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THE CIVIL AVIATION ACT,  
(CAP. 80)

CIVIL AVIATION (COMMUNICATION PROCEDURES)  
REGULATIONS, 2017

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THE CIVIL AVIATION ACT,  
(CAP. 80)

**REGULATIONS**

*(Made under section 4)*

CIVIL AVIATION (COMMUNICATION PROCEDURES)  
REGULATIONS, 2017

PART I  
PRELIMINARY

- Citation                    1. These Regulations may be cited as the Civil Aviation (Communication Procedures) Regulations, 2017.
- Interpretation            2. In these Regulations unless the context requires otherwise-
- “aerodrome control radio station” means a station providing radio communication between an aerodrome control tower and aircraft or mobile aeronautical stations;
  - “aeronautical broadcasting service” means a broadcasting service intended for the transmission of information relating to air navigation;
  - “aeronautical fixed circuit” means a circuit forming part of the Aeronautical Fixed Service (AFS);
  - “Aeronautical Fixed Service (AFS)” means 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;
  - “aeronautical fixed station” means a station in the aeronautical fixed service;

- “aeronautical fixed telecommunication network (AFTN)” means a worldwide system of aeronautical fixed circuits provided, as part of the aeronautical fixed service, for the exchange of messages and/or digital data between aeronautical fixed stations having the same or compatible communications characteristics;
- “aeronautical fixed telecommunication network circuit” means a circuit forming part of the aeronautical fixed telecommunication network (AFTN);
- “aeronautical mobile (R)\* service (RR S1.33)” means an aeronautical mobile service reserved for communications relating to safety and regularity of flight, primarily along national or international civil air routes;
- “aeronautical mobile service (RR S1.32)” means a mobile service between aeronautical stations and aircraft stations, or between aircraft stations, in which survival craft stations may participate; emergency position-indicating radio beacon stations may also participate in this service on designated distress and emergency frequencies;
- “aeronautical mobile-satellite (R)\* service (RR S1.36)” means an aeronautical mobile-satellite service reserved for communications relating to safety and regularity of flights, primarily along national or international civil air routes;
- “aeronautical mobile-satellite service (RR S1.35)” means a mobile satellite service in which mobile earth stations are located on board an aircraft; survival craft stations and emergency position-indicating radio beacon stations may also participate in this service;
- “aeronautical radio navigation service (RR S1.46)” means a radio navigation service intended for the benefit and for the safe operation of an aircraft;
- “aeronautical station (RR S1.81)” means a land station in the aeronautical mobile service and in certain

- cases, an aeronautical station may be located, for example, on board ship or on a platform at sea;
- “aeronautical telecommunication agency” means an agency responsible for operating a station in the aeronautical telecommunication service;
- “aeronautical telecommunication log” means a record of the activities of an aeronautical telecommunication station;
- “aeronautical telecommunication service” means a telecommunication service provided for any aeronautical purpose;
- “aeronautical telecommunication station” means a station in the aeronautical telecommunication service;
- “AFTN communication centre)” means an AFTN station whose primary function is the relay or retransmission of AFTN traffic from or to a number of other AFTN stations connected to it;
- “AFTN destination station)” means an AFTN station to which messages or digital data are addressed for processing for delivery to the addressee;
- “AFTN origin station)” means an AFTN station where messages or digital data are accepted for transmission over the AFTN;
- “AFTN station)” means a station forming part of the aeronautical fixed telecommunication network AFTN and operating as such under the authority or control of a State;
- “air Navigation services facility” means any facility used, available for use, or designed for use in aid of navigation of aircraft, including airports, landing fields, any structures, mechanisms, lights, beacons, marks, communicating systems, or other instruments or devices used or useful as an aid to the safe taking off, navigation, and landing of aircraft and any combination of such facilities;
- “air navigation Services Provider (ANSP)” means an

independent entity established for the purpose of operating and managing air navigation services and empowered to manage and use the revenues it generated to cover its costs;

“aircraft operating agency” means the person, organization or enterprise engaged in, or offering to engage in, an aircraft operation;

“aircraft station (RR S1.83)” means a mobile station in the aeronautical mobile service, other than a survival craft station, located on board an aircraft;

“air-ground communication” means a two-way communication between aircraft and stations or locations on the surface of the earth;

“air-ground control radio station” means an aeronautical telecommunication station having primary responsibility for handling communications pertaining to the operation and control of aircraft in a given area;

“AIRMET information” means information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified en-route weather phenomena which may affect the safety of low-level aircraft operations and which was not already included in the forecast issued for low-level flights in the flight information region concerned or sub-area thereof;

air navigation services” means air traffic services, communication, navigation and surveillance, and aeronautical information services;

“air-report” means a report from an aircraft in flight prepared in conformity with requirements for position, and operational or meteorological reporting;

“air-to-ground communication” means a one-way communication from aircraft to stations or locations on the surface of the earth;

- “altitude” means the vertical distance of a level, a point or an object considered as a point, measured from mean sea level (MSL);
- “ATS direct speech circuit” means an aeronautical fixed service AFS telephone circuit, for direct exchange of information between air traffic services ATS units;
- “Authority” means the Tanzania Civil Aviation Authority;
- “automatic relay installation” means a teletypewriter installation where automatic equipment is used to transfer messages from incoming to outgoing circuits;
- “automatic telecommunication log” means a record of the activities of an aeronautical telecommunication station recorded by electrical or mechanical means;
- “blind transmission” means a transmission from one station to another station in circumstances where two-way communication cannot be established but where it is believed that the called station is able to receive the transmission;
- “broadcast” means a transmission of information relating to air navigation that is not addressed to a specific station or stations;
- “communication centre” means an aeronautical fixed station which relays or retransmits telecommunication traffic from or to a number of other aeronautical fixed stations directly connected to it;
- “CNS” means communication, navigation, surveillance;
- “Controller-Pilot Data Link Communications (CPDLC)” means a communication between controller and pilot, using data link for ATC communications;
- “current data authority” means the designated ground system through which a CPDLC dialogue between a pilot and a controller currently responsible for the flight is permitted to take

- place;
- “downstream data authority” means a designated ground system, different from the current data authority, through which the pilot can contact an appropriate ATC unit for the purposes of receiving a downstream clearance;
- “duplex” means a method in which telecommunication between two stations can take place in both directions simultaneously;
- “flight level” means a surface of constant atmospheric pressure which is related to a specific pressure datum, 1 013.2 hectopascals (hPa), and is separated from other such surfaces by specific pressure intervals;
- “free text message element” means a message element used to convey information not conforming to any standardized message element in the CPDLC message set;
- “frequency channel” means a continuous portion of the frequency spectrum appropriate for a transmission utilizing a specified class of emission;
- “fully automatic relay installation” means a teletypewriter installation where interpretation of the relaying responsibility in respect of an incoming message and the resultant setting up of the connections required to effect the appropriate retransmissions is carried out automatically, as well as all other normal operations of relay, thus obviating the need for operator intervention, except for supervisory purposes;
- “ground-to-air communication” means a one-way communication from stations or locations on the surface of the earth to aircraft;
- “height” means the vertical distance of a level, a point or an object considered as a point, measured from a specified datum;
- “human performance” means human capabilities and

- limitations which have an impact on the safety and efficiency of aeronautical operations;
- “international telecommunication service” means a telecommunication service between offices or stations of different States, or between mobile stations which are not in the same State, or are subject to different States;
- “International Telegraph Alphabet No. 2” means the message format in ITA-2;
- “International Alphabet No. 5” means message format in IA-5;
- “interpilot air-to-air communication” means a two-way communication on the designated air-to-air channel to enable aircraft engaged in flights over remote and oceanic areas out of range of VHF ground stations to exchange necessary operational information and to facilitate the resolution of operational problems;
- “location indicator” means a four-letter code group formulated in accordance with rules prescribed by ICAO and assigned to the location of an aeronautical fixed station;
- “message field” means an assigned area of a message containing specified elements of data;
- “meteorological operational channel” means a channel of the AFS, for the exchange of aeronautical meteorological information;
- “meteorological operational telecommunication network” means an integrated system of meteorological operational channels, as part of the AFS, for the exchange of aeronautical meteorological information between the aeronautical fixed stations within the network;
- “mobile surface station” means a station in the aeronautical telecommunication service, other than an aircraft station, intended to be used while in motion or during halts at unspecified points;
- “network station” means an aeronautical station forming

- part of a radiotelephony network;
- “next data authority” means the ground system so designated by the current data authority through which an onward transfer of communications and control can take place;
- “non-network communications” means radiotelephony communications conducted by a station of the aeronautical mobile service, other than those conducted as part of a radiotelephony network;
- “NOTAM” means 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;
- “operational control communications” means communications required for the exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of a flight;
- “pre-formatted free text message element” means a free text message element that is stored within the aircraft system or ground system for selection;
- “pre-formatted free text message element” means a free text message element that is stored within the aircraft system or ground system for selection;
- “primary frequency” means the radiotelephony frequency assigned to an aircraft as a first choice for air-ground communication in a radiotelephony network;
- “radio direction finding (RR S1.12)” means a radio determination using the reception of radio waves for the purpose of determining the direction of a station or object;
- “radio direction-finding station (RR S1.91)” means a radio determination station using radio direction

- finding;
- “radiotelephony network” means a group of radiotelephony aeronautical stations which operate on and guard frequencies from the same family and which support each other in a defined manner to ensure maximum dependability of air-ground communications and dissemination of air-ground traffic;
- “read-back” means a procedure whereby the receiving station repeats a received message or an appropriate part thereof back to the transmitting station so as to obtain confirmation of correct reception;
- “regular station” means a station selected from those forming an enroute air-ground radiotelephony network to communicate with or to intercept communications from aircraft in normal conditions;
- “route segment” means a route or portion of route usually flown without an intermediate stop;
- “routing Directory” means a list in a communication centre indicating for each addressee the outgoing circuit to be used;
- “secondary frequency” means the radiotelephony frequency assigned to an aircraft as a second choice for air-ground communication in a radiotelephony network;
- “semi-automatic relay installation” means a teletypewriter installation where interpretation of the relaying responsibility in respect of an incoming message and the resultant setting up of the connections required to effect the appropriate retransmissions require the intervention of an operator but where all other normal operations of relay are carried out automatically;
- “SIGMET information” Information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified

- en-route weather phenomena which may affect the safety of aircraft operation;
- “simplex” means a method in which telecommunication between two stations takes place in one direction at a time;
- “SNOWTAM” means a special series NOTAM notifying the presence or removal of hazardous conditions due to snow, ice, slush or standing water associated with snow, slush and ice on the movement area, by means of a specific format;
- “telecommunication (RR S1.3)” means any transmission, emission, or reception of signs, signals, writing, images and sounds or intelligence of any nature by wire, radio, optical or other electromagnetic systems;
- “teletypewriter tape” means a tape on which signals are recorded in the 5-unit Start-Stop code by completely severed perforations (Chad Type) or by partially severed perforations (Chadless Type) for transmission over teletypewriter circuits;
- “torn-tape” relay installation” means a teletypewriter installation where messages are received and relayed in teletypewriter tape form and where all operations of relay are performed as the result of operator intervention; and
- “tributary station” means an aeronautical fixed station that may \* route receive or transmit messages and/or digital data but which does not relay except for the purpose of serving similar stations connected through it to a communication centre.

Application

3. These Regulations shall apply to persons providing Communication, Navigation and Surveillance services within designated air spaces and at aerodromes.

## PART II GENERAL REQUIREMENTS

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Requirements  
for CNS  
Facilities

4. The minimum requirements for installation, commissioning, operation and maintenance of the CNS facilities shall conform to these Regulations.

Certification  
of CNSP

5. A person who wishes to provide CNS service or operate a facility to support an air traffic service shall have an ANSP certificate issued in accordance with the Civil Aviation (Certification air Navigation Service Provider Regulations 2017).

