

GEN 3 SERVICES

GEN 3.1 AERONAUTICAL INFORMATION SERVICES

1 Organisation of the UK AIS

1.1 The United Kingdom Aeronautical Information Service is operated by NATS Limited on behalf of the UK Civil Aviation Authority.

1.2 UK AIS is located at :

Post: Aeronautical Information Service (AIS), NATS Swanwick, Room 3115, Sopwith Way, Southampton, Hants, SO31 7AY →

Phone: See paragraph 1.3

Fax: 01489-612490 (AIS/NOTAM) →

AFS: EGGNYNYX

URL: www.ais.org.uk

Email: aissupervisor@nats.co.uk (General Enquiries) →

1.3 Principal UK AIS sections and service hours are as follows:

UK NOTAM Office (NOF/INO)	H24	01489-612488 / 01489-612489	→
UK NOTAM Office (NOF/INO)	Available under contingency conditions	07769-672014 (Mobile)	→
Email (NOTAM Proposals)	H24	eg_notamprop@ead.eurocontrol.int	→
Fax (AIS/NOTAM)	H24	01489-612490	→
AIS Information Line UK	H24	0500-354802 / 01489-887515	→
UK AIS Publications Section (AIP/SUP/AIC/etc.)	Monday to Friday (0800-1600)	01489-887462	→
UK Charting Section	Monday to Friday (0800-1600)	01489-887463	→
Foreign AIP Library – Enquiries and self-briefing visits. (Visits subject to prior arrangement)	Monday to Friday (0900-1600)	01489-887462	→

1.4 Telephone calls to AIS are recorded.

2 Area of Responsibility

2.1 The UK Aeronautical Information Service is responsible for the collection and dissemination of information/data necessary for the safety, regularity and efficiency of air navigation throughout the entire territory and airspace of the UK and the airspace over the high seas under the jurisdiction of the UK for Air Traffic Control purposes.

2.2 In accordance with the requirements of ICAO Annex 15, paragraph 3.2, the Aeronautical Information Service Unit has an established Quality Management System, which is certified and registered to International Standards Organisation – ISO 9001: 2000 Standard by DET Norske Veritas (DNV).

3 Aeronautical Publications

3.1 Integrated Aeronautical Information Package

3.1.1 The UK AIS operates in accordance with ICAO Annex 15 requirements and publishes aeronautical information as an integrated package.

3.1.2 The Integrated Aeronautical Information Package consists of the following elements:

- (a) The Aeronautical Information Publication (AIP) and Amendment service (see paragraph 3.2 and 3.3);
- (b) AIP Supplements (SUP) (see paragraph 3.4);
- (c) Aeronautical Information Circulars (AIC) (see paragraph 3.5);
- (d) NOTAM (see paragraph 3.6);
- (e) Pre-Flight Information Bulletins (PIB) (see paragraph 3.8);
- (f) Check Lists.

3.1.3 Documents may be obtained from Communisis UK, who publish and distribute AIS Publications on behalf of NATS (see Paragraph 3.9).

3.2 The United Kingdom Aeronautical Information Publication (AIP)

3.2.1 The UK AIP is published in accordance with the provisions of Annex 15 to the Convention on International Civil Aviation and is, in addition, the official document used to publish Notifications required by the UK Air Navigation Order.

3.2.2 In order to register any permanent changes to the AIP, Information providers are required to register their details using the IAIP Sponsor form. Changes to the contents of the IAIP can only be accepted from approved sponsors, using the online IAIP change submission process. Both forms are available from the AIS web site.

Note: Changes of short term/temporary nature should follow the processes required for submission of NOTAM (see paragraph 3.6).

3.2.3 Civil Aviation Legislation

GEN 3.1 AERONAUTICAL INFORMATION SERVICES (continued)

