

# Bhutan Civil Aviation Requirements



## Aerodrome Flight Information Service (BCAR-AFIS)

First Edition, March 2026


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Bhutan Civil Aviation Authority

## RECORD OF AMENDMENTS

<i>AMENDMENTS</i>				
<i>No</i>	<i>Date applicable</i>	<i>Date entered</i>	<i>Entered by</i>	<i>Subjects</i>
<p><i>Note: Amendments to the document are indicated with vertical lines along the left margin of the document.</i></p>				

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## FOREWORD

Section 59 of the Civil Aviation Act of Bhutan 2016 empowers the Head of the Bhutan Civil Aviation Authority (BCAA) to promulgate Rules and Regulations concerning the use of airspace and the provision of air navigation facilities and services. Pursuant to this provision, the Bhutan Civil Aviation Requirements for Aerodrome Flight Information Service (BCAR-AFIS) has been developed to prescribe the regulatory framework governing the provision of AFIS at uncontrolled domestic and international aerodromes within Bhutan.

BCAR-AFIS is structured into the three parts: General Requirements; Certification Requirements; and Operating Requirements. Any legal or natural person intending to establish or continue the provision of Aerodrome Flight Information Service (AFIS) shall demonstrate compliance with all applicable requirements specified in this BCAR. Any differences between this BCAR and the related ICAO Standards and Recommended Practices (SARPs), including Procedures for Air Navigation Services (PANS), as amended from time to time, shall be notified to the International Civil Aviation Organization (ICAO) and published in the Aeronautical Information Publication (AIP) of Bhutan.


BCAR-AFIS is a controlled document, and the provisions contained herein are subject to amendment. All concerned are required to ensure that they refer to the latest effective version of this document.



**(Director General)**

Date: 27/03/2026

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## **CHAPTER 1: GENERAL**

### **1.1 Applicability**

BCAR-AFIS prescribes the requirements governing:

- a) The certification and operation of organizations providing an Aerodrome flight information service (AFIS) in the airspace of Bhutan; and
- b) The operating and technical standards for providing aerodrome flight information service (AFIS).

### **1.2 Entry into force**

- a) This BCAR shall enter into force from the day of its publication and shall become applicable on 27 March 2026.
- b) The standards prescribed in this Regulation are mandatory for Aerodrome flight information service providers to implement within their operation and are a requirement for certification.

### **1.3 Definitions**

Definitions in the existing BCAR-11 shall form part of this regulation, supplemented by the definitions contained in ICAO documentation. Where there are differences between the BCAR and ICAO definitions, the BCAR definitions shall apply.

### **1.4 Establishment of Authority**

Bhutan Civil Aviation Authority (BCAA), referred to in this BCAR as the authority, shall determine, in accordance with the provisions of the Civil Aviation Act of Bhutan and this requirement, those aerodromes where aerodrome flight information service will be provided.


### **1.5 Exemptions**

The authority may grant a temporary exemption from the provisions of BCAR-AFIS, as outlined under BCAR-ATM/ANS, Chapter 3 Subpart-E, provided the exemption will not reduce the level of safety below an acceptable level. The authority may impose conditions or restrictions on the exemption and may also require a service provider proposal for an alternate means of compliance and/or a safety case and associated functional hazard analysis that supports the granting of the exemption.

### **1.6 Requirement for Certificate**

No person shall provide an aerodrome flight information service except under the authority of, and in accordance with the provisions of, an aerodrome flight information certificate issued under this BCAR. Service providers that fail to meet the certification compliance requirements, shall provide alternative means of compliance with this regulation in the conducting of their operational activities, subject to the approval and provisions granted by the authority.

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### **1.7 Application for Certificate**

- a) An application for an aerodrome flight information service provider certificate can be made through direct post correspondence with the authority or, through electronic correspondence.
- b) The applicant shall include with its application:
  - 1) for each aerodrome, a schedule of the proposed hours of service for the first 12 months of operation; and
  - 2) in respect of an aerodrome not currently provided with an aerodrome flight information service, a summary of safety factors considered before seeking certification.

### **1.8 Issue of Certificate**

An applicant is entitled to an aerodrome flight information service certificate if the authority is satisfied that:

- a) The applicant meets the requirements of Chapter 2; and
- b) The granting of the certificate is not contrary to the interests of aviation safety.

### **1.9 Privileges of Certificate**

An aerodrome flight information service certificate:

- a) States the aerodrome where the service is provided; and
- b) May include such conditions as the authority considers appropriate.

### **1.10 Duration of Certificate**

- a) An aerodrome flight information service certificate may be granted or renewed for a period of up to three (3) years.
- b) An aerodrome flight information service certificate remains in force until it expires or is suspended or revoked.
- c) The holder of an aerodrome flight information service certificate that expires or is revoked shall forthwith surrender the certificate to the authority.
- d) The holder of an aerodrome flight information service certificate that is suspended shall forthwith produce the certificate to the authority for appropriate endorsement.

### **1.11 Renewal of Certificate**

An application for the renewal of an aerodrome flight information service certificate shall be submitted to the authority not less than three months (90 days) before the current certificate expires.


### **1.12 Transfer of Certificate**

An aerodrome flight information service certificate, granted in accordance with the requirements of this BCAR, is not transferrable.

### **1.13 Safety and Regulatory Audits and Inspections**

- a) The authority shall conduct an initial certification audit and thereafter audits at regular intervals at the certificate holder's office and/or unit or facility.

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- b) The authority may require the certificate holder to provide such documentation and information as the authority considers relevant to the audit or inspection.
- c) The service provider shall furnish to the Authority any documents, records, or other pertinent information supporting the appeal.
- d) The Authority may confirm, modify, or set aside the proposed suspension based on the appeal.
- e) The Authority may permanently revoke aerodrome flight information service provider certificate as a subsequent procedure to suspension if:
  - 1) The Service provider carries out an action in violation of the Civil Aviation Act of Bhutan, the regulation or the requirements;
  - 2) It is verified that the certificate holder will not be able to remedy non-compliant areas; or
  - 3) The certificate holder stops providing the aerodrome flight information service concerned without a convincing argument.
- f) The revoked certificate cannot be renewed; it has to be reissued not less than one year after the revocation date.

