

GEN 3. SERVICES

GEN 3.1 AERONAUTICAL INFORMATION SERVICE

1. RESPONSIBLE SERVICE

1.1 The Aeronautical Information Service in the Hashemite Kingdom of Jordan is a part of the Air Traffic Management Directorate , within the Civil Aviation Regulatory Commission, 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 item 2 .
it consists of AIS Headquarters, International NOTAM Office, and AIS units established at certain aerodromes as listed under Item 5.

1.2 AIS Headquarters

The Headquarters is a part of the Directorate of Air Traffic Management within the Civil Aviation Regulatory Commission.

Postal Address	The Hashemite Kingdom Of Jordan Civil Aviation Regulatory Commission Directorate of Air Traffic Management Aeronautical Information Services Headquarters
P.O.Box	7547-Amman
AFS	OJAMYHYX
Telephone Number	++962 6 4892282 & ++962 6 4891401 Ext. 3301 - 3525
Fax	++962 6 4891266
E-mail	ais.hq@carc.gov.jo
Website	www.carc.jo

1.3 International NOTAM Office (NOF)

The NOF is a part of Directorate of Air Navigation Services at Queen Alia aerodrome. It is integrated with the AIS unit and the ATS Reporting Office at AMMAN/Queen Alia International aerodrome and available for H2.

Postal address	The Hashemite Kingdom of Jordan Civil Aviation Regulatory Commission Aeronautical Information Service and ATS Reporting office AMMAN/Queen Alia International Airport
P.O.Box	7547-AMMAN
AFS	OJZZNJXX for receiving NOTAM OJZZSJXX for receiving SNOWTAM OJAIYNYX for AMMAN/Queen Alia International NOTAM Office OJAIZPZX for AMMAN/Queen Alia ATS Reporting Office
Telephone Number	++96264452706 & ++96264452709
Fax number	++96264451654
E-mail	nof@carc.gov.jo
Website	www.carc.jo

1.4 The AIS at Amman/Marka aerodrome.

The AIS Unit and ATS Reporting office is a part of Directorate of Air Navigation Services at Amman/Marka aerodrome. It is available for Twenty-Four Hours.

Postal Address	The Hashemite Kingdom of Jordan Civil Aviation Regulatory Commission AIS Unit and ATS Reporting Office AMMAN/Marka International Airport
P.O.Box	7547 - AMMAN
AFS	OJAMYOYX for AMMAN/Marka AIS Unit OJAMZPZX for AMMAN/Marka ATS Reporting office
Telephone Number	++962 6 4891401 Ext.3258 and 3282
Fax Number	++962 64883024
E-mail address	ais.amn@carc.gov.jo
Website	www.carc.jo

1.5 The AIS unit at Aqaba/ King Hussein aerodrome.

The AIS unit and ATS Reporting Office is a part of Directorate of Air Navigation Services at Aqaba / King Hussein International aerodrome. It is available for Twenty Four Hours

Postal Address	The Hashemite Kingdom of Jordan Civil Aviation Regulatory Commission AIS Unit and ATS Reporting Office King Hussein International Airport
P.O.Box	82-AQABA
AFS	OJAQYOYX for AQABA/ King Hussein AIS Unit OJAQZPZX for AQABA/ King Hussein ATS Reporting Office
Telephone Number	++962 - 3- 2012111 Ext. 241
Fax Number	++ 962 - 3 -2018724
E-mail address	ais.khia@carc.gov.jo
Website	www.carc.jo

The service is provided in accordance with the provisions contained in Annex 15 Aeronautical Information Services and its Appendixes 1, 2, 3, 4, 5, 6, and 7.

2. AREA OF RESPONSIBILITY

The Aeronautical Information Service is responsible for the collection and dissemination of Aeronautical Information for the entire territory of the Hashemite Kingdom of Jordan.

3. AERONAUTICAL PUBLICATION

3.1 Aeronautical Information Package

The aeronautical information is provided in the form of the integrated Aeronautical Information Package consisting of the following:

- Aeronautical Information Publication (AIP);
- Amendment Service to the AIP (AIP AMDT);
- Supplement to the AIP (AIP SUP);
- Aeronautical Information Circulars (AIC);
- Checklist and summaries and;
- NOTAM and Pre-flight information service

NOTAM and the related monthly checklist are issued via the Aeronautical Fixed Service (AFS), All other elements of the package are distributed by air mail.

3.2 Aeronautical Information Publication (AIP)

Jordan 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. It is published in one volume, in a loose-leaf form and in English only, for use in international and domestic operations, whether the flight is a commercial or a private one.

3.3 Amendment service to The AIP (AIP AMD)

Amendments to the AIP are made by replacement sheets. Two types of AIP AMDT are produced:

- Regular (AIP AMDT) issued in accordance with the established regular interval (ref GEN 0.1-2), and identified by a blue cover sheet, incorporates permanent changes into the AIP on the indicated publication date; and
- AIRAC AIP Amendment is issued in accordance with the AIRAC system and identified by a pink sheet and the acronym-AIRAC, incorporates 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 margin (or immediately to the left) of the change/addition.

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 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 the 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 separate serial numbers which are consecutive. The year, indicated by two digits, is a part of the serial number of the amendments.

