

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).

SAT: 0400 – 1800
SUN: 0500 - 1800

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

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

Tel: +264 61 702080/3/9
Fax: +264 61 702088
Fax to Email: +264 88 6561134
E-mail: aisc@dca.com.na
AFS: FYWEZPZX

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
SAT: 0400 - 1800
SUN: 0500 - 1800

1.3 International NOTAM office (NOF)
International NOTAM Office
Namibia Civil Aviation Authority
Private Bag 12003
Ausspannplatz
Windhoek
TEL: +26461702080/1/3/9
Fax: +26461702088
AFS: FYWFYNYX
E-mail: aisc@dca.com.na
Hours of Operations:
MON-FRI: 0400 - 1900

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 Aeronautical Information Products on request, 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, SNOWTAM 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 and electronic 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 two (2) volumes.

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 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). 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 only distributed in an electronic format and kept on the NCAA website while 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 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.

- a) **Series A:** NOTAM containing information of concern to long or medium range flights and given selected international distribution;
- b) **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;
- c) **Series C.** NOTAM containing information of all concern to aircraft other than those engaged in international civil aviation and given national distribution only;
- d) **Series S.** Information concerning snow, slush, ice or standing water associated with snow, slush and ice in the movement areas.

3.5.2 Pre-flight Information Bulletins (PIB), which contains a recapitulation of current NOTAM and other information of urgent character for the operator/flight crews, are available at the aerodrome AIS units. The extent of the information contained in the PIB is indicated under paragraph 5 of this subsection.

3.6 **Aeronautical Information Circulars (AIC)**

3.6.1 An AIC is a notice containing information that does not qualify for the origination of a NOTAM, AIP SUP, AIP AMD or for inclusion into the AIP, but which relates to flight safety, air navigation, technical, administrative or legislative matters.

3.6.2 An AIC shall be issued whenever it is necessary to promulgate the following:

- a) A long-term forecast of any major change in legislation, regulations, procedures or facilities.
- b) Information of a purely explanatory or advisory nature liable to affect flight safety.
- c) Information or notification of an explanatory or advisory nature concerning technical, legislative or administrative matters.

3.6.3 AIC should be colour coded by subject where there are sufficient circulars in force to warrant such identification, e.g.

- a) white – administrative;
- b) yellow – air traffic control (ATC);

- c) pink – safety;
- d) mauve – danger area map; and
- e) green – maps/charts.

3.6.4 The date of issue will appear on each AIC, and when a AIC is re-issued or amended, the number will remain the same but the date of issue will be changed.

3.6.5 A checklist of AIC currently in force shall be issued twice a year.

3.7 **Checklist and list of valid NOTAM**

A checklist of valid NOTAM is issued monthly via AFS. The checklist is followed by a printed list of valid NOTAM distributed by mail to all recipients of the Integrated Aeronautical Information Package. It contains a plain language (English) presentation of the valid NOTAM and information about the number of the latest issue, AIRAC AIP AMDT, AIRAC AIP SUP and AIC as well as the numbers of the elements issued under the AIRAC that will become effective.

3.8 **Sale of publications**

The said publications can be obtained from the Aeronautical Information Service. Purchase prices are published in the AIC.

4. **AIRAC system**

4.1 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.

4.2 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.

will be issued by NOTAM not later than one AIRAC cycle before the AIRAC effective date concerned.

4.3 If no information was submitted for publication, at the AIRAC date, a NIL notification

Schedule of AIRAC effective dates: 2018 – 2024

2018	2019	2020	2021	2022	2023	2024
04 January	03 January	02 January	28 January	27 January	26 January	25 January
01 February	31 January	30 January	25 February	24 February	23 February	22 February
01 March	28 February	27 February	25 March	24 March	23 March	21 March
29 March	28 March	26 March	22 April	21 April	20 April	18 April
26 April	25 April	23 April	20 May	19 May	18 May	16 May
24 May	23 May	21 May	17 June	16 June	15 June	13 June
21 June	20 June	18 June	15 July	14 July	13 July	11 July
19 July	18 July	16 July	12 August	11 August	10 August	08 August
16 August	15 August	13 August	09 September	08 September	07 September	05 September
13 September	12 September	10 September	07 October	06 October	05 October	03 October
11 October	10 October	08 October	04 November	03 November	02 November	31 October
08 November	07 November	05 November	02 December	01 December	30 November	28 November
06 December	05 December	03 December	30 December	29 December	28 December	26 December
		31 December				

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

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