Approval  
Requirement

6.-(1) A person shall not provide communication, navigation and surveillance systems or operate communication, navigation and surveillance facility or facilities in the designated airspace and aerodromes unless the system or facility has been approved by the Authority.

(2) The Authority shall approve installation, use, decommissioning, upgrading or relocation of all the communication, navigation and surveillance facility or facilities in the designated airspace and aerodromes.

Inspections  
and audits

7.-(1) The authority shall carry out safety inspections and audits on CNS facilities, documents and records of the CNS facilities to determine compliance in accordance with these Regulations.

(2) An inspector of the authority shall have unrestricted access to facilities, installations, records and documents of the service provider for the purposes of determining compliance with these Regulations.

Sitting and  
installation

8.-(1) The ANSP shall determine the site for installation of a new facility based on operational requirements, construction aspects and maintainability.

(2) The facility in sub-regulation 1 shall be installed by maintenance personnel who are fully qualified in air navigation facilities and who have knowledge of the operations, testing, and maintenance of the CNS facilities.

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Commissioning  
requirement

9.-(1) A CNS facility shall be confirmed during commissioning and subsequent maintenance that the facility achieves and continues to meet the standard operating parameters and applicable figures recorded.

(2) The ANSP shall-

- (a) establish procedures to ensure that each new facility is commissioned to meet the specifications for that facility and is in compliance with these Regulations;
- (b) ensure that the system performance of the new facility has been validated by all necessary tests; and
- (c) ensure that procedures include documentation of tests conducted on the facility prior to the commissioning, including those that test the compliance of the facility with the applicable standards and any flight check required in compliance with these Regulations.

Availability  
and reliability

10.-(1) The performance of technical facilities shall be monitored, reviewed and reported in accordance with these Regulations.

(2) A CNS provider shall provide protected power supply system, battery back-up, reliable connectivity and air conditioning system.

Test  
equipment

11.-(1) A CNS provider shall-

- (a) ensure that appropriate tools and test equipment are available for personnel to maintain the operation of equipment; and
- (b) establish a procedure to control, calibrate, and maintain all the equipment required; and
- (c) use documented procedures to control, calibrate and maintain test equipment.

(2) The maintenance plan or the operating and maintenance instructions for each facility shall specify

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the test equipment requirements for all levels of operation and maintenance undertaken.

Record keeping

12. A CNS provider shall establish procedures to identify, collect, index, store, maintain, and dispose records covering-

- (a) the performance and maintenance history of each facility;
- (b) the establishment of the periodic test programmes for each facility;
- (c) each item of test equipment required for the measurement of critical performance parameters;
- (d) each reported or detected facility malfunction;
- (e) each internal quality assurance review; and
- (f) each person who is authorised to place facilities into operational service.

Documentation

13. A CNS provider shall-

- (a) hold copies of relevant equipment manuals, technical standards, practices, instructions, maintenance procedures, site logbooks, and any other documentation that are necessary for the provision and operation of the facility;
- (b) record all occurrences and actions relating to operation, maintenance, modification, failure, faults, removal from and restoration to service in the log books;
- (c) establish a procedure for the control of the documentation required in paragraph (a).

Periodic inspection and testing

14.-(1) A CNS provider shall establish a procedure for the periodic inspection and testing of communication, navigation and surveillance systems so as to ensure that each facility meets the applicable operational requirements and performance specifications.

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- (2) The periodic inspection shall include:
  - (a) security of the facility and site;
  - (b) adherence to the approved maintenance programme;
  - (c) upkeep of the equipment, building, site and site services; and
  - (d) adequacy of facility records and documentation.

Flight inspection

15. A CNS provider shall ensure that the radio navigation aids prescribed by the Authority are available for use by aircraft engaged in air navigation and are subjected to periodic ground and flight inspection.

Operation and maintenance plan

16.-(1) A CNS provider shall establish an operation and maintenance plan that meets the safety requirements stipulated in these Regulations.

(2) The operation and maintenance plan in sub-regulation (1) shall provide for the timely and appropriate detection and warning of system failures and degradations.

Training requirements for CNS Personnel

17. A CNS Provider shall:
- (a) ensure that all its personnel possess the skills and competencies required in the provision of the Communication Navigation and Surveillance Services;
  - (b) develop a training policy and programme for the organization;
  - (c) maintain individual training records and plan for each of its staff; and
  - (d) conduct periodic review of the training Plan.

CNS personnel requirements

18. A CNS provider shall:
- (a) employ sufficient number of competent personnel to perform the installation, operation and maintenance of communication, navigation and surveillance

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- system in the designated airspace and aerodromes as prescribed by the Authority;
- (b) provide in the MANSOPS an analysis of the personnel required to perform the communication navigation and surveillance services for each facility taking into account the duties and workload required;
  - (c) not perform a function related to the installation, operation or maintenance of any communication, navigation and a surveillance system unless-
    - (i) that person has successfully completed training in the performance of that function;
    - (ii) a CNS provider is satisfied that the technical person is competent in performing that function; and
    - (iii) that person has been certified as prescribed by the Authority.

Proficiency  
certification  
program

19. The Authority shall develop a proficiency certification program of personnel who are engaged in the installation, operation and maintenance of communication, navigation and surveillance systems used in the designated airspace and aerodrome.

Installation,  
operation and  
maintenance of  
CNS systems

20. A CNS provider shall establish a procedure to ensure that the communication, navigation and surveillance systems-

- (a) are operated, maintained, available and reliable in accordance with the requirements prescribed by the Authority;
- (b) are designed to meet the applicable operational specification for that facility;
- (c) are installed and commissioned as prescribed by the Authority; and
- (d) conform to the applicable system characteristics and specification as prescribed in these regulations

PART III  
ADMINISTRATIVE PROVISIONS RELATING TO THE  
INTERNATIONAL AERONAUTICAL TELECOMMUNICATION  
SERVICE

- Division of service                    21.     The     International     Aeronautical  
Telecommunication Service shall be divided into the  
following parts:  
    (a) aeronautical fixed service;  
    (b) aeronautical mobile service;  
    (c) aeronautical radio navigation service;  
    (d) aeronautical broadcasting service.
- Telecommunica-                    22.     All     Aeronautical     Telecommunication  
tion access                         Stations, including end systems and intermediate  
systems of the Aeronautical Telecommunication  
Network, shall be protected from unauthorized direct or  
remote access.
- Hours of service                    23.-(1) The Authority shall give notification:  
    (a) of the normal hours of service of stations and  
        offices of the international aeronautical  
        telecommunication service under its control  
        to the aeronautical telecommunication  
        agencies designated to receive this  
        information by other Administrations  
        concerned;  
    (b) of any change in the normal hours of service,  
        before such a change is effected, to the  
        aeronautical telecommunication agencies  
        designated to receive this information by  
        other Administrations concerned.  
    (2) The changes in sub regulation (1) shall also  
        be promulgated in a NOTAM.  
    (3) Where a station of the international  
        aeronautical telecommunication service, or an aircraft  
        operating agency, requests a change in the hours of

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service of another station, such change shall be requested as soon as possible after the need for change is known.

(4) The station or aircraft operating agency requesting for the change in sub regulation (3) shall be informed of the result of its request as soon as possible.

Supervision

24.-(1) The United Republic of Tanzania shall designate the authority responsible for:

- (a) ensuring that the international aeronautical telecommunication service is conducted in accordance with these Regulations; and
- (b) exchanging information regarding the performance of systems of communication, radio navigation, operation and maintenance or unusual transmission phenomena.

(2) Occasional infringement of the Procedures contained herein, when not serious, shall be dealt with by direct communication between the parties immediately interested either by correspondence or by personal contact.

(3) Where a station commits serious or repeated infringements, representations relating to them shall be made to the Authority by the authority, to which the station belongs, which detects them.

Superfluous transmissions

25. The Authority shall ensure that there is no wilful transmission of unnecessary or anonymous signals, messages or data by any station within United Republic of Tanzania.

Interference

26. The Air Navigation Service Provider shall ensure that all precautions, such as the choice of frequency and of time and the reduction or if possible, the suppression of radiation are taken to avoid any harmful interference during tests and experiments in any station and any resulting interference are eliminated as soon as possible.

PART IV  
GENERAL PROCEDURES FOR THE INTERNATIONAL  
AERONAUTICAL TELECOMMUNICATION SERVICE

Extensions of  
service and  
closing down of  
stations

27.-(1) Stations of the international aeronautical telecommunication service shall extend their normal hours of service as required by the Authority to provide for traffic necessary for flight operation.

(2) A station shall, where an extension of service is not required-

- (a) notify its intention of closing down to all other stations with which it is in direct communication to confirm to the extension and advise the time of re-opening, where it is not within its normal hours of service;
- (b) notify its intention of closing down to the control station, if any, or to all stations in the network where it is working regularly in a network on a common circuit; and
- (c) continue watch for two minutes and may then close down if the station has received no call during this period.

(3) Stations, engaged in, or expected to become engaged in distress, urgency, unlawful interference, or interception traffic, other than continuous hours of operation, shall extend their normal hours of service to provide the required support to those communications.

Acceptance of  
messages

28.-(1) The ANSP shall accept for transmission only messages coming within the categories specified in regulation 39.

(2) The responsibility for determining the acceptability of a message shall rest with the station where the message is filed for transmission.

(3) The ANSP of any station through which a message is relayed, shall make representations at a later date to the ANSP in control of the accepting station

regarding any message which is considered unacceptable.

(4) Only messages for stations forming part of the Aeronautical Telecommunication Service shall be accepted for transmission, except where special arrangements have been made with the ANSP concerned.

(5) Acceptance of a single message of a message intended for two or more addresses, whether at the same station or at different stations, shall be permitted subject to the provisions prescribed in the First Schedule to these Regulations.

(6) Messages handled for aircraft operating agencies shall be accepted only when handed to the telecommunication station in the form specified in these Regulations and by an authorized representative of that agency, or when received from that agency over an authorized circuit.

Transmission  
and delivery of  
messages

29.-(1) A message in regulation 28 shall be transmitted, relayed and delivered in accordance with the priority classification and without discrimination or undue delay.

(2) A single office for each aircraft operating agency shall be designated by agreement between the ANSP and the aircraft operating agency concerned for each station of the ANSP from which messages are delivered to one or more aircraft operating agencies.

(3) Stations of the International Aeronautical Telecommunication Service shall be responsible for delivery of messages to the addressee located within the boundaries of the aerodrome served by that station and beyond those boundaries only to the addressee, as may be agreed by special arrangements with the Administrations concerned.

(4) The Authority shall prescribe a form of written record or other permanent means of delivering messages.

- (5) Messages:
- (a) originated in the aeronautical mobile service by an aircraft in flight and which require transmission over the aeronautical fixed telecommunication network to effect delivery, shall be reprocessed by the aeronautical telecommunication station into the message format specified in First Schedule to these Regulations, prior to transmission on the Aeronautical Fixed Telecommunication Network;
  - (b) originated in the aeronautical mobile service by an aircraft in flight and which require transmission over the aeronautical fixed service, other than on aeronautical fixed telecommunication network circuits, shall be reprocessed by the aeronautical telecommunication station into the format prescribed in First Schedule to these Regulations except where, subject to subregulation (3), prior and other arrangements have been made between the aeronautical telecommunication agency and the aircraft operating agency concerned for predetermined distribution of messages from aircraft; and
  - (c) without a specific address containing-
    - (i) meteorological information received from an aircraft in flight shall be forwarded without delay to the meteorological office associated with the point of reception; and
    - (ii) air traffic services information from aircraft in flight shall be forwarded without delay to the air traffic services unit associated with the communication station receiving the message.

