

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;