#### **1.14 Determination of the Need for Aerodrome Flight Information Service**

The need for the provision of aerodrome flight information service shall be determined by the authority in consideration of the following:

- a) The types of air traffic involved;
- b) The density of air traffic;
- c) The topographical and meteorological conditions; and
- d) Such other factors as may be relevant.

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## CHAPTER 2: CERTIFICATION REQUIREMENTS

### 2.1 Organisation Requirements

- a) The organisation that provides an aerodrome flight information service shall establish and maintain an effective management structure necessary for the safe and efficient provision of aerodrome flight information service by ensuring the following adequate elements are in place:
  - a) Organisation structure
  - b) FIS systems
  - c) Management functions and activities
  - d) Operational positions
- b) The management structure shall be responsible to ensure compliance of all of its personnel to provide aerodrome flight information service as covered in the certificate in accordance with these requirements.

### 2.2 Personnel Requirements

- a) An AFIS provider shall engage, employ, or contract:
  - 1) a senior person identified as the Accountable Manager who has the authority within the AFIS provider's organization to ensure that each aerodrome flight information service listed in its operation manual:
    - (i) can be financed; and
    - (ii) is provided in accordance with the requirements prescribed by this BCAR; and
  - 2) a senior person or persons who are responsible for ensuring that the AFIS provider's organization complies with the requirements of this BCAR. Such nominated person or persons shall be ultimately responsible to the Accountable Manager; and
  - 3) sufficient personnel to manage, support, and provide the aerodrome flight information service and any associated training or assessment listed in the AFIS provider's operation manual.
- b) The AFIS provider shall establish policies and procedures to:
  - 1) ensure the competence of those personnel who are authorized by the AFIS provider to provide the aerodrome flight information service, and training and assessment for those services listed in the AFIS provider's operation manual; and
  - 2) provide those authorized personnel with written evidence of the scope of their authorization for the specific AFIS unit; and
  - 3) ensure, where practicable, that authorized personnel only exercise the privileges of their authorization if they are familiar with all relevant and current information; and
  - 4) ensure, where practicable, that an aerodrome flight information service personnels shall not exercise the privileges of their authorization:
    - (i) unless they comply with any endorsements or restrictions based on their medical and physical fitness assessment; and
    - (ii) when any decrease in their medical fitness might render them unable to safely exercise these privileges, including while under the influence of any psychoactive substance; and
    - (iii) unless they hold a valid English language proficiency rating; and
  - 5) enable recruitment and retention of appropriately qualified and experienced AFIS staff; and
  - 6) provide job descriptions for operational AFIS staff and any significant support positions.

### 2.3 AFIS Qualifications and Training

- a) Aerodrome Flight Information Service Provider shall establish procedures and programs, which shall be acceptable by the authority, for AFIS personnels;

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- 1) Training, as required by (b) below; and
  - 2) Competence assessment; and
  - 3) Class 3 medical certificate.
- b) The Aerodrome Flight Information Service Provider's training programs shall ensure that the following types of training are provided:
- 1) Initial training (Basic ATC training with Aerodrome control rating);
  - 2) On-the-job (OJT) training;
  - 3) Refresher (recurrent) training;
  - 4) Specialized training for new facilities, procedures and equipment; and
  - 5) Human factors training.
- c) The competence assessment in a) (2) shall be conducted:
- 1) After completion of any training
  - 2) At least once per annum to renew an AFIS personnel authorization
  - 3) After any period in excess of 60 consecutive days in which the duties of AFIS personnel have not been performed.
- d) The medical and physical fitness examination described in a) (3) shall be valid from the date of the medical and fitness examination for a period not greater than:
- 1) Four (4) years for AFIS personnels aged below 40 years
  - 2) Two (2) years for AFIS personnels aged 40 years and above.
- e) The Authority shall issue authorization to persons who provide AFIS. Such persons shall have met the following qualification criteria:
- 1) be at least 21 years of age; and
  - 2) Have successfully completed initial training referred in b) (1),
  - 3) Hold a valid Operational Level (Level 4), English language proficiency certificate; and
  - 4) Hold a valid Class 3 medical certificate; and
  - 5) have been assessed as competent in performing AFIS duties referred in (g).
- f) With regard to the training in b) (1) above, AFIS personnel shall receive initial training that allows them to demonstrate a knowledge in at-least the subjects mentioned in BCAR-ATCO-PEL, Chapter 4 Section 2, for Aerodrome control rating.
- g) In addition to the training requirements in b) (2) above, AFIS personnel shall receive on-the-job training with an authorized AFIS Instructor of a particular AFIS unit for a period of two months or twenty-five (25) hours, whichever is greater, and demonstrate competency in:
- 1) The manipulation and operation of typical transmit/receiver equipment and controls, including ancillary facilities in use;
  - 2) The visual inspection and daily operational check of the radio equipment in use;
  - 3) The transmission of telephony messages, including correct microphone technique, enunciation and speech quality; and
  - 4) The reception of telephony messages and the ability to relay messages correctly.
- h) The AFIS Provider's procedures shall ensure that all training syllabuses are reviewed and approved by the authority.
- i) The AFIS Provider's procedures shall ensure that training records are maintained for both AFIS authorization holders and AFIS trainees.
- j) The AFIS Provider's procedures shall ensure that personnel giving instruction in an AFIS operational environment, and/or carrying out assessments or examinations for the issue of AFIS authorizations shall be appropriately authorized by the authority.
- k) The personnel applying for the AFIS instructor authorization shall meet the following qualification criteria:
- 1) Have exercised for at-least 2 years the privileges of the AFIS authorization they will instruct in;
  - 2) Exercised for immediately preceding period of at-least 60 consecutive days, the privileges of the AFIS authorization at the particular AFIS unit;
  - 3) Have successfully completed an instructional technique course.

