

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

1.1 The Aeronautical Information Service (AIS) in Albania is provided by ALBCONTROL, Air Navigation Services of Albania.

1.2 The AIS consists of AIS Headquarters, Publications Office, International NOTAM Office (INO), and Tirana ATS Reporting Office (ARO).

**1.2.1 AIS Headquarters - Monday to Friday (0900-1700 LT)**

Post: ALBCONTROL  
Air Navigation Services of Albania  
Aeronautical Information Service  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: +355 4 2343487

Fax: +355 4 2343487

Email: [ais@albcontrol.al](mailto:ais@albcontrol.al)

AFS: LAAAYNYX

URL: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

**1.2.2 Publications Office - Monday to Friday (0900-1700 LT)**

Post: ALBCONTROL  
Air Navigation Services of Albania  
Aeronautical Information Service  
Publications Office  
P.O. Box 8172  
Rinas, Tirana  
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URL: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

**1.2.3 International NOTAM Office (INO) - Daily H24**

Post: ALBCONTROL  
Air Navigation Services of Albania  
Aeronautical Information Service  
International NOTAM Office  
P.O. Box 8172  
Rinas, Tirana  
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Phone: +355 4 2343487

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Email: ino@albcontrol.al

AFS: LAAAYNYX

URL: www.ais.albcontrol.al

#### 1.2.4 Tirana ATS Reporting Office (ARO) - Daily H24

Post: ALBCONTROL  
Air Navigation Services of Albania  
Aeronautical Information Service  
Tirana ATS Reporting Office  
P.O. Box 8172  
Rinas, Tirana  
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Phone: +355 4 2377722

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Email: aro@albcontrol.al

AFS: LATIZPZX

URL: www.ais.albcontrol.al

1.3 The Aeronautical Information Service (AIS) is provided in accordance with the provisions contained in ICAO Annex 15 - Aeronautical Information Services.

## 2. AREA OF RESPONSIBILITY

2.1 The Aeronautical Information Service (AIS) is responsible for the provision of aeronautical data and aeronautical information necessary for the safety, regularity and efficiency of air navigation within the Tirana FIR.

## 3. AERONAUTICAL INFORMATION PRODUCTS

### 3.1 General

3.1.1 Aeronautical information is provided in the form of aeronautical information products and associated services.

3.1.2 Aeronautical information provided in a standardized presentation include the aeronautical information publication (AIP), AIP amendments, AIP supplements, AIC, NOTAM and aeronautical charts.

3.1.3 The AIP, AIP amendments and AIP supplements are provided as an electronic document (eAIP) and on paper.

3.1.4 The eAIP allow for both displaying on computer screen and printing on paper.

### 3.2 Aeronautical Information Publication (AIP)

#### 3.2.1 General

3.2.1.1 The AIP is intended primarily to satisfy international requirements for the exchange of aeronautical information of a lasting character essential to air navigation. It constitutes the basic information source for permanent information and long duration temporary changes.

3.2.1.2 The AIP is published in English language for use in international and domestic operations, whether the flight is a commercial or a private one.

3.2.1.3 The AIP is self-contained and includes a table of contents.

3.2.1.4 The AIP is organized in three parts (GEN, ENR and AD), sections and subsections.

3.2.1.5 The AIP is dated. The date, consisting of the day, month (by name) and year, is the publication date or the

effective date (AIRAC) of the information.

