

GEN 3. SERVICES

GEN 3.1 AERONAUTICAL INFORMATION SERVICES

1. Responsible service

The Aeronautical Information Service, which forms part of the Islamic Republic of Iran Division of the Iran Airports & Air Navigation Company (IAC) and under the authority of Civil Aviation Organization (CAO), 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 GEN 3.1.2 below. It consists of AIS headquarters and International NOTAM Office (NOF).

1.2 AIS Headquarters

Aeronautical Information Services
Iran Airports & Air Navigation Company (IAC)
Mehrabad Intl. Airport
P.O. Box 13185-1334 – Postal Code: 1387835283
Tehran - Islamic Republic of Iran
TEL: +98 21-66025108, 61022255
Telefax: +98 21- 66025013
Telex: 213889 EPDIR
AFS: OIIINYX
Email: ais_iran@airport.ir
Website: <https://ais.airport.ir>
Note: Iran AIS website has been developed as a supplementary tool.

1.3 International NOTAM office (NOF)

Aeronautical Information Services
Iran Airports & Air Navigation Company (IAC)
Mehrabad Intl. Airport
P.O. Box 1798, 13445
Tehran - Islamic Republic of Iran
TEL: +98 21- 61022259
Telefax: 021- 44649269
Telex: 213889 EPDIR
AFS: OIIINYX

The service is provided in accordance with the provisions contained in the following ICAO Annexes and Documents: Annex 15, Annex 4, Doc 8126, Doc 8697, Doc 7383, Doc 8400, Doc 8585, Doc 7030, Doc 7910.

2. Area of responsibility

The Aeronautical Information Service is responsible for the collection and dissemination of information for the entire territory of Islamic Republic of Iran and for the airspace over the high seas encompassed by the Tehran Flight Information Region.

3. Aeronautical publications

3.1 The aeronautical information is provided in the form of the Aeronautical Information Product 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); and
- Checklists and lists of valid NOTAMs.

NOTAM and the related weekly checklists 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)

The 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.

AIP Islamic Republic of Iran is published in four volumes: VOL. I GEN & ENR, VOL II, III and IV AD.

The AIP is published in a loose-leaf form 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 AMDT)

Amendments to the AIP are made by means of replacement sheets. Only AIRAC AIP AMDT is provided:

- AIRAC AIP Amendment (AIRAC AIP AMDT), issued in accordance with the AIRAC system and identified by a pink cover sheet and the acronym - AIRAC, incorporates operationally significant permanent changes into the AIP on the indicated AIRAC effective date.

Note 1: AIRAC Amendment contains both 'AIRAC' and 'Non-AIRAC' information. Note that any NOTAM or AIP SUP used to announce the 'Non-AIRAC' changes will remain in force until the AIRAC date.

Note 2: Electronic version of AIP (CD & Website) is distributed in each AIRAC AIM AMDT

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 number 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. AIP AMDT 3/15; AIRAC AIP AMDT 1/15.

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)

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 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.

AIP Supplements are separated by information subject (General-GEN, En-route-ENR and Aerodromes- AD) and are placed accordingly at the beginning of AIP. 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, i.e. AIP SUP 1/15; AIRAC AIP SUP 1/15.

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 weekly plain - language list of valid NOTAM in force.

3.5 NOTAM

NOTAM contain the 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 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 Tehran FIR and are distributed in three series identified by the letters A, B and S.

Series A. General rules, en-route navigation and communication facilities, airspace restrictions and activities and information concerning international aerodromes and significant information on national aerodromes which affect the international traffic.

Series B. Information on airspace restrictions, activities and information on national aerodromes and those subjects which does not affects the international traffic.

Series S (SNOWTAM). Information concerning snow, slush, ice or standing water associated with snow and slush and ice in the movement areas. SNOWTAM are prepared in accordance with ICAO Annex 15, Appendix 2, and are issued by the Tehran NOTAM Office (NOF), with consecutive serial numbers based on the calendar year. Details are given in the Snow plan in the Aerodrome (AD) Part.

