requirements that are allocated to system components in terms of the communication to be provided and associated transaction time, continuity, availability, integrity, safety and functionality needed for the proposed operation in the context of a particular airspace concept.*

**Performance-based navigation (PBN).** Area navigation based on performance requirements for aircraft operating along an ATS route, on an instrument approach procedure or in a designated airspace.

*Note.— Performance requirements are expressed in navigation specifications (RNAV specification, RNP specification) in terms of accuracy, integrity, continuity, availability and functionality needed for the proposed operation in the context of a particular airspace concept.*

**Performance-based surveillance (PBS).** Surveillance based on performance specifications applied to the provision of air traffic services.

*Note.— A required surveillance performance (RSP) specification includes surveillance performance requirements that are allocated to system components in terms of the surveillance to be provided and associated data delivery time, continuity, availability, integrity, accuracy of the surveillance data, safety and functionality needed for the proposed operation in the context of a particular airspace concept.*

**Portrayal.** Presentation of information to humans (ISO 19117\*).

**Position (geographical).** Set of coordinates (latitude and longitude) referenced to the mathematical reference ellipsoid which define the position of a point on the surface of the Earth.

**Post spacing.** Angular or linear distance between two adjacent elevation points.

**Precision.** The smallest difference that can be reliably distinguished by a measurement process.

*Note.— In reference to geodetic surveys, precision is a degree of refinement in performance of an operation*

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or a degree of perfection in the instruments and methods used when taking measurements.

**Pre-flight information bulletin (PIB).** A presentation of current NOTAM information of operational significance, prepared prior to flight.

**Prohibited area.** An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is prohibited.

**Quality.** Degree to which a set of inherent characteristics fulfils requirements (ISO 9000\*).

*Note 1.— The term “quality” can be used with adjectives such as poor, good or excellent.*

*Note 2.— “Inherent”, as opposed to “assigned”, means existing in something, especially as a permanent characteristic.*

**Quality assurance.** Part of quality management focused on providing confidence that quality requirements will be fulfilled (ISO 9000\*).

**Quality control.** Part of quality management focused on fulfilling quality requirements (ISO 9000\*).

**Quality management.** Coordinated activities to direct and control an organization with regard to quality (ISO 9000\*).

**Radio navigation service.** A service providing guidance information or position data for the efficient and safe operation of aircraft supported by one or more radio navigation aids.

**Required communication performance (RCP) specification.** A set of requirements for air traffic service provision and associated ground equipment, aircraft capability, and operations needed to support performance-based communication.

**Required surveillance performance (RSP) specification.** A set of requirements for air traffic service provision and associated ground equipment, aircraft capability, and operations needed to support performance-based surveillance.

**Requirement.** Need or expectation that is stated, generally implied or obligatory (ISO 9000\*).

*Note 1.— “Generally implied” means that it is custom or common practice for the organization, its customers and other interested parties, that the need or expectation under consideration is implied.*

*Note 2.— A qualifier can be used to denote a specific type of requirement, e.g. product requirement, quality management requirement, customer requirement.*

*Note 3.— A specified requirement is one which is stated, for example, in a document.*

*Note 4.— Requirements can be generated by different interested parties.*

**Restricted area.** An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is restricted in accordance with certain specified conditions.

**Route stage.** A route or portion of a route flown without an intermediate landing.

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**SNOWTAM.** A special series NOTAM given in a standard format providing a surface condition report notifying the presence or cessation of hazardous conditions due to snow, ice, slush, frost, standing water or water associated with snow, slush, ice or frost on the movement area.

**Station declination.** An alignment variation between the zero degree radial of a VOR and true north, determined at the time the VOR station is calibrated.

**Terrain.** 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.

**Traceability.** Ability to trace the history, application or location of that which is under consideration (ISO 9000\*).

*Note.— When considering product, traceability can relate to:*

- *the origin of materials and parts;*
- *the processing history; and*
- *the distribution and location of the product after delivery.*

**Validation.** Confirmation, through the provision of objective evidence, that the requirements for a specific intended use or application have been fulfilled (ISO 9000\*).

**Verification.** Confirmation, through the provision of objective evidence, that specified requirements have been fulfilled (ISO 9000\*).

*Note.— The term “verified” is used to designate the corresponding status.*

**VOLMET.** Meteorological information for aircraft in flight.

**Data link-VOLMET (D-VOLMET).** Provision of current aerodrome routine meteorological reports (METAR) and aerodrome special meteorological reports (SPECI), aerodrome forecasts (TAF), SIGMET, special air-reports not covered by a SIGMET and, where available, AIRMET via data link.

**VOLMET broadcast.** Provision, as appropriate, of current METAR, SPECI, TAF and SIGMET by means of continuous and repetitive voice broadcasts.

## 1.2 Common reference systems for air navigation

### 1.2.1 Horizontal reference system

1.2.1.1 The AIS provider shall use the world Geodetic System — 1984 (WGS-84) as the horizontal (geodetic) reference system for international air navigation. Consequently, published aeronautical geographical coordinates (indicating latitude and longitude) shall be expressed in terms of the WGS-84 geodetic reference datum.

*Note.— Comprehensive guidance material concerning WGS-84 is contained in the World*

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*Geodetic System — 1984 (WGS-84) Manual (ICAO Doc 9674).*

### 1.2.2 Vertical reference system

- 1.2.2.1 The AIS provider shall ensure that mean sea level (MSL) datum is used as the vertical reference system for international air navigation.

*Note 1.— The geoid globally most closely approximates MSL. It is defined as the equipotential surface in the gravity field of the Earth which coincides with the undisturbed MSL extended continuously through the continents.*

*Note 2.— Gravity-related heights (elevations) are also referred to as orthometric heights while distances of points above the ellipsoid are referred to as ellipsoidal heights.*

- 1.2.2.2 The AIS provider shall ensure that the Earth Gravitational Model — 1996 (EGM-96) is used as the global gravity model for international air navigation.

- 1.2.2.3 At those geographical positions where the accuracy of EGM-96 does not meet the accuracy requirements for elevation and geoid undulation on the basis of EGM-96 data, the AIS provider shall develop and use regional, national or local geoid models containing high resolution (short wavelength) gravity field data. When a geoid model other than the EGM-96 model is used, the AIS provider shall provide in the AIP a description of the model used, including the parameters required for height transformation between the model and EGM-96.

