STATE OF KUWAIT
DIRECTORATE GENERAL OF CIVIL AVIATION
AVIATION SAFETY

دولة الكويت
الإدارة العامة للطيران المدني
سلامة الطيران

2025/11/24

2025/360/SUPDT-R/41

All KCASR Stakeholders and Users

Sub.: ***Regulatory Circular No. 2025-34.***
Revision Number 0 to Kuwait Civil Aviation Safety Regulations – KCASR 4- Vol II -Aeronautical Charts- Provisions.

Dear Sir,

Please find enclosed herewith the regulatory circular No. ***2025-34*** regarding the issuance of ***KCASR 4- Vol II -Aeronautical Charts- Provisions Rev. 0.*** This is for your information and distribution to all concerned departments.

Up to date KCASR Parts are published on the DGCA/ASD website (https://kcasr.dgca.gov.kw).

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

KCASR 4- Vol II -Aeronautical Charts- Provisions Rev. 0 will be in effect from 21/Dec/2025.

Yours Sincerely,

President of Civil Aviation.

Abdullah F. Alrajhi
Acting / Deputy Director General
for Aviation Safety, Air Transport & Aviation Security

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.

Rev 9

STATE OF KUWAIT
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سلامة الطيران

2025/11/24

2025/361/SUPDT-R/41

REGULATORY CIRCULAR (NO. 2025-34)

Subject:

Notice of Amendment to Kuwait Civil Aviation Safety Regulations KCASR (issue 4).

Purpose:

The purpose of this Regulatory Circular No. **2025-34** is to Amend **KCASR 4- Vol II - Aeronautical Charts- Provisions** (issue 4) to comply with DGCA requirements.

This Regulatory Circular No.**2025-34** is based on (NPA) No. 2025-26 dated 28/Sep/2025

Revisions:

This amendment will be included in the revision (**0**) of KCASR 4- Vol II -Aeronautical Charts- Provisions.

Regulatory Requirements:

This amendment shall apply to the following Organizations approved by the Directorate General of Civil Aviation (DGCA) or authorised to operate within the State of Kuwait:

1. Airport Operators;
2. Air Navigation Service Providers;
3. Air Operator Certificate (AOC);
4. Approved Maintenance Organizations (AMO) Holders;
5. Ground Handling Service Providers;
6. Training Organizations;
7. All users of KCASRs.

Effective Date:

This new revision will be in effect from **21/Dec/2025**.

Required Action:

All users of KCASR must comply with the provisions of this amendment from the effective date.

President of Civil Aviation

Abdullah F. Alrajhi
Acting / Deputy Director General
for Aviation Safety, Air Transport & Aviation Security

Web site: www.dgca.gov.com.kw , E-mail: info@dgca.gov.kw
ص. ب. : 17 الصفاة – الرمز البريدي 13001 دولة الكويت – البدالة 24336699 965+ – الرد الآلي: 161 965+ – فاكس: 24713504 965+
P. O. BOX 17 Safat - P. Code 13001 - State of Kuwait - Operator +965-24336699 - IVR +965-161 - Fax +965-24713504

الطيران المدني
Civil Aviation
الإدارة العامة للطيران المدني - دولة الكويت
Directorate General of Civil Aviation - State of Kuwait

KCASR 4- Vol II-
Aeronautical Charts- Provisions

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Amendment Record

Amendment No	Date of Issue	Remarks
0	Nov 2025	NPA 2025-23 New issue

Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Law No (30) of the year 1960 and subsequent Ministerial Decisions No (3) of the year 1986, No (18) of the year 1990, and No (3) of the year 1996, based upon that Law and as reflected in the Preamble to the Kuwait Civil Aviation Regulations, Issue 4, Rev.2, August 2019, the President of the Kuwait Directorate General of Civil Aviation is empowered to adopt and amend the Kuwait Civil Aviation Safety Regulations. In accordance herewith, the following Regulation is hereby established for compliance by all persons concerned. This regulation shall be known as KCASR 4- Vol II Aeronautical Charts provision and any reference to this title shall mean referring to these regulations governing the requirements to be met for the Aeronautical Charts- Provisions.

DC.2 Authority for this Regulation

DC.2.1 This KCASR 4- Vol II Aeronautical Charts provision is issued on the authority of the President of the Kuwait Directorate General of Civil Aviation.