## 2.4 Facility Requirements

- a) An AFIS provider shall establish facilities that are appropriate to the aerodrome flight information services listed in the AFIS provider's operation manual.
- b) Except as provided in paragraph (g), an AFIS provider shall establish procedures to ensure that any aerodrome flight information service unit, including any temporary unit, listed in the AFIS provider's operation manual is:
  - 1) constructed and situated to provide:
    - i. the maximum practicable visibility of aerodrome traffic; and
    - ii. protection from glare and reflection; and
    - iii. protection from noise; and
  - 2) safeguarded from any development that would affect the requirements of paragraph (b)(1); and
  - 3) at solo watch locations, provided with:
    - i. toilet facilities that ensure the minimum possible interruption to, or degradation of, aerodrome flight information service; and
    - ii. storage and preparation facilities for food and drink in the visual AFIS room; and
  - 4) provided with the following minimum aeronautical telecommunication Facility according to its standard and specification stipulated in BCAR-10:
    - b) redundant equipment for two-way voice communication with:
      - i. any aircraft, in or adjacent to airspace for which the AFIS provider has responsibility; and
      - ii. any aircraft, vehicle, and person, on, or adjacent to, the maneuvering area.
    - c) a redundant AFTN terminal and its server or, if provided for in an ATS letter of agreement, an alternative means of reception and transmission of information normally conveyed by AFTN;
    - d) voice and, if applicable, data recording equipment for each two-way communication equipment, located at AFIS Station.
    - e) A Backup power supply for the provided Aeronautical Telecommunication Facility.
  - 5) provided with the following equipment as appropriate:
    - i. a display system or systems designed to show the disposition of current and pending aerodrome traffic together with ancillary information for individual aircraft;
    - ii. a back-up power supply;
    - iii. appropriate and current maps and charts;
    - iv. binoculars;
    - v. clocks;
    - vi. log keeping system;
    - vii. outside temperature indicator;
    - viii. QNH display;
    - ix. signal lamp with green, red, and white functions;
    - x. telephone communications;
    - xi. status monitors for approach and landing aids and any road or rail signaling equipment affecting the use of a runway;
    - xii. visibility and cloud height checkpoints;
    - xiii. wind direction and wind speed display;
    - xiv. an audible emergency alerting system;
    - xv. airfield lighting controls panel; and
  - 6) provided with two (2) independent sources of the current altimeter setting, at least one (1) of which must be an aneroid barometer or barometric altimeter situated in the AFIS room. In the event of an established meteorology reporting/observation office at the same location, a single barometric source will suffice.
- c) The AFIS provider shall establish procedures to ensure that the aeronautical telecommunications facilities required by paragraph (b)(4) shall comply with the requirements stipulated in Appendix A.
- d) The AFIS provider shall establish procedures to ensure that any visual display unit used by an aerodrome flight information service unit is positioned with due regard to the relative importance of the information displayed and ease of use by the staff concerned.
- e) redundancy that minimizes the possibility of failure, non-availability, or significant degradation of performance.

- f) The AFIS provider shall establish procedures to ensure that the status monitors required by paragraph (b)(5)(xi) are fitted with:
- i. an aural signal to indicate a change of status; and
  - ii. a visual indication of the current status.
- g) A temporary aerodrome flight information service unit is not required to be provided with the equipment required under paragraphs (b)(5)(xi), (xvi) and (xvii) if it is impracticable to do so and other appropriate measures are taken, as the case may be, to:
- i. provide the person providing the aerodrome flight information service from the temporary unit the information that would be available from the equipment required under paragraphs (b)(5)(xi) and (xvi); and
  - ii. control the airfield lighting if applicable.

## 2.5 Operation of Aerodrome Flight Information Service

- a) An AFIS provider shall establish systems and procedures to:
- 1) determine, from information received and visual observation, the relative positions of known aircraft to each other; and
  - 2) provide for the issue of advice and information, including the designation of a preferred runway, for the purpose of the safe and efficient operation of:
    - i. aircraft flying in the vicinity of an aerodrome; and
    - ii. aircraft operating on the maneuvering area; and
    - iii. aircraft landing and taking off; and
    - iv. aircraft, vehicles and persons on the maneuvering area; and
    - v. aircraft on the maneuvering area and obstructions on that area.
- b) The AFIS provider shall establish procedures to ensure that the designated preferred runway is that most suitable for the particular operation.

*Note: The term 'preferred runway' is used to indicate the most suitable runway at a particular time, taking into account the current surface wind direction and speed and other relevant factors such as the traffic pattern and the runway used by other aircraft, with the intention of establishing and maintaining an orderly flow of aerodrome traffic.*

## 2.6 Basic Elements of Information Provided to Aircraft

An AFIS provider shall establish procedures to ensure that basic elements of information are provided to aircraft by an aerodrome flight information service unit, as appropriate, including the following:

- a) Meteorological information for aircraft about to take off or to land, including SIGMET information. Such information should, to the extent possible, be the same as that provided to aerodrome traffic by aerodrome control towers, i.e.:
- 1) the current surface wind direction and speed, including significant variations;
  - 2) the QNH altimeter setting and, either on a regular basis in accordance with local arrangements or if so, requested by the aircraft, the QFE altimeter setting;
  - 3) the air temperature for the runway to be used;
  - 4) the current visibility representative of the direction of take-off and initial climb, or in the approach and landing area, if less than 10 km, or, when available to the AFIS personnel, the current runway visual range for the runway to be used;
  - 5) significant meteorological conditions in the take-off and climb-out area, or in the approach and landing area, this includes the occurrence or expected occurrence of cumulonimbus or thunderstorm, moderate or severe turbulence, wind shear, hail, moderate or severe icing, severe line squall, freezing rain, marked mountain waves, sand storm, dust storm, blowing snow, tornado or waterspout;
  - 6) the present weather and the amount and height of base of low cloud, in the case of aircraft making an approach in instrument meteorological conditions;

- b) Information enabling the pilot to select the most suitable runway for use. Such information should include, in addition to the current surface wind direction and speed, the 'preferred runway' and traffic pattern and, on request by the pilot, the length of the runway and/or the distance between an intersection and the end of the runway;
- c) Information on known aircraft, vehicles or personnel on or near the maneuvering area or aircraft operating in the vicinity of the aerodrome, which may constitute a hazard to the aircraft concerned;
- d) Information on aerodrome conditions which are essential to the safe operation of aircraft. Such information should, to the extent possible, be the same as that provided to aerodrome traffic by aerodrome control towers, i.e. information relating to the following:
  - 1) construction or maintenance work on, or immediately adjacent to the maneuvering area;
  - 2) rough or broken surfaces on a runway or a taxiway, whether marked or not;
  - 3) snow, slush, ice, or sand on a runway or a taxiway;
  - 4) water on a runway;
  - 5) snow banks or drifts, or accumulated sand adjacent to a runway or a taxiway;
  - 6) other temporary hazards, including parked aircraft and birds on the ground or in the air;
  - 7) failure or irregular operation of part or all of the aerodrome lighting system;
  - 8) any other pertinent information;
- e) Information on changes in the operational status of non-visual navigation aids and visual aids essential for aerodrome traffic;
- f) Messages, including clearances, received from other ATS units for relay to aircraft (e.g. from the associated approach control center or ATS unit); and;
- g) Any other information contributing to safety.