- 3.2.1.6 Charts, maps or diagrams are used to complement or as a substitute for the tabulations or text of AIP.
- 3.2.1.7 The AIP is amended or reissued at such regular intervals as may be necessary to keep it up to date.
- 3.2.1.8 Any amendment to the printed volume of the AIP is made using replacement sheets.
- 3.2.2 AIP amendments
  - 3.2.2.1 Permanent changes to the AIP are published as AIP amendments.
  - 3.2.2.2 The ICAO AIRAC system is used to provide advance notice of the introduction of permanent operationally significant changes on an AIRAC effective date.
  - 3.2.2.3 The electronic version will be updated to a specified AIRAC date and the DVD-ROM will also present a preview of AIRAC changes.
  - 3.2.2.4 AIRAC AIP amendment pages are identified by the footnote AIRAC AMDT and do not replace the existing AIP pages until the AIRAC effective date on which the changes take place.
  - 3.2.2.5 Non-AIRAC amendments to the AIP comprise permanent information that is not required to be announced by Trigger NOTAM.
  - 3.2.2.6 Non-AIRAC AIP amendment pages are identified by the footnote AMDT and do not replace the existing AIP pages before the stated date of the page.
  - 3.2.2.7 Each AIP amendment is allocated a serial number, which is consecutive and based on the calendar year.
  - 3.2.2.8 A brief indication of the subjects affected by the amendment is given on the AIP amendment cover sheet.
  - 3.2.2.9 The AIP amendment cover sheet will indicate any NOTAM or permanent AIP supplements which have been incorporated into the amendment.
  - 3.2.2.10 Each AIP amendment page is dated to reflect the AIRAC effective date or publication date.
  - 3.2.2.11 On each replacement page, changes are annotated in the outer margin of the page by a vertical line adjacent to the change.
  - 3.2.2.12 A complete checklist of AIP pages is reissued with each amendment as AIP section GEN 0.4.
- 3.2.3 AIP supplements
  - 3.2.3.1 Temporary changes of long duration (three months or longer) and information of short duration which contains extensive text and/or graphics are published as AIP supplements.
  - 3.2.3.2 Temporary information of operational significance is published as AIRAC AIP supplement.
  - 3.2.3.3 AIP supplement pages are kept in the AIP 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.
  - 3.2.3.4 The AIP supplement issued in printed form is provided by means of distinctive pages.
  - 3.2.3.5 Each AIP supplement is allocated a serial number which is consecutive and based on the calendar year.
  - 3.2.3.6 Each AIP supplement page is dated to reflect the AIRAC effective date or publication date.
  - 3.2.3.7 Whenever an AIP supplement is issued as a replacement of a NOTAM, a reference to the series and number of the NOTAM is included.
  - 3.2.3.8 A checklist of valid AIP supplements is normally included within each issue of supplements.
  - 3.2.3.9 A new AIP supplement is published as a replacement when an error occurs in an AIP supplement or when the period of validity of an AIP supplement is changed.

*Note: The requirements for NOTAM apply when time constraints do not allow sufficient time for the distribution of an AIP Supplement.*

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

3.3.1 An AIC is used to provide:

- a. a long-term forecast of any major change in legislation, regulations, procedures or facilities; or
- b. information of a purely explanatory or advisory nature liable to affect flight safety; or
- c. information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters.

3.3.2 An AIC is not used for information that qualifies for inclusion in AIP and NOTAM.

3.3.3 The validity of AIC currently in force is reviewed at least once a year.

3.3.4 AIC series A are selected for international distribution.

3.3.5 AIC selected for international distribution have the same distribution as for the AIP.

3.3.6 Each AIC is allocated a serial number which is consecutive and based on the calendar year.

3.3.7 A checklist of AIC currently in force is issued at least once a year, with distribution as for the AIC.

3.3.8 A checklist of AIC provided internationally is included in the NOTAM checklist.

3.3.9 AIC are colour coded according to their subject matter as follows:

- a. white — administrative;
- a. yellow — air traffic control (ATC);
- a. pink — safety;
- a. mauve — danger area map; and
- a. green — maps/charts.

### **3.4 NOTAM**

3.4.1 General

3.4.1.1 A NOTAM is promptly issued whenever the information to be distributed is of a temporary nature and of short duration or when operationally significant permanent changes or temporary changes of long duration are made at short notice, except for extensive text and/or graphics.

3.4.1.2 Information on the establishment, condition, or change of any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel involved with flight operations, is issued as a NOTAM.

3.4.1.3 NOTAM contains the applicable information in the order shown in the NOTAM Format set out in Appendix 3 to ICAO Doc 10066.