*GN. No. 63 (contd.)*

Time systems

30.-(1) The universal co-ordinated time shall be used by all stations in the aeronautical telecommunication service.

(2) The Stations in sub-regulation (1) shall designate midnight as 2400 for the end of the day and 0000 for the beginning of the day.

(3) A date-time group shall consist of six figures, the first two figures representing the date of the month and the last four figures the hours and minutes in universal co-ordinated time.

Record of communications

31.-(1) A station of the aeronautical telecommunication shall maintain a telecommunication log except an aircraft station when using radiotelephony in direct communication with an aeronautical station.

(2) Aeronautical stations shall record messages at the time of their receipt, except that, where during an emergency the continued manual recording would result in delays in communication, the recording of messages may be temporarily interrupted and completed at the earliest opportunity.

(3) Where a record is maintained in an aircraft station, either in a radiotelephone log or elsewhere, concerning distress communications, harmful interference or interruption to communications, such a record shall be associated with information concerning the time, position and altitude of the aircraft.

(4) In written logs, entries shall be made only by operators on duty except that other persons having knowledge of facts pertinent to the entries may certify in the log the accuracy of entries of the operators.

(5) Superfluous marks or notations shall not be made in the log and all entries shall be complete, clear, correct and intelligible.

(6) In written logs, any necessary correction in the log shall be-

(a) made only by the person making the initial entry;

*GN. No. 63 (contd.)*

(b) accomplished by drawing or typing a single line through the incorrect entry, initialling same, recording the time and date of correction; and

(c) made on the next line after the last entry.

(7) Telecommunication logs, written or automatic, shall be retained for a period of at least thirty days and where logs are pertinent to inquiries or investigations, they shall be retained for longer periods until it is evident that they will no longer be required.

(8) The following information shall be entered in written logs-

(a) the name of the agency operating the station;

(b) the identification of the station;

(c) the date;

(d) the time of opening and closing the station;

(e) the signature of each operator, with the time the operator assumes and relinquishes a watch;

(f) the frequencies being guarded and type of watch being maintained on each frequency;

(g) the text of the communication may be omitted from the log when copies of the messages handled are available and form part of the log except at intermediate mechanical relay stations where the provisions of this paragraph need not be complied with, a record of each communication, test transmission, or attempted communication showing text of communication, time communication completed, station communicated with, and frequency used;

(h) all distress communications and action;

(i) a brief description of communication conditions and difficulties, including harmful interference;

(j) a brief description of interruption to communications due to equipment failure or

*GN. No. 63 (contd.)*

- other troubles, giving the duration of the interruption and action taken; and
- (k) such additional information as may be considered by the operator to be of value as a part of the record of the operations of the station.
- Establishment of radio-communication
32. All stations shall:
- (a) answer calls directed to them by other stations in the aeronautical telecommunication service and shall exchange communications on request; and
- (b) radiate the minimum power necessary to ensure a satisfactory service.
- Use of abbreviations and codes
- 33.-(1) The International aeronautical telecommunication service shall use abbreviations and codes whenever they are appropriate to shorten or facilitate communication.
- (2) The originator shall, where required by the aeronautical telecommunication service accepting the message for transmission, make available to that station a decode for the abbreviations and codes used where abbreviations and codes other than those approved by the Authority are contained in the text of messages.
- Cancellation of messages
34. The Telecommunication Station shall cancel messages where the message originator authorises it.

**PART V  
AERONAUTICAL FIXED SERVICE (AFS)**

- Systems and applications used in the aeronautical fixed service
35. The aeronautical fixed service shall comprise the following systems and applications in the International aeronautical telecommunication service:
- (a) air traffic services direct speech circuits and networks;

*GN. No. 63 (contd.)*

- (b) meteorological operational circuits, networks and broadcast systems;
- (c) the aeronautical fixed telecommunications network;
- (d) the common ICAO data interchange network;
- (e) the air traffic services message handling services; and
- (f) the inter-centre communications.

Material permitted in aeronautical fixed services messages

36. The material permitted in Aeronautical Fixed Services messages shall be as specified in the First Schedule to these Regulations.

ATS direct speech circuits

37. The ATS direct speech communications shall be as specified in the Civil Aviation (Air Traffic Services) Regulations.

Meteorological operational channels and meteorological operational telecommunication networks

38. Meteorological operational channel procedures and meteorological operational communication network procedures shall be compatible with aeronautical fixed telecommunications network procedures.

Categories of messages

39.-(1) Subject to regulations 28 and 29, the following categories of message shall be handled by the Aeronautical Fixed Telecommunication Network-

- (a) distress messages, priority indicator SS, shall comprise those messages sent by mobile stations reporting that they are threatened by grave and imminent danger and all other messages relative to the immediate assistance required by the mobile station in distress;
- (b) urgency messages, priority indicator DD, shall comprise messages concerning the safety of a ship, aircraft or other vehicles or of some person on board or within sight;

*GN. No. 63 (contd.)*

- (c) flight safety messages, priority indicator FF, shall comprise of:
  - (i) movement and control messages;
  - (ii) messages originated by an aircraft operating agency of immediate concern to aircraft in flight or preparing to depart; or
  - (iii) meteorological messages restricted to SIGMET information, special air-reports, AIRMET messages, volcanic ash and tropical cyclone advisory information and amended forecasts;
- (d) meteorological messages, priority indicator GG, shall comprise of:
  - (i) messages concerning forecasts; or
  - (ii) messages concerning observations and reports;
- (e) flight regularity messages, priority indicator GG, shall comprise of:
  - (i) aircraft load messages required for weight and balance computation;
  - (ii) messages concerning changes in aircraft operating schedules;
  - (iii) messages concerning aircraft servicing;
  - (iv) messages concerning changes in collective requirements for passengers, crew and cargo covered by deviation from normal operating schedules;
  - (v) messages concerning non-routine landings;
  - (vi) messages concerning pre-flight arrangements for air navigation services and operational servicing for non-scheduled aircraft operations, e.g. overflight clearance requests;

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- (vii) messages originated by aircraft operating agencies reporting an aircraft arrival or departure; or
- (viii) messages concerning parts and materials urgently required for the operation of aircraft;
- (f) aeronautical information services messages, priority indicator GG, shall comprises messages concerning NOTAMs;
- (g) aeronautical administrative messages, priority indicator KK, shall comprise of:
  - (i) messages regarding the operation or maintenance of facilities provided for the safety or regularity of aircraft operations;
  - (ii) messages concerning the functioning of aeronautical telecommunication services; or
  - (iii) messages exchanged between civil aviation authorities relating to aeronautical services; and
- (h) service messages, priority indicator as appropriate, shall comprise messages originated by Aeronautical Fixed Stations to obtain information or verification concerning other messages which appear to have been transmitted incorrectly by the Aeronautical Fixed Service, confirming channel-sequence numbers.

Service  
messages

40.-(1) Service messages shall be prepared in the format specified in regulation 56.

(2) In applying the provisions of First Schedule to these Regulations, to service messages addressed to an aeronautical fixed station identified only by a location indicator, the indicator shall be immediately followed by the ICAO three-letter designator YFY, followed by an appropriate 8th letter.

(3) Service messages shall be assigned the

*GN. No. 63 (contd.)*

appropriate priority indicator.

(4) Where service messages refer to messages previously transmitted, the priority indicator assigned shall be the one used for the message to which they refer.

(5) Service messages correcting errors in a transmission shall be addressed to all the addressees that have received the incorrect transmission.

(6) A reply to a service message shall be addressed to the station which originated the initial service message.

(7) The text of all service messages shall be concise.

(8) A service message, other than one acknowledging receipt of SS messages, shall be further identified by the use of the abbreviation SVC as the first item in the text.

(9) Where a service message refers to a message previously handled, reference to the previous message shall be made by use of the appropriate transmission identification or the filing time and originator indicator groups identifying the reference message.

Order of priority

41. The order of priority for the transmission of messages in the aeronautical fixed telecommunication network shall be as follows-

- (a) transmission priority 1 shall comprise of message with priority indicator SS;
- (b) transmission priority 2 shall comprise of message with priority indicator DD and FF;
- (c) transmission priority 3 shall comprise of message with priority indicator GG and KK.

Same priority messages

42. Messages having the same priority indicator shall be transmitted in the order in which they are received for transmission.

*GN. No. 63 (contd.)*

Routing of  
messages and  
supervision of  
message traffic

43. Where an aeronautical fixed telecommunication networks is used, the routing of messages and supervision of message traffic shall be as specified in the Second Schedule to these Regulations.

Failure of  
communications

44. Where an aeronautical fixed telecommunication networks is used and there exists a communication failure, the requirements contained in the Fourth Schedule to these Regulations shall apply.

Long term  
retention of  
aeronautical  
fixed  
telecommunicati  
on networks  
traffic records

45.-(1) Aeronautical fixed telecommunication network origin station shall retain all copies of transmitted messages in their entirety for a period of at least 30 days.

(2) Aeronautical fixed telecommunication networks destination stations shall retain a record containing the information necessary to identify all messages received and the action taken thereon for a period of at least 30 days.

(3) All aeronautical telecommunication networks communication centres shall retain a record containing the information necessary to identify all messages relayed or retransmitted and the action taken, for a period of at least 30 days.

Short term  
retention of  
aeronautical  
fixed  
telecommunicati  
on networks  
traffic records

46.-(1) Aeronautical fixed telecommunication networks communication centres shall retain a copy of all messages, in their entirety, retransmitted or relayed by that communication centre, for a period of at least one hour, except as provided in sub-regulation (2).

(2) Where acknowledgement is made between aeronautical fixed telecommunication networks communication centres, a relay centre shall be considered as having no further responsibility for retransmission or repetition of a message for which it has received positive acknowledgement, and it may be deleted from its records.

*GN. No. 63 (contd.)*

Test procedures  
on aeronautical  
fixed  
telecommunicati  
on networks  
channels

47. Test messages transmitted on aeronautical fixed telecommunication networks channels shall, for the purpose of testing and repairing lines, comprise of the following-

- (a) the start-of-message signal;
- (b) the procedure signal QJH;
- (c) the originator indicator;
- (d) three page-copy lines of the sequence of characters in international telegraph alphabet No. 2 or international alphabet No. 5; and
- (e) the end-of-message signal.

Message format  
– international  
telegraph  
alphabet No.2

48. All messages of international telegraph alphabet No.2 other than those prescribed in regulations 47 and First Schedule to these Regulations. shall comprise of the components specified in First Schedule to these Regulations.

Characters of  
aeronautical  
fixed  
telecommunicati  
on networks  
messages

49. Aeronautical fixed telecommunication networks messages entered by the aeronautical fixed telecommunication networks origin station shall not exceed 2 100 characters in length.

Stripped address

50. An aeronautical fixed telecommunication network communication centre shall omit, from the address, all the addressee indicators not required when applying the provisions of the First Schedule to these Regulations for-

- (a) an onward transmission by the aeronautical fixed telecommunication network communication centre to which the message is transmitted;
- (b) local delivery to the addressee by the aeronautical fixed telecommunication network destination station; or
- (c) an onward transmission or local delivery by

the aggregate of stations on a multi-point circuit.

Correction of errors during message origination in cases where the message is flowing into the aeronautical fixed telecommunication networks during preparation

51.-(1) Messages flowing into the aeronautical fixed telecommunication network during preparation shall not be terminated with an end-of-message signal if they contain known uncorrected errors.

(2) The unfinished message shall be cancelled by sending the sequence  $\downarrow \Leftarrow QTA \rightarrow QTA \downarrow \Leftarrow$  followed by a complete ending where an error is made in any part of the message which precedes the text.

(3) Errors made in the text and noticed immediately shall be corrected by making the error sign ( $\rightarrow E \rightarrow E \rightarrow E \rightarrow$ ), transmitting the last correct word or group and then continuing with the message.

