

---

**GEN 3 SERVICES****GEN 3.1 AERONAUTICAL INFORMATION SERVICES****1 RESPONSIBLE SERVICE**

1.1 The Aeronautical Information Service which forms part of the ATS Division of the Department of Civil Aviation Malaysia, 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 para 2, below. It consists of AIS Headquarters, International NOTAM Office (NOF) and AIS units established at certain aerodromes as listed below.

**1.2 AIS Headquarters**

Aeronautical Information Service  
Department of Civil Aviation Malaysia  
Level 4, Podium Block B,  
No. 27, Persiaran Perdana,  
Precinct 4,  
62618 Putrajaya,  
Malaysia.  
Telephone: 60 - 3 - 88714000  
Telefax: 60 - 3 - 88810530  
Telex: PENAWA MA 30128  
AFS: WMKKYAYS

**1.3 International NOTAM Office (NOF)**

International NOTAM Office  
Department of Civil Aviation  
Air Traffic Control Tower Complex  
KL International Airport  
64000 KLIA  
Selangor Darul Ehsan  
Malaysia.  
Telephone: 60 - 3 - 87874237  
Telefax: 60 - 3 - 87872053  
AFS: WMKKYNYX

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

**2 AREA OF RESPONSIBILITY**

The Aeronautical Information Service is responsible for the collection and dissemination of information for the Kuala Lumpur and Kota Kinabalu FIRs.

### 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 service to the AIP (AIP AMDT)
- Supplement to the AIP (AIP SUP)
- NOTAM
- Aeronautical Information Circulars (AIC)
- Checklists and Summaries

3.1.1 NOTAM and the related monthly checklists are transmitted via Aeronautical Fixed Service (AFS). All others elements of the package are distributed by air mail.

#### 3.2 Aeronautical Information Publication (AIP)

3.2.1 The AIP issued in two volumes is the basic aeronautical information document published for Kuala Lumpur and Kota Kinabalu FIR. It contains information of lasting character essential to air navigation. It is available in English only and is maintained up to date by an amendment service consisting of reprinted pages and in the case of minor amendments, manuscript corrections.

#### 3.3 Amendments Service To The AIP (AIP AMDT)

3.3.1 Amendments to the AIP are made by means of replacement sheets. AIP AMDT is produced by AIRAC AIP Amendment (AIRAC AIP AMDT), issued in accordance with the AIRAC system and identified by a cover sheet. AIP AMDT incorporates permanent changes into the AIP on the indicated publication date.

3.3.2 Operationally significant changes to the AIP shall be published in accordance with AIRAC procedures and shall be clearly identified by the acronym - AIRAC.

3.3.3 Each AIP page and each 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 AIRAC effective date 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.

3.3.4 Each AIRAC AIP AMDT is allocated separate serial numbers 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. AIRAC AIP AMDT 1/99.

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 the 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 contains 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.

3.4.2 AIP Supplements are placed at the beginning of the AIP. Supplements are published on two different coloured papers, ie, yellow paper for Peninsular Malaysia and green paper for Sabah and Sarawak 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 1/99; AIRAC AIP SUP 1/99.

3.4.3 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.

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

### 3.5 NOTAM

3.5.1 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 Code complemented by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language. NOTAM are originated and issued for Kuala Lumpur and Kota Kinabalu FIR and are distributed by NOF in two series as follows:

- a) Series A - Information of concern to KUALA LUMPUR FIR
- b) Series D - Information of concern to KOTA KINABALU FIR

3.5.2 Each NOTAM is assigned a serial number preceded by the appropriate letter indicating the series. The serial numbers start with NR 1 at 0000 UTC on 1 January every year. A checklist of NOTAM currently in force will be issued every month over the AFS. Additionally, a printed plain language summary of NOTAM is sent by air mail to those who had originally received the NOTAM over the AFS, as well as to others on request.