3.4.1.4 NOTAM text is composed of the significations or uniform abbreviated phraseology assigned to the ICAO NOTAM Code, complemented by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language.

3.4.1.5 When an error has occurred in a NOTAM, a NOTAM with a new number is issued to replace the erroneous NOTAM or the erroneous NOTAM is cancelled and a new NOTAM is issued.

3.4.1.6 When a NOTAM is issued to cancel or replace a previous NOTAM:

- a. the series and number/year of the previous NOTAM are indicated;
  - b. the Location Indicators and subject of both NOTAM are the same.
- 3.4.1.7 Only one NOTAM is cancelled or replaced by a new NOTAM.
- 3.4.1.8 Each issued NOTAM deals with only one subject and one condition of the subject.
- 3.4.1.9 Each NOTAM is transmitted as a single telecommunication message.
- 3.4.1.10 A NOTAM is issued in English language.
- 3.4.1.11 An issued NOTAM containing permanent or temporary information of long duration includes appropriate references to the AIP or AIP supplement.
- 3.4.1.12 Location indicators included in the text of a NOTAM are those contained in Location Indicators (Doc 7910).
- 3.4.2 Advance notice
  - 3.4.2.1 NOTAM is issued with sufficient lead time for the affected parties to take any required action, except in the case of unserviceability, release of radioactive material, toxic chemicals and other events that cannot be foreseen.
  - 3.4.2.2 NOTAM notifying unserviceability of aids to air navigation, facilities or communication services provides an estimate of the unserviceability period or of the time at which restoration of service is expected.
  - 3.4.2.3 At least seven days' advance notice are given of the activation of established danger, restricted or prohibited areas and of activities requiring temporary airspace restrictions other than for emergency operations.
  - 3.4.2.4 Notice of any subsequent cancellation of the activities or any reduction of the hours of activity or the dimensions of the airspace are given as soon as possible.
  - 3.4.2.5 Whenever possible, an at least 24 hours' advance notice is desirable, to permit timely completion of the notification process and to facilitate airspace utilisation planning.
  - 3.4.2.6 Within three months from the issuing of a permanent NOTAM, the information contained in the NOTAM is included in the aeronautical information products affected.
  - 3.4.2.7 Within three months from the issuing of a temporary NOTAM of long duration, the information contained in the NOTAM is included in an AIP supplement.
  - 3.4.2.8 When a NOTAM with an estimated end of validity unexpectedly exceeds the three-month period, a replacement NOTAM is issued unless the condition is expected to last for a further period of more than three months; in that case, an AIP supplement is issued.
- 3.4.3 Trigger NOTAM
  - 3.4.3.1 A trigger NOTAM is provided when an AIP amendment or an AIP supplement is published in accordance with AIRAC procedures.
  - 3.4.3.2 The trigger NOTAM describes the content, the effective date and time, as well as the reference number of the amendment, or supplement.
  - 3.4.3.3 The trigger NOTAM comes into force on the same effective date and time as the AIP amendment or supplement.
  - 3.4.3.4 In case of an AIP amendment, the trigger NOTAM remains valid for a period of 14 days.
  - 3.4.3.5 In case of an AIP supplement that is valid for less than 14 days, the trigger NOTAM remains valid for the complete validity period of the AIP supplement.
  - 3.4.3.6 In case of an AIP supplement that is valid for 14 days or more, the trigger NOTAM remains valid for at least 14 days.
- 3.4.4 NOTAM number and series allocation

3.4.4.1 NOTAM for Tirana FIR and aerodromes allowing international air traffic are issued in international NOTAM series identified by the letter A and a four-digit number followed by a stroke and a two-digit number for the year. The four-digit number is consecutive and based on the calendar year.

3.4.4.2 Letters S and T are not used to identify a NOTAM series.

3.4.5 List of valid NOTAM

3.4.5.1 A list of valid NOTAM is provided at intervals of not more than one month.

3.4.5.2 A checklist of valid NOTAM is issued on the first day of each month.

*Note: Omitting a NOTAM from the checklist does not cancel a NOTAM.*

3.4.5.3 A checklist NOTAM also refers to the latest AIP amendments, AIP supplements, data sets and, at least, to distributed AIC.