- 3.2.3.1 UK legislation makes specific provision in a number of cases for Notification. The term 'notified' is defined as set forth in a document published by the Civil Aviation Authority and entitled 'United Kingdom AIP'. A list of principal civil aviation legislation and air navigation regulations is shown at section GEN 1.6 and references to the legislation under which Notification is made appear, as appropriate, within the UK AIP.
- 3.2.3.2 Notices relating to the limitation of noise at London Gatwick, London Heathrow and London Stansted aerodromes (Section 78 of the Civil Aviation Act 1982 refers) are required to be published in a format that may not be compatible with the host AIS document. Notices requiring operators of aircraft to ensure that specified requirements for limiting or mitigating the effect of noise and vibration are complied with by aircraft landing or taking off at those designated aerodromes appear in the UK AIP under each of the aerodromes' item AD 2.21. Notices specifying, for those designated aerodromes, a maximum number of take-offs or landings which may be permitted during specific periods and determining the operators who are entitled to land and take off during these periods and the number of occasions on which their aircraft may take off or land during those periods will appear in UK AIP Supplements.
- 3.3 **UK AIP Amendment Service (AMDT and AMDT AIRAC)**
- 3.3.1 The UK AIP is available in both paper and electronic format (CD-ROM and Internet). AIP Amendments may contain both AIRAC and Non-AIRAC changes (paragraphs 3.3.2, 3.3.3 and 4 refer). Each paper Amendment will be accompanied by a pink coloured cover sheet which will identify the nature and status of each change. The electronic version will be updated to a specified AIRAC date and the CD-ROM will also present a preview of the following AIRAC changes.
- 3.3.2 The ICAO AIRAC system is used to provide advance notice of the introduction of permanent operationally significant changes on an internationally recognised AIRAC effective date. AIRAC Amendment pages are identified by the footnote AMDT AIRAC and do not replace the existing AIP pages until the AIRAC effective date on which the changes take place. (See also paragraph 3.6.1.2).
- 3.3.3 Non-AIRAC amendments (AMDT) to the AIP comprise permanent operationally significant changes that have received previous notification by NOTAM and other permanent information that is not required to be announced by NOTAM. Non-AIRAC changes to the AIP are published together with AIRAC changes but may be considered to be effective on or before receipt, unless otherwise indicated. AIP pages (AIRAC and Non-AIRAC) should not be replaced before the stated AIRAC date or AIP insertion date.
- 3.3.4 The AIP Amendment cover sheet will indicate any NOTAM or permanent AIP Supplements that have been incorporated. On each replacement page, changes are either annotated or identified in the outer margin of the page by a vertical line or arrow adjacent to the change/addition/deletion.
- 3.3.5 Each AIP page is dated to reflect the Amendments AIRAC effective date or AIP insertion date and a complete checklist of AIP pages, relating page reference to date, is reissued with each amendment as AIP section GEN 0.4.
- 3.3.6 Each combined AIP amendment is allocated an AIRAC Cycle serial number that is consecutive and based on the calendar year. The year, indicated by two digits, is a part of the serial number of the amendment, eg. AIRAC Cycle 1/03. When necessary to provide additional advance notice of AIRAC changes, the Amendment may be issued in several parts, each relating to a common effective date. These Amendments will be identified by a part number suffix, eg. AIRAC Cycle 2/03 Part 1.
- 3.3.7 Further explanation of AIRAC changes may, when appropriate, be promulgated in an AIC.
- 3.4 **Supplements to the AIP (AIP SUP)**
- 3.4.1 UK AIP Supplements will normally contain items of a temporary nature only. To be included in an AIP Supplement, information must be of operational significance and contain comprehensive text and/or graphics (eg. major air exercises or aerodrome work programmes) that preclude 'complete' promulgation by NOTAM. See also paragraph 3.6.1.2.
- 3.4.2 UK AIP Supplements are available in both paper format (coloured yellow) and in electronic format (CD-ROM and Internet) and are normally issued every 28 days.
- 3.4.3 AIP Supplements are to be kept in the AIP binder for as long as all or some of their 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 to advise of the cancellation of an AIP Supplement.
- 3.4.4 A checklist of UK AIP SUP currently in force is normally included within each issue of Supplements.
- 3.5 **Aeronautical Information Circulars (AIC)**
- 3.5.1 As a general rule, AICs refer to subjects of an administrative rather than of an operational nature. They are, however, also used to publish advance warnings of impending operational changes and to add explanations or emphasis on matters of safety or operational significance. Aeronautical chart issues are also notified through the medium of the AIC.
- 3.5.2 UK AIC are available in both paper (paragraph 3.5.3 refers) and in an electronic format (CD-ROM and Internet) and are normally issued every 28 days.
- 3.5.3 The system of providing an AIC serial number and year of issue with a separate continuity number has been discontinued in favour of a single number and year; eg AIC 76/2007 (White 140) becomes AIC W 76/2007. AIC are colour coded according to their subject matter as follows:
- White Administrative matters (eg licence examination dates, services and publications).
 - Yellow Operational matters (including ATS facilities and requirements).
 - Pink Safety related matters.
 - Mauve UK Airspace Restrictions imposed under the Restriction of Flying Regulations.