3.5.3 NOTAM are exchanged between Kuala Lumpur NOF and other NOFs as follows:

NOTAM SERIES		
Abu Dhabi	Harare	Paris
Amman	Helsinki	Phnom Phen
<b>Almaty</b>	Ho Chi Minh	Port Moresby
Amsterdam	Hong Kong	Prague
Angkara	Jakarta	Seoul
Antananarivo	Jeddah	Seychelles
Athina	Johannesburg S.A.	Singapore
Bangkok	Kabul	Sofia
Bahrain	Karachi	Stockholm
Barcelona	Kobenhavn	<b>Riga</b>
Beijing	Kuwait	Roma
Beirut	Lilongwe	Taipei
Belgrade	Lisboa	Tehran
Bratislava	Ljubljana	Tokyo
<b>Brazzaville</b>	London	Vientiane
Brisbane	Lusaka	Warszawa
Brunei	Macau	Washington
Bucuresti	Madrid	Wien
Budapest	Male	Windhoek
Calcutta	Manila	Yangon
Chennai	Mauritius	Zagreb
Christchurch N.Z.	Moskva	Zurich
Colombo	Mumbai	
Dhaka	Muscat	
Frankfurt	New Delhi	
Gabarone	Nicosia	

### 3.6 Aeronautical Information Circulars (AIC)

3.6.1 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 safety; and information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters.

3.6.2 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 1/99. A checklist of AIC currently in force is issued as an AIC once a year.

### 3.8 Sale Of Publications

- 3.8.1 The AIP may be purchased from the Aeronautical Information Services, Department of Civil Aviation Malaysia, Level 4, Podium Block B, No. 27, Persiaran Perdana, Precinct 4, 62618 Putrajaya, Malaysia at RM 120.00 per copy, excluding postage.
- 3.8.2 The document is maintained up to date by means of an amendment service. The fee for the AIP AMDT service is RM 100.00 per year per copy (payable in advance).
- 3.8.3 AIP Supplements and AICs are available free of charge to all subscribers to the AIP AMDT service. A limited number of these are also available to other users by application in writing to the AIS Headquarters in Malaysia.
- 3.8.4 The above charges will be subject to change without prior notice.

## 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 as an AIRAC AIP 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.

#### Schedule of AIRAC effective dates

2012	2013	2014	2015
12 JAN	10 JAN	9 JAN	8 JAN
9 FEB	7 FEB	6 FEB	5 FEB
8 MAR	7 MAR	6 MAR	5 MAR
5 APR	4 APR	3 APR	2 APR
3 MAY	2 MAY	1 MAY	30 APR
31 MAY	30 MAY	29 MAY	28 MAY
28 JUN	27 JUN	26 JUN	25 JUN
26 JUL	25 JUL	24 JUL	23 JUL
23 AUG	22 AUG	21 AUG	20 AUG
20 SEP	19 SEP	18 SEP	17 SEP
18 OCT	17 OCT	16 OCT	15 OCT
15 NOV	14 NOV	13 NOV	12 NOV
13 DEC	12 DEC	11 DEC	10 DEC

## 5 PRE-FLIGHT INFORMATION SERVICE AT AERODROMES/HELIPORTS

- 5.1 A pre-flight information service unit is available at each of the following listed Airports with the coverage indicated:

Aerodrome	Briefing Coverage
KL International Airport	All route segments emanating ex-KL International Airport
Penang	Limited coverage
Kota Kinabalu	Limited coverage
Subang	All route segments emanating ex-Subang

**Note.** Briefing facilities at KL International Airport are available only at apron control tower.

- 5.2 Post-flight information forms, for annotation by aircrews of information concerning the state and operation of air navigation facilities, etc, are available at the information service unit at the aerodromes mentioned above.

**5.3** Malaysian Automated Aeronautical Information System

- 5.3.1 The Malaysian Automated Aeronautical Information System (MAAIS) provides computer support for AIS management functions and the provision of aeronautical data for pre-flight briefing services. MAAIS Terminal are provided in Pilot Briefing Offices at KL International Airport, Sepang and at Sultan Abdul Aziz Shah Airport, Subang. MAAIS enables pilots to compile and submit flight plans through the system in addition to request either a narrow or wide route briefing based on the proposed flight plan. The briefing including all relevant NOTAM data is available both on-screen and may be printed on demand through printers associated with the MAAIS terminals.