

## GEN 3. SERVICES

### GEN 3.1 AERONAUTICAL INFORMATION SERVICES

#### GEN 3.1.1 Responsible Service

1.1 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 AIM Department under the Civil Aviation Authority of Nepal, Head Office and International NOTAM office (NOF) located at Tribhuvan International Airport.

#### 1.2 AIS Headquarter

Aeronautical Information Management Department  
Civil Aviation Authority of Nepal  
Babar Mahal, Kathmandu  
TEL: 977-1- 4257667  
977-1- 4262518, 4262416 (Ext. 225, 224)  
Fax: 977-1-4257668  
Email:- caanais@caanepal.gov.np  
AFS: VNKTYOYX  
Website : e-aip.caanepal.gov.np

#### 1.3 International NOTAM Office (NOF)

Tribhuvan International Airport, Gauchar, Kathmandu  
TEL: 977-1- 4483729  
977-1- 4113033 (Ext. 2217)  
Fax: 977-1- 4113178  
Email: notamtia@gmail.com  
AFS: VNKTYNYX

1.4 The service is provided in accordance with the provisions contained in the following

ICAO and CAAN Documents:

Annex 15 - Aeronautical Information Services

CAR 15 - Civil Aviation Requirements for Aeronautical Information Services - CAR 15.

Annex 4 - Aeronautical Charts

CAR 4 - Civil Aviation Requirements for the Aeronautical Charts - CAR 4

Doc10066 - Procedure of Air Navigation Services (PANS) - Aeronautical Information Management (AIM) (PANS - AIM)

Doc. 8126 - Aeronautical Information Services Manual

Doc 9674 - World Geodetic System – 1984 (WGS-84) Manual

Doc 9839 – Manual on the Quality Management System for Aeronautical Information Services

Doc 8697 - Aeronautical Chart Manual

#### GEN 3.1.2 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).

#### GEN 3.1.3. Aeronautical publications

3.1 The aeronautical information is provided in the form of Aeronautical Information Products in a standardized presentation consisting of the following elements:

- Aeronautical Information Publication (AIP);
- Amendment service to the AIP (AIP AMDT);
- Supplement to the AIP (AIP SUP);
- NOTAM ;
- Aeronautical Information Circulars (AIC); and
- Aeronautical Charts.

### 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 and made available in CAAN website also.

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

### 3.3 *Amendment service to the AIP (AIP AMDT)*

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) 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 is 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.

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 in the list of valid NOTAM.

### 3.5. *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 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 List of valid NOTAM in force is sent by email and is also made available at CAAN website to those who had originally received the NOTAM over the AFS, as well as to others on request.

#### ***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, 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.

### 3.6 *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 *Aeronautical Charts*

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

### 3.8. *Sale of Publication*

The AIP may be purchased from the Aeronautical Information Management (AIM) Department; Civil Aviation Authority of Nepal, Babar Mahal at US \$ 100 (Plus US \$ 20 for postage); The fee for the Annual subscription of AIP AMDT service is US \$ 20 (Plus US \$ 10 for each postage, to be paid in advance). AIP supplements and Aeronautical circulars are available free of charge to all subscribers of the AIP and the fee for Aeronautical chart 1:500,000 is US \$ 10.

## GEN 3.1.4. 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 Supplement and AIRAC AIP Amendment. If such products cannot be produced due to lack of time, NOTAM clearly marked AIRAC will be issued. Such NOTAM will immediately be followed by an AIRAC AIP Amendment or AIRAC AIP Supplement.

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 before the effective date. A trigger NOTAM will be issued on the publication date of AIP Supplement/AIP Amendment (AIRAC or, in exceptional cases, non-AIRAC) in the appropriate NOTAM series, giving a brief description of the contents, effective date and reference number of the AIRAC AIP Supplement/ AIRAC AIP Amendment that will become effective on that date. Trigger NOTAM will be published in the PIB for 14 days from the effective date of AIRAC AIP Supplement/AIRAC AIP Amendment.

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)**

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

**GEN 3.1.5. Pre-flight Information Service at Aerodrome/Heliports.**

- 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.

### 3.1.6 Digital Data Sets

To be developed