(4) The station shall:

- (a) comply with the provisions of First Schedule to these Regulations where errors are made in the text and not noticed until later in the origination process; and
- (b) take the action described in sub-regulation (2) where it becomes obvious, during the origination of the text, that the message is to be cancelled.

Predetermined distribution system for aeronautical fixed telecommunication network messages

52.-(1) The system in sub-regulation (2) shall be used where it has been agreed between the administrations concerned to make use of a predetermined distribution system for aeronautical fixed telecommunication network messages.

(2) The predetermined distribution addressee indicator shall be constructed as follows:

- (a) the first two letters of the location indicator of the communications centre of the State which has agreed to implement the system and which receives messages over a circuit for which it has a predetermined routing responsibility;

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- (b) for the third and fourth letters, the letters ZZ, indicating a requirement for special distribution;
- (c) for the fifth, sixth and seventh letters;
  - (i) the fifth, sixth and seventh letters taken from the series A to Z and denoting the national or international distribution list(s) to be used by the receiving aeronautical fixed telecommunication network centre;
  - (ii) “N” and “S”, as the fifth letter, are reserved for NOTAM and SNOWTAM respectively;
- (d) for the eighth letter Either the filler letter “X” or a letter taken from the series A to Z to further define the national and international distribution list to be used by the receiving aeronautical fixed telecommunication network centre.

(3) The predetermined distribution addressee indicator shall be used whenever possible on aeronautical fixed telecommunication network messages between States which have agreed to make use of the predetermined distribution system.

(4) The aeronautical fixed telecommunication network messages carrying predetermined distribution addressee indicator allocated by the State receiving the message shall be routed to the addressees listed on the associated list of addressee indicators in subregulation (5).

(5) States shall send their list of selected predetermined distribution addressee indicator together with the associated lists of addressee indicators to:

- (a) the States from which they receive aeronautical fixed telecommunication network messages for predetermined distribution, to assure correct routing; and
- (b) the States which originate aeronautical fixed

telecommunication network messages for predetermined distribution to facilitate the treatment of requests for retransmission and to assist originators in using the predetermined distribution addressee indicator correctly.

(6) The list of addressee indicators associated with a predetermined distribution addressee indicator shall include:

- (a) addressee indicators for national distribution;
- (b) addressee indicators for international distribution;
- (c) predetermined distribution addressee indicators for international distribution; or
- (d) any combination of (a), (b) and (c).

Message format-  
International  
Alphabet No. 5  
(IA-5)

53. All messages of international telegraph alphabet No. 5 shall comply with the format specified in the First Schedule to these Regulations.

Action taken on  
mutilated  
messages in  
International  
Telegraph  
Alphabet No.5  
detected in  
computerized  
AFTN relay  
stations

54. The action taken on mutilated messages in international telegraph alphabet No.5 detected in computerized aeronautical fixed telecommunication network relay stations shall be as specified in First Schedule to these Regulations.

Transfer of  
Aeronautical  
Fixed  
Telecommunication  
Networks  
messages over  
code and byte  
independent  
circuits and  
networks.

55. Where aeronautical fixed telecommunication network messages are transferred across code and byte independent circuits and networks of the AFS, the following shall apply-

- (a) the message shall start with an alignment function followed by the address except as provided in (c) the heading line of the message shall be omitted;
- (b) the message shall end with a complete ending;

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- (c) entry centres shall be permitted to insert additional data preceding the first alignment function and following the ending of the message for the purposes of technical supervision; and
- (d) where the provisions of paragraph (c) are applied, the data added shall not include either carriage return or line feed characters or any of the combinations listed in the First Schedule to these Regulations.

Air Traffic  
Services  
Message  
Handling  
Services (ATS-  
MHS).

56. The air traffic services message handling service application shall be used to exchange air traffic services messages between users over the aeronautical fixed telecommunication network internet in accordance to the Fourth Schedule to these Regulations.

Inter-Centre  
Communications

57. The Inter-Centre Communications applications set shall be used to exchange air traffic services messages between air traffic service users over the aeronautical fixed telecommunication network internet.

## PART VI AERONAUTICAL MOBILE SERVICE-VOICE COMMUNICATIONS

General  
procedures for  
aeronautical  
Mobile Service-  
Voice  
Communications

58.-(1) The highest standard of discipline shall be observed in all aeronautical mobile service voice communications at all times.

(2) The Authority standardized phraseology shall be used in all situations for which it has been specified and when standardized phraseology cannot serve an intended transmission, plain language shall be used.

(3) The transmission of messages, other than those specified in Regulation 59 on aeronautical mobile frequencies where the aeronautical fixed services are able to serve the intended purpose, shall be avoided.

(4) In all communications, the consequences of human performance which affect the accurate reception and comprehension of messages shall be taken into consideration.

(5) Where it is necessary for an aircraft station to send signals for testing or adjustment which are liable to interfere with the working of a neighbouring aeronautical station, the consent of the station shall be obtained before such signals are sent and such transmissions shall be kept to a minimum.

(6) Where it is necessary for a station in the aeronautical mobile service to make test signals, either for the adjustment of a transmitter before making a call or for the adjustment of a receiver, such signals shall not continue for more than 10 seconds and shall be composed of spoken numerals in radiotelephony, followed by the radio call sign of the station transmitting the test signals and such transmissions shall be kept to a minimum.

(7) The responsibility of establishing communication shall rest with the station having traffic to transmit except as otherwise provided.

(8) After a call has been made to the aeronautical station, a period of at least 10 seconds shall elapse before a second call is made.

(9) When an aeronautical station is called simultaneously by several aircraft stations, the aeronautical station shall decide the order in which aircraft shall communicate.

(10) In communications between aircraft stations, the duration of communication shall be controlled by the aircraft station which is receiving, subject to the intervention of an aeronautical station.

(11) Where the communications in sub-regulation (10) take place on an Air Traffic Service frequency, prior permission of the Aeronautical Station shall be obtained and such requests for permission are not required for brief exchanges.

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Categories of messages

59. The categories of messages handled by the aeronautical mobile service and the order of priority in the establishment of communications and the transmission of messages shall be in accordance with table 1.1 Fifth Schedule to these Regulations.

Communications related to direction finding

60. Communications relating to direction finding shall be handled in accordance with these Regulations.

Composition of flight safety messages

61. Flight safety messages shall comprise of the following:

- (a) movement and control messages;
- (b) messages originated by an aircraft operating agency or by an aircraft, of immediate concern to an aircraft in flight;
- (c) meteorological advice of immediate concern to an aircraft in flight or about to depart; or
- (d) other messages concerning aircraft in-flight or about to depart.

Composition of meteorological messages.

62. Meteorological messages shall comprise meteorological information to or from aircraft, other than those specified in regulation 61.

Composition of flight regularity messages

63. Flight regularity messages shall comprise the following:

- (a) messages regarding the operation or maintenance of facilities essential for the safety or regularity of aircraft operation;
- (b) messages concerning the servicing of aircraft;
- (c) instructions to aircraft operating agency representatives concerning changes in requirements for passengers and crew caused by unavoidable deviations from normal operating schedules;

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- (d) messages concerning non-routine landings to be made by the aircraft;
- (e) messages concerning aircraft parts and materials urgently required; or
- (f) messages concerning changes in aircraft operating schedules.

Handling of flight regularity messages.

64. Air traffic services units using direct pilot controller communication channels shall only be required to handle flight regularity messages,

Provided that this can be achieved without interference with their primary role and no other channels are available for the handling of such messages.

Handling of same priority messages

65. Messages having the same priority shall be transmitted in the order in which they are received for transmission.

Composition of inter-pilot air-to-air communication

66.-(1) Inter-pilot air-to-air communication shall comprise of messages related to any matter affecting safety and regularity of flight.

(2) The category and priority of the messages in sub regulation (1) shall be determined on the basis of their content in accordance with Regulation 59.

Cancellation of messages

67.-(1) The station transmitting the message shall instruct the receiving station to disregard the incomplete transmission, where a message has not been completely transmitted upon receipt of instructions to cancel.

(2) Where a completed message transmission is being held pending correction and the receiving station is to be informed to take no forwarding action, or when delivery or onward relay cannot be accomplished, transmission shall be cancelled.

(3) The transmissions in sub regulation (1) and (2) shall be effected in radiotelephony by use of an appropriate phrase.

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(4) The station cancelling a transmission shall be responsible for any further action required to be taken.

Radiotelephony  
procedures

68. The radiotelephony procedures for aeronautical mobile service voice communication shall be as specified in the Second Schedule to these Regulations.

Distress and  
urgency  
radiotelephony  
communication  
procedures

69. Distress and urgency radiotelephony communication procedures for aeronautical mobile service - Voice communication shall be as specified in the Second Schedule to these Regulations.

Communication  
s related to acts  
of unlawful  
interference

70. The station addressed by an aircraft being subjected to an act of unlawful interference or the first station acknowledging a call from such an aircraft, shall render all possible assistance, including notification of appropriate ATS units and any other station, agency or person in a position to facilitate the flight.

## PART VII AERONAUTICAL RADIO NAVIGATION SERVICE

Composition of  
aeronautical  
radio navigation  
service

71.-(1) The aeronautical radio navigation service shall comprise of all types and systems of radio navigation aids in the international aeronautical service.

(2) An aeronautical radio navigation aid which is not in continuous operation shall, where practicable, be put into operation upon receipt of a request from an aircraft, any controlling authority on the ground or an authorized representative of an aircraft operating agency.

(3) The request in sub regulation (2) shall be made to the aeronautical station concerned on the air-ground frequency normally in use.

(4) The local aeronautical information service unit shall be furnished without delay essential

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information about changes in the operational status of non-visual aids as required for pre-flight briefing and dissemination in accordance with the Civil Aviation (Aeronautical Information Service) Regulations.

Aeronautical  
Radio  
Navigation  
Service  
Direction  
Finding

72.-(1) A Direction-Finding station working alone shall, upon request, provide the following-

- (a) true bearing of the aircraft, using the appropriate phrase;
- (b) true heading to be steered by the aircraft, with no wind, to head for the Direction-Finding station using the appropriate phrase;
- (c) magnetic bearing of the aircraft, using the appropriate phrase;
- (d) magnetic heading to be steered by the aircraft with no wind to make for the station, using the appropriate phrase.

(2) Where Direction-Finding stations work as a network to determine the position of an aircraft, the bearings taken by each station shall be sent immediately to the station controlling the Direction-Finding network to enable the position of the aircraft to be determined.

(3) The station controlling the network specified in sub regulation (2) shall, on request, give the aircraft its position in-

- (a) relation to a point of reference or in latitude and longitude, using the appropriate phrase;
- (b) the true bearing of the aircraft in relation to the direction finding station or other specified point, using the appropriate phrase and its distance from the direction finding station or point, using the appropriate phrase; or
- (c) the magnetic heading to steer with no wind, to make for the direction-finding station or other specified point and its distance from the direction-finding station or point, using the appropriate phrases.

- (4) Aircraft stations shall:
  - (a) normally make requests for bearings, courses or positions, to the aeronautical station responsible or to the station controlling the direction-finding network; and
  - (b) aeronautical station or the direction-finding control station on the listening frequency and specify the type of service that is desired using the appropriate phrase.
- (5) The direction-finding station, originally called by the aircraft station, shall where necessary:
  - (a) request transmission for direction-finding service; and
  - (b) indicate the frequency to be used by the aircraft station, the number of times the transmission shall be repeated, the duration of the transmission required or any special transmission requirement, as soon as the direction-finding station or group of stations are ready.
- (6) An aircraft station which requests a bearing shall end the transmission by repeating its call sign in radiotelephony.
- (7) An aircraft shall give a longer transmission for two periods of approximately ten seconds, or alternatively provide such other signals as may be requested by the direction-finding station if the transmission specified in sub-regulation( 6) is too short for the direction-finding station to obtain a bearing.
- (8) The direction-finding station shall:
  - (a) request the aircraft station to repeat a transmission if not satisfied with its observation; and
  - (b) advise the aircraft station when a heading or bearing has been requested in the following form:
    - (i) the appropriate phrase;
    - (ii) bearing or heading in degrees in

relation to the Direction-Finding station, sent as three figures;

- (iii) class of bearing; and
- (iv) time of observation, if necessary.

