

GEN 3.SERVICES

GEN 3.1 AERONAUTICAL INFORMATION SERVICES

1. Responsible service

1.1 The Aeronautical Information Service, which forms part of the Namibia Civil Aviation Authority, ensures the flow of information necessary for the safety, regularity and efficiency of international and national air navigation within the areas of its responsibility as indicated under GEN 3.1 paragraph 1.2 below. It consists of the AIS and an International NOTAM Office (NOF).

1.2 AIS

Aeronautical Information Services
Namibia Civil Aviation Authority
Private Bag 12003
Ausspannplatz
Windhoek
Namibia

Tel: +264 61 702080/1/2/3
Telefax: +264 61 702088
E-mail: aisc@dca.com.na
AFS: FYWHYNYX

The service is provided in accordance with the provisions contained in ICAO Annex 15 - Aeronautical Information Services. The hours of duty of the AIS are as follows:

MON – FRI: 0400 - 1900 UTC
SAT: 0400 - 1800 UTC
SUN: 0500 - 1800 UTC

2. Area of responsibility

The Aeronautical Information Service is responsible for the collection and dissemination of information for the entire territory of Namibia and for the airspace over the high seas encompassed by the Windhoek Flight Information Region (FIR).

3. Aeronautical publications

3.1 Aeronautical Information

The aeronautical information is provided in the form of an Integrated Aeronautical Information Package consisting of the following elements:

- a) Aeronautical Information Publication (AIP).
- b) Amendment service to the AIP (AIP AMDT).
- c) Supplement to the AIP (AIP SUP).
- d) NOTAM and Pre-flight Information Bulletins (PIB).
- e) Aeronautical Information Circulars (AIC).
- f) Checklist and list of valid NOTAM.

NOTAM and the related monthly checklists are issued via the Aeronautical Fixed Service (AFS), while PIB are made available at aerodrome AIS units. All other elements of the package are distributed by air mail.

3.2 Aeronautical Information Publication (AIP)

3.2.1 The AIP is the basic aviation document needed primarily to satisfy international requirements for the exchange of permanent aeronautical information and long duration changes essential for air navigation.

3.2.2 The Namibian AIP is published in one (1) volume.

3.2.3 The AIP is published in loose-leaf form, in English only, for use in international and domestic operations, whether the flight is a commercial or private one.

3.2.4 The AIP purchase price will be published in AIC's.

3.3 Amendment service to the AIP (AIP AMDT)

3.3.1 Amendments to the AIP are made by means of replacement sheets.

AIRAC AIP Amendment (AIRAC AIP AMDT), issued in accordance with the AIRAC system and identified by a pink cover sheet and the acronym - AIRAC, incorporates operationally significant permanent changes into the AIP on the indicated AIRAC effective date.

3.3.2 A brief description of the subjects affected by the amendment is given on the AIP Amendment cover sheet. New information included on the reprinted AIP pages is annotated or identified by a vertical line in the left margin (or immediately to the left) of the change/addition.

3.3.3 Each AIP and each AIP replacement page introduced by an amendment, including the amendment cover sheet, are dated. The date consists of the day, month (by name) and year of the publication date (regular AIP AMDT) or the AIRAC effective date (AIRAC AIP AMDT) of the information. Each AIP amendment cover sheet includes references to the serial number of those elements, if any, of the Integrated Aeronautical Information Package which have been incorporated in the AIP by the amendment and are consequently cancelled.

3.3.4 Each AIRAC AIP AMDT is allocated separate serial numbers which are consecutive and based on the calendar year. The year (indicated by four digits) is a part of the serial number of the amendment, e.g. AIRAC AIP A01/1996.

3.3.5 A checklist of AIP pages containing page number/chart title and the publication or effective date (day, month by name and year) of the information is re-issued with each amendment and is an integral part of the AIP.

3.4 *Supplement to the AIP (AIP SUP)*

3.4.1 Temporary changes of long duration (three months and longer) and information of short duration which consist of extensive text and/or graphics, supplementing the permanent information contained in the AIP, are published as AIP Supplements (AIP SUP). Operationally significant temporary changes to the AIP are published in accordance with the AIRAC system and its established effective dates and are identified clearly by the acronym AIRAC AIP SUP.

AIP Supplements are separated by information subject (General - GEN, En-route - ENR and Aerodromes - AD) and are placed accordingly at the beginning of each AIP Part. Supplements are published on yellow paper to be conspicuous and to stand out from the rest of the AIP. Each AIP Supplement (AIRAC) is allocated a serial number which is consecutive and based on the calendar year, i.e. AIRAC AIP SUP S01/1996.

3.4.2 An AIP Supplement is kept in the AIP as long as all or some of its contents remain valid. The period of validity of the information contained in the AIP Supplement will normally be given in the supplement itself. Alternatively, NOTAM may be used to indicate changes to the period of validity or cancellation of the supplement.

3.4.3 The checklist of AIP Supplements currently in force is issued in the monthly printed plain-language summary of NOTAM in force.

3.5 *NOTAM and Pre-flight Information Bulletins (PIB)*

3.5.1 NOTAM contain information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential for personnel concerned with flight operations. The text of each NOTAM contains the information in the order shown in the ICAO NOTAM Format and is composed of the significant/uniform abbreviated phraseology assigned to the ICAO NOTAM Code complemented by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, as and plain language. NOTAM are originated and issued for Windhoek FIR and are distributed in three series identified by the letters A, B and C.

- a) **Series A:** General rules, en-route navigation and communication, facilities, airspace restrictions and activities taking place above FL 195 and information concerning major international aerodromes.
- b) **Series B.** Information on airspace restrictions, on activities taking place below FL195 and on other International aerodromes at which IFR flights are permitted.
- c) **Series C.** Information on other international aerodromes at which only VFR flights are permitted.