*Note.— Specifications concerning determination and reporting (accuracy of field work and data integrity) of elevation and geoid undulation at specific positions at aerodromes/heliports are given in the PANS-AIM (ICAO Doc 10066), Appendix 1.*

### 1.2.3 Temporal reference system

- 1.2.3.1 The AIS provider shall ensure that the Gregorian calendar and Coordinated Universal Time (UTC) are used as the temporal reference system for international air navigation.

*Note 3.— Guidance material relating to UTC is contained in Attachment D of Annex 5 — Units of Measurement to be Used in Air and Ground Operations.*

- 1.2.3.2 The AIS provider shall ensure that when a different temporal reference system is used for some applications, the feature catalogue, or the metadata associated with an application schema or a data set, as appropriate, includes either a description of that system or a citation for a document that describes that temporal reference system.

## 1.3 Miscellaneous specifications

- 1.3.1 The AIS provider shall ensure that aeronautical information products intended for international distribution includes English text for those parts expressed in plain language.

- 1.3.2 The AIS provider shall ensure that place names are spelt in conformity with local usage, transliterated, when necessary, into the ISO-Basic Latin alphabet.

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- 1.3.3 The AIS provider shall ensure that units of measurement used in the origination, processing and distribution of aeronautical data and aeronautical information are consistent with the tables contained in BCAR-5.
- 1.3.4 The AIS provider shall ensure that ICAO abbreviations are used in aeronautical information products whenever they are appropriate and their use will facilitate distribution of aeronautical data and aeronautical information.

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\* ISO Standard

- 8601 — Data elements and interchange formats — Information interchange — Representation of dates and times*
- 9000 — Quality Management Systems — Fundamentals and Vocabulary*
- 19101 — Geographic information — Reference model*
- 19104 — Geographic information — Terminology*
- 19108 — Geographic information — Temporal schema*
- 19109 — Geographic information — Rules for application schema*
- 19110 — Geographic information — Feature cataloguing schema*
- 19115 — Geographic information — Metadata*
- 19117 — Geographic information — Portrayal*
- 19131 — Geographic information — Data product specification*
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## CHAPTER 2. RESPONSIBILITIES AND FUNCTIONS

### 2.1 General AIS requirements

- 2.1.1 The aeronautical information service (AIS) shall be provided by an AIS provider designated by the BCAA.
- 2.1.2 The AIS Provider shall ensure that the provision of aeronautical data and aeronautical information covers the territory of Bhutan.
- 2.1.3 The AIS Provider shall remain responsible for the aeronautical data and aeronautical information provided in accordance with 2.1.2. Aeronautical data and aeronautical information provided shall clearly indicate that they are provided under the authority of BCAA, irrespective of the format in which they are provided.
- 2.1.4 The AIS Provider shall ensure that the aeronautical data and aeronautical information provided are of required quality in accordance with 3.2.
- 2.1.5 The AIS Provider shall have formal arrangements established with originators of aeronautical data and aeronautical information in relation to the timely and complete provision of aeronautical data and aeronautical information.

*Note.— The scope of aeronautical data and aeronautical information that would be the subject of formal arrangements is specified in Chapter 4.*

### 2.2 AIS Provider responsibilities and functions

- 2.2.1 The AIS provider shall ensure that aeronautical data and aeronautical information necessary for the safety, regularity and efficiency of air navigation are made available in a form suitable for the operational requirements of the air traffic management (ATM) community, including:
- a) those involved in flight operations, including flight crews, flight planning and flight simulators; and
  - b) the ATS unit responsible for flight information service and the services responsible for pre-flight information.

*Note.— A description of the ATM community is contained in the Global Air Traffic Management Operational Concept (ICAO Doc 9854).*

- 2.2.2 The AIS provider shall:
- a) receive, collate or assemble, edit, format, publish/store and distribute aeronautical data and aeronautical information concerning the entire territory of Bhutan.

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b) provide aeronautical data and aeronautical information as aeronautical information products.

2.2.3 The AIS provider shall ensure that where 24-hour service is not provided, service is available during the whole period an aircraft is in flight in the area of responsibility of the AIS provider, plus a period of at least two hours before and after such a period. Service shall also be available at such other time as may be requested by an appropriate ground organization.

2.2.4 The AIS Provider shall, in addition, obtain aeronautical data and aeronautical information to enable it to provide pre-flight information service and to meet the need for in-flight information:

a) from the AIS of other States; and

b) from other sources that may be available.

*Note.— One such source is the subject of a provision in 5.6.*

2.2.5 The AIS provider shall ensure that aeronautical data and aeronautical information obtained under 2.2.4 a) is, when distributed, be clearly identified as having the authority of the originating State.

2.2.6 The AIS provider shall ensure that aeronautical data and aeronautical information obtained under 2.2.4 b) is verified before distribution, where possible, and if not verified, when distributed, is clearly identified as such.

2.2.7 The AIS provider shall promptly make available to the AIS of other States any aeronautical data and aeronautical information necessary for the safety, regularity or efficiency of air navigation required by them, to enable them to comply with 2.2.1.

### **2.3 Exchange of aeronautical data and aeronautical information**

2.3.1 The AIS provider shall designate an office to which all elements of aeronautical information products provided by other States shall be addressed. The office shall be qualified to deal with requests for aeronautical data and aeronautical information provided by other States.

2.3.2 [Reserved]

2.3.3 The AIS provider shall establish international NOTAM office. Where more than one international NOTAM office is established, the AIS Provider shall define the extent of responsibility and the territory covered by each office.

2.3.4 The AIS provider shall arrange, as necessary, to satisfy operational requirements for the issuance and receipt of NOTAM distributed by telecommunication.

2.3.5 The AIS provider shall ensure that, wherever practicable, direct contact between AIS is established in order to facilitate the international exchange of aeronautical data and aeronautical information.

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2.3.6 Except as provided in 2.3.8, one copy of each of the following aeronautical information products (where available) that have been requested by the AIS of an ICAO Contracting State shall be made available by the AIS provider and provided in the mutually agreed form(s), without charge.

- a) AIP, including Amendments and Supplements;
- b) Aeronautical Information Circulars (AIC);
- c) NOTAM; and
- d) aeronautical charts.