(9) The direction finding control station, after plotting all simultaneous observations, shall determine the observed position of the aircraft and shall advise the aircraft station in the following form when a position has been requested:

- (a) the appropriate phrase;
- (b) the position;
- (c) class of position; and
- (d) time of observation.

(10) The aircraft station shall repeat back the message for confirmation or correction as soon as the aircraft station has received the bearing, heading or position.

(11) Where positions are given by bearing or heading and distance from a known point other than the station making the report, the reference point shall be an aerodrome, prominent town or geographic feature.

(12) Subject to sub regulation (11), an aerodrome shall be given in preference to other places.

(13) Where a large city or town is used as a reference place as specified in sub-regulation (11), the bearing or heading, and the distance given shall be measured from its centre.

(14) Where the position is expressed in latitude and longitude, groups of figures for degrees and minutes shall-

- (a) be used followed by the letter N or S for latitude and the letter E or W for longitude, respectively; or
- (b) use the words NORTH, SOUTH, EAST or WEST in radiotelephony.

(15) The direction-finding station estimates of the accuracy of observations, bearings and positions shall be classified as follows-

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*Bearings:*

- Class A — accurate within plus or minus 2 degrees;
- Class B — accurate within plus or minus 5 degrees;
- Class C — accurate within plus or minus 10 degrees;
- Class D — accuracy less than Class C.

*Positions:*

- Class A — accurate within 9.3 km (5 NM);
- Class B — accurate within 37 km (20 NM);
- Class C — accurate within 92 km (50 NM);
- Class D — accuracy less than Class C.

(16) Direction finding stations shall have authority to refuse to give bearings, heading or positions when conditions are unsatisfactory or when bearings do not fall within the calibrated limits of the station, stating the reason at the time of refusal.

PART VIII  
AERONAUTICAL BROADCASTING SERVICE

Broadcast  
material

73. An originator shall prepare a text of broadcast material in the form desired for transmission.

Frequencies and  
schedules

74.-(1) The broadcast station shall make broadcasts on specified frequencies at specified times and the schedules and frequencies of all broadcasts and publicise them in appropriate the documents.

(2) Where the broadcast station makes a change in frequencies or times the change shall-

- (a) be publicized by NOTAM at least two weeks in advance of the change; and
- (b) be announced on all regular broadcasts for 48 hours preceding the change and be transmitted once at the beginning and once at the end of each broadcast where practicable.

(3) Scheduled broadcasts, other than sequential collective type broadcasts, shall be started at the scheduled time by the general call.

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(4) A short notice shall be transmitted at the scheduled time advising recipients to “stand by” and stating the approximate number of minutes of delay if a broadcast is to be delayed.

(5) The broadcast shall not be started until the end of the standby period as defined in subregulation(4).

(6) Transmission shall be terminated by each station promptly at the end of the allotted time period whether or not transmission of all material has been completed where broadcasts are conducted on a time allotment basis.

(7) In sequential collective type broadcasts each station shall be ready to commence its broadcasts at the designated time and if for any reason a station does not commence its broadcast at the designated time, the station immediately following in sequence shall wait and then commence its broadcast at its own designated time.

Interruption of  
service

75.-(1) A broadcast shall be made by another station, where possible, in the event of interruption of service at the station responsible for broadcast, until normal service is resumed.

(2) Where the broadcast in sub-regulation (1) is not possible, and the broadcast is of the type intended for interception by fixed stations, the stations which are required to copy the broadcasts shall continue to listen on the specified frequencies until normal service is resumed.

Radiotelephone  
broadcast  
procedures

76. The Aeronautical Broadcasting service shall comply with radiotelephone broadcast procedures specified in the Second Schedule to these Regulations.

**PART IX  
AERONAUTICAL MOBILE SERVICE-DATA LINK  
COMMUNICATIONS**

Composition of data link messages                      77. The composition of data link messages for aeronautical mobile service-data link communication shall be as specified in the Second Schedule to these Regulations.

Display of data link messages                      78.-(1) Ground and airborne systems shall allow for messages to be appropriately displayed, printed when required and stored in a manner that permits timely and convenient retrieval.  
(2) The English language messages shall be displayed as a minimum whenever textual presentation is required.

Controller Pilot Data Link Communication procedures                      79. The controller pilot data link communication procedures in aeronautical mobile service-data link communication shall be as specified in Second Schedule to these Regulations.

**PART X  
EXEMPTIONS**

Requirements for application for exemption                      80.-(1) A person may apply to the Authority for an exemption from any provision of these Regulations.  
(2) Unless in case of emergency, a person requiring exemption from any provision of these Regulations shall make an application to the Authority at least sixty days prior to the proposed effective date, giving the following information-

- (a) name and contact address including electronic mail and fax if any;
- (b) telephone number;
- (c) a citation of the specific requirement from which the applicant seeks exemption;
- (d) justification for the exemption;

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- (e) a description of the type of operations to be conducted under the proposed exemption;
- (f) the proposed duration of the exemption;
- (g) an explanation of how the exemption would be in the public interest;
- (h) a detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question;
- (i) A safety risk assessment carried out in respect of the exemption applied for;
- (j) if the applicant handles international operations and seeks to operate under the proposed exemption, an indication whether the exemption would contravene any provision of the Standards and Recommended Practices of ICAO; and
- (k) any other information that the Authority may require.

(3) Where the applicant seeks emergency processing of an application for exemption, the application shall contain supporting facts and reasons for not filing the application within the time specified in sub regulation (2) and satisfactory reason for deeming the application an emergency.

(4) The Authority may in writing, refuse an application made under sub regulation (3), where in the opinion of the Authority, the reasons given for emergency processing are not satisfactory.

(6) The application for exemption shall be accompanied by fee prescribed by the Authority.

Review and  
publication

81.-(1) The Authority shall review the application for exemption made under regulation 52 for accuracy and compliance and if the application is satisfactory, the Authority shall publish a detailed summary of the application for comments, within a prescribed time, in either-

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- (a) aeronautical information circular; or
- (b) a daily newspaper with national circulation.

(2) Where application requirements have not been fully complied with, the Authority shall request the applicant in writing, to comply prior to publication or making a decision under sub regulation (3).

(3) Where the request is for emergency relief, the Authority shall publish the decision as soon as possible after processing the application.

Evaluation of  
the request

82.-(1) Where the application requirements have been satisfied, the Authority shall conduct an evaluation of the request to include-

- (a) determination of whether an exemption would be in the public interest;
- (b) a determination, after a technical evaluation of whether the applicant's proposal would provide a level of safety equivalent to that established by the regulation, although where the Authority decides that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;
- (c) a determination of whether a grant of the exemption would contravene these Regulations; and
- (d) a recommendation based on the preceding elements, of whether the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.

(2) The Authority shall notify the applicant in writing of, the decision to grant or deny the request and publish a detailed summary of its evaluation and decision.

(3) The summary referred to in sub-regulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

(4) Where the exemption affects a significant population of the aviation community of the United Republic of Tanzania the Authority shall publish the summary in aeronautical information circular.

## PART XI GENERAL PROVISIONS

Drug and  
alcohol testing  
and reporting

83.-(1) A person who performs any function prescribed by these Regulations directly or by contract under the provisions of these Regulations may be tested for drug or alcohol usage.

(2) A person who-

(a) refuses to be tested for the percentage of the presence of alcohol in the blood; or

(b) refuses to submit to a test to indicate the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, when so requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority,

shall-

(i) be denied any licence, certificate, rating, qualification, or authorisation issued under these Regulations for a period of up to one year from the date of that refusal; or

(ii) have their licence, certificate, rating, qualification, or authorisation issued under these Regulations suspended or revoked.

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(3) A person who is convicted for the violation of any local or national statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, shall-

- (a) be denied any license, certificate, rating, qualification, or authorisation issued under these Regulations for a period of up to one year after the date of conviction; or
- (b) have their licence, certificate, rating, qualification, or authorisation issued under these Regulations suspended or revoked.

Change of Name

84.-(1) A holder of a certificate issued under these Regulations may apply to the Authority for-

- (a) a replacement of the certificate if lost or destroyed;
- (b) a change of name on the certificate; or
- (c) an endorsement on the certificate.

(2) For the purposes of sub regulation (1), the holder of a certificate shall submit to the Authority-

- (a) the original certificate or a copy thereof in case of loss; and
- (b) a court order, or other legal document verifying the name change.

(3) The Authority shall return to the holder of a certificate, with the appropriate changes applied for, if any, the documents in sub regulation (2) and, where necessary, retain copies thereof.

Change of  
address

85.-(1) A holder of a certificate issued under these Regulations shall notify the Authority of any change in the physical and mailing address within fourteen days of such change.

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(2) A person who does not notify the Authority of the change in the physical and mailing address within the time frame specified in sub-regulation (1) shall not exercise the privileges of the certificate.

Replacement of documents

86. A person may apply to the Authority, in the prescribed form for a replacement of the documents issued under these Regulations where the documents are lost or destroyed.

Use and retention of documents and records

87.-(1) A person shall not-

- (a) use any certificate or exemption issued or required by or under these Regulations which has been forged, altered, cancelled, or suspended, or to which he is not entitled; or
- (b) forge or alter any certificate or exemption issued or required by or under these Regulations; or
- (c) lend any certificate or exemption issued or required by or under these Regulations to any other person; or
- (d) make any false representation for the purpose of procuring for himself or any other person the grant, issue, renewal or variation of any such certificate or exemption;
- (e) mutilate, alter, render illegible or destroy any records, or any entry made therein, required by or under these Regulations to be maintained, or knowingly make, or procure or assist in the making of, any false entry in any such record, or wilfully omit to make a material entry in such record.

(2) All records required to be maintained by or under these Regulations shall be recorded in a permanent and indelible material.

(3) A person shall not issue any certificate:

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- (a) or exemption under these Regulations unless he is authorised to do so by the Authority; or
- (b) referred to in sub-regulation (3) unless he has satisfied himself that all statements in the certificate are correct, and that the applicant is qualified to hold that certificate.

Reports of  
violation  
Cap.80

88.-(1) Any person who knows of a violation of the Act, or any Regulations, rules, or orders issued there under, shall report it to the Authority.

(2) The Authority may determine the nature and type of investigation or enforcement action that need to be taken.

Failure to  
comply with  
direction

89. Any person who fails to comply with any direction given to him by the Authority or by any authorised person under any provision of these Regulations commits an offence.

Aeronautical  
fees

90.-(1) The Authority shall notify, in writing, the fees to be charged in connection with the issue, renewal or variation of any certificate, test, inspection or investigation required by, or for the purpose of these Regulations any orders, notices or proclamations made there under.

(2) An applicant for anything under these Regulations shall, before the application is accepted, be required to pay the fee so chargeable for the respective application.

(3) Where a payment has been made in terms of sub regulation (2) and the applicant decides to withdraw the application the Authority shall not refund the payment made.

**PART XII  
OFFENCES AND PENALTIES**

Penalties

91.-(1) A person who contravenes any provision of these Regulations, orders, notices or proclamations made there under shall, upon conviction, be liable to a fine not exceeding one million shillings or to imprisonment for a term not more than six months or both, and in the case of a continuing contravention, each day of the contravention shall constitute a separate offence.