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- Green Maps and Charts.

3.6 NOTAM

3.6.1 General

3.6.1.1 All operationally significant information not covered by AIP Amendment or AIP Supplement will be issued as a NOTAM (via the Aeronautical Fixed Telecommunication Network - AFTN).

3.6.1.2 All operationally significant information issued as AIRAC UK AIP Amendments or UK AIP Supplements will be additionally announced by NOTAM. The NOTAM will give an abbreviated description of the change, condition or activity together with the effective date(s) and the Amendment or Supplement reference number. These 'trigger' NOTAM ensure that brief entries appear in the appropriate Pre-flight Information Bulletins (PIB).

3.6.1.3 Trigger NOTAM used for Permanent changes in the AIP will remain valid for a maximum of 14 days after the effective date of change.

Trigger NOTAM used for an AIP Supplement (SUP) will remain valid for a maximum of 14 days after the effective period. If the information published in the SUP exceeds 14 days then the period the SUP is in force shall be indicated in NOTAM field E.

3.6.1.4 NOTAM are available on the AIS web site (www.ais.org.uk), in the form of Pre-flight Information Bulletins (PIB) .

3.6.2 NOTAM Proposals

3.6.2.1 Proposals should be submitted, preferably by AFS (EUECYIYP). In the event of being unable to submit NOTAM Proposals via this method, then the AIS Generic Email eg_notamprop@ead.eurocontrol.int or the AIS Operational Fax 01489-612490 may be used. →

3.6.3 NOTAM Construction

3.6.3.1 To assist the automated processing of data, ICAO format NOTAM are issued with a 'qualifier line' (identified by the letter 'Q') which is composed by the issuing NOTAM Office (NOF).

3.6.3.2 Three NOTAM types are issued and are identified as follows:

- NOTAM **N** - New information/proposal;
- NOTAM **R** - Replaces a previous NOTAM;
- NOTAM **C** - Cancels a previous NOTAM.

3.6.3.3 For AIS to receive the proposal, the first line of the message must be constructed according to a specific format indicating the type (T) and NOTAM identifier. NOTAM<T> PROPOSAL EGGN <Series>. Content of Series is optional. (See Table below for details of the subject matter of each individual NOTAM Series).

If the first line is incorrect, an automatic rejection will be issued, sent to the AFTN address of the sender, stating the non-compliance, together with instructions of the correct format for re-submission.

The textual content below the first line can take any form, see the examples below:

NOTAMN PROPOSAL EGGN

FROM 0800 ON 23 JAN TIL 2300 ON 24 JAN

E)OBSTACLE ERECTED AT 500FT AGL IN THE MIDDLE OF NOWHERE)

NOTAMN PROPOSAL EGGN A

Q)EGTT/QOBCE/IV/M/E/000/005/XXXXNXXXXXE005

A)EGGN B) 0812121212 C)0812232323

E)THIS OBSTACLE IS IN THE MIDDLE OF NOWHERE)

NOTAMR PROPOSAL EGGN A0123/08

A)EGGN B) 0812121212 C)0812232323

E)CHANGE THE HEIGHT OF THIS OBSTACLE IN THE MIDDLE OF NOWHERE TO 800FT AGL)

NOTAMC PROPOSAL EGGN A0125/08

E)THIS OBSTACLE HAS BEEN REMOVED FROM THE MIDDLE OF NOWHERE)

3.6.3.4

Table GEN 3.1-1: Table – UK NOTAM Series

Series	Content
A	Aerodromes: Aberdeen/Dyce, Belfast Aldergrove, Belfast/City, Edinburgh, Glasgow, Inverness, London Gatwick, London Heathrow, London Luton, London Stansted, Manchester International, Prestwick and Sumburgh.
B	En-route Airspace London & Scottish FIR/UIR: Regulations & Procedures, En-route Navigation Aids described in ENR 4.1(Inc. facilities used as Approach Aids), ATS and Air/Ground Communications.

