

GEN 3. SERVICES
GEN 3.1 AERONAUTICAL INFORMATION SERVICES

1. Responsible Services

1.1 The Aeronautical Information Service, which from the part of ATS/Aerodrome division of the Civil Aviation Authority of Bangladesh, 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 paragraph 2 below. It consists of AIS Headquarters, International NOTAM Office (NOF) and Aerodrome AIS units (PFIU).

1.2 AIS Headquarters

Postal Address : Aeronautical Information Services,
ATS & Aerodromes Division,
Civil Aviation Authority of Bangladesh
Headquarters, Kurmitola, Dhaka-1229,
Bangladesh.

Telephone : +88-02- 8914810-19, Ext. 54065, 54172, Cell nr. +880-1708167061
Telefax : +88-02 -8901411, +880- 2- 8901428
AFS : VGHQYOYX
TELGRAMS : CIVILAIR DHAKA
Email : adaishq@caab.gov.bd

Hours of Operation 0900 LT to 1700 LT, Friday and Saturday closed.

1.3 International NOTAM office (NOF)

The international NOTAM office is an integral part of the AIS Headquarters and is located at the following address: -

Postal address : International NOTAM Office
HSIA International Airport
Kurmitola, Dhaka 1229
Bangladesh

Telephone : +880 2 8914810-19, Ext. 3271
Telefax : Nil
Telex : Nil
AFS : VGHSYNYX
TELGRAMS : CIVILAIR DHAKA
Email : notam@caab.gov.bd ; nofcaab@yahoo.com

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

2. **Area of Responsibilities**

The Aeronautical Information Service is responsible for the collection and dissemination of information for the entire territory of Bangladesh and for the airspace over the high seas encompassed by the Dhaka Flight Information Region.

3. **Aeronautical Publications**

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

- Aeronautical Information Publication (AIP);
- Amendment services to the AIP (AIP AMDT);
- Supplement to the AIP (AIP SUP);
- NOTAM and pre-flight Information Bulletins (PIB);
- Aeronautical Information Circulars (AIC); and
- Checklists and summaries.

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 mail.

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

The AIP, issued in one volume is the basic information document published for Bangladesh and contains information of a lasting character essential to air navigation. It is available in English only and is maintained up to date by an amendment service of reprinted pages and, in case of minor amendments, manuscript corrections.

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

Amendments to the AIP together with checklist 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 (see GEN 0.1-2 para 3.2) and identified by a white 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, 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/right margin (or immediately to the left/right) of the change/addition.

Each AIP page and each AIP replacement page introduced by an amendment, including the amendment cover sheet, are dated. The day 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.

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.

3.6 Aeronautical Information Circulars (AIC).

The Aeronautical Information Circulars (AIC) contain information on the long-term forecast of any major change in legislation, regulations, procedures of facilities, information of a purely explanatory or advisory nature liable to affect safety, and information or notification of an explanatory of advisory nature concerning technical, legislative or purely administrative matters.

Each AIC is numbered consecutively on a calendar year basis the year, indicated by two digits, is a part of the serial number of the AIC, e.g. AIC 01/10 . A checklist of AIC currently in force is issued as an AIC at least once in a year or as required.

3.7 Checklist and summary of NOTAM

A checklist of valid NOTAM is issued monthly via AFS. The checklist is followed by a printed summary of NOTAM distributed by mail to all recipient 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 numbers of the elements issued under the AIRAC that will become effective or, if none, the NIL AIRAC notification.

3.3 Sale of Publications

3.4

All publications of the Aeronautical Information Services are available from the AIS Headquarters. These documents are available to international aeronautical authorities and ICAO on a reciprocal basis free of charge. For other subscribers these documents are available on advance payment in the following rates (including postage):-

Name of the documents	Local Rate	Overseas Rate
1.AIP BANGLADESH	1.Taka 4000/- only (each copy)	1.US \$ 100 (one hundred) only (each copy)
2. AIP Amendments Service including AIP Supplement and AIC (Per annum)	2.Taka 3000/- only (each copy)	2. US \$ 70 (seventy) only (each copy)
3.AIP Supplement & AIC(Per annum)	3.Taka 2500/- only (each copy)	3. US \$ 50 (fifty) only (each copy)
4. AIP (CD-ROM)	4.Taka 2000/- only (each copy)	4. US \$ 50 (fifty) only (each copy)
NOTAM are available free of charge to all subscribers to the AIP Amendment service (if requested)		

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/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:

2017	2018	2019	2020
05 JAN	04 JAN	03 JAN	02 JAN
02 FEB	01 FEB	31 JAN	30 JAN
02 MAR	01 MAR	28 FEB	27 FEB
30 MAR	29 MAR	28 MAR	26 MAR
27 APR	26 APR	25 APR	23 APR
25 MAY	24 MAY	23 MAY	21 MAY
22 JUN	21 JUN	20 JUN	18 JUN
20 JUL	19 JUL	18 JUL	16 JUL
17 AUG	16 AUG	15 AUG	13 AUG
14 SEP	13 SEP	12 SEP	10 SEP
12 OCT	11 OCT	10 OCT	08 OCT
09 NOV	08 NOV	07 NOV	05 NOV
07 DEC	06 DEC	05 DEC	03 DEC

5. **Pre –flight information service at aerodrome/heliports**

Pre-flight information is available at aerodromes as detailed below:

Aerodrome	Briefing coverage
Hazrat Shahjalal International Airport, Dhaka (HSIA)	All route segment emanation from Bangladesh.
Shah Amanat International Airport, Chittagong	Limited coverage, local unit providing co-ordination service on the basis of Aeronautical Information received from Dhaka NOF and PFIU at HSIA.

Pre-flight Information Bulletins (PIB) – PIB are available from aerodrome AIS units and NOF at HSIA. The aerodrome AIS unit at HSIA is connected to the central NOTAM data bank. At HSIA, pre-flight information in the form of PIB may be obtained at computer terminals in the aerodrome AIS unit.

Post – flight information forms, for annotation by aircrews of information concerning the state and operation of air navigation facilities, etc., are available at aerodrome AIS units or Control Tower where Pre-flight information unit is not located. A flight crewmember or the designated flight operations officer of the airline is filed and submit Post – flight information form within ONE HOUR of the arrival of the flight.