(2) Where it is proved that an act or omission of any person, which would otherwise have been a contravention by that person of a provision of these Regulations, orders, notices or proclamations made there under was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall be deemed not to be a contravention by that person of that provision.

(3) Where any person is aggrieved by any order made under these Regulations the person may, within twenty one days of such order being made, appeal against the order to a court of law with competent jurisdiction.

General  
penalty

92. A person who contravenes any provision of these Regulations for which no penalty has been provided, commits an offence and-

- (a) shall, on conviction be liable to a fine of the sum equivalent in Tanzanian shillings of five hundred United States dollars; and
- (b) may, on conviction have his certificate, approval, authorisation, exemption or such other document revoked or suspended.

**FIRST SCHEDULE**

*(Made under regulations 28, 36, 40, 48, 51 and 54)*

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**1.1 MATERIAL PERMITTED IN AFS MESSAGES**

Note. - The provisions contained in 1.1.1 do not apply to ATS voice communications.

**1.1.1** The following characters are allowed in text messages:

*Letters:* ABCDEFGHIJKLMNOPQRSTUVWXYZ

*Figures:* 1 2 3 4 5 6 7 8 9 0

*Other signs:-* (hyphen)

? (question mark)

: (colon)

( (open bracket)

) (close bracket)

. (full stop, period, or decimal point)

, (comma)

' (apostrophe)

= (double hyphen or equal sign)

/ (oblique)

+ (plus sign)

Characters other than those listed above shall not be used in messages unless absolutely necessary for understanding of the text. When used, they shall be spelled out in full.

**1.1.2** For the exchange of messages over the teletypewriter circuits, the following characters of International Alphabet No. 5 (IA-5) shall be permitted:

— characters 0/1 to 0/3, 0/7 — in the priority alarm 0/10, 0/11 — in the ending sequence, 0/13;

— characters 2/0, 2/7 to 2/9, 2/11 to 2/15;

— characters 3/0 to 3/10, 3/13, 3/15;

— characters 4/1 to 4/15;

— characters 5/0 to 5/10; and

— character 7/15.

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**1.1.3** Roman numerals shall not be employed. If the originator of a message wishes the addressee to be informed that roman figures are intended, the arabic figure or figures shall be written and preceded by the word ROMAN.

**1.1.4** Messages using IA-5 shall not contain:

- 1) character 0/1 (SOH) other than the one in the heading as prescribed in the third schedule
- 2) character 0/2 (STX) other than the one in the origin line as prescribed in the third schedule
- 3) character 0/3 (ETX) other than the one in the ending as prescribed in the third schedule
- 4) any uninterrupted sequence of characters 5/10, 4/3, 5/10, 4/3 in this order (ZCZC);
- 5) any uninterrupted sequence of characters 2/11, 3/10, 2/11, 3/10 in this order (+:+:);
- 6) any uninterrupted sequence of four times character 4/14 (NNNN); and
- 7) any uninterrupted sequence of four times character 2/12 (,,,).

**1.1.5** The text of messages shall be drafted in plain language or in abbreviations and codes, as prescribed in Regulations 33. The originator shall avoid the use of plain language when reduction in the length of the text by appropriate abbreviations and codes is practicable. Words and phrases which are not essential, such as expressions of politeness, shall not be used.

**1.1.6** If the originator of a message wishes alignment functions [ $\lll$ ] to be transmitted at specific places in the text part of such message, the sequence [ $\lll$ ] shall be written on each of those places.

**SECOND SCHEDULE**

*(Made under regulations 43, 77 and 79)*

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**1.1 ROUTING OF MESSAGES**

**1.1.1** All communications shall be routed by the most expeditious route available to effect delivery to the addressee.

**1.1.2** Predetermined diversion routing arrangements shall be made, when necessary, to expedite the movement of communication traffic. Each communication centre shall have the appropriate diversion routing lists, agreed to by the Administration(s) operating the communication centres affected and shall use them when necessary.

**1.1.2.1** Diversion routing shall be initiated:

1) in a fully automatic communication centre:

a) immediately after detection of the circuit outage, when the traffic is to be diverted via a fully automatic communication centre;

b) within a 10-minute period after detection of the circuit outage, when the traffic is to be diverted via a non-fully automatic communication centre;

2) in a non-fully automatic communication centre within a 10-minute period after detection of the circuit outage.

Service message notification of the diversion requirement shall be provided where no bilateral or multilateral prearranged agreements exist.

**1.1.3** As soon as it is apparent that it will be impossible to dispose of traffic over the aeronautical fixed service within a reasonable period, and when the traffic is held at the station where it was filed, the originator shall be consulted regarding further action to be taken, unless:

a) otherwise agreed between the station concerned and the originator; or

b) arrangements exist whereby delayed traffic is automatically diverted to commercial telecommunication services without reference to the originator.

*Note.— The expression “reasonable period” means a period of time such that it seems probable that the traffic will not be delivered to the addressee within any fixed transit period applicable to the category of traffic concerned, or, alternatively, any*

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*predetermined period agreed between originators and the telecommunication station concerned.*

### **1.2 Supervision of message traffic**

**1.2.1** *Continuity of message traffic.* The receiving station shall check the transmission identification of incoming transmissions to ensure the correct sequence of channel sequence numbers of all messages received over that channel.

**1.2.1.1** When the receiving station detects that one or more channel-sequence numbers are missing, it shall send a complete service message to the previous station rejecting receipt of any message that may have been transmitted with such missing number(s). The text of this service message shall comprise the signal QTA, the procedure signal MIS followed by one or more missing transmission.

*Note.— The following examples illustrate application of the above-mentioned procedure. In example 2) the hyphen (-) separator is understood to mean “through” in plain language.*

1) *when one channel-sequence number is missing:*

SVC→QTA→MIS→ABC↑123↓<≡

2) *when several channel-sequence numbers are missing:*

SVC→QTA→MIS→ABC↑123-126↓<≡

**1.2.1.1.1** When the provisions of 1.2.1.1 are applied, the station notified of the missing message(s) condition by the service message shall reassume its responsibility for transmission of the message (or messages) that it had previously transmitted with the transmission identification concerned, and shall retransmit that message (or those messages) with a new (correct in sequence) transmission identification. The receiving station shall synchronize such that the next expected channel-sequence number is the last received channel-sequence number plus one.

**1.2.1.2** When the receiving station detects that a message has a channel sequence number less than that expected, it shall advise the previous station using a service message with a text comprising:

- 1) the abbreviation SVC;
- 2) the procedure signal LR followed by the transmission identification of the received message;
- 3) the procedure signal EXP followed by the transmission identification expected;
- 4) the end-of-text signal.

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Note.— The following example illustrates application of the above-mentioned procedure:

SVC→LR→ABC↑123→↓EXP→ABC↑135↓<≡

**1.2.1.2.1** When the provisions of 1.2.1.2 are applied, the station receiving the out-of sequence message shall synchronize such that the next expected channel-sequence number is the last received channel-sequence number plus one. The previous station shall check its outgoing channel-sequence numbers and, if necessary, correct the sequence.

## **1.2.2** *Misrouted messages*

*Note.— A message is considered to have been misrouted when it contains no relaying instructions, expressed or implied, on which the receiving station can take action.*

**1.2.2.1** When the receiving station detects that a message has been misrouted to it, it shall either:

- 1) send a service message to the previous station rejecting receipt of the misrouted message; or
- 2) itself assume responsibility for transmission of the message to all addressee indicators.

*Note.— The procedure of 1) is preferable at stations using “torn-tape” relay methods or a semi-automatic relay technique with continuous tape. The procedure of 2) may be preferred at stations using fully automatic relay methods or a semi-automatic relay technique without continuous tape.*

**1.2.2.2** When the provisions of 1.2.2.1 are applied, the text of the service message shall comprise the abbreviation SVC, the signal QTA, the procedure signal MSR followed by the transmission identification and of the misrouted message and the end-of-text signal.

*Note.— The following example illustrates application of the above-mentioned procedure:*

SVC→QTA→MSR→ABC↑123↓<≡

**1.2.2.3** When, as a result of the provisions of 1.2.2.2, a sending station is notified of the misrouted message condition by service message, it shall reassume its responsibility for the message and shall retransmit as necessary on the correct outgoing channel or channels.

**1.2.3** When a circuit becomes interrupted and alternative facilities exist, the last channel-sequence numbers sent and received shall be exchanged between the stations

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concerned. Such exchanges shall take the form of complete service messages with the text comprising the abbreviation SVC, the procedure signals LR and LS followed by the transmission identifications of the relevant messages and the end-of-text signal.

*Note.— The following example illustrates application of the above-mentioned procedure:*

SVC→LR→ABC↑123↓→LS→BAC↑321↓<≡

### **1.3 Failure of communications**

**1.3.1** Should communication on any fixed service circuit fail, the station concerned shall attempt to re-establish contact as soon as possible.

**1.3.2** If contact cannot be re-established within a reasonable period on the normal fixed service circuit, an appropriate alternative circuit shall be used. Attempts shall be made to establish communication on any authorized fixed service circuit available.

**1.3.2.1** If these attempts fail, use of any available air-ground frequency shall be permitted only as an exceptional and temporary measure when no interference to aircraft in flight is ensured.

**1.3.2.2** Where a radio circuit fails due to signal fadeout or adverse propagation conditions, a receiving watch shall be maintained on the regular fixed service frequency normally in use. In order to re-establish contact on this frequency as soon as possible there shall be transmitted:

- a) the procedure signal DE;
- b) the identification of the transmitting station transmitted three times;
- c) the alignment function [<≡];
- d) the letters RY repeated without separation for three lines of page copy;
- e) the alignment function [<≡];
- f) end-of-message signal (NNNN). The foregoing sequence shall be repeated as required.

**1.3.2.3** A station experiencing a circuit or equipment failure shall promptly notify other stations with which it is in direct communication if the failure will affect traffic routing by those stations. Restoration to normal shall also be notified to the same stations.

**1.3.3** Where diverted traffic will not be accepted automatically or where a predetermined diversion routing has not been agreed, a temporary diversion routing shall be established by the exchange of service messages. The text of such service messages shall comprise:

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- 1) the abbreviation SVC;
- 2) the procedure signal QSP;
- 3) if required, the procedure signal RQ, NO or CNL to request, refuse or cancel a diversion;
- 4) identification of the routing areas, States, territories, locations, or stations for which the diversion applies;
- 5) the end-of-text signal.

*Note.— The following examples illustrate application of the above-mentioned procedures:*

*a) to request a diversion:*

SVC→QSP→RQ→C→K→BG→BI↓<≡

*b) to accept a diversion:*

SVC→QSP→C→K→BG→BI↓<≡

*c) to refuse a diversion:*

SVC→QSP→NO→C→K→BG→BI↓<≡

*d) to cancel a diversion:*

SVC→QSP→CNL→C→K→BG→BI↓<≡

**THIRD SCHEDULE**

*(Made under regulation 53)*

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**1.0 MESSAGE FORMAT — INTERNATIONAL ALPHABET NO. 5 (IA-5)**

**1.1** When it has been agreed between the Administrations concerned to use International Alphabet No. 5 (IA-5) the format described in 1.1 through 1.3 shall be used. All messages, other than those prescribed in regulation 47 and 1.1.5 shall comprise the components specified in 1.1.1 to 1.1.6 inclusive.

*Note 1.— An illustration of the IA-5 message format is given in Figure 1-1.*

*Note 2.— In the subsequent standards relative to message format the following symbols have been used in making reference to the functions assigned to certain signals in IA-5.*

*Symbol Signification*

< CARRIAGE RETURN (character position 0/13)

≡ LINE FEED (character position 0/10)

→ SPACE (character position 2/0).

**1.1.1** *Heading*

**1.1.1.1** The heading shall comprise:

- a) start-of-heading (SOH) character 0/1;
- b) transmission identification comprising:
  - 1) circuit or link identification;
  - 2) channel-sequence number;
- c) additional service information (if necessary) comprising:
  - 1) one SPACE;
  - 2) no more than 10 characters.