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Series	Content
C	Aerodromes: Alderney, Biggin Hill, Birmingham, Blackpool, Bournemouth, Bristol, Cambridge, Cardiff, Coventry, Doncaster Sheffield, Durham Tees Valley, East Midlands, Exeter, Farnborough, Guernsey, Humberside, Isle of Man, Jersey, Leeds Bradford, Liverpool, London/City, Lydd, Newcastle, Newquay, Norwich, Shoreham, Southampton and Southend.
D	Notifiable Danger Areas within ENR 5.1, not described in Series F, G, M.
E	Notification of safety related subjects relating to facilities and services at unlicensed aerodromes containing ICAO AFTN Code.
F	ENR 5.1 activity originated by Fost (Flag Officer Sea Training) and Royal Navy.
G	En-route Airspace Shanwick OCA: Regulations & Procedures, ATS, Air/Ground Communications, Airspace Reservations. ENR 5.1 activity and Navigation Warning activity within the Shanwick OCA and EGPX FIR associated with the Hebrides Ranges.
H	Navigation Warnings (except those catered for in Series G).
J	Danger Areas (Temporary), Restricted Area (Temporary) and Restricted Areas.
K	Obstacles within Military Tactical Areas less than 300 ft agl, incl LGT.
L	Aerodromes listed in UK AIP, not covered in any of the above series.
M	ENR 5.1 AND 5.2 activity notified by Military Airspace Booking Coordination Cell, including Aberporth and Shoeburyness Danger Areas and relevant military exercises.
N	En-route Obstacles 300 ft agl and above, incl LGT.
Q	UK Sovereign Bases and Overseas Territories limited to the following: Ascension, Gibraltar, Mount Pleasant, and Port Stanley.
U	Military Series (UK) (except those catered for in Q series).
V	Notification of Security Advice to UK Air Operators by Government to provide guidance/instructions on airspace security risks. Volcanic Ash related information within En-Route Airspace London, Scottish, Irish FIR and Shanwick OCA.

3.6.4 NOTAM Handling

3.6.4.1 ICAO NOTAM format and conditions require that:

- Each NOTAM deals only with one subject and one condition concerning that subject;
- NOTAM text is both precise and concise, using plain language and commonly used ICAO abbreviations;
- An activity or condition applying 'with immediate effect' (WIE) is indicated by a ten figure group (Year/Month/Day/Time) UTC reflecting the actual date/time of NOTAM issue;
- All temporary NOTAM must include an expiry date/time. The term 'until further notice' (UFN) will not be used. If estimated, then a ten figure group will be suffixed by 'EST' (eg 0104032100 EST). **NOTAM Sponsors are required to monitor their estimates**, and to advise the UK NOTAM Office of any change or cancellation. NOTAM with an estimated expiry date/time, remain in force until cancelled by a NOTAMC or replaced by a NOTAMR;
- If information is permanent then the abbreviation 'PERM' will appear in the NOTAM.

3.7 SNOWTAM

3.7.1 SNOWTAM messages must be submitted by the Aerodrome Operator/representative or Controlling Authority, using a strict format for automatic processing through the AFTN system. Information on message submission, format and transmission protocols is contained in an AIC issued on a seasonal basis. The role of UK AIS regarding SNOWTAM is limited to monitoring the automatic AFS handling system.

3.8 Pre-flight Information Bulletins (PIB)

3.8.1 NOTAM are available on the AIS web site in the form of Pre-flight Information Bulletins (PIB). Users are required to register onto the web site in order to obtain a briefing. The AIS web site offers several methods by which users can obtain a PIB. Both UK and International NOTAM are available whereby the user inputs selectable parameters in order to obtain Narrow Route/Route/ Aerodrome and Area briefings.

3.8.2 AIS Information Line

3.8.2.1 The AIS information line is a voice recorded message system, designed to supplement the information available from the AIS website. It is not intended to replace the need to obtain a full briefing.

The message provides information on restricted areas (used to notify Red Arrows activities), airspace upgrades (to notify Royal flights operated in fixed wing aircraft) and emergency restrictions of flying (to prohibit flight in the vicinity of an accident or incident).

Phone: 0500-354802, International +44 (0)1489-887515

Information is recorded by AIS staff after the last Upgrade and/or Restriction of Flying for the current day, or 1900 UTC, whichever is earlier, and is updated during the day should any change or addition be required.

3.9 Supply of UK AIS Documents

GEN 3.1 AERONAUTICAL INFORMATION SERVICES (continued)

3.9.1 Most UK AIS publications are available in both paper and electronic format. The UK AIP, AIP SUPs and AICs may be obtained from the UK AIS CD-ROM and, in addition, these documents feature on the UK AIS Web site (www.ais.org.uk).