NOTAM are exchanged between Tehran NOF and other international NOTAM Offices as follows:

<i>Exchange</i>	<i>Sent to NOF</i>	<i>Received from NOF</i>
1	2	3
→ Afghanistan	→	→ Canary Islands (Spain)
Algeria	→ Canada	→ Estonia
Armenia	→ Croatia	→ France
Austria	→ Ireland	← Georgia
Azerbaijan	→ Latvia	→ Germany
Bahrain	← Libya	← Gibraltar (United kingdom)
→ Bangladesh	→ Macao, China (China)	→ Greece
Belgium	→ New Zealand	→ Kazakhstan
Bulgaria	→ Slovakia	→ Luxembourg
China	→ South Africa	→ Malta
→ Cyprus	→ United States	→ Morocco
Czech Republic		→ Slovenia
Denmark		→ Spain
Egypt		→ Tajikistan
European AIS Database (EAD)		→ Turkmenistan
Finland		→ Ukraine
		← United Republic of Tanzania
HongKong,China (China)		→ Uzbekistan
Hungary		← Venezuela (Bolivarian Republic of)
India		
→ Iraq		
Italy		
Japan		
→ Jordan		
← Kenya		
Kuwait		
→ Kyrgyzstan		
→ Lebanon		
← Lithuania		
→ Malaysia		
→ Montenegro		
→ Myanmar		
→ Nepal		
→ Netherlands		
Oman		
Pakistan		
Poland		
Qatar		
Republic of Korea		
Republic of		

<i>Exchange</i>	<i>Sent to NOF</i>	<i>Received from NOF</i>
1	2	3
← Moldova		
Romania		
Russian Federation		
→ Saudi Arabia		
Serbia		
Singapore		
← Sri Lanka		
Sweden		
Switzerland		
→ Syrian Arab Republic		
Thailand		
→ Tunisia		
Turkey		
United Arab Emirates		
United Kingdom		
→ Vietnam		
→ Yemen		

3.6 Aeronautical Information Circulars (AIC)

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

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 1/15. A checklist of AIC currently in force is issued as an AIC once a year and in the weekly plain - language list of valid NOTAM in force.

3.7 Checklist and list of valid NOTAM

A checklist of valid NOTAM is issued weekly via AFS. The checklist is followed by a list of valid NOTAM that uploaded on AIS website for all users. It contains a plain language (in English) presentation of the valid NOTAM and information about the number of the latest issued AIP AMDT, AIRAC AIP AMDT, AIP SUP and AIC as well as the numbers of the elements issued under the AIRAC that will become effective or, if none, the NIL AIRAC notification.

Schedule of AIRAC effective dates

2022	2023
27 JAN	26 JAN
24 FEB	23 FEB
24 MAR	23 MAR
21 APR	20 APR
19 MAY	18 MAY
16 JUN	15 JUN
14 JUL	13 JUL
11 AUG	10 AUG
8 SEP	7 SEP
6 OCT	5 OCT
3 NOV	2 NOV
1 DEC	30 NOV
29 DEC	28 DEC

3.8 Sale of publication

The above mentioned publications can be obtained from the Aeronautical Information Service. Purchase prices are as follows:

a) *For foreign subscribers and foreign airline operators in Islamic Republic of Iran:*

The initial purchase of AIS publications is \$250 (two hundred and fifty U.S Dollars).

The annual subscription is \$60 (sixty U.S Dollars).

The initial purchase of e-AIP is \$170 (one hundred and seventy U.S Dollars).

The annual subscription is \$50 (fifty U.S Dollars).

b) *For domestic subscribers:*

The initial purchase of AIS publications, e-AIP and the annual subscription are the same as item 3.8 a), in Iranian Rials.

Note: Mailing charges are included in prices.

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 according to the AIRAC system.

This type of information will be published as an AIRAC AIP AMDT or an AIRAC AIP SUP. If an AIRAC AMDT or SUP cannot be produced due to lack of time, NOTAM clearly marked AIRAC will be issued. Such NOTAM will immediately be followed by an AMDT or SUP.

4.2 The table below indicates AIRAC effective dates for years from 2020 to 2023. AIRAC information will be distributed at least 42 days in advance of the effective date with the objective of reaching recipients at least 28 days in advance of the effective date. Whenever major changes are planned and when advance notice is desirable and practicable, a publication date of at least 56 days in advance of the effective date will be used. 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. Trigger NOTAM will remain in force as a reminder until the new checklist / list is issued.

If no information was submitted for publication at the AIRAC date, a NIL notification will be issued by most available means not later than one AIRAC cycle before the AIRAC effective date concerned.

5. Pre-flight information service at aerodromes

NIL

6. Electronic Terrain and Obstacle Data

To satisfy the ICAO requirements for the provision of En-route Obstacles and Terrain datasets, electronic files (Area 1 and 4) are available from the IRAN AIS:

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 Iranian Airports & Air Navigation Company (IAC)
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