

STATE OF KUWAIT

DIRECTORATE GENERAL OF CIVIL AVIATION
AVIATION SAFETY

2025/08/17



دولة الكويت
الإدارة العامة للطيران المدني
سلامة الطيران

2025/115/SUPDT-R/41

All KCASR Stockholders and Users

Subject.: Notice of Proposed Amendment's (NPA) No. 2025-19 to Kuwait Civil Aviation Safety Regulations KCASR-15 Volume II-Aeronautical Information Services Provisions Rev 0.

Dear Sir,

Purpose:

The purpose of this NPA is to announce to the KCASR users the intention of the Directorate General of Civil Aviation to amend **KCASR-15 Volume II-Aeronautical Information Services Provisions** (issue 4) .

Action Required:

All users of KCASR are required to refer to DGCA/ASD website (<https://kcasr.dgca.gov.kw>) for reviewing the NPA and mail or email (safety@dgca.gov.kw) their comments to DGCA by 30/Sep/2025 using the attached NPA Response Sheet Forms No. 1500 or using NPA comments & feedback form on the website. If we do not receive your response by this date, it will be assumed that you do not have any comments on the proposal.

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

This is for your information and distribution to the concerned parties.

Yours Sincerely,

President of Civil Aviation

Eng. Duail Khalaf Alotaibi

Acting Director General DGCA

CC: Director General of Civil Aviation.
Dy. Dir. Gen. Kuwait. Intel. Airport Affairs.
Dy. Dir. Gen. for Air Navigation Services Affairs.
Safety Management Coordination Center (SMCC).
Head of Technical Office.
Civil Aviation Security Department.
Aviation Safety Director.
Air Transport Director.
Inspection & oversight Superintendent.
Head of Standards & Aviation Safety Regulations Division.



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Rev. 11

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EM
13.8

Notes on the presentation of the Amendment
Notice Of Proposed Amendment
(NPA)

The text of the amendment is arranged to show deleted text in Red Color and with a line through it, new text to be inserted is in Blue color as shown below:

~~Text to be deleted is in Red and shown with a line through it.~~

Text to be deleted

New text to be inserted is in Blue Color.

New text to be inserted

~~Text to be deleted is in Red and shown with a line through it,~~ followed by the replacement text which is in Blue Color.

New text to replace existing text

. . . Indicates that remaining text is unchanged in front or following the reflected amendment.

Text is unchanged

Notice Of Safety Regulation Amendment
(NPA, NSRA and Revisions)

| Side bar indicates that text is changed or added.

NPA RESPONSE FORM
NPA



Please add your comments on the proposal by ticking [✓] the appropriate box below.

Any additional constructive comments, suggested amendments or alternative action will be welcome and may be provided on this response sheet or by separate correspondence.

☐ No comments on the proposal.

☐ Comments on the proposal. (Please provide explanatory comment).

Name:

Organization:

Address/Contact No:

E-Mail:

Signature:

Date:

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KCASR-15 Volume II- Aeronautical Information Services Provisions

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Glossary of Terms or Abbreviations

The following terms or acronyms may be used in any manual or document published by Civil Aviation Authority (CAA). Reproduction in part or whole is allowed without prior approval. The Document Control Office reserves the rights to include such a listing in any CAA manual or document prior to publishing.

AIC	Aeronautical Information Circular
AIM	Aeronautical Information Management
AIP	Aeronautical Information Publication
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Services
AMC	Acceptable Means of Compliance
ATC	Air Traffic Control
ATS	Air Traffic Service
CAA	Civil Aviation authority
eAIP	Electronic Aeronautical Information Publication
KCASR	Kuwait Civil Aviation Safety regulation
NOTAM	Notice to Airmen
PIB	Pre-flight Information Bulletin

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Amendment Record

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1. GENERAL

1.1. Applicability

This KCASR prescribes:

- Civil aviation regulations governing the certification and operation of organization providing an Aeronautical Information Services for State of Kuwait; and
- The requirements for the Aeronautical Information products, technical requirements and provisions including the scope of AIM, the role of AIM, the functions of AIM, the products and services within an AIM environment and the associated update mechanisms.

1.2. Entry into force

This KCASR shall come into force on its signature (effective date) except for **paragraph 1.3** related to the requirement for certification of Aeronautical Information Services (AIS) providers, which shall apply from **31 December 2027**.