DC.3 Applicability

DC.3.1 This KCASR 4- Vol II Aeronautical Charts provision is applicable to the aviation industry of the state of Kuwait.

DC.4 Scope

DC.4.1 KCASR 4 contains the Aeronautical Charts- Provisions of the State of Kuwait, and shows compliance with ICAO Annexes.

DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in KCASR 00 attachment 1 and the Convention and its Annexes.

Abbreviations & Acronyms

AIM	Aeronautical Information Management
AIP	Aeronautical Information Publication
AIS	Aeronautical Information Services
ASD	Aviation Safety Department
AOC	Aerodrome Obstacle Chart
AOM	Aerodrome Operating Minima
ATC	Air Traffic Control
ATS	Air Traffic Service
CBTA	Competency-Based Training and Assessment
DGCA	Direction General of Civil Aviation
KCASR	Kuwait Civil Aviation Safety Regulation
WAC	World aeronautical chart - ICAO 1:1 000
000 WGS-84	World Geodetic System — 1984

1. GENERAL

1.1. Applicability

(a) This KCASR prescribes the rules governing the certification and operation of organizations providing Aeronautical Charts used for air navigation within the State of Kuwait as designated by the DGCA/ASD; and

(b) All charts produced under the standard of KCASR-4 Vol I shall be sent to the AIS provider, after approval by the DGCA/ASD to be published in the Kuwait AIP as per paragraph 3.2." Regulatory Approval of Aeronautical Charts".

1.2. Entry into force

This KCASR shall come into force and applicable upon approval (effective date) except for paragraph 1.3. related to the requirement for certification of Aeronautical Charts service providers, which shall apply from **31st of December 2027**.

1.3. Requirement for Certificate

No person or organization shall provide an Aeronautical Charts services within the Kuwait FIR; except under the DGCA/ASD of, and in accordance with the provisions of an Aeronautical Charts services certificate issued under this KCASR.

1.4. Application for Certificate

Each applicant for the grant of an Aeronautical Charts services certificate shall complete ANS form KCASR 4.0 and submit it to the DGCA/ASD with:

(a) Cover letter for the application;
(b) Applicant operation manual required by paragraph 2.8." Operation manual";
(c) QMS manual; and
(d) A payment of the appropriate application fee prescribed by regulations.

1.5. Issue of Certificate

An applicant is entitled to an Aeronautical Charts services certificate if:

(a) The applicant meets the requirements of paragraph 2. and applicable part of this KCASR; and
(b) The applicant and the applicant's senior person or persons required by paragraph 2.1. (a) paras (2) and (3) are acceptable to the DGCA/ASD; and
(c) The operation manual as required by paragraph 2.8." Operation manual"; is acceptable to the DGCA/ASD; and
(d) The DGCA/ASD is satisfied that the granting of the certificate is not contrary to the interests of aviation safety.

1.6. Privileges of Certificate

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

1.7. Duration of Certificate

(a) An Aeronautical Charts services certificate is granted or renewed for a maximum period of three (3) years.

(b) An Aeronautical Charts services certificate remains in force until it expires, or is suspended or revoked.

(c) Upon revocation, suspension, or surrender, the Aeronautical Charts services certificate shall be returned to the DGCA/ASD without delay.

(d) The holder of the Aeronautical Charts services certificate that expires shall surrender the certificate to the DGCA/ASD.

(e) The holder of a Certificate for the Aeronautical Charts service that is suspended shall immediately return the certificate to the DGCA/ASD 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 DGCA/ASD confirming ongoing compliance with the Civil Aviation Regulations.

1.8. Renewal of Certificate

(a) An application for the renewal of an Aeronautical Charts services certificate shall be made on ANS form KCASR 4.0.

(b) The application shall be submitted to the DGCA/ASD 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 DGCA/ASD shall conduct an initial certification audit and thereafter audits at intervals not exceeding two (2) years (24 months) at the service provider's office/facility.

(b) The DGCA/ASD may require the service provider to provide such information as the DGCA/ASD considers relevant to the inspection or audit.

(c) The DGCA/ASD 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 aeronautical charts services 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 DGCA/ASD to restrict, suspend or revoke the Aeronautical Charts services certificate.