2.3.7 [Reserved]

2.3.8 When aeronautical data and aeronautical information are provided in the form of digital data sets to be used by the AIS, they shall be provided on the basis of agreement with the ICAO Contracting States concerned.

2.3.9 [Reserved]

2.3.10 The AIS provider shall ensure that globally interoperable aeronautical data and aeronautical information exchange models are used for the provision of data sets.

2.3.10.1 Globally interoperable aeronautical data and aeronautical information exchange models shall be used in accordance with specifications contained in the *PANS-AIM (ICAO Doc 10066)*.

*Note 2.— Guidance material on globally interoperable aeronautical data and aeronautical information exchange models is contained in ICAO Doc 8126.*

## 2.4 Copyright

2.4.1 The AIS provider shall ensure that, any aeronautical information product which has been granted copyright protection by the originating State and provided to the AIS provider in accordance with 2.3, is only made available to a third party on the condition that the third party is made aware that the product is copyright protected and provided that it is appropriately annotated that the product is subject to copyright by the originating State.

2.4.2 The AIS provider shall ensure that, when aeronautical data and aeronautical information are provided to the AIS provider in accordance with 2.3.8, the AIS provider does not provide the digital data sets of the providing State to any third party without the consent of the providing State.

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## CHAPTER 3. AERONAUTICAL INFORMATION MANAGEMENT

### 3.1 Information management requirements

- 3.1.1 The AIS provider shall establish adequate information management resources and processes to ensure the timely collection, processing, storing, integration, exchange and delivery of quality-assured aeronautical data and aeronautical information within the air traffic management (ATM) system.

### 3.2 Data quality requirements

#### 3.2.1 Data accuracy

- 3.2.1.1 The AIS provider shall ensure that the order of accuracy for aeronautical data is in accordance with its intended use.
- 3.2.1.2 The AIS provider shall ensure that the order of accuracy, including confidence level, for aeronautical data is in accordance with specifications contained in the Procedures for Air Navigation Services — Aeronautical Information Management (*PANS-AIM, ICAO Doc 10066*), Appendix 1.

#### 3.2.2 Data resolution

- 3.2.2.1 The AIS provider shall ensure that the order of resolution of aeronautical data is commensurate with the actual data accuracy in accordance with *PANS-AIM (ICAO Doc 10066), Appendix 1*.

*Note 2.— The resolution of the data contained in the database may be the same or finer than the publication resolution.*

#### 3.2.3 Data integrity

- 3.2.3.1 The AIS provider shall ensure that the integrity of aeronautical data is maintained throughout the data chain, from origination to distribution to the next intended user, in accordance with *PANS-AIM (ICAO Doc 10066), Appendix 1*.
- 3.2.3.2 The AIS provider shall ensure that, based on the applicable integrity classification, procedures are put in place in order to:
- a) for routine data: avoid corruption throughout the processing of the data;
  - b) for essential data: ensure corruption does not occur at any stage of the data processing life cycle (e.g. collection, processing, storing, integration, exchange and delivery) and include additional measures or steps as needed to address potential risks in the overall processing of aeronautical data to further assure data integrity at this level; and

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- c) for critical data: ensure corruption does not occur at any stage of the data processing life cycle (e.g. collection, processing, storing, integration, exchange and delivery) and include additional data integrity assurance processes to mitigate the risk of errors.

*Note.— Guidance concerning measures to ensure data integrity is contained in the Aeronautical Information Service Manual (ICAO Doc 8126), Part II, 4.1 and 6.2.*

#### 3.2.4 Data traceability

- 3.2.4.1 The AIS provider shall ensure that the traceability of aeronautical data is maintained and retained as long as the data is in use.

#### 3.2.5 Data timeliness

- 3.2.5.1 The AIS provider shall ensure that the timeliness of aeronautical data is maintained by including limits on the effective period of the data elements.

*Note 1.— These limits may be associated with individual data elements or data sets.*

*Note 2.— If the effective period is defined for a data set, it will account for the effective dates of all of the individual data elements.*

#### 3.2.6 Data completeness

- 3.2.6.1 The AIS provider shall ensure completeness of aeronautical data in order to support its intended use.

#### 3.2.7 Data format

- 3.2.7.1 The AIS provider shall ensure that the format of delivered aeronautical data is adequate to allow the data to be interpreted in a manner that is consistent with its intended use.

### **3.3 Aeronautical data and aeronautical information verification and validation**

- 3.3.1 The AIS provider shall develop and apply procedures to ensure that aeronautical data and aeronautical information to be published as part of an aeronautical information product are checked by the data originator before submission to the AIS Provider, to ensure that all necessary information has been included and is correct.

- 3.3.2 The AIS provider shall establish verification and validation procedures which ensure that upon receipt of aeronautical data and aeronautical information, quality requirements are met.

### **3.4 Data error detection**

- 3.4.1 The AIS provider shall ensure that digital data error detection techniques are used during the transmission and/or storage of aeronautical data and digital data sets.

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3.4.2 The AIS provider shall ensure the use of digital data error detection techniques in accordance with specifications contained in *PANS-AIM (ICAO Doc 10066)* to maintain the integrity levels.

### 3.5 Use of automation

3.5.1 The AIS provider shall ensure that automation is applied in order to ensure the quality, efficiency and cost-effectiveness of aeronautical information services.

*Note.— Guidance material on the development of databases and the establishment of data exchange services is contained in ICAO Doc 8126.*

3.5.2 The AIS provider shall ensure that due consideration to the integrity of data and information is given when automated processes are implemented and mitigating steps taken where risks are identified.

3.5.3 The AIS provider, in order to meet the data quality requirements, shall ensure that automation:

- a) enables digital aeronautical data exchange between the parties involved in the data processing chain; and
- b) uses aeronautical information exchange models and data exchange models designed to be globally interoperable.

### 3.6 Quality management system

3.6.1 The AIS provider shall establish and maintain quality management systems (QMS) encompassing all functions of an AIS, as outlined in 2.2. The execution of such quality management systems shall be made demonstrable for each function stage.