## 2.7 AFIS Requirements for Information

An AFIS provider shall establish procedures to ensure that AFIS units, to the extent possible, be supplied with the same information as that provided to aerodrome control towers, i.e.:

- a) Meteorological information:
  - 1) AFIS units should be supplied with up-to-date information on existing and forecast meteorological conditions as necessary for the performance of their functions. The information should be supplied in such a form as to require a minimum of interpretation on the part of AFIS personnel, and with a frequency which satisfies the requirements of the AFIS units concerned.
  - 2) AFIS units should be supplied with current meteorological reports and forecasts for the aerodrome with which they are concerned. Special reports and amendments to forecasts should be communicated to the AFIS units as soon as they are issued in accordance with established criteria, without waiting for the next routine report or forecast.
  - 3) AFIS units should be provided with current pressure data for setting altimeters for the aerodrome concerned.
  - 4) AFIS units should be equipped with surface wind indicator(s). The indicator(s) should be related to the same location(s) of observation and be fed from the same anemometer(s) as the corresponding indicator(s) in the meteorological station, where such a station exists. Where multiple anemometers are used, the indicators to which they are related should be clearly marked to identify the runway and section of the runway monitored by each anemometer.
  - 5) AFIS units should be provided with available current Information on runway visual range as determined by instruments or by qualified observer. AFIS units at aerodromes where runway visual range values are measured by instrumental means should be equipped with indicator(s) permitting read-out of the current runway visual range value(s). The indicator(s) should be related to the same location(s) of observation and be fed from the same runway visual range measuring device(s) as the corresponding indicator(s) in the meteorological station, where such a station exists.
- b) AFIS units should be kept currently informed of the conditions of the maneuvering area, including the existence of temporary hazards, and the operational status of any associated facilities at the aerodrome with which they are concerned.

- c) AFIS units should be kept currently informed of the operational status of non-visual navigation aids, and those visual aids essential for surface movement, take-off, departure, approach and landing procedures within their area of responsibility.
- d) AFIS units should be kept informed of details of flights of unmanned free balloons in accordance with the provisions contained in BCAR-2.
- e) AFIS units should be informed, in accordance with local agreement, of pre-eruption volcanic activity, volcanic eruptions and volcanic ash cloud which could affect airspace used by flights within their area of responsibility.
- f) AFIS units should be informed, in accordance with local agreement, of the release into the atmosphere of radioactive materials or toxic chemicals which could affect airspace used by flights within their area of responsibility.

### 2.8 AFIS Requirements for Communications

An AFIS provider shall establish procedures to ensure that AFIS units meet the following requirements for communications:

- a) Aeronautical mobile service (air-ground communications):
  - 1) air-ground communication facilities should enable direct, rapid, continuous and static-free two-way communications to take place between an AFIS unit and appropriately equipped aircraft operating at any distance within 45 km (25 NM) of the AFIS aerodrome concerned.
  - 2) when direct two-way radiotelephony is used for the provision of aerodrome flight information service, recording facilities shall be provided on all such air-ground communication channels.
- b) Aeronautical fixed service:
  - 1) an AFIS unit shall be connected with the associated flight information center (FIC) or area control center (ACC) and, as appropriate, with the approach control office serving an adjacent or overlying terminal control area or with the aerodrome control tower at an adjacent aerodrome and with the following:
    - i. aerodrome rescue and emergency services (including ambulance, fire, etc.);
    - ii. meteorological office serving the aerodrome; and
    - iii. aeronautical telecommunications station serving the aerodrome.
  - 2) all facilities for direct-speech communication between an AFIS unit and air traffic services units indicated in paragraph (1) above shall be provided with recording facilities.


### 2.9 Airspace Designation

- a) An AFIS provider shall establish procedures to ensure that AFIS units provide AFIS to all traffic on the maneuvering area and to all aircraft flying in the vicinity of the aerodrome.
- b) The airspace within which AFIS will be provided should be designated as a flight information zone (FIZ) and its lateral and vertical limits specified. The dimensions of the flight information zone should coincide with those of the aerodrome traffic zone, where established, or they should be increased to provide added safeguards.

### 2.10 Status of Service and Radiotelephony Phraseology

An AFIS provider shall establish procedures to ensure that AFIS units comply with the following status of service and radiotelephony phraseology:

- a) In order that pilots may readily identify the status of the service they are receiving, the call sign 'AERODROME INFORMATION' following the name of the aerodrome shall be used in aeronautical mobile communications to identify a unit providing AFIS, e.g. BUMTHANG AERODROME INFORMATION. This will avoid any possible confusion with a unit providing aerodrome control service which is identified by the call sign 'TOWER'. The word 'aerodrome' may be deleted after initial contact has been established. If at any time it is apparent that the pilot is not aware that aerodrome control service is not provided, the pilot

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should immediately be informed of this fact using the following phraseology: AERODROME CONTROL SERVICE NOT PROVIDED REPEAT NOT PROVIDED.

- b) The procedures established shall ensure that the standard phraseology, and the circumstances in which it is used, is that published in:
- 1) BCAR-10; or
  - 2) ICAO Document 4444; or
  - 3) ICAO Document 9432.

*Note: The phraseology prescribed in b) above does not preclude the requirement for AFIS personnel to issue information only; AFIS personnel shall not issue air traffic control instructions.*

### 2.11 AFIS Hours of Availability

Unless part-time availability is deemed adequate to meet the operational requirements, AFIS should be made available on a twenty-four (24)-hour basis. If aerodrome control service is provided on a part-time basis, e.g., during daylight hours, consideration may be given to providing AFIS outside those hours.