1.3. Requirement for Certificate

No person or organization shall provide Aeronautical Information Services within the Kuwait FIR; except under the authority of, and in accordance with the provisions of, an AIS certificate issued under this regulation.

1.4. Application for Certificate

The applicant for the grant of an AIS certificate shall complete n and submit it to the authority with:

- Cover letter for the application paragraph 2.6.;
- QMS manual; and
- A payment of the appropriate application fee prescribed by regulations.

1.5. Issue of Certificate

An applicant is entitled to an AIS certificate if:

- The applicant meets the requirements of paragraph 2.” CERTIFICATION REQUIREMENTS”; and
- The applicant, and the applicant’s senior person or persons required by paragraph 2.1.” Personnel Requirements “ (a) paras (2) and (3) are acceptable to the authority; and
- The operation manual as required by paragraph 2.6.is acceptable to the authority; and
- The authority is satisfied that the granting of the certificate is not contrary to the interests of aviation safety.

1.6. Privileges of Certificate

The AIS certificate specifies the Aeronautical Information Services that the certificate holder is authorized to provide. The scope of the privileges, and any condition thereof, shall be specified in the certificate.

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1.7. Duration of Certificate

- (a) An AIS certificate is granted or renewed for a maximum period of three (3) years.
- (b) An AIS certificate remains in force until it expires, or is suspended or revoked.
- (c) Upon revocation, suspension, or surrender, the AIS certificate shall be returned to the authority without delay.
- (d) The holder of an AIS certificate that expired shall surrender the certificate to the authority.
- (e) The holder of an AIS certificate that is suspended shall immediately return the certificate to the authority for appropriate endorsement.
- (f) The validity of the Certificate is based upon the continued operation in accordance with this KCASR.
- (g) The Certificate shall remain valid subject to periodic surveillance audits conducted at the discretion of the authority confirming ongoing compliance with the Civil Aviation Regulations.

1.8. Renewal of Certificate

- (a) An application for the renewal of an AIS certificate shall be made on ANS form KCASR 15-0.
- (b) The application shall be submitted to the authority before the application renewal date specified on the certificate or, if no such date is specified, not less than thirty (30) days before the certificate expires.

1.9. Safety Inspections and Audits

- (a) The authority shall conduct an initial certification audit and thereafter audits at intervals not exceeding two years (24 months) at the service provider's office/facility.
- (b) The authority may require the service provider to provide such information as the authority considers relevant to the inspection or audit.
- (c) The authority shall be granted unrestricted access to the service provider's facilities and shall be permitted to carry its own equipment (e.g. computers, cameras and recording devices) under all conditions while carrying out its oversight functions.

1.10. Resolution of Safety Issues

- (a) When objective evidence indicates non-compliance by the service provider with the requirements, the finding shall be documented in accordance with the requirements of CAP 108.

1.11. Transferability

An AIS certificate, granted in accordance with the requirements of this KCASR, is not transferable.

1.12. Non-Compliance

Non-compliance with this regulation may require the authority to restrict, suspend or revoke the AIS certificate.

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2. CERTIFICATION REQUIREMENTS

2.1. Personnel Requirements

- (a) An AIS provider shall engage, employ or contract:
- (1) an accountable manager, who shall:
 - i. have the authority to ensure that each Aeronautical Information Services listed in their operation manual:
 - a. can be financed and is provided to meet operational requirements; and
 - b. is carried out in accordance with the requirements prescribed by this KCASR.
 - ii. be responsible for establishing and maintaining an effective Quality Management System.
 - (2) a head of Quality who shall:
 - i. have appropriate Quality Management System knowledge and experience;
 - ii. be responsible for the Compliance Monitoring and Quality Assurance System implementation, maintenance, documentation, performance, effectiveness and oversight of the organization;
 - iii. be a principle communicator with the authority in relation to audits and Quality Management System and compliance issues; and
 - iv. be ultimately responsible to the accountable manager.
 - (3) a senior person or group of senior persons who are responsible for ensuring that the service provider complies with the requirements of this KCASR. Such nominated person or persons shall be ultimately responsible to the accountable manager.
 - (4) sufficient personnel to collect, collate, check, coordinate, edit, and publish aeronautical information for the Aeronautical Information Services listed in their operation manual.
- (b) The AIS provider shall:
- (1) establish and implement a Competency-Based Training and Assessment (CBTA) program acceptable to the authority for AIS personnel as follows, as appropriate:
 - i. Ab initio training;
 - ii. Initial training;
 - iii. Functional Training (On-the-job training);
 - iv. Specialized training; and
 - v. Refresher training.
 - (2) ensure that job descriptions, training plans and training records are developed, maintained and continuously improved based on the competency framework.
 - (3) ensure establishment of CBTA processes within the context of the established QMS. The CBTA methodology shall be applied for the development of all AIS training phases.
 - (4) establish procedures to assess the competence of those personnel authorized by AIS instructor or AIS assessor to check, edit, and publish aeronautical information for the Aeronautical Information Services listed in their operation manual.