*Note: The checklist NOTAM may include the checklist of AIP supplements.*

3.4.5.4 The checklist NOTAM has the same distribution as the actual message series to which it refers and is clearly identified as a checklist.

### **3.5 Distribution of aeronautical information products**

3.5.1 General

3.5.1.1 Aeronautical information products are distributed to authorized users who request them.

3.5.2 Distribution of eAIP

3.5.2.1 The eAIP is made available by the most expeditious means either through the postal services or via the AIS website at: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

3.5.2.2 The eAIP is also available via the European AIS Database (EAD) website at: [www.ead.eurocontrol.int](http://www.ead.eurocontrol.int)

3.5.3 NOTAM distribution

3.5.3.1 NOTAM are distributed on the basis of a request.

3.5.3.2 NOTAM are prepared in conformity with ICAO communication procedures laid down in ICAO Annex 10, Volume II.

3.5.3.3 The aeronautical fixed service (AFS) is employed for NOTAM distribution.

3.5.3.4 NOTAM series A are selected for international distribution.

3.5.3.5 In addition to the distribution to individual States, all NOTAM originated worldwide are also addressed to the European AIS Database (EAD) using the AFTN address EUECYIYN as destination address.

3.5.3.6 The EAD system ensures distribution of NOTAM to all relevant NOTAM Offices (NOF) within its area of responsibility (EAD Clients).

3.5.3.7 The international exchange of NOTAM used for distribution of information on volcanic activity include volcanic ash advisory centres and the world area forecast centres, and take account of the requirements of long-range operations.

### **3.6 Sale of aeronautical information products**

3.6.1 All purchase requests and enquires regarding the sale of aeronautical information products should be addressed to:

Post: ALBCONTROL  
Air Navigation Services of Albania  
Aeronautical Information Service

P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: +355 4 2343487

Fax: +355 4 2343487

Email: [ais@albcontrol.al](mailto:ais@albcontrol.al)

AFS: LAAAYNYX

URL: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

3.6.2 Prices of aeronautical information products are promulgated in an AIC.

#### **4. AIRAC SYSTEM**

##### **4.1 The regulated system**

- 4.1.1 Information concerning the circumstances listed in ICAO Annex 15, 6.2.1, is distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days.
- 4.1.2 The information notified under the AIRAC system is not changed further for at least another 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period.
- 4.1.3 Information provided under the AIRAC system is made available by the aeronautical information service (AIS) so as to reach recipients at least 28 days in advance of the effective date.
- 4.1.4 AIRAC information, distributed as a physical medium, is sent at least 42 days in advance of the AIRAC effective dates with the objective of reaching recipients at least 28 days in advance of the effective date.
- 4.1.5 Implementation dates other than AIRAC effective dates are not used for pre-planned operationally significant changes requiring cartographic work and/or for updating of navigation databases.
- 4.1.6 The regulated system (AIRAC) is also used for the provision of information relating to the establishment and withdrawal of, and premeditated significant changes in, the circumstances listed in ICAO Annex 15, 6.2.6.
- 4.1.7 Special arrangements are made whenever major changes are planned and where advance notice is desirable and practicable.
- 4.1.8 Whenever major changes are planned and where advance notice is desirable and practicable, information is made available by the AIS so as to reach recipients at least 56 days in advance of the effective date. This is applied to the establishment of, and premeditated major changes in, the circumstances listed in ICAO Annex 15, 6.2.7, and other major changes if deemed necessary.
- 4.1.9 When information has not been submitted by the AIRAC date, a NIL notification shall be distributed through a NOTAM or other suitable means, not later than one cycle before the AIRAC effective date concerned.