3.6.1.1 The AIS provider shall ensure that the QMS fulfills the following general requirements for a:

- a) develop a quality manual that includes the scope of a QMS as applied to AIM processes;
- b) identify the processes needed for the QMS;
- c) determine the sequence and interaction of these processes;
- d) determine criteria and methods required to ensure the effective operation and control of these processes;
- e) ensure the availability of information necessary to support the operation and monitoring of these processes;
- f) measure, monitor and analyse these processes, and implement action necessary to achieve planned results and
- g) continual improvement; and

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- h) maintain appropriate records that are necessary to provide confidence of conformity of the processes and
- i) resulting product.

*Note.— Guidance material is contained in the Manual on the Quality Management System for Aeronautical Information Services (ICAO Doc 9839).*

3.6.2 The AIS provider shall ensure that the QMS is applicable to the whole aeronautical data chain from data origination to distribution to the next intended user, taking into consideration the intended use of data.

3.6.3 The AIS provider shall ensure that the QMS established in accordance with 3.6.1 follows the ISO 9000 series of quality assurance standards and be certified by an accredited certification body.

3.6.4 Within the context of the established QMS, the AIS Provider shall ensure that:

- a) the competencies and the associated knowledge, skills and attitudes required for each function is identified, and personnel assigned to perform those functions are appropriately trained;
- b) processes are in place to ensure that personnel possess the competencies required to perform specific assigned functions;
- c) appropriate records are maintained so that the qualifications of personnel can be confirmed;
- d) initial and periodic assessments are established that require personnel to demonstrate the required competencies; and
- e) periodic assessments of personnel are used as a means to detect and correct shortfalls in knowledge, skills and attitudes.

3.6.5 The AIS provider shall ensure that the training methodology established in accordance with 3.6.4 follows the competency-based training and assessment (CBTA) methodology.

*Note 1.— Provisions related to the CBTA methodology are contained in the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) and in the Procedures for Air Navigation Services — Aeronautical Information Management (PANS-AIM, Doc 10066).*

*Note 2.— Additional guidance concerning a competency-based training and assessment methodology to ensure the competency of personnel in accordance with the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) is contained in the Aeronautical Information Services Training Manual (Doc 9991).*

3.6.6 The AIS provider shall ensure that each QMS includes the necessary policies, processes and procedures, including those for the use of metadata, to ensure and verify that aeronautical data is traceable throughout the aeronautical information data chain so as to allow any data anomalies or errors detected in use to be identified by root cause, corrected and communicated to affected users.

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3.6.7 The AIS provider shall ensure that the established QMS provides users with the necessary assurance and confidence that distributed aeronautical data and aeronautical information satisfy the aeronautical data quality requirements.

3.6.7.1 The AIS provider shall define and implement a user feedback system in the framework of its QMS.

3.6.8 The AIS provider shall take all necessary measures to monitor compliance with the QMS in place, including:

- a) conducting internal audits at least once a year;
- b) ensuring that corrective action is taken without undue delay to address the cause of any nonconformity identified during the audit; and
- c) ensuring that all audit findings and corrective actions are evidenced and properly documented.

### **3.7 Human factors considerations**

3.7.1 The AIS provider shall ensure that its organization as well as the design, contents, processing and distribution of aeronautical data and aeronautical information takes into consideration human factors principles to facilitate their optimum utilization.

3.7.2 The AIS provider shall give due consideration to the integrity of information where human interaction is required and shall take mitigating steps where risks are identified.

*Note.— This may be accomplished through the design of systems, operating procedures or improvements in the operating environment.*

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## CHAPTER 4. SCOPE OF AERONAUTICAL DATA AND AERONAUTICAL INFORMATION

### 4.1 Scope of aeronautical data and aeronautical information

4.1.1 The AIS provider shall ensure that the aeronautical data and aeronautical information it receives and manages include at least the following sub-domains:

- a) national regulations, rules and procedures;
- b) aerodromes and heliports;
- c) airspace;
- d) ATS routes;
- e) instrument flight procedures;
- f) radio navigation aids and systems;
- g) obstacles;
- h) terrain; and
- i) geographic information.

4.1.1.1 The AIS provider shall ensure that the content of each sub-domain is in accordance with detailed specifications contained in the *PANS-AIM (ICAO Doc 10066), Appendix 1*.

*Note 2.— Aeronautical data and aeronautical information in each sub-domain may be originated by more than one organization or authority.*

4.1.2 The AIS provider shall ensure that the determination and reporting of aeronautical data is in accordance with:

- a) the accuracy and integrity classification required to meet the needs of the end-user of aeronautical data; and
- b) the specifications in *PANS-AIM (ICAO Doc 10066), Appendix 1*.

### 4.2 Metadata

4.2.1 The AIS provider shall ensure that metadata is collected for aeronautical data processes and exchange points as specified in *PANS-AIM (ICAO Doc 10066)*.

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4.2.2 The AIS provider shall ensure that metadata collection is applied throughout the aeronautical information data chain, from origination to distribution to the next intended user.

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## CHAPTER 5. AERONAUTICAL INFORMATION PRODUCTS AND SERVICES

### 5.1 General

- 5.1.1 The AIS provider shall provide aeronautical information in the form of aeronautical information products and associated services.
- 5.1.2 The AIS provider shall ensure:
- a) that the order of resolution of aeronautical data provided for each aeronautical information product is in accordance with *PANS-AIM (ICAO Doc 10066), Appendix 1*;
  - b) consistency between formats of data and information where aeronautical data and aeronautical information are provided in multiple formats.

### 5.2 Aeronautical information in a standardized presentation

- 5.2.1 The AIS provider shall ensure that aeronautical information provided in a standardized presentation includes AIP, AIP Amendments, AIP Supplements, AIC, NOTAM and aeronautical charts, and that these are provided in accordance with detailed specifications for each product contained in the *PANS-AIM (ICAO Doc 10066)*.

*Note 2.— Cases where digital data sets may replace the corresponding elements of the standardized presentation are detailed in the PANS-AIM (ICAO Doc 10066).*

- 5.2.1.1 The AIS provider shall provide the AIP, AIP Amendment, AIP Supplement and AIC on paper and/or as an electronic document.

