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## GEN 3. SERVICES

### GEN 3.1 AERONAUTICAL INFORMATION SERVICES

#### 1. Responsible Service

The aeronautical Information Service, which forms part of the CAAN, ensures the flow of information necessary for the safety, regularity and efficiency of international and national air navigation within the area of its responsibility as indicated under GEN 3.1.2. It consists of AIS headquarter as AIM Department at the Civil Aviation Authority of Nepal, Head Office and an AIS Division with International NOTAM office (NOF) located at Tribhuvan International Airport.

##### 1.1. *AIS Headquarter*

Aeronautical Information Management Department  
Civil Aviation Authority of Nepal  
Babar Mahal, Kathmandu  
TEL: 977-1-4262518, 4262416, 4257667  
Telefax: 977-1-4262516  
AFS: VNKTYOYX  
Email:- caanais@caanepal.org.np

##### 1.2. *International NOTAM Office (NOF)*

Aeronautical Information Services Division  
Tribhuvan International Airport Civil Aviation Office  
Gauchar, Kathmandu  
TEL: 977-1-4113033, 4113178  
Fax: 977-1- 4113178  
AFS: VNKTYNYX

The service is provided in accordance with the provisions contained in Annex 15 -Aeronautical Information Services.

#### 2. Area of Responsibility

The Aeronautical Information Service is responsible for the collection and dissemination of information for the entire airspace encompassed by the Kathmandu Flight Information Region (VNSM).

#### 3. Aeronautical Publications

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

- Aeronautical Information Publication (AIP);
- Amendment service to the AIP (AIP AMDT);
- Supplement to the AIP (AIP SUP);
- NOTAM and Pre-flight Information Bulletins (PIB);
- Aeronautical Information Circular (AIC); and
- Checklists and list of valid NOTAM

NOTAM monthly checklists are issued via the Aeronautical Fixed Service (AFS), while monthly NOTAM Summary of valid NOTAM are issued via mail. PIB are made available at International NOTAM Office, AIS Division, Tribhuvan International Airport. All other elements of the package are distributed by air mail.

### **3.2. *Aeronautical Information Publication (AIP)***

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

AIP Nepal is published in a single volume in English in a loose-leaf form.

### **3.3. *Amendment Service to the AIP (AIP AMDT)***

Amendments to the AIP are made by means of replacement sheets. Two types of AIP AMDT are produced:

- Regular AIP Amendment (AIP AMDT), issued in accordance with the established regular interval (ref. GEN 0.1-3) and identified by a light blue cover sheet, incorporates permanent changes into the AIP on the indicated publication date; and
- AIRAC AIP amendment (AIRAC AIP AMDT), issued in accordance with the AIRAC system and identified by a pink cover sheet and the acronym-AIRAC, incorporated 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 page and 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 of 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.

Each AIP AMDT and each AIRAC AIP AMDT are allocated a separate serial number which are consecutive and based on the calendar year. The year, indicated by two digits, is a part of the serial number of the amendment, e.g. AIP AMDT 1/96; AIRAC AIP AMDT 1/96.

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 reissued with each amendment and is an integral part of the AIP.

### **3.4. *Supplement to the AIP (AIP SUP)***

Temporary changes of long duration (three month and longer) and information of short duration which consists 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 (regular or AIRAC) is allocated a serial number which is conspicuous and based on the calendar year, i.e. AIP SUP 1/96; AIRAC AIP SUP 1/96.

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 summary of NOTAM.

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

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

Series A. General rules, en-route navigation and communication facilities, airspace restrictions and activities taking place and information concerning international aerodrome.

Series B. Containing full information on all aerodromes facilities and procedures available for use in international distribution to adjacent states only.

Series C. Containing information of concern to national aerodromes only.

Series S (SNOWTAM) In winter season, some aerodromes at higher elevation get snow falling. Such information concerning snow, slush, ice in the movement areas are issued in the form of SNOWTAM and made national distribution to the concerned only. NOTAM are published as and when necessary to disseminate information of direct operational significance which

- a) is of ephemeral nature ;
- b) requires advance distribution ; or
- c) Immediate dissemination is required

Each NOTAM is assigned a four digits serial number preceded by an appropriate letter indicating the series and followed by a stroke and two digits indicating the year of issuance. The serial numbers start with 0001 at 0000 UTC on 1<sup>st</sup> January every year. A check list of NOTAM currently in force is issued every month over the AFS. Additionally, a printed plain language summary of NOTAM in force is sent by airmail to those who had originally received the NOTAM over the AFS, as well as to others on request.

### 3.6. *Aeronautical Information Circular (AIC)*

The Aeronautical Information Circulars (AIC) contain information on the long-term forecast of any major changes in legislation, regulation, procedure or facility; 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. AICs 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 1/96; AIC B 1/96. A checklist of AIC currently in force is issued as an AIC once a year.

### 3.7. *Checklist and List of valid NOTAM*

A checklist of valid NOTAM is issued monthly via the 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 (in English) presentation of the valid NOTAM and information about the number of the latest issued AIP AMDT, AIRAC AIP AMDT, AIP SUP and AIC as well as the number of the elements issued under the AIRAC that will become effective or, if none, the NIL AIRAC notification.

### 3.8. *Sale of Publication*

The AIP may be purchased from the Aeronautical Information Services; Civil Aviation Authority of Nepal, Babar Mahal at US \$ 80 (Plus US \$ 20 for postage); The fee for the AIP AMDT service is US \$ 10 per year ((Plus US \$ 10 for postage, to be paid in advance). AIP supplements and Aeronautical circulars are available free of charge to all subscribers of the AIP.

## 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 predetermined 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 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 the 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/list 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.

**AIRAC effective dates (28-day cycle)**

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

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

**1. Pre-flight Information Service at Aerodrome**

- Pre-flight information is available at Tribhuvan International Airport (TIA), International NOTAM Office.
- Daily Pre-flight Information Bulletin (PIB) – Route bulletins and list of valid NOTAM are available for distribution at International NOTAM Office, TIA.