Note: Detailed guidance concerning the CBTA methodology implementation is contained in the Manual on Aeronautical Information Services Training (Doc 9991).

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2.2. Facility Requirements

An AIS provider shall establish offices and facilities that:

- Are appropriate for the Aeronautical Information Services listed in their operation manual; and
- Meet the applicable requirements of this regulation.

2.3. Documentation

- An AIS provider shall:
 - document the format and standards for the aeronautical data and aeronautical information published under the authority of their certificate;
 - ensure that the format and standards take into account the circumstances under which the information will be used; and
 - hold copies of relevant reference material, standards, practices and procedures, and any other documentation that is necessary for the Aeronautical Information Services listed in their operation manual.
- The AIS provider shall establish a procedure to control all the documentation required by paragraph (a), to ensure that:
 - the documentation is reviewed and authorized by appropriate personnel before issue;
 - current issues of relevant documentation are available to staff at all locations where they need access to such documentation for the Aeronautical Information Services listed in their operation manual;
 - all obsolete documentation is promptly removed from all points of issue or use;
 - changes to documentation are reviewed and approved by appropriate personnel; and
 - the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

2.4. Error Correction in Published Information

- An AIS provider shall establish procedures to record, investigate, correct, and report any errors that are detected in the aeronautical information published under the authority of their certificate.
- The procedures shall ensure that:
 - the error is corrected by the most appropriate means relative to the operational significance of the error;
 - the correction is clearly identified in the republished information;
 - the source of the error is identified and, where possible, eliminated; and
 - the authority is notified of a promulgated information incident.

2.5. Records

- An AIS provider shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the Aeronautical Information Services listed in their operation manual.
- The procedures shall ensure that:
 - there are records enabling all incoming and outgoing aeronautical information to be readily identified by serial number and date, and that supplementary information can be similarly verified and, where necessary, authenticated;
 - there is a record of each person who is authorized by the AIS provider to check, edit, and publish aeronautical information;

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- (3) there is a record of each occurrence of error correction under the procedures required by paragraph 2.4.” Error Correction in Published Information”;
- (4) all records are legible and of a permanent nature; and
- (5) all records are retained for at least five (5) years except NOTAM, AIP Supplements and Aeronautical Information Circulars (AIC), which need only be retained for thirty (30) days after cancellation.

2.6. Operation Manual

- (a) An AIS provider shall provide the authority with the operation manual containing:
 - (1) a statement signed by the accountable manager on behalf of the service provider organization confirming that:
 - i. the operation manual and any included procedures define the organization and demonstrate its means and methods for ensuring ongoing compliance with this KCASR; and
 - ii. the operation manual and any included procedures will be complied with at all times;
 - (2) the titles and names of the senior person or persons required by paragraph 2.1. paras (a)(2) and (3);
 - (3) the duties and responsibilities of the senior persons specified in paragraph (a)(2) including matters for which they have responsibility to deal directly with the authority on behalf of the organization;
 - (4) an organization chart showing lines of responsibility of the senior persons specified in paragraph (a)(2);
 - (5) a summary of the AIS provider staffing structure for each Aeronautical Information Services listed under paragraph (a)(6);
 - (6) a list of the Aeronautical Information Services to be covered by the certificate;
 - (7) for a pre-flight information service, details of the area, aerodromes and air routes required by paragraph 5.5 of Chapter 5. of KCASR 15-Volume I.;
 - (8) the location and address details of the AIS provider offices;
 - (9) the proposed hours of operations of each service;
 - (10) the airspace within which each service is to be provided;
 - (11) details of the AIS provider format and standards required by paragraph 2.3 para (a)(1) for their published aeronautical information;
 - (12) details of the AIS provider Standard Operating Procedures (SOP) and instructions required by the operations personnel to perform their duties regarding:
 - i. the competence of personnel;
 - ii. the control of documentation;
 - iii. the collection of information;
 - iv. the publication of aeronautical information;
 - v. the correction of errors in published information;
 - vi. the identification, collection, indexing, storage, maintenance, and disposal of records; and
 - vii. internal quality assurance.
 - (13) procedures to control, amend and distribute the operation manual.
- (b) The operation manual must be acceptable to the authority.