#### 5.2.2 Aeronautical Information Publication

*Note 1.— The AIP is intended primarily to satisfy international requirements for the exchange of aeronautical information of a lasting character essential to air navigation.*

*Note 2.— The AIP constitutes the basic information source for permanent information and long duration temporary changes.*

- 5.2.2.1 The AIS provider shall ensure that AIP includes:
- a) a statement of the competent authority responsible for the air navigation facilities, services or procedures covered by the AIP;
  - b) the general conditions under which the services or facilities are available for international use;

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- c) a list of significant differences between the national regulations and practices of the State and the related ICAO Standards, Recommended Practices and Procedures, given in a form that would enable a user to differentiate readily between the requirements of the State and the related ICAO provisions;
- d) the choice made by the State in each significant case where an alternative course of action is provided for ICAO Standards, Recommended Practices and Procedures.

5.2.2.2 The AIS provider shall update the information contained in the AIP as per the requirements outlined in 6.3.1.

#### 5.2.3 AIP Supplement

5.2.3.1 The AIS provider shall regularly provide a checklist of valid AIP Supplements at intervals of not more than one month.

#### 5.2.4 Aeronautical Information Circulars

5.2.4.1 The AIS provider shall ensure that an AIC is used to provide:

- a) a long-term forecast of any major change in legislation, regulations, procedures or facilities; or
- b) information of a purely explanatory or advisory nature liable to affect flight safety; or
- c) information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters.

5.2.4.2 The AIS provider shall ensure that an AIC is not used for information that qualifies for inclusion in AIP and NOTAM.

5.2.4.3 The AIS provider shall review the validity of AIC currently in force at least once a year.

5.2.4.4 The AIS provider shall regularly provide a checklist of currently valid AIC in accordance with detailed specifications contained in *PANS-AIM (ICAO Doc 10066)*.

#### 5.2.5 Aeronautical charts

*Note.— ICAO Annex 4 — Aeronautical Charts provides Standards and Recommended Practices including provision requirements for each chart type.*

5.2.5.1 The AIS provider shall, when available for all aerodromes/heliports, publish the aeronautical charts listed below as part of the AIP or provide them separately to recipients of the AIP:

- a) Aerodrome/Heliport Chart — ICAO;
- b) Aerodrome Ground Movement Chart — ICAO;
- c) Aerodrome Obstacle Chart — ICAO Type A;

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- d) Aerodrome Obstacle Chart — ICAO Type B (when available);
- e) Aerodrome Terrain and Obstacle Chart — ICAO (Electronic);
- f) Aircraft Parking/Docking Chart — ICAO;
- g) Area Chart — ICAO;
- h) ATC Surveillance Minimum Altitude Chart — ICAO;
- i) Instrument Approach Chart — ICAO;
- j) Precision Approach Terrain Chart — ICAO;
- k) Standard Arrival Chart — Instrument (STAR) — ICAO;
- l) Standard Departure Chart — Instrument (SID) — ICAO;
- m) Visual Approach Chart — ICAO;
- n) En-route Chart — ICAO;
- o) World Aeronautical Chart — ICAO 1:1 000 000;
- p) Aeronautical Chart — ICAO 1:500 000;
- q) Aeronautical Navigation Chart — ICAO Small Scale; and
- r) Plotting Chart — ICAO chart.

5.2.5.2 The AIS provider shall ensure that the chart resolution of aeronautical data is as specified for a particular chart in the *PANS-AIM (ICAO Doc 10066), Appendix 1*.

### 5.2.6 NOTAM

5.2.6.1 The AIS provider shall ensure that NOTAM shall be issued in accordance with specifications for NOTAM, including formats for SNOWTAM and ASHTAM as contained in *PANS-AIM (ICAO Doc 10066)*.

5.2.6.2 The AIS provider shall regularly provide a checklist of valid NOTAM in accordance with the *PANS-AIM (ICAO Doc 10066)*.

5.2.6.3 The AIS provider shall ensure that distribution of NOTAM fulfills the requirements outlined in 5.4.2.

## 5.3 Digital data sets

### 5.3.1 General

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5.3.1.1 The AIS provider shall ensure that digital data used in the aeronautical information services is in the form of one of the following data sets, and that it is based on the specifications for the content of digital data sets stipulated in *PANS-AIM (ICAO Doc 10066)*:

- a) AIP data set;
- b) terrain data sets;
- c) obstacle data sets;
- d) aerodrome mapping data sets; and
- e) instrument flight procedure data sets.

5.3.1.2 The AIS provider shall ensure that each data set is provided to the next intended user together with at least the minimum set of metadata, based on the specifications in the *PANS-AIM (ICAO Doc 10066)*, that ensures traceability.

5.3.1.3 The AIS provider shall ensure that a checklist of valid data sets is regularly provided.

#### 5.3.1 AIP data set

5.3.1.1 The AIS provider shall provide an AIP data set covering the extent of information as provided in the AIP.

5.3.1.2 The AIS provider shall provide the available AIP data subsets when it is not possible to provide a complete AIP data set.

5.3.1.3 The AIS provider shall ensure that the AIP data set contains the digital representation of aeronautical information of lasting character (permanent information and long duration temporary changes) essential to air navigation.

#### 5.3.2 Terrain and obstacle data sets

*Note 1.— Numerical requirements for terrain and obstacle data sets are contained in the PANS AIM (ICAO Doc 10066), Appendices 1 and 8.*

*Note 2.— Requirements for terrain and obstacle data collection surfaces are contained in the PANS-AIM (ICAO Doc 10066), Appendix 8.*

5.3.2.1 The AIS provider shall ensure that the coverage areas for terrain and obstacle data sets are as specified below:

- Area 1: the entire territory of Bhutan;
- Area 2: within the vicinity of an aerodrome, subdivided as follows:

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- Area 2a: a rectangular area around a runway that comprises the runway strip plus any clearway that exists;

*Note.*— See ICAO Annex 14, Volume I, Chapter 3, for dimensions for runway strips.

- Area 2b: an area extending from the ends of Area 2a in the direction of departure, with a length of 10 km and a splay of 15 per cent to each side;
- Area 2c: an area extending outside Area 2a and Area 2b at a distance of not more than 10 km from the boundary of Area 2a; and
- Area 2d: an area outside Areas 2a, 2b and 2c up to a distance of 45 km from the aerodrome reference point, or to an existing terminal control area (TMA) boundary, whichever is nearest;
- Area 3: the area bordering an aerodrome movement area that extends horizontally from the edge of a runway to 90 m from the runway centre line and 50 m from the edge of all other parts of the aerodrome movement area; and
- Area 4: the area extending 900 m prior to the runway threshold and 60 m each side of the extended runway centre line in the direction of the approach on a precision approach runway, Category II or III.