2. CERTIFICATION REQUIREMENTS

2.1. Personnel Requirements

(a) An Aeronautical Charts Service provider shall engage, employ or contract:

(1) an accountable manager, who shall:

i. have the DGCA/ASD to ensure that each Aeronautical chart service 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 DGCA/ASD 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, produce and distribute aeronautical charts listed in their operation manual.

(b) The Aeronautical Charts Service provider shall:

(1) establish and implement a Competency-Based Training and Assessment (CBTA) program acceptable to the DGCA/ASD for charting 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 training phases.

(4) establish procedures to assess the competence of those personnel authorized by Charts instructor or Charts assessor to check, edit, and produce aeronautical charts for the 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).

2.2. Facility Requirements

An Aeronautical Charts Service provider shall establish offices and facilities that:

(a) Are appropriate for the aeronautical chart's services listed in their operation manual; and
(b) Meet the applicable requirements of this regulation.

2.3. Documentation

(a) An Aeronautical Charts Service provider shall:

(1) document the format and standards for the aeronautical charts produced and revised under the DGCA/ASD of their certificate; and
(2) ensure that the format and standards take into account the circumstances under which the information will be used; and
(3) hold copies of relevant reference material, standards, practices and procedures, and any other documentation that is necessary for the aeronautical chart's services listed in their operation manual.

(b) The service provider shall establish a procedure to control all the documentation required by paragraph (a), to ensure that:
(1) the documentation is reviewed and authorized by appropriate personnel before issue; and
(2) current issues of relevant documentation are available to staff at all locations where they need access to such documentation for the aeronautical chart's services listed in their operation manual; and
(3) all obsolete documentation is promptly removed from all points of issue or use; and
(4) changes to documentation are reviewed and approved by appropriate personnel; and
(5) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

2.4. Collection of Information

(a) An Aeronautical Charts Service provider shall establish procedures to collect, collate, coordinate and verify aeronautical information for the aeronautical chart's services listed in their operation manual;
(b) The procedures shall ensure that:
(1) the aeronautical information appropriate for the aeronautical charting provisions is obtained from organizations that provide services in support of the Kuwait air navigation system; and
(2) the validity and accuracy of aeronautical information are properly checked; and
(3) the Aeronautical information supplied complies with the standards defined under this KCASR 4-Vol II.
(c) Arrangements for the timely provision of information are made with the information originators prescribed in Paragraph (b)(1); and
(d) Information received from the data originators prescribed in paragraph (b)(1) is certified as accurate by a person identified by the originator to be responsible for the accuracy of that information.

2.5. Maintenance of Aeronautical Charts

(a) An Aeronautical Charts Service provider shall establish procedure to ensure that the information on aeronautical charts produced under the DGCA/ASD of their certificate are comprehensive and

accurate, and in compliance with this KCASR.

(b) The procedure shall ensure that the charts are reviewed regularly and maintained up to date by a defined revision/amendment service for the AIP/aeronautical charts in accordance with ICAO Aeronautical Chart Manual (Doc-8697) Chapter 3, Maintenance of Charts.

2.6. Error Correction in Published Information

(a) An Aeronautical Charts Service provider shall establish procedures to record, investigate, correct, and report any errors that are detected in the aeronautical charts listed in their operation manual.

(b) The procedures shall ensure that:

(1) the error is corrected by the most appropriate means relative to the operational significance of the error; and

(2) the correction is clearly identified in the republished information; and

(3) the source of the error is identified and, where possible, eliminated; and

(4) the DGCA/ASD is notified of a promulgated information incident.

2.7. Records

(a) An Aeronautical Charts Service provider shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the aeronautical chart's services listed in their operation manual.

(b) The procedures shall ensure that:

(1) 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; and

(2) there is a record of each person who is authorized by the applicant to check, edit, and publish aeronautical information; and

(3) That the records specified are retained for a period of at least three (3) years; and

(4) The providing of a record of each occurrence of erroneous of aeronautical charting information reported and detected under the procedures required by paragraph 2.6." Error Correction in Published Information";. The record shall detail the nature of the erroneous an aeronautical charting information and the findings of the investigation and the follow-up corrective actions; and

(5) That there is a record of each personnel experience, qualifications, training, competence assessments, and current authorizations, for each person who is authorized to provide aeronautical charting service,

(c) All Aeronautical Charts Service records related to Aeronautical Charts services shall be retained for a period of at least three years unless a longer period is required for retrieval if needed for an aviation safety investigation.