### 2.12 Coordination Requirements – General

An AFIS provider shall establish procedures to ensure that coordination can be effected between all of the AFIS units listed in its operation manual and the following:

- 1) aircraft operators (if applicable);
- 2) search and rescue authorities (if applicable);
- 3) adjacent or adjoining ATS units not part of the AFIS provider 's operation manual (if applicable);
- 4) adjacent aerodrome flight information service units;
- 5) meteorological service provider;
- 6) aeronautical information service provider;
- 7) aeronautical telecommunication service provider; and
- 8) any other ATS unit with which regular operational co-ordination is required.

### 2.13 Coordination Between an AFIS Unit and the Associated FIC or ACC

An AFIS provider shall establish procedures to ensure that the relevant FIC and/or ACC is informed regarding departures and arrivals at the AFIS aerodrome.

- a) Unless otherwise provided, information to be made available should comprise the following:
- 1) aircraft identification;
  - 2) departure or destination aerodrome;
  - 3) the take-off or landing time;
  - 4) the expected time of communications transfer; and
  - 5) where necessary, request for en-route clearance.
- b) The relevant FIC or ACC should ensure that an AFIS unit is informed regarding aircraft proceeding to the AFIS aerodrome. The information to be provided should consist of relevant items of the current flight plan, the estimated time of arrival and the expected time of communications transfer.

### 2.14 Alerting Service

An AFIS provider shall establish procedures to ensure that an alerting service is provided. The alerting service should be provided in accordance with the provisions of BCAR-11.

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## 2.15 Promulgation of Information

Information regarding the availability of AFIS and related procedures should be included in the relevant parts of the Aeronautical Information Publication (AIP) in the same manner as in the case of aerodromes provided with air traffic control service. The information should include the following:

- 1) identification of the aerodrome;
- 2) location and identification of the AFIS unit;
- 3) hours of operation of the AFIS unit;
- 4) lateral and vertical limits of the flight information zone (FIZ);
- 5) language(s) used;
- 6) detailed description of the services provided, including alerting service;
- 7) special procedures for application by pilots; and
- 8) any other pertinent information.

## 2.16 Notification of Facility Status

- a) An AFIS provider shall establish procedures to notify the users of AFIS and/or relevant operational information and of any changes in the operational status of each facility or service listed in the AFIS provider's operation manual.
- b) The AFIS provider's procedures shall ensure that the procedures established under paragraph (a) require:
  - 1) operational information for each of the aerodrome flight information services to be forwarded to the AIS provider; and
  - 2) the users of the aerodrome flight information services to be notified without delay of any change in operational status of a facility or service that may affect the safety of air navigation, and, except if the change is temporary in nature, that information concerning any change in operational status is forwarded to the AIS provider for the NOTAM service.


## 2.17 Shift Administration

An AFIS provider shall establish procedures to ensure that:

- a) adequate time is provided at the beginning and end of each shift, for the performance of those duties required:
  - 1) before providing an aerodrome flight information service; and
  - 2) after ceasing to provide an aerodrome flight information service; and
- b) a minimum of five (5) minutes is provided for each transfer of watch at an AFIS operational position.

## 1.18 Service Disruptions

- a) An AFIS provider shall establish procedures to:
  - 1) advise the authority of any planned disruption to the provision of aerodrome flight information service that could have an impact on safety; and
  - 2) investigate any unplanned disruption to the provision of aerodrome flight information service; and
  - 3) report to the authority, within the timeframe stipulated in BCAR-ATM/ANS, ATM/ANS.OR.A.065, the occurrence and the circumstances surrounding any unplanned disruption to aerodrome flight information service when the disruption affected, or could have affected, the safety of air traffic.
- b) Disruptions reportable under paragraph (a) shall include, but are not limited to, any:
  - 1) failure to open watch within fifteen (15) minutes of the promulgated opening time; and
  - 2) any interruption, of greater than ten (10) minutes, to the normal provision of an aerodrome flight information service; and
  - 3) curtailment of watch, by greater than thirty (30) minutes, from the promulgated off watch time.

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## 2.19 Security

- a) An AFIS provider shall prepare an AFIS security program.
- b) Each AFIS security program shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimizing the risk of destruction of, damage to, or interference with the operation of, any AFIS unit operated by the AFIS provider where such destruction, damage, or interference is likely to endanger the safety of aircraft.
- c) Without limiting the generality of paragraph (b), the security program shall specify such physical security requirements, practices, and procedures as may be necessary:
  - 1) to ensure that entrances to permanent AFIS facilities operated by the AFIS provider are subject to positive access control at all times, so as to prevent unauthorized entry; and
  - 2) to protect personnel on duty; and
  - 3) to be followed in the event of a bomb threat or other threat of violence against an AFIS unit; and
  - 4) to monitor unattended AFIS unit buildings to ensure that any intrusion or interference is detected.

## 2.20 Logbooks and Position Logs

- a) An AFIS provider shall establish procedures to ensure that a logbook or electronic logbook, with sequentially numbered pages, is kept at each AFIS unit, and, where a unit has physically separate operation areas, at each such location within the unit.
- b) The procedure shall ensure that:
  - 1) the logbook is maintained by the senior person on duty, or the person on watch at a nominated operating position; and
  - 2) the logbook is maintained throughout the hours of watch of the unit or operation room; and
  - 3) all entries include the time of entry; and
  - 4) the person responsible for maintaining a logbook signs On Watch, and effects transfer of responsibility by successive On Watch entries; and
  - 5) logbook entries are:
    - i. in chronological sequence and in ink; and
    - ii. without erasure, defacement, or obliteration; and
    - iii. corrected by drawing a single line through the erroneous information and initialing the correction; and
  - 6) actual times of opening and closing watch are recorded in the logbook, together with the reason for every variation from published hours of service; and
  - 7) logbooks are retained for a period of three (3) years from the date of final entry.
- c) Each AFIS provider shall establish a system or procedure to ensure the keeping of an operating position log consisting of the elements in (d)(1), when such information is not available in the logbook required by paragraph (a).
- d) The system or procedure shall ensure that the operating position log:
  - 1) contains sufficient information to identify:
    - i. the name of the operational position; and
    - ii. when that position was in operation; and
    - iii. all of the services and/or functions being provided from that position during the period it was operational including:
      - operational services such as AFIS;
      - on-the-job training;
      - operational assessment, validation, or examination;
      - monitoring;
    - iv. the identity of the individual(s) in (iii); and
    - v. if the position had other operational positions combined with it; and
  - 2) is retained for a period of thirty-one (31) days from the date of filing.