5.3.2.2 Where the terrain at a distance greater than 900 m (3 000 ft) from the runway threshold is mountainous or otherwise significant, the AIS provider shall ensure that the length of Area 4 is extended to a distance not exceeding 2 000 m (6 500 ft) from the runway threshold.

#### 5.3.2.3 Terrain data sets

5.3.2.3.1 The AIS provider shall ensure that terrain data sets contain the digital representation of the terrain surface in the form of continuous elevation values at all intersections (points) of a defined grid, referenced to common datum.

5.3.2.3.2 The AIS provider shall provide terrain data for Area 1.

5.3.2.3.3 For aerodromes regularly used by international civil aviation, the AIS Provider shall provide terrain data for:

- a) Area 2a;
- b) the take-off flight path area; and
- c) an area bounded by the lateral extent of the aerodrome obstacle limitation surfaces.

#### 5.3.2.4 Obstacle data sets

5.3.2.4.1 The AIS provider shall ensure that obstacle data sets contain the digital representation of the vertical and horizontal extent of obstacles.

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- 5.3.2.4.2 The AIS provider shall ensure that obstacle data is not included in terrain data sets.
- 5.3.2.4.3 The AIS provider shall ensure that obstacle data is provided for obstacles in Area 1 whose height is 100 m or higher above ground.
- 5.3.2.4.4 The AIS provider shall ensure that, for aerodromes regularly used by international civil aviation, obstacle data is provided for all obstacles within Area 2 that are assessed as being a hazard to air navigation.
- 5.3.2.4.5 The AIS provider shall ensure that, for aerodromes regularly used by international civil aviation, obstacle data is provided for:

- a) Area 2a for those obstacles that penetrate an obstacle data collection surface outlined by a rectangular area around a runway that comprises the runway strip plus any clearway that exists. The Area 2a obstacle collection surface shall have a height of 3 m above the nearest runway elevation measured along the runway centre line, and for those portions related to a clearway, if one exists, at the elevation of the nearest runway end;
- b) objects in the take-off flight path area as specified in paragraph 3.8.2 of BCAR 4, which project above a plane surface having a 1.2 per cent slope and having a common origin with the take-off flight path area; and
- c) penetrations of the aerodrome obstacle limitation surfaces.

*Note.— Take-off flight path areas are specified in ICAO Annex 4, 3.8.2. Aerodrome obstacle limitation surfaces are specified in ICAO Annex 14, Volume 1, Chapter 4.*

- 5.3.2.4.6 The AIS provider shall ensure that, for aerodromes regularly used by international civil aviation, obstacle data is also provided for Areas 2b, 2c and 2d for obstacles that penetrate the relevant obstacle data collection surface specified as follows:
- a) Area 2b: an area extending from the ends of Area 2a in the direction of departure, with a length of 10 km and a splay of 15 per cent to each side. The Area 2b obstacle collection surface has a 1.2 per cent slope extending from the ends of Area 2a at the elevation of the runway end in the direction of departure, with a length of 10 km and a splay of 15 per cent to each side;
  - b) Area 2c: an area extending outside Area 2a and Area 2b at a distance of not more than 10 km from the boundary of Area 2a. The Area 2c obstacle collection surface has a 1.2 per cent slope extending outside Area 2a and Area 2b at a distance of not more than 10 km from the boundary of Area 2a. The initial elevation of Area 2c has the elevation of the point of Area 2a at which it commences; and
  - c) Area 2d: an area outside Areas 2a, 2b and 2c up to a distance of 45 km from the aerodrome reference point, or to an existing TMA boundary, whichever is nearest. The Area 2d obstacle collection surface has a height of 100 m above ground; but
  - d) data need not be collected for obstacles less than a height of 3 m above ground in Area 2b and less than a height of 15 m above ground in Area 2c.

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5.3.2.4.7 [Reserved]

5.3.2.4.8 The AIS provider shall ensure that, for those aerodromes located near territorial boundaries, arrangements are established with the neighboring state concerned to share obstacle data.

5.3.2.4.9 The AIS provider shall ensure that, for aerodromes regularly used by international civil aviation, the obstacle data is provided for Area 3 for obstacles that penetrate the relevant obstacle data collection surface extending a half-meter (0.5 m) above the horizontal plane passing through the nearest point on the aerodrome movement area.

5.3.2.4.10 The AIS provider shall ensure that, for aerodromes regularly used by international civil aviation, obstacle data is provided for Area 4 for all runways where precision approach Category II or III operations have been established.

### 5.3.3 Aerodrome mapping data sets

5.3.3.1 The AIS provider shall ensure that aerodrome mapping data sets contains the digital representation of aerodrome features that consist of attributes and geometries, that are characterized as points, lines or polygons (for example, runway thresholds, taxiway guidance lines and parking stand areas).

5.3.3.2 The AIS provider shall ensure that aerodrome mapping data sets are made available to every aerodrome that is regularly used by international civil aviation.

### 5.3.4 Instrument flight procedure data sets

5.3.4.1 The AIS provide shall ensure that instrument flight procedure data sets contain the digital representation of instrument flight procedures.

5.3.4.2 The AIS provider shall ensure that instrument flight procedure data sets are made available for aerodromes regularly used by international civil aviation.

## 5.4 Distribution services

### 5.4.1 Instrument flight procedure data sets

5.4.1.1 The AIS provider shall ensure that aeronautical information products are distributed to authorized users who request them.

5.4.1.2 The AIS provider shall ensure that AIP, AIP Amendments, AIP Supplements and AIC are made available by the most expeditious means.

