

## GEN 3 SERVICES

### GEN 3.1 AERONAUTICAL INFORMATION SERVICES

#### 1. RESPONSIBLE SERVICES

- 1.1 The authority responsible for Civil Aviation in Brunei Darussalam is the Department of Civil Aviation under the Ministry of Transport and Infocommunications, Brunei International Airport, Brunei Darussalam. The Aeronautical Information Service forms part of the Technical Service Branch of the Department of Civil Aviation, Brunei Darussalam operating 24 hour.
- 1.2 The international NOTAM office is an integral part of AIS Headquarters and is located at the same address.

Aeronautical Information Service  
Department of Civil Aviation  
Ministry of Transport and Infocommunications  
Brunei International Airport, BB2513  
Brunei Darussalam

AFTN address: WBSBYNYX  
Telegraphic Address: CIVLAIR BRUNEI  
Tel: 673-2-331730 and 673-2-330142/3 Ext.1809  
Telefax : 673-2-331730  
E-mail : ais.brunei@dca.gov.bn

#### 2. AREA OF RESPONSIBILITY

- 2.1 The Aeronautical Information service is responsible for the collection and dissemination of aeronautical information for the entire territory of Brunei Darussalam and within the airspace under the jurisdiction of Brunei Darussalam.

#### 3. AERONAUTICAL PUBLICATIONS

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

- Aeronautical Information Publication (AIP)
- Amendments service 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 related monthly checklists are issued via the Aeronautical Fixed Service (AFS), while the PIB are made available at the aerodrome AIS Unit. All other elements of the package are distributed by mail. AIP SUP, AIC and monthly NOTAM Lists are also posted on the DCA website at: [www.dca.gov.bn](http://www.dca.gov.bn)

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

The AIP Brunei is the basic aeronautical information document issued in one volume published for Brunei Darussalam 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 the case of minor amendments, manuscript corrections.

### 3.3 ***Amendment service to the AIP (AIP MDT)***

Amendments to the AIP together with checklist are made by means of replacement sheet. One type of AIP AMDT is produced and identified by a cover sheet. Incorporate permanent changes into the AIP on the indicated publication date.

A brief description of the subject affected by the amendment is given on the AIP Amendment cover sheet. New information included on the reprinted AIP pages is noted or identified by a vertical line in the left margin (or immediately to the left) of the change/addition.

### 3.4 ***Supplement to the AIP (AIP SUPP)***

Temporary changes of long duration ( 3 months or 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 SUP. Operationally significant changes to the AIP are published accordance with the AIRAC system and its established effective dates, and are identified clearly by the acronym AIRAC.

Each AIP Supplement is allocated a serial number which is consecutive and based on the calendar year.

An AIP SUP is kept as long as all or some of its contents remain valid. The period of validity of the information contained in the AIP SUP will normally be given in the AIP SUP itself. Alternatively, NOTAM may be used to indicate changes to the period of validity or cancellation of the AIP SUP.

The checklist of current AIP SUP is published in the monthly plain-language NOTAM List.

### 3.5 ***Aeronautical Information Circulars(AIC)***

Aeronautical Information Circulars contain information of general technical interest and information relating to administrative matters, which is inappropriate to AIP or NOTAM, and are published in English only. A checklist will be issued at least once a year.

### 3.6 ***Notam Service***

NOTAMS are used mainly for the notification of temporary information of timely significance, unforeseen changes in unserviceabilities etc., or any other emergency; they are distributed by the International NOTAM Office in three series as follows: -

- Series A NOTAM - for NOFs other than those adjacent NOFs.
- Series B NOTAM - for adjacent NOFs.
- Series C NOTAM - for national distributions only.

Each NOTAM is assigned a serial number preceded by an appropriate letter indicating the series and followed by the year of issuance. The serial numbers start with NR0001 at 0000 UTC on 1 January every year. A checklist of NOTAM currently in force is issued every month over the AFTN and in addition, a printed plain language summary NOTAM in force is sent by airmail to those who had originally received the NOTAM over the AFTN and subscribers to the AIP as well as others on request.