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## 2.21 Documentation

- a) An AFIS provider shall hold copies of the relevant technical manuals, and all other documents, necessary for the provision and operation of the services listed in its operation manual.
- b) The AFIS provider shall establish a procedure to control all the documentation required by paragraph (a). The procedure shall ensure that:
  - 1) all incoming documentation is reviewed, and actioned as required, by authorized personnel; and
  - 2) all documentation is reviewed and authorized before issue; and
  - 3) current issues of all relevant documentation are available to personnel at all locations where they need access to such documentation for the provision and operation of aerodrome flight information service; and
  - 4) all obsolete documentation is promptly removed from all points of issue or use; and
  - 5) any obsolete documents retained as archives are suitably identified as obsolete; and
  - 6) changes to documentation are reviewed and approved by authorized personnel who shall have access to pertinent background information upon which to base their review and approval; and
  - 7) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

## 2.22 Records

- a) An AFIS provider shall establish systems and procedures to identify, collect, index, file, archive, secure, maintain, access, and dispose of, records necessary for:
  - 1) the operational provision of aerodrome flight information service; and
  - 2) the purpose of assisting with any accident or incident investigation.
- b) The records shall include:
  - 1) telephone communications; and
  - 2) radio broadcasts and communications; and
  - 3) air-ground digital data exchanges; and
  - 4) surveillance information, if any; and
  - 5) flight plans including standard and repetitive plans; and
  - 6) flight progress strips where used or equivalent electronic flight strips; and
  - 7) staff duty rosters; and
  - 8) appropriate meteorological and aeronautical information, except where the information is retained for an equivalent period by a meteorological or AIS organization; and
  - 9) a record of each internal quality assurance review carried out under the procedures required by Chapter 2, 2.28 SMS. The record shall detail the activities reviewed and any necessary follow-up corrective and preventive actions.
- c) The AFIS provider shall establish systems and procedures to ensure the electronic recording of:
  - 1) all AFIS radio and telephone communications; and
  - 2) all air-ground communications; and
  - 3) where available, all relevant data from surveillance equipment, or obtained through automatic dependent surveillance or any other system, used in providing or supporting an AFIS service; and
  - 4) any transfer and acceptance of control process not conducted by telephone.
- d) The AFIS provider shall establish systems and procedures to ensure that electronic records required by paragraph (c):
  - 1) include time of recording, correct to within 5 seconds of UTC, as determined by reference to a standard time station or GPS time standard; and
  - 2) either:
    - i. replicate the voice communications, and, if applicable, the situation displays, applying at the particular operating position; or
    - ii. are accompanied by a statement fully describing the differences between the recording supplied and a recording in accordance with (i).

- e) For the purposes of paragraph (d)(2) the term ‘situation display’ includes any visual presentation of aircraft position, however derived.
- f) The option provided by paragraph (d)(2)(ii) shall apply only to equipment in service on the date this BCAR comes into force.
- g) The AFIS provider shall establish systems and procedures to ensure that all records, except where replication is required by paragraph (d)(2)(i), are of sufficient clarity to convey the required information.
- h) The AFIS provider shall establish procedures to ensure that the records referred to in paragraph (b) are retained for thirty-one (31) days from the date of entry, except for:
  - 1) staff duty rosters; and
  - 2) written records associated with the requirements of 2.28 (a)(2) and (3) which shall be retained for three years.

### 2.23 Contingency Arrangements

- a) An AFIS provider shall develop and promulgate contingency plans for implementation in the event of disruption, potential disruption, interruption, or temporary withdrawal of AFIS and any related supporting services in the airspace for which they are responsible for the provision of such services. Such contingency plans shall be developed in close coordination with the ATS providers responsible for the provision of services in adjacent portions of airspace and with airspace users concerned.
- b) The AFIS provider’s procedures shall ensure that when an occurrence of unlawful interference with an aircraft takes place or is suspected, AFIS units shall, in accordance with locally agreed procedures, immediately inform the appropriate authority designated by the State and exchange necessary information with the operator or its designated representative.

### 2.24 Incidents


An AFIS provider shall establish procedures for the following in accordance with BCAR-ATM/ANS ATM/ANS.OR.A.065:

- a) the notification and reporting, investigation, and follow-up of incidents;
- b) the forwarding of facility malfunction reports to the applicable aeronautical telecommunication service certificate holder;
- c) the forwarding of all occurrence and incident data and investigation reports as requested by the authority.

### 2.25 Action After Serious Incident or Accident

An AFIS provider shall establish procedures regarding a serious incident or accident to:

- a) determine if any air navigation facilities have contributed to the event; and
- b) ensure immediate action is taken to:
  - 1. warn other aircraft that may be using or intending to use the facilities; and
  - 2. advise the operator of the facility of the occurrence, and that the facility may be implicated; and
- c) assist the operator of the facility with the prompt promulgation of any decision to withdraw the equipment from service; and
- d) ensure that any facility identified in paragraph (a) is not used until appropriate corrective actions are undertaken and accepted by the authority.

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## 2.26 Flight Plans

- a) Except when other arrangements have been made, an AFIS provider shall establish procedures for the submission and closing of flight plans.
- b) Any AFIS provider intending to provide aerodrome flight information service from more than one location may nominate a single AFIS unit within the AFIS provider's organization to process flight plans on behalf of any or every unit.
- c) The service provided by an AFIS unit should be comparable to the service of an ATS reporting office.

## 2.27 Time


An AFIS provider shall establish procedures to ensure that AFIS units use Coordinated Universal Time (UTC) and shall express the time in hours and minutes and, when required, seconds of the twenty-four (24) hour day beginning at midnight.

- a) The AFIS provider's procedures shall ensure that AFIS units are equipped with clocks indicating the time in hours, minutes and seconds, clearly visible from each operating position in the unit concerned.
- b) The AFIS provider's procedures shall ensure that AFIS unit clocks and other time-recording devices are checked as necessary to ensure the correct time to within plus or minus five (5) seconds of UTC. The AFIS provider's procedures shall ensure that the correct time is obtained from a standard time station or, if not possible, from another unit which has obtained the correct time from such station.
- c) AFIS units shall, in addition, provide aircraft with the correct time on request. Time checks shall be given to the nearest half minute.