**1.1.1.1.1** On point-to-point circuits or links, the identification shall consist of three letters selected and assigned by the transmitting station; the first letter identifying the transmitting, the second letter the receiving end of the circuit, and the third letter the channel. Where only one channel exists, the letter A shall be assigned. Where more than one channel between stations is provided, the channels shall be identified as A, B, C, etc., in respective order. On multipoint channels, the identification shall consist of three letters selected and assigned by the circuit control or master station.

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**1.1.1.1.2** Except as provided in 1.1.1.3 three-digit channel-sequence numbers from 001 to 000 (representing 1 000) shall be assigned sequentially by telecommunication stations to all messages transmitted directly from one station to another. A separate series of these numbers shall be assigned for each channel and a new series shall be started daily at 0000 hours.

**1.1.1.1.3** The expansion of the channel-sequence number to preclude duplication of the same numbers during the 24-hour period shall be permitted subject to agreement between the Authorities responsible for the operation of the circuit.

**1.1.1.1.4** The transmission identification shall be sent over the circuit in the following sequence:

- a) transmitting-terminal letter;
- b) receiving-terminal letter;
- c) channel-identification letter;
- d) channel-sequence number.

**1.1.1.1.5** Additional service information shall be permitted to be inserted following the transmission identification subject to agreement between the Authorities responsible for the operation of the circuit. Such additional service information shall be preceded by a SPACE (→) followed by not more than 10 characters inserted into the heading of message immediately following the last digit of the channel-sequence number and shall not contain any alignment functions. When no such additional service information is added the information in 1.1.1.4 shall be followed immediately by that of 1.1.2.

## **1.1.2** *Address*

**1.1.2.1** The address shall comprise:

- a) alignment function [ $\leq$ ];
- b) priority indicator;
- c) addressee indicator(s);
- d) alignment function [ $\leq$ ].

**1.1.2.1.1** The priority indicator shall consist of the appropriate two-letter group assigned by the originator in accordance with the following:

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Message part		Component of the message part	Elements of the component	Teletypewriter character	
T H E H E A D I N G	HEADING LINE (see 4.4.15.1.1)	Start-of-Heading Character	One Character (0/1)	SOH	
		Transmission Identification	a) Transmitting-terminal letter b) Receiving-terminal letter c) Channel-identification letter d) Channel-sequence number  (Example: NRA06Z)	.....	
		(If necessary) Additional Service Indication	a) One SPACE b) No more than the remainder of the line  (Example: 270930)	→	
	ADDRESS (see 4.4.15.2.1)	Alignment Function	One CARRIAGE RETURN, one LINE FEED	<=	
		Priority Indicator	The relevant 2-letter group	..	
		Addressee Indicator(s)	One SPACE } given in sequence An 8-letter group } for each addressee (Example: EGLLRZX→EGLLYKX→EGLLACAD)		
		Alignment Function(s)	One CARRIAGE RETURN, one LINE FEED	<=	
	D I R I G I N	ORIGIN (see 4.4.15.2.2)	Filing Time	6-digit date-time group specifying when the message was filed for transmission	.....
			Originator Indicator	a) One SPACE b) 8-letter group identifying the message originator	→.....
			Priority Alarm (used only in teletypewriter operation for Distress Messages)	Five characters (0/7)(BEL)	
Optional Heading Information			a) One SPACE b) Additional data not to exceed the remainder of the line. See 4.4.15.2.2.6.		
Alignment Function			One CARRIAGE RETURN, one LINE FEED	<=	
Start-of-Text Character			One character (0/2)	STX	
TEXT (see 4.4.15.3)	Beginning of the Text	Specific identification of Addressee(s) (if necessary) with each followed by one CARRIAGE RETURN, one LINE FEED (if necessary) The English word FROM (if necessary)(see 4.4.15.3.5) Specific identification of Originator (if necessary) The English word STOP followed by one CARRIAGE RETURN, one LINE FEED (if necessary) (see 4.4.15.3.5) and/or Originator's reference (if used)			
	Message Text	Message Text with one CARRIAGE RETURN, one LINE FEED at the end of each printed line of the Text except for the last one (see 4.4.15.3.6)			
	Confirmation (if necessary)	a) One CARRIAGE RETURN, one LINE FEED b) The abbreviation CFM followed by the portion of the Text being confirmed.			
	Correction (if necessary)	a) One CARRIAGE RETURN, one LINE FEED b) The abbreviation COR followed by the correction of an error made in the preceding Text			
ENDING (see 4.4.15.3.12.1)	Alignment Function	One CARRIAGE RETURN, one LINE FEED	<=		
	Page-feed Sequence	One character (0/1)	VT		
	End-of-Text character	One character (0/3)	ETX		

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**Figure 1-1. Message format International Alphabet No. 5 (IA-5)**

<i>Priority indicator</i>	<i>Message category</i>
SS	distress messages
DD	urgency messages
FF	flight safety messages
GG	meteorological messages
GG	flight regularity messages
GG	aeronautical information services messages
KK	aeronautical administrative messages)as appropriate service messages

**1.1.2.1.2** The order of priority shall be the same as specified in regulation 41.

**1.1.2.1.3** An addressee indicator, which shall be immediately preceded by a SPACE, except when it is the first address indicator of the second or third line of addresses, shall comprise:

- a) the four-letter location indicator of the place of destination;
- b) the three-letter designator identifying the organization/ function (aeronautical authority, service or aircraft operating agency) addressed;
- c) an additional letter, which shall represent a department, division or process within the organization/function addressed. The letter X shall be used to complete the address when explicit identification is not required.

**1.1.2.1.3.1** Where a message is to be addressed to an organization that has not been allocated an ICAO three-letter designator of the type prescribed in 1.1.2.1.3 the location indicator of the place of destination shall be followed by the ICAO three-letter designator YYY (or the ICAO three-letter designator YXY in the case of a military service or organization). The name of the addressee organization shall then be included in the first item in the text of the message. The eighth position letter following the ICAO three-letter designator YYY or YXY shall be the filler letter X.

**1.1.2.1.3.2** Where a message is to be addressed to an aircraft in flight and, therefore, requires handling over the AFTN for part of its routing before retransmission over the Aeronautical Mobile Service, the location indicator of the aeronautical station which is to relay the message to the aircraft shall be followed by the ICAO three-letter designator ZZZ. The identification of the aircraft shall then be included in the first item of the text of the message. The eighth position letter following the ICAO three-letter designator ZZZ shall be the filler letter X.

**1.1.2.1.4** The complete address shall be restricted to three lines of page-printing copy, and, except as provided in 1.2, a separate addressee indicator shall be used for each addressee whether at the same or different locations.

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**1.1.2.1.5** The completion of the addressee indicator group(s) in the address of a message shall be immediately followed by the alignment function.

**1.1.2.1.6** Where messages are offered in page-copy form for transmission and contain more addressee indicators than can be accommodated on three lines of a page copy, such messages shall be converted, before transmission, into two or more messages, each of which shall conform to the provisions of 1.1.2.1.5. During such conversion, the addressee indicators shall, in so far as practicable, be positioned in the sequence which will ensure that the minimum number of retransmissions will be required at subsequent communication centres.

### **1.1.2.2 Origin**

The origin shall comprise:

- a) filing time;
- b) originator indicator;
- c) priority alarm (when necessary);
- d) optional heading information;
- e) alignment function [ $\leq$ ];
- f) start-of-text character, character 0/2 (STX).

**1.1.2.2.1** The filing time shall comprise the 6-digit date-time group indicating the date and time of filing the message for transmission.

**1.1.2.2.2** The originator indicator, which shall be immediately preceded by a SPACE, shall comprise:

- a) the four-letter location indicator of the place at which the message is originated;
- b) the three-letter designator identifying the organization/ function (aeronautical authority, service or aircraft operating agency) which originated the message;
- c) an additional letter which shall represent a department, division or process within the organization/function of the originator. The letter X shall be used to complete the address when explicit identification is not required.

**1.1.2.2.3** Where a message is originated by an organization that has not been allocated an ICAO three-letter designator of the type prescribed in 1.2.2.2, the location indicator of the place at which the message is originated shall be followed immediately by the ICAO three-letter designator YYY followed by the filler letter X (or the ICAO three-letter designator YXY followed by the filler letter X in the case of a military service or organization). The name of the organization (or military service) shall then be included in the first item in the text of the message.

**1.1.2.2.3.1** Messages relayed over the AFTN that have been originated in other networks shall use a valid AFTN originator indicator that has been agreed for use by the relay or gateway function linking the AFTN with the external network.

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**1.1.2.2.4** Where a message originated by an aircraft in flight requires handling on the AFTN for part of its routing before delivery, the originator indicator shall comprise the location indicator of the aeronautical station responsible for transferring the message to the AFTN, followed immediately by the ICAO three-letter designator *ZZZ* followed by the filler letter *X*. The identification of the aircraft shall then be included in the first item in the text of the message.

**1.1.2.2.5** The priority alarm shall be used only for distress messages. When used it shall consist of five successive *BEL* (0/7) characters.

*Note.— Use of the priority alarm will actuate a bell (attention) signal at the receiving teletypewriter station, other than at those fully automatic stations which may provide a similar alarm on receipt of priority indicator SS, thereby alerting supervisory personnel at relay centres and operators at tributary stations, so that immediate attention may be given to the message.*

**1.1.2.2.6** The inclusion of optional data in the origin line shall be permitted provided a total of 69 characters is not exceeded and subject to agreement between the Administrations concerned. The presence of the optional data field shall be indicated by one occurrence of the *SPACE* character immediately preceding optional data.

**1.1.2.2.6.1** When additional addressing information in a message needs to be exchanged between source and destination addresses, it shall be conveyed in the optional data field (ODF), using the following specific format:

- a) characters one and full stop (1.) to indicate the parameter code for the additional address function;
- b) three modifier characters, followed by an equal sign (=) and the assigned 8-character ICAO address; and
- c) the character hyphen (-) to terminate the additional address parameter field.

**1.13.2.2.6.1.1** When a separate address for service messages or inquiries is different from the originator indicator, the modifier *SVC* shall be used.

**1.1.2.2.7** The origin line shall be concluded by an alignment function [*<=*] and the start-of-text (*STX*) (0/2) character.

### **1.1.3** *Text*

**1.1.3.1** The text of messages shall be drafted in accordance with 1.1.1 and shall consist of all data between *STX* and *ETX*.

*Note.— When message texts do not require conversion to the ITA-2 code and format and do not conflict with ICAO message types or formats in PANS-ATM (Doc 4444),*

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*Administrations may make full use of the characters available in International Alphabet No. 5 (IA-5).*

**1.1.3.2** When an originator's reference is used, it shall appear at the beginning of the text, except as provided in 1.1.3.3 and 1.1.3.4.

**1.1.3.3** When the ICAO three-letter designators YXY, YYY or ZZZ comprise the second element of the addressee indicator and it, therefore, becomes necessary to identify in the text the specific addressee of the message, such identification group shall precede the originator's reference (if used) and become the first item of the text.

**1.1.3.4** When the ICAO three-letter designators YXY, YYY or ZZZ comprise the second element of the originator indicator and it thus becomes necessary to identify in the text the name of the organization (or military service) or the aircraft which originated the message, such identification shall be inserted in the first item of the text of the message.

**1.1.3.5** When applying the provisions of 1.1.3.3 and 1.1.3.4 to messages where the ICAO three-letter designator(s) YXY, YYY, ZZZ refer to two or more different organizations (or military services), the sequence of further identification in the text shall correspond to the complete sequence used in the address and originator indicator of the message. In such instance, each addressee identification shall be followed immediately by an alignment function. The name of the (YXY, YYY or ZZZ) organization originating the message shall then be preceded with "FROM". "STOP" followed by an alignment function shall then be included in the text at the end of this identification and preceding the remainder of text.