3.9.2 All purchase requests and enquiries regarding the supply of UK AIS publications (including the CD-ROM) should be addressed to:

Post: Communisis UK, Balliol Business Park West, Newcastle upon Tyne, NE12 8EW
 Phone: 0191-203 2329
 Fax: 0191-201 5001
 Email: nats.services@communisis.com

3.9.3 Details and prices of UK AIS publications are published annually in an AIC.

4 AIRAC System

4.1 AIRAC AIP Amendments are originated and distributed by AIS with the objective of reaching chart producers and data handlers at least 28 days in advance of the effective date. Information Providers should note that strict adherence to both the AIRAC publication and effective dates is essential if the information is to be incorporated in flight-deck documentation and flight management systems by the effective date of the selected AIRAC Cycle.

4.2 The information listed below is required by ICAO to be published and brought into effect in accordance with the AIRAC System.

(a) The establishment and withdrawal of, and predetermined significant changes (including operational trials) to:

Horizontal and vertical limits, regulations and procedures applicable to FIR/UIR, CTA, CTR, Advisory Areas and ATS Routes; Permanent danger, prohibited and restricted areas (including type and periods of activity when known) and ADIZ, Permanent areas or routes or portions thereof where the possibility of interception exists;

(b) Positions, frequencies, callsigns, known irregularities and maintenance periods of radio navigational aids and communications facilities;

(c) Holding and approach to land procedures, arrival and departure procedures, noise abatement procedures and any other pertinent ATS procedures;

(d) Meteorological facilities (including broadcasts) and procedures;

(e) Runways and stopways.

4.3 In addition, the establishment and withdrawal of, and predetermined significant changes to the information listed below may be published and brought into effect in accordance with the AIRAC System:

(a) Position, height and lighting of navigational obstacles;

(b) Taxiways and aprons;

(c) Hours of service: Aerodromes, facilities and services;

(d) Customs, immigration and health services;

(e) Temporary danger, prohibited and restricted areas and navigational hazards, military exercises and mass movements of aircraft;

(f) Temporary areas or routes or portions thereof where the possibility of interception exists.

4.4 When operationally necessary, the ICAO AIRAC System permits major changes to be promulgated two Cycles (56 days) in advance. Similarly, additional notice is required if the introduction of an intended change cannot be planned to take place on an AIRAC effective date. Publication would then be required no later than the AIRAC Cycle within which the actual effective date falls.

4.5 Information Providers should consult the UK AIS Publications Section (see paragraph 1.3) for guidance and details of the promulgation schedules.

4.6 Schedule of AIRAC effective dates:

AIRAC	2016	2017	2018	2019	2020
1	7 January	5 January	4 January	3 January	2 January
2	4 February	2 February	1 February	31 January	30 January
3	3 March	2 March	1 March	28 February	27 February
4	31 March	29 March	28 March	27 March	26 March
5	28 April	27 April	26 April	25 April	23 April
6	26 May	25 May	24 May	23 May	21 May
7	23 June	22 June	21 June	20 June	18 June
8	21 July	20 July	19 July	18 July	16 July
9	18 August	17 August	16 August	15 August	13 August
10	15 September	14 September	13 September	12 September	10 September

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AIRAC	2016	2017	2018	2019	2020
11	13 October	12 October	11 October	10 October	8 October
12	10 November	9 November	8 November	7 November	5 November
13	8 December	7 December	6 December	5 December	3 December
14					31 December

5 Pre-Flight Briefing

- 5.1 UK AIS is operated from a single central location from which information is made available via multi-media output.
- 5.2 Aerodrome operators are responsible for providing briefing facilities, including UK AIP, AIP SUPs, AICs, NOTAM and/or selected Pre-flight Information Bulletins (PIB), is normally held and made available for reference and self briefing. Alternatively, information and assistance is available from UK AIS (see paragraph 1.3).

6 Electronic Terrain and Obstacle Data

An ICAO filed difference is in place in respect to the provision of Electronic Terrain and Obstacle Data. (AIP GEN Section 1.7 - Annex 15 refers).

To satisfy the requirement for the provision of En-route Obstacles 300ft AGL and over, an electronic file is available from the UK AIS website by selecting the link from the En-route (ENR) 5.4 AIP Page.