## 2.28 Safety Management System (SMS)

- a) An AFIS provider shall establish and implement a Safety Management System (SMS) in order to achieve an acceptable level of safety in civil aviation. The SMS framework shall be as follows:
  1. Safety policy and objectives
    - 1.1 Management commitment and responsibility
    - 1.2 Safety accountabilities
    - 1.3 Appointment of key safety personnel
    - 1.4 Coordination of emergency response planning
    - 1.5 SMS documentation
  2. Safety risk management
    - 2.1 Hazard identification
    - 2.2 Safety risk assessment and mitigation
  3. Safety assurance
    - 3.1 Safety performance monitoring and measurement
    - 3.2 The management of change
    - 3.3 Continuous improvement of the SMS
  4. Safety promotion
    - 4.1 Training and education
    - 4.2 Safety communication
- b) An AFIS provider shall ensure that their SMS:
  - 1) is acceptable to the authority;
  - 2) is appropriate for the size and complexity of the AFIS provider's organization;
  - 3) identifies safety hazards;
  - 4) ensures the implementation of remedial action necessary to maintain agreed safety performance;

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- 5) provides for continuous monitoring and regular assessment of safety performance including the performance of safety reviews by appropriately trained and qualified personnel; and
- 6) aims at a continuous improvement of the overall performance of the safety management system.
- c) An AFIS provider shall ensure that their SMS provides hazard analysis and safety assessments for any significant safety-related change to the AFIS system including, but not limited to:
  - 1) new AFIS procedures;
  - 2) new AFIS systems or equipment; and
  - 3) new facilities or infrastructure.

### **2.29 Quality Management System (QMS)**

[Reserved]

### **2.30 Runway Safety**


An AFIS provider shall establish and implement a runway safety program.

- a) The runway safety program shall include the establishment of local runway safety teams at individual aerodromes comprising representatives, where applicable, from:
  - 1) aerodrome flight information service providers;
  - 2) aerodrome operation;
  - 3) airlines or aircraft operators; and
  - 4) any other groups with a direct involvement in runway operation.
- b) The runway safety program shall develop objectives to reduce the type, severity and frequency of runway incursions including:
  - 1) to improve runway safety data collection, analysis and dissemination;
  - 2) to check that signage and markings are ICAO-compliant and visible to pilots and drivers;
  - 3) to develop initiatives for improving the standard of communications;
  - 4) to identify potential new technologies that may reduce the possibility of a runway incursion;
  - 5) to ensure that procedures are compliant with ICAO Standards and Recommended Practices (SARPs); and
  - 6) to initiate local awareness by developing and distributing runway safety education and training material to controllers, pilots and personnel driving vehicles on the aerodrome.
- c) The runway safety teams shall meet on a regular basis, which may be coordinated by a central authority, and develop an action plan for runway safety including:
  - 1) advising management as appropriate on potential runway incursion issues;
  - 2) recommending strategies for hazard removal; and
  - 3) mitigation of residual risk.

### **2.31 Priorities**

- a) An AFIS provider shall establish procedures to ensure that, providing safety is not jeopardized, AFIS units apply the following priorities:
  - 1) an aircraft known or believed to be in a state of emergency or impaired operation has priority over other aircraft;
  - 2) an aircraft landing, or in the final stages of an approach to land, has priority over a departing aircraft; and
  - 3) an aircraft landing or taking off has priority over a taxiing aircraft.
- b) The AFIS provider's procedures shall ensure that, where practical, following a request from a pilot, an aircraft involved in, or positioning for, the following activities is granted priority:

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- 1) ambulance or mercy mission;
  - 2) search and rescue;
  - 3) civil defense or police emergency;
  - 4) carriage of head-of-State, head-of-government, or equivalent dignitary.
- c) Subject to the requirements of paragraphs (a) and (b), an AFIS provider may put in place schemes for the determination of priorities for arriving and departing flights, provided that consultation with interested parties is undertaken prior to implementing the scheme.
- d) The AFIS provider shall establish procedures to ensure that, if priorities are established under paragraph (c), relevant information including details regarding the handling of complaints, is published in the AIP.
- e) The AFIS provider shall establish procedures to ensure that, providing safety is not jeopardized, due regard is given to those priorities determined in conjunction with the aerodrome operator for:
- 1) aircraft arriving and departing the aerodrome; and
  - 2) other operation in a control zone associated with the aerodrome.
- f) The AFIS provider shall establish procedures to ensure that, except when applying priority in accordance with other provisions of this BCAR, priority for arriving and departing flights is allocated on a first-come first-served basis.

### 2.32 Organization Manual

- a) An AFIS provider must provide the authority with an Organization Manual containing:
- 1) a statement signed by the Accountable Manager on behalf of the AFIS provider's organization confirming that the operation manual and any included manuals:
    - i. define the organization and demonstrate its means and methods for ensuring ongoing compliance with this and any other applicable BCAR; and
    - ii. are required to be complied with by its personnel at all times; and
  - 2) the titles and names of the senior person or persons required by Chapter 2, 2.2(a)(1) and (2); and
  - 3) the duties and responsibilities of the senior person or persons specified in paragraph (a)(2), including matters for which they have responsibility to deal directly with the authority on behalf of the organization; and
  - 4) an organization chart showing lines of responsibility of the senior persons specified in paragraph (a)(2), and extending to each location listed under paragraph (a)(5)(i); and
  - 5) in the case of an organization providing aerodrome flight information service from more than 1 AFIS unit, a table listing:
    - i. locations of AFIS units; and
    - ii. the aerodrome being serviced; and
  - 6) details of the AFIS provider's staffing structure for each AFIS unit; and
  - 7) details of procedures required by chapter 2, 2.2 (b)(1) through (6) regarding personnel requirements; and
  - 8) details of the procedures required by chapter 2, 2.3 regarding the training and assessment of AFIS personnel, and regarding the qualifications of AFIS training personnel; and
  - 9) a description of the display systems to be used in meeting the requirements of Chapter 2, 2.4 (b)(5)(i); and
  - 10) details of systems and procedures required by 2.5 regarding the operation of aerodrome flight information service; and
  - 11) details of the systems and procedures required by 2.6 and 2.7 regarding information requirements; and
  - 12) the information required by 2.11 regarding hours of service; and
  - 13) details of the procedures required by 2.13 regarding coordination between the AFIS unit and the associated FIC or ACC; and
  - 14) details of systems and procedures required by 2.14 regarding the provision of alerting service; and
  - 15) details of the procedures required by 2.16 regarding the notification of facility status; and
  - 16) procedures regarding shift administration required by 2.17; and