**1.1.3.6** An alignment function shall be transmitted at the end of each printed line of the text. When it is desired to confirm a portion of the text of a message in teletypewriter operation, such confirmation shall be separated from the last text group by an alignment function [ $\Leftarrow$ ], and shall be indicated by the abbreviation CFM followed by the portion being confirmed.

**1.1.3.7** Where messages are prepared off-line, e.g. by preparation of a paper tape, errors in the text shall be corrected by backspacing and replacing the character in error by character DEL (7/15).

**1.1.3.8** Corrections to textual errors made in on-line operations shall be corrected by inserting  $\rightarrow E \rightarrow E \rightarrow E \rightarrow$  following the error, then retyping the last correct word (or group).

**1.1.3.9** When it is not discovered until later in the origination process that an error has been made in the text, the correction shall be separated from the last text group, or confirmation, if any, by an alignment function [ $\Leftarrow$ ]. This shall be followed by the abbreviation COR and the correction.

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**1.1.3.10** Stations shall make all indicated corrections on the page-copy prior to local delivery or a transfer to a manually operated circuit.

**1.1.3.11** The text of messages entered by the AFTN origin station shall not exceed 1 800 characters in length. AFTN messages exceeding 1 800 characters shall be entered by the AFTN origin station in the form of separate messages. Guidance material for forming separate messages from a single long message is given in Attachment B to Volume II. When messages or data are transmitted only on medium or high speed circuits the text may be increased to a length that exceeds 1 800 characters as long as performance characteristics of the network or link are not diminished and subject to agreement between the Administrations concerned.

*Note.— The character count includes all printing and nonprinting characters in the text from, but not including, the start-of-text signal to, but not including, the first alignment function of the ending.*

**1.1.3.12**      *Ending*

**1.1.3.12.1**      The ending of a message shall comprise the following in the order stated:

- a) an alignment [ $\Leftarrow$ ] function following the last line of text;
- b) page-feed character, character 0/11 (VT);
- c) end-of-text character 0/3 (ETX).

**1.1.3.12.1.1**      Station terminal equipment (page printers) on the International Alphabet Number 5 (IA-5) shall be provided with a capability to generate sufficient line feed functions for local station use upon the reception of a VERTICAL TAB character (0/11).

**1.1.3.12.1.2**      .When the message does not transit ITA-2 portions of the AFTN, or where Administrations have made provisions to add automatically the second carriage return before transmission to an ITA-2 circuit, one carriage return in the alignment function and end-of-line function shall be permitted subject to agreement between the Administrations concerned.

**1.1.3.12.1.3**      Messages entered by the AFTN origin station shall not exceed 2100 characters in length.

*Note.— The character count includes all printing and nonprinting characters in the message from and including the start-of-heading character (SOH) to and including the end-of-text character.*

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**1.1.4** *Channel-check transmissions.* In the case where continuous control of channel condition is not provided the following periodic transmissions shall be sent on teletypewriter circuits:

- 1) heading line ; S
- 2) alignment function T; X
- 3) the procedure signal CH; E
- 4) alignment function T. X

The receiving station shall then check the transmission identification of this incoming transmission to ensure its correct sequence in respect of all messages received over that incoming channel.

*Note.— Application of this procedure provides some measure of assurance that channel continuity is maintained; however, a continuously controlled channel is much more preferable in that data integrity can also be improved.*

**1.1.4.1** Where a circuit is unoccupied and uncontrolled, the transmission identified in 1.1.5 shall be sent at H + 00, H + 20, H + 40.

**1.1.5** The receipt of distress messages (priority indicator SS,) shall be individually acknowledged by the AFTN destination station by sending a service message to the AFTN origin station. Such acknowledgement of receipt shall take the format of a complete message addressed to the AFTN origin station, shall be assigned priority indicator SS and the associated priority alarm, and shall have a text comprising:

- 1) the procedure signal R;
- 2) the origin line without priority alarm, or optional heading information of the message being acknowledged;
- 3) the ending.

*Note.— The following example illustrates the application of the 1.6 procedures:*

Heading  
<= SS → LECBZRZX <=  
121322 → EGLLYFYX (Priority Alarm) <= S  
TR → 121319 → LECBZRZX <= X  
Ending

## **1.2 Action taken on mutilated messages in IA-5 detected in computerized AFTN relay stations**

**1.2.1** On channels employing continuous control the mutilation detection and subsequent recovery shall be a function of the link control procedures and shall not require the subsequent sending of service or CHECK TEXT NEW ENDING ADDED messages.

*GN. No. 63 (contd.)*

**1.2.2** On channels not employing continuous control the relay station shall employ the following procedures:

**1.2.2.1** If, during the reception of a message a relay station detects that the message has been mutilated at some point ahead of the end-of-text character, it shall:

- 1) cancel the onward routing responsibility for the message;
- 2) send a service message to the transmitting station requesting a retransmission.

*Note.— The following example illustrates a typical text of a service message in which the foregoing procedure has been applied in respect of a mutilated message:*

SVC→QTA→RPT→ABC 123 (ending)

**1.2.2.2** When the provisions of 1.2.2.1 are applied, the station receiving the service message shall reassume responsibility for the referenced message with a new (i.e. correct in sequence) transmission identification. If that station is not in possession of an un-mutilated copy of the original message, it shall send a message to the originator as identified by the originator indicator in the origin of the mutilated message, requesting repetition of the incorrectly received message.

*Note.— The following example illustrates a typical text of a service message in which the foregoing procedure has been applied in respect of a mutilated message having as its origin “141335 CYULACAX”:*

SVC→QTA→RPT→141335→CYULACAX (ending)

**1.2.3** If, after transmission of the text material of a message, a relay station can detect that there is no complete end-of-text character, but has no practical means of discovering whether the irregularity has affected only the end-of-text character, or whether it has also caused part of the original text to have been lost, it shall insert into the channel the following:

- 1) <≡CHECK≡TEXT≡NEW→ENDING→ADDED
- 2) its own station identification;
- 3) (ending)

**1.3 Transfer of AFTN messages over code and byte independent circuits and networks.**

When AFTN messages are transferred across code and byte independent circuits and networks of the AFS, the following shall apply.

**1.3.1** Except as provided in 1.3.3 the heading line of the message shall be omitted. The message shall start with an alignment function followed by the address.

**1.3.2** The message shall end with a complete ending.

*GN. No. 63 (contd.)*

**1.3.3** For the purposes of technical supervision, entry centres shall be permitted to insert additional data preceding the first alignment function and/or following the ending of the message.

**1.3.3.1** When the provisions of 1.3.3 are applied, the data added shall not include either carriage return or line feed characters or any of the combinations listed in 1.1.3

**FOURTH SCHEDULE**

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(Made under regulations 44)

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**1.4 ATS MESSAGE HANDLING SERVICES (ATSMHS) AND INTER-CENTRE COMMUNICATIONS (ICC)**

**1.5 ATS MESSAGE HANDLING SERVICES (ATSMHS)**

The ATS message service of the ATS (air traffic services) message handling service (ATSMHS) application shall be used to exchange ATS messages between users over the aeronautical telecommunication network (ATN) internet.

*Note 1.— The ATS message service comprised in the ATS message handling service application aims at providing generic message services over the ATN internet communication service (ICS). It may, in turn, be used as a communication system by user-applications communicating over the ATN. This may be achieved, for example, by means of application programme interfaces to the ATS message service.*

*Note 2.— The detailed specification of the ATS message handling service application is included in the Manual of Technical Provisions for the Aeronautical Telecommunication Network (ATN) (Doc 9705), Sub-volume III.*

*Note 3.— The ATS message service is provided by the implementation over the ATN internet communication service of the message handling systems specified in ISO/IEC (International Organization for Standardization/International Electro technical Commission) 10021 and ITU-T (International Telecommunication Union — Telecommunication Standardization Sector) X.400 and complemented by the additional requirements specified in the Manual of Technical Provisions for the Aeronautical Telecommunication Network (ATN) (Doc 9705). The two sets of documents, the ISO/IECMOTIS (Message-Oriented Text Interchange System) International Standards and the ITU-T X.400 Series of Recommendations (1988 or later) are, in principle, aligned with each other. However, there are a small number of differences. In the above-mentioned document, reference is made to the relevant ISO International Standards and International Standardized Profiles (ISP), where applicable. Where necessary, e.g. for reasons of interworking or to point out differences, reference is also made to the relevant X.400 Recommendations.*

*Note 4.— The following types of ATN end systems performing ATS message handling services are defined in the Manual of Technical Provisions for the Aeronautical Telecommunication Network (ATN) (Doc 9705), Sub-volume III:*

*GN. No. 63 (contd.)*

- 1) an ATS message server;*
- 2) an ATS message user agent;*
- 3) an AFTN/AMHS gateway (aeronautical fixed telecommunication network/ATS message handling system); and*
- 4) a CIDIN/AMHS gateway (common ICAO data interchange network/ATS message handling system).*

*Connections may be established over the internet communications service between any pair constituted of these ATN end systems (see Table 4-1).*

**1.6 Inter-Centre Communications (ICC)**

The inter-centre communications (ICC) applications set shall be used to exchange ATS messages between air traffic service users over the ATN internet.

*Note 1.— The ICC applications set enables the exchange of information in support of the following operational services:*

- a) flight notification;*
- b) flight coordination;*
- c) transfer of control and communications;*

**Table 4-1. Communications between ATN end systems implementing  
ATS message handling services**

ATN End System 1	ATN End System 2
ATS Message Server	ATS Message Server
ATS Message Server	AFTN/AMHS Gateway
ATS Message Server	CIDIN/AMHS Gateway
ATS Message Server	ATS Message User Agent
AFTN/AMHS Gateway	AFTN/AMHS Gateway
CIDIN/AMHS Gateway	CIDIN/AMHS Gateway
CIDIN/AMHS Gateway	AFTN/AMHS Gateway

- d) flight planning;*
- e) airspace management; and*

*GN. No. 63 (contd.)*

*f) air traffic flow management.*

*Note 2.— The first of the applications developed for the ICC set is the ATS interfacility data communication (AIDC).*

*Note 3.— The AIDC application exchanges information between ATS units (ATSUs) for support of critical air traffic control (ATC) functions, such as notification of flights approaching a flight information region (FIR) boundary, coordination of boundary conditions and transfer of control and communications authority.*

*Note 4.— The detailed specification of the AIDC application is included in the Manual of Technical Provisions for the Aeronautical Telecommunication Network (ATN) (Doc 9705), Sub-volume III.*

*Note 5.— The AIDC application is strictly an ATC application for exchanging tactical control information between ATS units. It does not support the exchange of information with other offices or facilities.*

*Note 6.— The AIDC application supports the following operational services:*

- a) flight notification;*
- b) flight coordination;*
- c) transfer of executive control;*
- d) transfer of communications; and*
- e) transfer of general information (flight-related data or free text messages, i.e. unstructured).*

**FIFTH SCHEDULE**

*(Made under regulation 59)*

**CATEGORIES OF MESSAGES IN AERONAUTICAL MOBILE SERVICE-  
VOICE COMMUNICATIONS**

*Table 1.1: Categories of Messages*

	Message Category and order of priority	Radio telephony signal
(a)	Distress call, distress messages and distress traffic	MAYDAY
(b)	Urgency messages, including messages preceded by the medical transports signals	PAN, PAN or PAN, PAN MEDICAL
(c)	Communications relating to direction finding	-
(d)	Flight safety messages	-
(e)	Meteorological messages	-
(f)	Flight regulatory messages	-

Dar es Salaam,  
20<sup>th</sup> February, 2017

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