

# UK Military Aeronautical Information Publication (UK Mil AIP)

## Aeronautical Information Circular (AIC) Change Request

## AIC Change Request

1. All requests for the creation, amendment or withdrawal of Military Aeronautical Information Circulars (AICs) must be submitted via this form, and completed using Adobe Acrobat, not a browser, to allow digital signatures.

2. IAW RA1026 it is the responsibility of Aerodrome Operators (AO) to assure the accuracy and completeness of their Aerodrome Data and Information. Where updates to the Mil AIP are required AO should be aware of the AIRAC cycle, and a NOTAM, SUP, or AIC submitted where necessary to mitigate the AIP publication timeline.

(See 'Production Schedule' listing, located in User Support from the UK Mil AIP website).

3. The AO should ensure the submitted changes are free from ambiguity and have been independently checked against the data origin (i.e. the Aerodrome Survey, RoDs for an internal decision, etc). The independent checker must then sign the Checker Box below. It is the responsibility of the requesting authority for the life cycle of the AIC.

4. MAIS will only query information which is either ambiguous or may conflict with existing information contained within the UK Mil AIP. Please make sure the MAIS team are fully furnished with full textual content required for the AIC, and any supporting documentation pertinent for the generation of graphic/charting illustrations.

### DATA REQUIREMENTS

5. The UK Mil AIP is, where possible, aligned with the following Regulations & Standards:

- a. ICAO Annex 15 – Aeronautical Information Services
- b. ICAO Annex 4 – Aeronautical Charts
- c. ICAO Doc 10066 – PANS-AIM
- d. NATO Stanag 7005 – AI Exchange
- e. JSP465, Part 2, Vol 1, Sect 1, Chap 6 – Defence AI Policy

### SUBMISSION METHOD

6. The requesting authority, or authorised nominated person, should send a Quality Occurrence Report (QOR) to MAIS, via the Milflip web page ([www.milflip.com](http://www.milflip.com)), using the 'Contact Us' tab (see web address below). They will receive a unique QOR reference number, which must be added to each AIC submission form. This must be repeated each time a submission form is sent to MAIS.

7. On completion of the submission form, the requesting authority or authorized nominated person must submit the document to No 1 AIDU Operations Centre email, quoting the MilFLIP reference Number (See item 14).

8. Supporting documentation: The requesting authority should send any supporting documentation, as an email attachment accompanying this AIC CR form.

9. Caution: Any Change Request (CR) submitted to MAIS without minimum SO2 authority will be rejected (See Item 14)

### SUBMISSION AUTHORITY

10. The UK Mil AIP data handling process requires the authority of the AO (or authorized nominated individual listed in the AIP Sponsor Registry). Any Change Request submitted without this authority will be rejected.

AO - AERODROME OPERATOR		AN - AUTHORISED NOMINEE	
Name:		Name:	
Rank:		Rank:	
Post Title:		Post Title:	
Telephone (Civ):		Telephone (Civ):	
Telephone (Mil):		Telephone (Mil):	
Email:		Email:	
Signature:		Signature:	
<b>Data Accuracy and Publication authority Declaration</b>			
I sign to declare that the information contained within this Change Request Submission form, has undergone sufficient AI and data assurance and accuracy checks prior to submission to MAIS. I authorised the Military Aeronautical Information Services Team to publish the information contained within this submission form for inclusion into the UK Mil AIP and associated MAIS services.			

# AIC Change Request

Publication and Justification			
Requesting date of AIC publication:		Category of AIC (Item 13):	
Effective Date of AIC (Start):		Effective Date of AIC (End):	
AIC Title:			
Justification:			
AIC Content (Free Text):			

# AIC Change Request

AIC Content (Free Text Continued):