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- 17) details of the procedures required by 2.18 regarding disruptions to service; and
  - 18) details of the program required by 2.19 regarding security arrangements; and
  - 19) details of the procedures required by 2.20 regarding the keeping of logbooks and position logs; and
  - 20) details of the procedures required by 2.21 regarding the control of documentation; and
  - 21) details of systems and procedures required by 2.22 regarding the gathering and management of records; and
  - 22) the contingency arrangements required by 2.23; and
  - 23) details of the procedures required by 2.24 regarding incidents; and
  - 24) details required by 2.25 regarding procedures following a serious incident or accident; and
  - 25) details of the procedures required by 2.26 regarding flight plans; and
  - 26) details of the procedures required by 2.27 regarding time; and
  - 27) details of the systems, procedures, and programs required by 2.28 regarding the Safety Management System (SMS); and
  - 28) details of the runway safety program required by 2.30; and
  - 29) procedures to control, amend and distribute the operation manual.
- b) The AFIS provider's Organization Manual must be acceptable to the authority.

## CHAPTER 3: OPERATING REQUIREMENTS

### 3.1 Continued Compliance

Each holder of an aerodrome flight information service certificate shall:


- a) hold at least one (1) complete and current copy of its operation manual at each AFIS unit listed in its operation manual, except that manuals relating solely to a particular location need only be held at principal locations and the unit concerned; and
- b) comply with all procedures and standards detailed in its operation manual; and
- c) make each applicable part of its operation manual available to personnel who require those parts to carry out their duties; and
- d) continue to meet the standards and comply with the requirements of Chapter 2 prescribed for certification under this BCAR; and
- e) promptly notify the authority of any change of address for service, telephone number, or facsimile number.

### 3.2 Operation Manual

- a) Each holder of an aerodrome flight information service certificate shall provide, for compliance by its personnel, an operation manual or system of manuals for the services listed in its Organization Manual.
- b) A holder certificated to provide more than one aerodrome flight information service, or an aerodrome flight information service or services from more than one location, may publish a core manual together with manual supplements specific to each service or location.
- c) The operation manuals must be acceptable to the authority.

### 3.3 Changes to Certificate Holder's Organization Manual


- a) A holder of an aerodrome flight information service certificate must ensure that the holder's Organization Manual is amended so as to remain a current description of the holder's organization and services.
- b) The holder of an aerodrome flight information service certificate must ensure that any amendment made to the holder's Organization Manual:
  - 1) meets the applicable requirements of this BCAR; and
  - 2) complies with the amendment procedures contained in the holder's Organization Manual.
- c) The holder of an AFIS certificate must provide the authority with a copy of each amendment of the holder's Organization Manual and Operation Manual as soon as practicable. The holder must forward to the authority:
  - 1) a copy of each amendment, at least fifteen (15) working days in advance of the effective date; and
  - 2) an amendment of an urgent or immediate nature, without delay, and no later than the date on which it is effective.
- d) If the holder of an AFIS certificate proposes to make a change to any of the following, prior notification to and acceptance by the authority is required:
  - 1) The Accountable Manager; or
  - 2) the listed senior persons; or
  - 3) any aspect of AFIS that may have an adverse impact on other AFIS or ATS provided by a State responsible for adjacent airspace.
- e) The authority may specify conditions under which the holder of an AFIS certificate may operate during or following any of the changes specified in paragraph (d).
- f) The holder of AFIS certificate must comply with any condition specified under paragraph (e).
- g) If any of the changes referred to in this BCAR require an amendment to the certificate, the holder of the AFIS certificate must forward the certificate to the authority as soon as practicable.

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- h) The holder of an AFIS certificate must make amendments to the holder's Operation Manual as the authority considers necessary in the interests of aviation safety.

### **3.4 Withdrawal or Transfer of Service**

- a) Each holder of an aerodrome flight information service certificate who wishes to permanently withdraw an AFIS shall give the authority at least ninety (90) days' notice of the proposal and include in that notice a summary of factors considered in arriving at the decision to withdraw the service.
- b) Each holder of an AFIS certificate who intends to permanently reduce the hours of operation of an AFIS shall provide to the authority a 30 days' minimum advance notice of, and the reasons for, the proposed reduction.

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## **APPENDIX A: AERONAUTICAL TELECOMMUNICATION FACILITIES REQUIREMENTS**

- a) An AFIS provider shall provide the authority with:
  - 1) standard operating procedure for the aeronautical telecommunications facilities required by 2.4 Facility Requirements in accordance with BCAR;
  - 2) Facility logbook for each provided aeronautical telecommunication facility kept at each facility site or location.
  - 3) Aeronautical radio frequency license granted by Bhutan InfoComm and Media Authority (BICMA) for provided Radio Transmitting Facility.
- b) An AFIS provider shall establish procedures to ensure that the aeronautical telecommunications facilities required by Chapter 2, 2.4 shall comply with:
  - 1) Maintenance instructions of the aeronautical telecommunication facility and reporting its performance to the Authority in accordance.
  - 2) Reporting service disruptions to the authority in accordance with BCAR-ATM/ANS, ATM/ANS.OR.A.065.
  - 3) Reporting the aeronautical telecommunications facility condition at the beginning of each shift.
- c) An AFIS provider shall ensure that each provided aeronautical telecommunication shall be:
  - 1) designed (including the siting), installed and commissioned in accordance with approved technical document by Authority to meet the applicable operational specification for that facility; and
  - 2) allocated an identification code or call sign, if a code or call sign is required.
- d) An AFIS provider shall ensure that appropriate inspection, measuring and test equipment is available for their personnel to maintain the safe operation of each facility listed in their standard operating procedure.
- e) An AFIS provider shall ensure that each authorized personnel responsible to place into operational service any of the aeronautical telecommunication facilities is competent and qualified.