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3. OPERATING REQUIREMENTS

3.1. Continued Compliance

An AIS provider shall:

- Hold at least one complete and current copy of their operation manual at each office listed in their operation manual;
- Comply with all procedures and standards detailed in their operation manual;
- Make each applicable part of their operation manual available to personnel who require those parts to carry out their duties;
- Continue to meet the standards and comply with the requirements of paragraph 2. prescribed for certification under this KCASR; and
- Notify the authority of any change of address for service, telephone number or facsimile number within twenty-eight (28) days of the change.

3.2. Operation of Aeronautical Information Services

- An AIS provider shall comply with requirements of paragraph 1.2 of Chapter 14. of KCASR 15-Volume I;
- The AIS provider shall establish resources and processes to ensure the timely collection, processing, storing, integration, exchange and delivery of quality-assured aeronautical data and aeronautical information in accordance with Chapter 3. of KCASR 15-Volume I..
- The AIS provider shall provide Aeronautical information in the form of Aeronautical Information Products and associated services in accordance with Chapter 5. of KCASR 15-Volume I..
- The AIS provider shall keep up to date Aeronautical data and aeronautical information in accordance with Chapter 6. of KCASR 15-Volume I..

3.3. Responsibilities & Functions

An AIS provider shall carry out the functions and assume its share of the responsibilities defined in Chapter 2. of KCASR 15-Volume I..

3.4. Scope of Aeronautical Data and Aeronautical Information

The scope of aeronautical data and aeronautical information that is managed by an AIS is described in Chapter 4. of KCASR 15-Volume I.

3.5. Changes to AIS provider's Organization

- An AIS provider shall ensure that their operation manual is amended, so as to remain a current description of the service provider's organization and services.
- The AIS provider shall ensure that any amendments made to the operation manual meet the applicable requirements of this KCASR and comply with the amendment procedures contained in the operation manual.
- The AIS provider shall provide the authority with a copy of each amendment to the operation manual as soon as practicable.
- Where an AIS provider proposes to make a change to any of the following, prior notification to and acceptance by the authority is required:
 - the accountable manager;
 - the listed senior persons;

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- (3) the Aeronautical Information Services provided; and
- (4) the format and standards for the aeronautical information published under the authority of their certificate.

- (e) The authority may prescribe conditions under which an AIS provider may operate during or following any of the changes specified in paragraph (d).
- (f) An AIS provider shall comply with any conditions prescribed under paragraph (e).
- (g) Where any of the changes referred to in this KCASR requires an amendment to the certificate, the AIS provider shall forward the certificate to the authority as soon as practicable.
- (h) The AIS provider shall make such amendments to the operation manual, as the authority may consider necessary in the interests of aviation safety.

3.6. Regulatory Approval of Aeronautical Information and Data

- (a) Certain aeronautical information and data submitted to the AIS provider will require regulatory approval by the authority before publication.
- (b) Aeronautical information and data requiring approval by the authority includes but is not limited to:
 - (1) Controlled/Regulated Airspace
 - (2) Ground/Satellite based Navigation Systems
 - (3) Instrument Flight Procedures
 - (4) VHF/UHF frequencies
 - (5) Danger/Restricted Areas
 - (6) Activities of a Dangerous Nature and Other Potential Hazards
 - (7) Aerodrome Traffic Zones
 - (8) Aerodrome Runway Declared Distances
 - (9) Aerodrome Rescue & Fire Fighting categories
- (c) Data originators providing aeronautical data and information shall ensure that an approval has been granted by the authority before submitting for publication new or revised aeronautical data and information specified in paragraph (b).
- (d) For aeronautical data that requires regulatory approval, data originators shall take account of the additional time required by the authority for the approvals process

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