



AERONAUTICAL INFORMATION PROMULGATION ADVICE FORM (AIPA)

GENERAL INFORMATION

1	Each application must use ANS/OPE/ANSUH/10100/09 form and will be process within 28 days after latest dates for information to reach AIS (refer AIS PUBLICATION SCHEDULE IN AIC).
2	Application to be issued shall be thoroughly checked before it is submitted to the AIS Unit in order to ensure that all necessary information has been included and that it is correct in detail.
3	Each AIPA form must be completed, neat, typewritten and bear the signature and official stamp (Original) Company/ Department / Agency.
4	Failure to complete this form in full may result a delay/reject in processing the application.
5	The issuing of this form does not itself constitute for publication by CAAM. CAAM will provide the publication plan if it is satisfied with publication requirement.
6	Please submit this form once completed with the supporting document through email to ais@caam.gov.my
7	If you encounter any issues or have questions during the submission process, feel free to reach out to us at; AIS Unit, Air Navigation Service Operation Division, Civil Aviation Authority of Malaysia Tel: 03 – 85291318 Email: ais@caam.gov.my

A. AIPA SUBMISSION COMPLIANCE CHECKLIST

No	Items	Yes	No	N/A
1	Publication date and effective date* ¹ plan comply with AIRAC requirement (CAD 15) <i>*¹ refer to the latest AIC for AIS Publication Schedule</i>	☐	☐	☐
2	Exemption Letter; (if Part A item 1 is not comply)	☐	☐	☐
3	Draft of Information Publication (Write up / Chart) * ² <i>*² For AIP Supplement and AIC only</i>	☐	☐	☐
4	Additional / supporting document for publication reference as such survey report, letter of approval, letter of statement etc (if relevant).	☐	☐	☐
5	Consulted with appropriate stakeholder / other data originator for changes of data/information involves other stakeholder / other data originator (if relevant)	☐	☐	☐

Please tick (✓) where applicable
N/A (Not Applicable)

Check by (to be filled by AIS Officer for AIPA Receipt Notification):

Serial No: **AIPA / YY / XXX**

Name:
Signature /
Designation:

Stamp of Notification

Date:



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B. APPLICATION FOR PUBLICATION

All portions of this form must be completed.

Originator Name / Company Name:

Date Submitted:

Originator Address:

Responsible Person:

Position:

Telephone:

Email Address:

AIP References (as applicable)				Text of AIP Amendment (For AIP Supplement & AIC, please attach draft information)	Plan Effective Date ^{*2}	Type of Promulgation
Page ^{*1}	Para.	Line	Col.			
						☐ AIP AMDT ☐ AIP SUP ☐ AIRAC AMDT ☐ AIRAC SUP ☐ AIC Please tick (✓)
				<i>Note: If space is insufficient, please use ATTACHMENT FOR AIPA APPLICATION for additional information together with this form.</i>		

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*¹ All pages and AMDT/AIRAC AMDT date in the AIP for each amendment should be quoted.
 *² Refer to the latest AIC for the latest AIS Publication Schedule.
 *³ Checked by: must be PIC registered in Approved Data Originator Register (tentative date 2nd January 2025)

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AERONAUTICAL INFORMATION PROMULGATION ADVICE FORM (AIPA)

C. DATA COMPLETENESS CHECKLIST (for AIS OFFICE USE ONLY)

Serial No: AIPA / YY / XXX

No	Items	Yes	No	N/A
1	Completion of AIPA Part B	☐	☐	☐
2	Compliance with AIRAC	☐	☐	☐
3	Exemption letter from the CEO of CAAM	☐	☐	☐
4	DRAFT of Publications (AIP AMDT, SUP & AIC) submitted together with AIPA form	☐	☐	☐
5	Type of Publications ☐ AIP AMDT ☐ AIP SUP ☐ AIRAC AIP AMDT ☐ AIRAC AIP SUP ☐ AIC			
6	Data Traceability a) Originator is authorised for the proposed data/information. b) Consulted with other data originator. c) Information to be published not yet published in other publication.	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
7	Data Timeliness a) Proposal reach AIS on time. b) Compliance of the proposed Publication Date with 7a). c) Compliance of the proposed Effective Date with 7b).	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
8	Data Accuracy All data conform to DQR in ADC	☐	☐	☐
9	Data Resolution All data conform to DQR in ADC	☐	☐	☐
10	Data Integrity All data conform to DQR in ADC	☐	☐	☐
11	Data Format (Data Exchange Format) a) Drawing format (.dwg or .dgn); b) AIP Dataset (AIXM or XML); c) Obstacle Dataset (AIXM or Shapefile or Geotiff or ASCII); d) Aerodrome Mapping Dataset (AIXM or Shapefile or Geotiff or ASCII); e) Terrain Dataset (AIXM or Shapefile or Geotiff or ASCII); and f) Instrument Flight Procedure Dataset (AIXM).	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

Please tick (✓) where applicable
N/A (Not Applicable)