2.8. Operation manual

(a) An Aeronautical Charts Service provider shall provide the DGCA/ASD 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." Personnel Requirements "(a) paras (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 DGCA/ASD 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 charting service provider staffing structure for each aeronautical charts service listed under paragraph (a)(6);

(6) a list of the aeronautical charts services to be covered by the certificate;

(7) the location and address details of the charting service provider offices;

(8) the proposed hours of operations of each service;

(9) the airspace within which service is to be provided;

(1) details of the charting service provider Standard Operating Procedures (SOP) required by the operations personnel to perform their duties regarding:

i. the competence of personnel; and

ii. the control of documentation; and

iii. the collection of information; and

iv. the production and revision of aeronautical charts; and

v. the correction of errors in published information; and

vi. the identification, collection, indexing, storage, maintenance, and disposal of records; and

vii. internal quality assurance;

(10) procedures to control, amend and distribute the operation manual.

(b) The operation manual must be acceptable to the DGCA/ASD.

2.9. Continued Compliance

An Aeronautical Charts Service provider shall:

(a) Hold at least one complete and current copy of their operation manual at each office listed in their operation manual; and

(b) Comply with all procedures and standards detailed in their operation manual; and

(c) Make each applicable part of their operation manual available to personnel who require those parts to carry out their duties; and

(d) Continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this KCASR; and

(e) Notify the DGCA/ASD of any change of address for service or telephone number within twenty-eight (28) days of the change.

2.10. Changes to service provider's Organization

(a) An Aeronautical Charts Service provider shall ensure that their operation manual is amended such that it maintains a current description of the organization and services.

(b) The Aeronautical Charts Service 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.

(c) The Aeronautical Charts Service provider shall provide the DGCA/ASD with a copy of each amendment to the operation manual as soon as practicable after its incorporation into the operation

manual.

(d) Where Aeronautical Charts Service provider proposes to make a change to any of the following, prior notification to and acceptance by the DGCA/ASD is required:
   (1) the accountable manager;
   (2) the listed senior persons;
   (3) the aeronautical charts services provided; and
   (4) the format and standards for the aeronautical charts published under the DGCA/ASD of their certificate.

(e) The DGCA/ASD may prescribe conditions under which an Aeronautical Charts Service provider may operate during or following any of the changes specified in paragraph (d).

(f) An Aeronautical Charts Service 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 Aeronautical Charts Service provider shall forward the certificate to the DGCA/ASD as soon as practicable.

(h) The Aeronautical Charts Service provider shall make such amendments to the operation manual, as the DGCA/ASD may consider necessary in the interests of aviation safety.

3. OPERATING REQUIREMENTS

3.1. Chart Provisions

The Aeronautical Charts services provider shall comply with requirements of KCASR 4 Vol I and while producing or revising:

(a) Aerodrome Obstacle Chart — ICAO Type A (Operating Limitations);
(b) Aerodrome Obstacle Chart — ICAO Type B;
(c) Aerodrome Obstacle Chart — ICAO Type C;
(d) Precision Approach Terrain Chart — ICAO;
(e) Enroute Chart — ICAO;
(f) Area Chart — ICAO;
(g) Standard Departure Chart — Instrument (SID) — ICAO;
(h) Standard Arrival Chart — Instrument (STAR) — ICAO;
(i) Instrument Approach Chart — ICAO;
(j) Visual Approach Chart — ICAO;
(k) Aerodrome/Heliport Chart — ICAO;
(l) Aerodrome Ground Movement Chart — ICAO;
(m) Aircraft Parking/Docking Chart — ICAO;
(n) World Aeronautical Chart — ICAO 1:1 000 000;
(o) ATC Surveillance Minimum Altitude Chart — ICAO.

3.2. Regulatory Approval of Aeronautical Charts

(a) The aeronautical charts submitted to the AIS provider will require regulatory approval by the DGCA/ASD before publication.
(b) The Aeronautical Charts Service provider shall ensure that an approval has been granted by the DGCA/ASD before submitting for publication new or revised aeronautical charts.
(c) The Aeronautical Charts Service provider shall take account of the additional time required by the DGCA/ASD for the approvals process.