#### 4.2 Schedule of AIRAC effective dates

2021	2022	2023	2024
28 January	27 January	26 January	25 January
25 February	24 February	23 February	22 February
25 March	24 March	23 March	21 March
22 April	21 April	20 April	18 April
20 May	19 May	18 May	16 May
17 June	16 June	15 June	13 June
15 July	14 July	13 July	11 July
12 August	11 August	10 August	08 August
09 September	08 September	07 September	05 September
07 October	06 October	05 October	03 October
04 November	03 November	02 November	31 October
02 December	01 December	30 November	28 November
30 December	29 December	28 December	26 December

### 5. PRE-FLIGHT AND POST-FLIGHT INFORMATION SERVICES

#### 5.1 Pre-flight information service

5.1.1 For Tirana aerodrome used for international air operations, aeronautical information relative to the route stages originating at the aerodrome is made available to flight operations personnel, including flight crews and services responsible for pre-flight information.

5.1.2 Aeronautical information provided for pre-flight planning purposes include information of operational significance from the elements of aeronautical information products.

*Note 1: The elements of aeronautical information products provided by ECAC States are available at Tirana ARO through EAD system.*

*Note 2: A recapitulation of valid NOTAM of operational significance and other information of urgent character is made available to flight crews in the form of plain-language pre-flight information bulletins (PIB).*

5.1.3 The geographic coverage zone for pre-flight information services is limited to the Tirana FIR within which the aerodrome is located, the FIR(s) adjacent thereto, and all air route or portion of route flown without an intermediate landing, originating at the aerodrome and extending beyond the FIR(s) mentioned.

5.1.4 An integrated web briefing system is also used to make aeronautical data and aeronautical information available to operations personnel including flight crew members for self-briefing, flight planning and flight information service purposes. The aeronautical data and aeronautical information made available comply with the provisions of ICAO Annex 15.

5.1.5 The integrated web briefing system is available via the AIS website at: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

#### 5.2 Post-flight information service

5.2.1 For Tirana aerodrome used for international air operations, arrangements are made between ALBCONTROL and the Aerodrome Operator to receive information concerning the state and operation of air navigation facilities or services noted by flight crews.

5.2.2 The arrangements ensure that such information is made available to the aeronautical information service (AIS) for distribution as the circumstances necessitate.



5.2.3 For Tirana aerodrome used for international air operations, arrangements are made between ALBCONTROL and the Aerodrome Operator to receive information concerning the presence of wildlife hazards observed by flight crews.

5.2.4 The information about presence of wildlife hazards is made available to the aeronautical information service for distribution as the circumstances necessitate.

5.2.5 Reports on the state and operation of air navigation facilities or services provided by ALBCONTROL, should be addressed to:

Post: ALBCONTROL  
Air Navigation Services of Albania  
ATM Department  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: + 355 4 4522371

Fax: + 355 4 2343487

Email: [ats@albcontrol.al](mailto:ats@albcontrol.al)

AFS: LAAAYAYX

URL: [www.albcontrol.al](http://www.albcontrol.al)

5.2.6 Post-flight information, which may include complaints concerning facilities or procedures, is welcome at Tirana ATS Reporting Office (ARO). Flight crews are required to complete a Post-Flight Report.

## 6. DIGITAL DATA SETS

### 6.1 Terrain data sets

6.1.1 Terrain data sets are available for Area 1 and LATI Area 2 and Area 3 in GeoTIFF format.

6.1.2 Actually, the terrain data sets are provided to external parties contracted by ALBCONTROL for instrument flight procedure designing, charting and minimum safety altitude warning purposes.

### 6.2 Obstacle data sets

6.2.1 The obstacle data sets for Area 1, LATI Area 2 and Area 3, and LAKU Area 2 and Area 3 are provided in AIXM 5.1 and Excel format.

6.2.2 The obstacle data sets are available via the AIS website at: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

6.2.3 All enquiries regarding obstacle data should be addressed to:

Post: ALBCONTROL  
Air Navigation Services of Albania  
Aeronautical Information Service  
P.O. Box 8172  
Rinas, Tirana  
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Phone: +355 4 2343487

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