
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 & Aerodrome Division,
Civil Aviation Authority of Bangladesh
Headquarters, Kurmitola, Dhaka-1229,
Bangladesh.

Telephone : 880- 2- 8914810-19, Ext. 3431, 3409
Telefax : 880- 2 -8901411, 880- 2- 8901428
AFS : VGHQYOYX
TELGRAMS : CIVILAIR DHAKA
Email : adais@caab.gov.bd ; aiscaab@bracnet.net

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.

Each AIP amendment cover sheet includes references to the serial number of those elements, if any, of 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 serial numbers, which is 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 1/10; AIRAC AIP AMDT 2/10.

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 months and longer) and information of short duration which consists extensive text and/or graphics, supplementing the permanent information contained in the AIP, are publish 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 placed at the beginning of the AIP parts. 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 consecutive and based on the calendar year, (i.e. AIP SUP 1/10; AIRAC AIP SUP 2/10; AIP SUP 3/10...)

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 to the period of validity or cancellation of the supplement.

The checklist of AIP Supplements currently in force is issued in the month printed plain language summary of NOTAM in force.

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 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 Dhaka FIR and are distributed in three series identified by letters A, B and C.

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;

Series C - NOTAM containing information of all concern to aircraft other than those engaged in international civil aviation and given national distribution only;

NOTE: NOTAM Series A and B are combined as NOTAM Series A for the distribution of NOTAM.

NOTAM are published as and when necessary to disseminate information of direct operational significance which

- (a) is of an ephemeral nature;
- (b) require advance distribution; or
- (c) is appropriate to the AIP but immediate dissemination is required.

Each NOTAM is assigned a four digit 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 January every year.

NOTAM are exchange with other international NOTAM offices as follows: -

SERIES 'A'		
NOTAM Office	NOTAM Office	NOTAM Office
Abu Dhabi	Jakarta	Roma (E)
Amman(R)	Jeddah	Singapore
Amsterdam	Karachi	Stockholm
Bahrin	Kathmandu	Seoul(E)
Bangkok	Kolkata	Taipei City (E)
Brunie	Kobenhavan(E)	Tehran
Beijing(E)	Kualalumpur	Tokyo (E)
Cairo	Kuwait	Vientiane
Colombo	London (E)	Warszawa (E)
Chisinau	Lisboa (E)	Washington D.C. (E)
Chernihiv (R)	Macau	Wien
Damascus (R)	Madras	Yangon
Dushanbe (E)	Madrid(E)	Zurich (E)
Frankfurt	Moscova (E)	
Helsinki (E)	Mumbai	
Ho-Chimin city	Muscat	
Hong Kong	New Delhi	
	Paris (E)	
R -NOTAM RECEIVED ONLY. E -NOTAM SENT ONLY.		

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:

2015	2016	2017	2018
08 JAN	07 JAN	05 JAN	04 JAN
05 FEB	04 FEB	02 FEB	01 FEB
05 MAR	03 MAR	02 MAR	01 MAR
02 APR	31 MAR	30 MAR	29 MAR
30 APR	28 APR	27 APR	26 APR
28 MAY	26 MAY	25 MAY	24 MAY
25 JUN	23 JUN	22 JUN	21 JUN
23 JUL	21 JUL	20 JUL	19 JUL
20 AUG	18 AUG	17 AUG	16 AUG
17 SEP	15 SEP	14 SEP	13 SEP
15 OCT	13 OCT	12 OCT	11 OCT
12 NOV	10 NOV	09 NOV	08 NOV
10 DEC	08 DEC	07 DEC	06 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.