### 5.4.2 NOTAM distribution

5.4.2.1 The AIS provider shall ensure that each NOTAM is distributed on the basis of a request.

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- 5.4.2.2 The AIS provider shall prepare a NOTAM that conforms with the relevant provisions of the ICAO communication procedures specified in ICAO Annex 10 Volume II to the Chicago Convention and other relevant ICAO documents.
- 5.4.2.3 The AIS provider shall ensure that the aeronautical fixed service (AFS) is employed for NOTAM distribution.
- 5.4.2.4 The AIS provider shall ensure that, when a NOTAM 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 is used, preceding the text, and the NOTAM that are to be given international distribution must be selected.
- 5.4.2.5 The AIS provider shall ensure that international exchange of NOTAM takes place only as mutually agreed between the international NOTAM offices concerned and multinational NOTAM processing units.
- 5.4.2.6 The AIS provider shall, upon request, grant distribution of NOTAM series other than those distributed internationally.

#### 5.4.3 Data set information services

- 5.4.3.1 The AIS provider shall ensure that the digital data sets specified in 5.3 are made available through information services in accordance with procedures on information services contained in the *PANS-IM (ICAO Doc 10199)*.

*Note 3.— Guidance material on information services can be found in the Manual on System-wide Information Management Implementation (Doc 10203).* 5.4.3.1.1

- 5.4.3.1.1 The AIS provider shall ensure that a data set information service provides, as a minimum, the ability to query and retrieve as a whole each of the digital data sets specified in 5.3.

*Note.— Guidance material on how to query digital data sets is contained in the Aeronautical Information Services Manual (Doc 8126), Part IV.*

- 5.4.3.1.2 The AIS provider shall ensure that a data set information service provides the option to subscribe to notifications on data set updates.

### 5.5 Pre-flight information service

- 5.5.1 The AIS provider shall make available to flight operations personnel, including flight crews and services responsible for pre-flight information at aerodromes in Bhutan regularly used by international air operations, aeronautical information relative to the route stages originating at those aerodromes.
- 5.5.2 The AIS provider shall ensure that aeronautical information provided for pre-flight planning purposes includes:

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- a) information of operational significance from the elements of aeronautical information products;
- b) a summary of valid NOTAM of operational significance and other information of an urgent character, in the form of plain-language pre-flight information bulletins (“PIB”).

*Note 1.— The elements of aeronautical information products may be limited to national publications and when practicable, those of adjacent States, provided a complete library of aeronautical information is available at a central location and means of direct communications are available with that library.*

*Note 2.— Guidance material on the preparation of PIB is contained in ICAO Doc 8126.*

- 5.5.3 The AIS provider shall ensure that automated pre-flight information systems providing a harmonized, common point of access by operations personnel, including flight crew members and other aeronautical personnel concerned, to aeronautical data and aeronautical information, are established by an agreement between the AIS provider and the relevant meteorological service provider.

## **5.6 Post-flight information service**

- 5.6.1 The AIS provider shall make arrangements to receive information noted by flight crews concerning the state and operation of air navigation facilities or services at aerodromes in Bhutan used for international civil aviation.
- 5.6.2 The AIS provider shall ensure that the arrangements specified in 5.6.1 ensures that such information is made available to the AIS Provider for distribution as the circumstances necessitate.
- 5.6.3 The AIS provider shall make arrangements to receive information observed by flight crews concerning the presence of wildlife hazards at aerodromes in Bhutan used for international civil aviation.
- 5.6.4 The AIS provider shall ensure that information about presence of wildlife hazards is made available to the AIS provider for distribution as the circumstances necessitate.

*Note.— See ICAO Annex 14, Volume I, Chapter 9, Section 9.4.*

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## **CHAPTER 6. AERONAUTICAL INFORMATION UPDATES**

### **6.1 General specifications**

The AIS provider shall ensure that aeronautical data and aeronautical information is kept up to date.

### **6.2 Aeronautical information regulation and control (AIRAC)**

6.2.1 The AIS provider shall distribute information concerning the following circumstances under the regulated system (AIRAC):

- a) limits (horizontal and vertical), regulations and procedures applicable to:
  - 1) flight information regions;
  - 2) control areas;
  - 3) control zones;
  - 4) advisory areas;
  - 5) air traffic services (ATS) routes;
  - 6) permanent danger, prohibited and restricted areas (including type and periods of activity when known) and air defence identification zones (ADIZ);
  - 7) permanent areas or routes or portions thereof where the possibility of interception exists;
- b) positions, frequencies, call signs, identifiers, known irregularities and maintenance periods of radio navigation aids, and communication and surveillance facilities;
- c) holding and approach procedures, arrival and departure procedures, noise abatement procedures and any other pertinent ATS procedures;
- d) transition levels, transition altitudes and minimum sector altitudes;
- e) meteorological facilities (including broadcasts) and procedures;
- f) runways and stopways;
- g) taxiways and aprons;
- h) aerodrome ground operating procedures (including low visibility procedures);

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- i) approach and runway lighting; and
  - j) aerodrome operating minima if published by a State.
- 6.2.2 The AIS provider shall ensure that the information notified under the AIRAC system are not changed further for at least another 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period.
- 6.2.3 The AIS provider shall ensure that information provided under the AIRAC system are made available to recipients at least 28 days in advance of the effective date.
- 6.2.4 The AIS provider shall ensure that when information has not been submitted by the AIRAC date, a NIL notification is distributed not later than one cycle before the AIRAC effective date concerned.
- 6.2.5 The AIS provider shall ensure that implementation dates other than AIRAC effective dates are not used for pre-planned operationally significant changes requiring cartographic work and/or for updating of navigation databases.
- 6.2.6 The AIS provider shall use the AIRAC system for the provision of information relating to the establishment and withdrawal of, and premeditated significant changes in, the circumstances listed below:
- a) position, height and lighting of navigational obstacles;
  - b) hours of service of aerodromes, facilities and services;
  - c) customs, immigration and health services;
  - d) temporary danger, prohibited and restricted areas and navigational hazards, military exercises and mass movements of aircraft; and
  - e) temporary areas or routes or portions thereof where the possibility of interception exists.
- 6.2.7 Whenever major changes are planned and when advance notice is desirable and practicable, the AIS provider shall make information available to recipients at least 56 days in advance of the effective date. This shall apply to the establishment of, and premeditated major changes in, the circumstances listed below, and other major changes if deemed necessary, as specified in *ICAO Doc 8126*:
- a) new aerodromes for international instrument flight rules (IFR) operations;
  - b) new runways for IFR operations at international aerodromes;
  - c) design and structure of the ATS route network;
  - d) design and structure of a set of terminal procedures (including change of procedure bearings due to magnetic variation change);
  - e) circumstances listed in 6.2.1 if the entire State or any significant portion thereof is affected or if cross-border coordination is required.