A checklist of AIP pages containing page number/chart title and the publication of 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 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 of 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 separated by information subject (General-GEN, En-route-ENR, and Aerodrome-AD) and placed accordingly at the beginning of each AIP part. 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.

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.

The Checklist of AIP Supplements currently in force is issued in the monthly printed plain-language list of valid NOTAM.

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 operation. The text of each NOTAM contains the information in the order shown in the ICAO NOTAM Format and is 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 Amman FIR and are distributed in One series identified by the letter A.

Pre-flight Information Bulletins (PIB), which contain a recapitulation of current NOTAM and other information of urgent character for the operator/flight crews, are available at the aerodromes AIS units. The extent of the information contained in the PIB is indicated under 5 of this subsection.

3.6 Aeronautical Information Circulars (AIC)

The Aeronautical Information Circulars (AIC) contain information of: long-term forecast of any major changes in legislation, regulations procedures or facilities; 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. AICs are divided in accordance with subjects and their effects and are issued in one series (A).

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 A 1/03. A checklist of AIC currently in force is issued as an AIC once a year.

3.7 Checklist of Valid NOTAM, and Monthly Printed plain-Language list of valid NOTAM

A checklist of valid NOTAM shall be issued as a NOTAM over the Aeronautical Fixed Service (AFS) at intervals of not more than one month using the NOTAM Format specified in Annex 15- Appendix 6. One NOTAM shall be issued for each series.

A checklist of NOTAM shall refer to the latest AIP Amendments, AIP Supplements and at least the internationally distributed AIC.

A checklist of NOTAM shall have the same distribution as the actual message series to which they refer and shall be clearly identified as checklist.

A monthly printed plain-language list of valid NOTAM, including indications of the latest AIP Amendments, AIC issued and a checklist of AIP Supplements shall be prepared with a minimum of delay and forwarded by the most expeditious means to recipients of the Integrated Aeronautical Information Package.

3.8 Sale of Publication

A) Distribution of Aeronautical Information is available from the AIS Headquarters.

The Aeronautical Information includes AIP, AIP Amendments, AIP SUP, AIC and Summary are furnished to:

a. ICAO Authorities, free of charge.

b. AIS of ICAO contracting states, based on ICAO provision outlined in Annex 15 Chapter 3.3.5 “One copy of each of the elements of the Integrated Aeronautical Information Package....shall be made available by the originating state, without charge...” AIS Jordan are committed to provide ONE copy free of charge, except for those who wish to receive more than one copy, AIS Jordan wishes to receive three copies of your AIS publications on reciprocal basis .

c. Any other organizations, or persons, against payment.

B) According to CARC regulations, payments for subscription will have to be made in Jordanian dinars; this can be done by transferring the equivalent amount required, according to central bank of Jordan rate, in addition to 10 Dollars as extra bank charges.

→ C) Payments will have to be made and forwarded to the central bank of Jordan, Account Number 19/3105/1, Swift code CBJOJOAX

Or by sending a check to:

Chief Commissioner of Civil Aviation Regulatory Commission
Civil Aviation Regulatory Commission,
P.O.Box 7547 – Amman - Jordan

D) Cost of subscription as follows:

Item Nr.	AIP	Price applicable inside the Kingdom JD	Price applicable outside the Kingdom JD
1.	AIP includes all parts and binder	30	42
2.	Binder	12	17
3.	AIP includes all parts without binder	18	25
4.	Annual subscription with AIP Amendments and AIP supplements	15	28

4. AIRAC SYSTEM

4.1 In order to control and regulate the flow of changes implying amendments to charts, Route-manuals etc... Such changes whenever possible will be issued at predetermined dates according to the AIRAC system. Whenever possible this type of information will be published as an AIRAC amendment. If an AIRAC amendment cannot be produced due to lack of time NOTAM or AIP SUP clearly marked NIL AIRAC will be issued.

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

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 AIRAC effective date concerned.

Schedule of AIRAC Effective Dates, 2009-2012

2008	2009	2010	2011	2012
17 JAN	15 JAN	14 JAN	13 JAN	12 JAN
14 FEB	12 FEB	11 FEB	10 FEB	9 FEB
13 MAR	12 MAR	11 MAR	10 MAR	8 MAR
10 APR	9 APR	8 APR	7 APR	5 APR
8 MAY	7 MAY	6 MAY	5 MAY	3 MAY
5 JUN	4 JUN	3 JUN	2 JUN	31 MAY
3 JUL	2 JUL	1 JUL	30 JUN	28 JUN
31 JUL	30 JUL	29 JUL	28 JUL	26 JUL
28 AUG	27 AUG	26 AUG	25 AUG	23 AUG
25 SEP	24 SEP	23 SEP	22 SEP	20 SEP
23 OCT	22 OCT	21 OCT	20 OCT	18 OCT
20 NOV	19 NOV	18 NOV	17 NOV	15 NOV
18 DEC	17 DEC	16 DEC	15 DEC	13 DEC

5. PRE-FLIGHT INFORMATION SERVICE AT AERODROMES

Pre-flight information is available at each of the following listed Aerodromes, with the coverage indicated.

Aerodromes	Briefing coverage
AMMAN/Queen Alia	All states from which NOTAM are received
AMMAN/Marka	All states from which NOTAM are received
AQABA/King Hussein	All states from which NOTAM are received