

GEN 3. SERVICES

GEN 3.1 AERONAUTICAL INFORMATION SERVICES

GEN 3.1.1 Responsible service

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 paragraph 3.1.2 below. It consists of the AIS and an International NOTAM Office (NOF).

2. Aeronautical Information Services
Namibia Civil Aviation Authority
Private Bag 12003
Ausspannplatz
Windhoek
Namibia
Tel: +264 61 702080/1/3/9
Fax: +264 61 702088
Email: aeronautical@ncaa.na
or aim@ncaa.na
AFS: FYWEZPZX
Website: www.ncaa.com.na

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: 0300 - 1900
SAT: 0300 - 1800
SUN: 0400 - 1900

3. International NOTAM office (NOF)

International NOTAM Office
Namibia Civil Aviation Authority
Private Bag 12003
Ausspannplatz
Windhoek
TEL: +26461702080/1/3/9
Fax: +26461702088
AFS: FYWHYNYX
Email: aeronautical@ncaa.na
or aim@ncaa.na

Hours of Operations:

MON-FRI: 0300 - 1900
SAT: 0300 – 1800
SUN: 0400 - 1900

Outside AIS hours of operation and in case of emergency, AIS officer on standby to issue NOTAM.

GEN 3.1.2 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).

GEN 3.1.3 Aeronautical publications

1. The aeronautical information is provided in the form of an Aeronautical Information Products on request, consisting of the following elements:

- a) Aeronautical Information Publication (AIP).
- b) AIP Amendment service (AIP AMDT).
- c) AIP Supplement (AIP SUP).
- d) NOTAM
- e) Aeronautical Information Circulars (AIC); and
- f) Aeronautical Charts

2. Aeronautical Information Publication (AIP)

- a) 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.
- b) The Namibian AIP is published in two (2) volumes.

- c) 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. AIP Amendment service (AIP AMDT)

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

- a) 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.

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.

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 Aeronautical Information Products which have been incorporated in the AIP by the amendment and are consequently cancelled.

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 A01/1996.

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.

4. AIP Supplement (AIP SUP)

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 preceded by letter 'S', i.e. AIRAC AIP SUP S1/20.

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.

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

5. NOTAM

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 composed of the significations/uniform abbreviated phraseology assigned to the ICAO NOTAM Code complemented by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language. NOTAM are originated and issued for Windhoek FIR and are distributed in four series identified by the letters A, B, C and S.

Series A: NOTAM containing information of concern to long or medium range flights and given selected international distribution;

Series B. NOTAM containing full information on all aerodrome/ heliports, facilities and procedures available for use in international civil aviation and given international distribution to adjacent state only;

Series C. NOTAM containing information of all concern to aircraft other than those engaged in international civil aviation and given national distribution only;

Series S (SNOWTAM). Information providing a surface condition report notifying the presence or cessation of hazardous conditions due to snow, ice, slush, frost, standing water, or water associated with snow, slush, ice or frost, on the movement area. SNOWTAM are prepared in accordance with PANS-AIM (Doc 10066), Appendix 4, and are issued by the individual aerodrome directly, with separate serial numbers. Details are given in the snow plan in the Aerodrome (AD) Part.

6. Aeronautical Information Circulars (AIC)

An Aeronautical Information Circulars (AICs) contain information on the long-term forecast of any major change in legislation, regulations, procedures or facilities; Information of a purely explanatory or advisory nature liable to affect flight safety; and Information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters. AIC are divided by subject and are issued in two series (A and B). AIC Series A contains information affecting international civil aviation and is given international distribution, while AIC Series B contains information affecting national aviation only and is given national distribution. Each AIC is numbered consecutively within each series on a calendar year basis. The year, indicated by two digits, is a part of the serial number of the AIC, e.g. AIC A 1/20; AIC B 1/20. A checklist of AIC currently in force is issued as an AIC once a year.

7. Aeronautical charts

Aeronautical charts are a visual representation of a portion of the Earth specifically designated to meet the needs of air navigation.

8. Sale of publications

All AIS publications are made available on the NCAA website free of charge. Paper copies and their fees

may be obtained from the Aeronautical Information Services office.

GEN 3.1.4 AIRAC system

1. In order to control and regulate the operationally/significant changes requiring amendments to charts route manuals, etc., such changes, whenever possible, will be issued on pre-determined dates according to the AIRAC system. This type of information will be published as an AIRAC AIP AMDT or an AIRAC AIP SUP. If an AIRAC AIP AMDT or SUP cannot be produced due to lack of time, NOTAM clearly marked AIRAC will be issued. Such NOTAM will immediately be followed by an AMDT or SUP.

2. The table below indicates AIRAC effective dates for the coming years. AIRAC information will be issued so that the information will be received by the user, not later than 28 days, and for major changes not later than 56 days before the effective date. At AIRAC effective date, a trigger NOTAM will be issued giving a brief description of i.e. contents, effective date and reference number of the AIRAC AIP AMDT or AIRAC AIP SUP that will become effective on that date. Trigger NOTAM will remain in force as a reminder in the PIB until the new checklist/summary is issued.

If no information was submitted for publication, at the AIRAC date, a NIL notification will be issued by NOTAM not later than one AIRAC cycle before the AIRAC effective date concerned.

Schedule of AIRAC effective dates: 2022 – 2028

2022	2023	2024	2025	2026	2027	2028
27 January	26 January	25 January	23 January	22 January	21 January	20 January
24 February	23 February	22 February	20 February	19 February	18 February	17 February
24 March	23 March	21 March	20 March	19 March	18 March	16 March
21 April	20 April	18 April	17 April	16 April	15 April	13 April
19 May	18 May	16 May	15 May	14 May	13 May	11 May
16 June	15 June	13 June	12 June	11 June	10 June	08 June
14 July	13 July	11 July	10 July	09 July	08 July	06 July
11 August	10 August	08 August	07 August	06 August	05 August	03 August
08 September	07 September	05 September	04 September	03 September	02 September	31 August
06 October	05 October	03 October	02 October	01 October	30 September	28 September
03 November	02 November	31 October	30 October	29 October	28 October	26 October
01 December	30 November	28 November	27 November	26 November	25 November	23 November
29 December	28 December	26 December	25 December	24 December	23 December	21 December

GEN 3.1.5 Pre-flight information service at airports/heliports

Pre-flight information is available at Airports /Aerodromes as detailed below:

- a) Eros Airport: NOTAM, SNOWTAM, NOTAM Summary, NOTAM Checklist, AIP, AIP Supplement and AIC
- b) Katima Mulilo Aerodrome: NOTAM, SNOWTAM, NOTAM Summary, NOTAM Checklist, AIP, AIP Supplement and AIC
- c) Luderitz Aerodrome: NOTAM, SNOWTAM, NOTAM Summary, NOTAM Checklist, AIP, AIP Supplement and AIC
- d) Ondangwa Aerodrome: NOTAM, SNOWTAM, NOTAM Summary, NOTAM Checklist, AIP, AIP Supplement and AIC
- e) Walvis Bay Airport: NOTAM, SNOWTAM, NOTAM Summary, NOTAM Checklist, AIP, AIP Supplement and AIC
- f) Hosea Kutako International Airport (Windhoek): NOTAM, SNOWTAM, NOTAM Summary, NOTAM Checklist, AIP, AIP Supplement and AIC

GEN 3.1.6 Digital data sets

Reserved