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### 6.3 Aeronautical information product updates

#### 6.3.1 AIP updates

- 6.3.1.1 The AIS provider shall ensure that AIP is amended or reissued at such regular intervals as may be necessary to keep it up to date.
- 6.3.1.2 The AIS provider shall publish permanent changes to the AIP as AIP Amendments.
- 6.3.1.3 The AIS provider shall publish temporary changes of long duration (three months or longer) and information of short duration which contains extensive text and/or graphics as AIP Supplements.

#### 6.3.2 NOTAM

- 6.3.2.1 When an AIP Amendment or an AIP Supplement is published in accordance with AIRAC procedures, the AIS provider shall originate a Trigger NOTAM based on the specifications contained in *PANS-AIM (ICAO Doc 10066)*.
- 6.3.2.2 The AIS provider shall ensure that a NOTAM is 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.
- 6.3.2.3 The AIS provider shall originate and issue a NOTAM concerning the following information:
- a) establishment, closure or significant changes in operation of aerodrome(s) or heliport(s) or runways;
  - b) establishment, withdrawal or significant changes in operation of aeronautical services (aerodromes, AIS, ATS, communications, navigation and surveillance (CNS), meteorology (MET), search and rescue (SAR), etc.);
  - c) establishment, withdrawal or significant changes in operational capability of radio navigation and air-ground communication services. 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 radio navigation and air-ground communication services or limitations of relay stations including operational impact, affected service, frequency and area;
  - d) unavailability of back-up and secondary systems, having a direct operational impact;
  - e) establishment, withdrawal or significant changes to visual aids;
  - f) interruption of or return to operation of major components of aerodrome lighting systems;
  - g) establishment, withdrawal or significant changes to procedures for air navigation services;

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- h) occurrence or correction of major defects or impediments in the manoeuvring area;
- i) changes to and limitations on availability of fuel, oil and oxygen;
- j) major changes to search and rescue facilities and services available;
- k) establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation;
- l) changes in regulations requiring immediate action, e.g. prohibited areas for SAR action;
- m) presence of hazards not otherwise promulgated, which affect air navigation (including obstacles, military exercises, and operations, intentional and unintentional radio frequency interferences, rocket launches, displays, fireworks, sky lanterns, rocket debris, races and major parachuting events);
- n) conflict zones which affect air navigation (to include information that is as specific as possible regarding the nature and extent of threats of that conflict and its consequences for civil aviation);

*Note.— Guidance related to conflict zones is contained in the Risk Assessment Manual for Civil Aircraft Operations Over or Near Conflict Zones (Doc 10084).*

- o) planned laser emissions, laser displays and search lights if pilots' night vision is likely to be impaired;
- p) erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;
- q) establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas;
- r) 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 121.5 MHz is required;
- s) allocation, cancellation or change of location indicators;
- t) changes in aerodrome/heliport rescue and firefighting category provided (see ICAO Annex 14, Volume I, Chapter 9, and Attachment A, Section 17);
- u) 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;
- v) outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures;

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- w) observations or forecasts of space weather phenomena, the date and time of their occurrence, the flight levels where provided and portions of the airspace which may be affected by the phenomena;
- x) 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;
- y) 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;
- z) establishment of operations of humanitarian relief missions, such as those undertaken under the auspices of the United Nations, together with procedures and/or limitations which affect air navigation; and
- aa) implementation of short-term contingency measures in cases of disruption, or partial disruption, of ATS and related supporting services.

*Note.— See ICAO Annex 11, 2.31 and Attachment C to that Annex.*

*Note.— Specifications concerning the timely promulgation of information by NOTAM are contained in Chapter 6 of the Procedures for Air Navigation Services — Aeronautical Information Management (PANS-AIM, ICAO Doc 10066).*

6.3.2.4 The AIS provider shall ensure that the following information are not notified by NOTAM:

- a) routine maintenance work on aprons and taxiways which does not affect the safe movement of aircraft;
- b) runway marking work, when aircraft operations can safely be conducted on other available runways, or the equipment used can be removed when necessary;
- c) temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft;
- d) partial failure of aerodrome/heliport lighting facilities where such failure does not directly affect aircraft operations;
- e) partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative;
- f) the lack of apron marshalling services and road traffic control;
- g) the unserviceability of location, destination or other instruction signs on the aerodrome movement area;

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- h) parachuting when in uncontrolled airspace under VFR (see 6.3.2.3 m)), when controlled, at promulgated sites or within danger or prohibited areas;
- i) training activities by ground units;
- j) unavailability of back-up and secondary systems if these do not have an operational impact;
- k) limitations to airport facilities or general services with no operational impact;
- l) national regulations not affecting general aviation;
- m) announcement or warnings about possible/potential limitations, without any operational impact;
- n) general reminders on already published information;
- o) availability of equipment for ground units without containing information on the operational impact for airspace and facility users;
- p) information about laser emissions without any operational impact and fireworks below minimum flying heights;
- q) closure of movement area parts in connection with planned work locally coordinated of duration of less than one hour;
- r) closure or unavailability of, or changes in, operation of aerodrome(s)/heliport(s) outside the aerodrome(s)/heliport(s) operational hours; and
- s) other non-operational information of a similar temporary nature.

*Note.— Information which relates to an aerodrome and its vicinity and does not affect its operational status may be distributed locally during pre-flight or in-flight briefing or other local contact with flight crews.*

### 6.3.3 Data set updates

- 6.3.3.1 The AIS provider shall ensure that data sets are amended or reissued at such regular intervals as may be necessary to keep them up to date.
- 6.3.3.2 The AIS provider shall ensure that 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.
- 6.3.3.3 The AIS provider shall ensure that when made available as a completely reissued data set, the differences from the previously issued complete data set are indicated.
- 6.3.3.4 The AIS provider shall ensure that when temporary changes of short duration are made available as digital data (digital NOTAM), they use the same aeronautical information model as the complete data set.

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6.3.3.5 The AIS provider shall ensure that updates to AIP and digital data sets are synchronized.

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