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Aeronautical Information Services
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Advisory Circular

DCA-AC-AIS02

1 January 2009

PROVISION OF RAW DATA TO AIS

1. PURPOSE

This Advisory Circular (AC) provides guidelines on the standard procedures for provision of raw data to Aeronautical Information Services (AIS) as it does not normally originate the information it processes and ultimately issues and the raw data shall be provided by those responsible for the various air navigation facilities and services. Since the AIS is one of several services that come under the control of the Department of Civil Aviation Myanmar, and since its effectiveness is highly dependent upon the provision of required information by the related services within the department, it is most important that the position of an AIS in the overall picture, and the responsibility of related services for providing the required information, is hereby circulated.

2. REFERENCES

- 2.1. Civil Aviation Requirements Part VII & VIII
- 2.2. Doc 8126 - AIS Manual
- 2.3. Doc 8697 - Aeronautical Chart Manual

3. ASSIGNMENT OF RESPONSIBILITY FOR ORIGINATION OF RAW DATA

3.1 General

3.1.1 Department of Civil Aviation Myanmar assigns to technical branches at headquarters the responsibility of originating the raw data required by AIS for promulgation in the Aeronautical Information Publication (AIP), AIP Supplements (AIP SUP), Notice to airmen (NOTAM), Pre-flight Information Bulletin (PIB) and Aeronautical Information Circulars (AIC).

3.1.2 The technical branches must ensure the establishment of speedy and reliable lines of communication with the AIS by any mean as stated in 3.5.

3.1.3 On receipt of raw data, it is the responsibility of the AIS to check, record and edit it in order to distribute it in a standard format as per Myanmar Civil Aviation Requirement Part VII.

3.1.4 Raw data includes both *basic* and *temporary information* and must be submitted to the AIS on the Aeronautical Information Promulgation Advice Form appended to this Circular.

3.2 Basic Information

3.2.1 *Basic Information* usually covers the more permanent or *static* material destined for inclusion in the AIP and, as such, must be authorized by the policy branches at headquarters level in order to ensure uniform format and compliance with present or future policy.

3.2.2 All *basic information* must be supplied well in advance to the AIS to permit enough time for processing and distribution, thus affording reasonable advance notice to operators.

3.3 Information of Temporary nature and of Short Duration

3.3.1 *Information of a temporary nature and of short duration* may also be originated by the related technical branches or sections, for example, when temporary changes are made to basic information, when special short-term procedures are introduced, or for certain navigational warnings.

3.3.2 Responsibility for origination of the majority of such information (which covers, for example, work in progress at aerodromes and radio installations, unserviceabilities, or temporary withdrawal or reinstatement of operational facilities) must be delegated to the local authority who must be given the facilities to communicate directly with the AIS in order to ensure the fastest possible required action.

3.4 Working Arrangements

3.4.1 To ensure promptness and accuracy in the distribution of aeronautical information, each of the services responsible for providing the AIS with raw data must designate individuals who are to be responsible for maintaining direct and continuous liaison with the AIS.

3.4.2 Additional liaison must be arranged between Aerodrome AIS units and those local authorities in aerodromes, communications, meteorology, air traffic services, search and rescue and facilitation responsible for the origination of current information on aerodrome conditions and services. This includes the serviceability and operational status of visual and non-visual aids and the state for the manoeuvring area.

3.4.3 This is to ensure the fast distribution by the AIS of temporary information of concern in the approach, landing and departure phases of flight.

3.5 Modes of communication

3.5.1 The modes of communication required for submission of raw data to the AIS must include the following means.

3.5.1.1 *Messenger service*:- in all cases where such a service exists and time permits (It is necessary to have such data submitted in typescript on the aeronautical information promulgation advice form as this provides and authoritative record.);

3.5.1.2 *Postal service*:- in all cases where a messenger service is not available;

3.5.1.3 *Aeronautical fixed service*:- in all cases where the messenger or postal service would not meet the time factor (This should be followed by a completed aeronautical information promulgation advice form.);

3.5.1.4 *Telefax*;

3.5.1.5 *Telephonic*:- in emergency cases only (This must be confirmed by a completed aeronautical information promulgation advice form.);

3.5.1.6 *Computer network*; and

3.5.1.7 *Internet (electronic mail and web sites)*.

4. APPENDICES

Appendix 1 Aeronautical Information Promulgation Advice Form (Basic Information)
Appendix 2 NOTAM Promulgation Request Form (Temporary or Short notice Information)

Director General
Department of Civil Aviation



Department of Civil Aviation, Myanmar
Aeronautical Information Services

AERONAUTICAL INFORMATION PROMULGATION ADVICE FORM

All portions of this form must be completed. One copy of this form should be submitted for each section of the AIP affected (e.g. GEN, ENR, AD).

To: AIS
ATC Operations Building
Yangon International Airport
Yangon 11021, Myanmar
Tel/Fax: 533085
eMail: aiso@ais.gov.mm

Originator: _____
Section: _____
Tel: _____
Date: _____

Copy to: _____

Originator's file reference	AIP References (as applicable)				Text of AIP Amendment and/or Supplement	Effective Date	For promulgation by (AIP AMDT/AIP SUP)
	Page (Date)	Para.	Line	Col.			

** Any information with extensive text and/or charts/sketches/diagrams/drawings/maps may be attached to this form.*

AIRAC – If applicable but not applied, please state reasons:

The above particulars and/or attached draft are authorized for publication as indicated.

Signed: _____
Head of: _____
Date: _____

For AIS Personnel-

Checked by: _____

Notes: _____

Approved by: _____



Department of Civil Aviation, Myanmar
Aeronautical Information Services

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NOTAM PROMULGATION REQUEST FORM

Location of Activity	Commencement		Valid Until		Timing of Activity		Airspace Activity		Remarks or additional notes
	Date	Time	Date	Time	From	To	Lower Limit	Upper Limit	

Details of activity in plain language

Name of Organization/Unit	Name	Contact		Signature and Date/Time
		Telephone	Fax	

* All times in Local Mean Time, lower/upper limit in feet, date and time format should be dd/mm/yy and hhmm.

- Note:**
1. This information should reach AIS at least 24 hours prior to the commencement of activity.
 2. Any extra information including extensive text and/or charts/sketches/diagrams/drawings/maps may be attached to this form.
 3. The information in this NOTAM request is declared as accurate and authorized for promulgation.
 4. Please send this form to AIS at ATC Operations Building, Yangon International Airport, Yangon 11021 and/or fax to 01 533085 or any available mean stated in AIS Advisory Circular DCA-AC-AIS02 para.3.5.

For AIS Personnel: -

Approved by-

AIS Officers in-charge
Date: _____