
GEN 3 SERVICE
GEN 3.1 AERONAUTICAL INFORMATION SERVICE.

1. Responsible service

- 1.1 Department of Air Transport is the responsible for provision of Aeronautical Information Services to ensure 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 office and International NOTAM Office (NOF) established at Paro aerodrome.
- 1.2 **AIS Officer**
Aeronautical Information Services
Department of Air Transport
Paro International Airport
Paro, Bhutan
Tel: 975-8-272760
AFTN: **VQPRYNYX**
Email: aim@doat.gov.bt
- 1.3 **International NOTAM office (NOF)**
AIS section
Department of Air Transport
Paro International Airport
Paro, Bhutan
Tel: 975-8-272760
AFTN: **VQPRYNYX**
Email: aim@doat.gov.bt
- 1.4 The service is provided in accordance with the provision contained in Annex 15 – Aeronautical Information Services.
- 1.5 The service is available during operational hours only.

2. Area of responsibility

- 2.1 The Aeronautical Information Service is responsible for the collection and dissemination of information for the entire territory of Bhutan and for the airspace over Bhutan.

3. Aeronautical publications

- 3.1 The Aeronautical Information is provided in the form of Aeronautical Information Products in standardized presentation consisting of the following elements:
 - a) Aeronautical Information Publication (AIP)
 - b) Amendment service to the AIP (AIP AMDT)
 - c) Supplement to the AIP (AIP SUP)
 - d) NOTAM and Pre-flight Information Bulletins (PIB)
 - e) Aeronautical Information Circular (AIC) and
 - f) Aeronautical Charts

NOTAM and the related monthly checklist are issued via the Aeronautical Fixed Service (AFS).

3.2 *Aeronautical Information Publication (AIP)*

- 3.2.1 The AIP is the basic aviation document intended primarily to satisfy international requirements for the exchange of permanent aeronautical information and long duration temporary changes essential for air navigation.
- 3.2.2 AIP Bhutan is published in ONE volume in English only.

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

- 3.3.1 Regular amendments to the AIP will be issued once a year. The publication date will be on the Last AIRAC cycle of each year.
- 3.3.2 A brief description of the subject affected by the amendment is given on the AIP Amendments 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.
- 3.3.3 Each AIP page and each AIP replacement pages introduced by an amendment are dated. The date consists of the day, month (by name) and year of the publication date. AIP amendment cover sheet includes reference 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.
- 3.3.4 Each AIP AMDT are allocated 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 01/2022.
- 3.3.5 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 AIP.

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

- 3.4.1 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 AIRAC system and its established effective dates and identified clearly by the acronym AIRAC.
- 3.4.2 AIP Supplements are separated by information subject (General - GEN., En-route - ENR and Aerodromes - AD) and are placed accordingly in the beginning of each AIP part. Each AIP supplement (regular or AIRAC) is allocated a serial number which is consecutive and based on the calendar year, i.e. AIP SUP 01/2022 or AIRAC SUP 01/2022
- 3.4.3 An AIP Supplements 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.
- 3.4.4 The check list of AIP Supplement currently in force is issued in the monthly printed plain-language summary of NOTAM in force.

3.5 ***NOTAM***

- 3.5.1 NOTAM contains information concerning the establishment, condition or changes 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 significant/uniform abbreviated phraseology assigned to the ICAO NOTAM Code complemented by ICAO abbreviations, indicators, identifier, designators, callsigns, frequencies, figures and plain language. NOTAM are distributed in three series identified by the letters A, C and special series S (SNOWTAM).
- 3.5.2 Each NOTAM is assigned a four-digit serial number preceded by an appropriate letter indicating the series and followed by stroke and two digits indicating the year of issuance. The serial number starts with 0001 at 0000 UTC on 1st January every year. A checklist 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 other on request.
- 3.5.3 Series A: NOTAM contains information related to international airports, including air navigation, unmanned aircraft, and communication facilities. Distributed both internationally and nationally.
- 3.5.4 Series C: NOTAM contains information related to domestic airports, including air navigation and communication facilities. Distributed nationally and to selected adjacent states on request.
- 3.5.5 Series S (SNOWTAM): Comprises information concerning the presence or cessation of hazardous conditions due to snow, ice, slush, frost, standing water or water associates with snow, slush, ice or frost on the movement area. SNOTAM are prepared in accordance with PANS-AIM (Doc 10066), Appendix 4, and are issued by the International NOTAM Office (NOF).

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

The Aeronautical Information Circulars (AIC) contain information on the long-term forecast of any major change in legislation, regulations, procedures or facilities; 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.

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 01/2022. A checklist of AIC currently in force is issued as an AIC once a year.

3.7 ***Aeronautical Charts***

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

3.8 ***Sale of publications***

The Aeronautical Information Products can be accessed freely via: <https://www.doat.gov.bt/aip/>

4. AIRAC System

4.1 In order to control and regulate the operationally significant changes requiring amendments to chart, route manual etc., such changes, whenever possible, will be published as an AIRAC SYSTEM. This type of information will be published as an AIP AIRAC AMDT. If an AIP AIRAC AMDT 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.

2023	2024	2025	2026	2027
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

4.3 A TRIGGER NOTAM will be issued 10 days before the effective date of the AIRAC AIP Supplement giving a brief description of the contents of the AIP Supplement, the effective date and the reference number of the AIRAC AIP Supplement. This trigger NOTAM will come into force on the same effective date as the AIRAC AIP Supplement and will remain in force until 14 days after the effective date.

4.4 A NIL AIRAC NOTAM will be issued one cycle before the AIRAC effective date if no information is submitted for publication of an AIRAC AIP Supplement for an AIRAC effective date. The NIL AIRAC NOTAM will remain current for a duration of 14 days.

5. Pre-flight information service at aerodrome

5.1 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 unit.

6. Digital data sets**TO BE DEVELOPED**

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