



Department of Civil Aviation  
**Aeronautical Information Services**  
Yangon International Airport  
Yangon 11021, MYANMAR  
Tel/Fax: 95 1 533 085  
eMail: aiso@ais.gov.mm

## **Advisory Circular**

**DCA-AC-AIS05**

1 January 2009

### **International NOTAM Office (NOF)**

#### **1. PURPOSE**

This Advisory Circular (AC) provides guidelines on the organization and functional methods of Yangon International NOTAM Office (hereinafter NOF Yangon) which operates in accordance with ICAO Annex 15 – Aeronautical Information Services and ICAO AIS Manual Doc. 8126 AN/872.

#### **2. REFERENCES**

- 2.1 Civil Aviation Requirements Part VII & VIII
- 2.2 Doc 8126 - AIS Manual
- 2.3 SSMM-AIS2010
- 2.4 Advisory Circular DCA-AC-AIS01
- 2.5 Advisory Circular DCA-AC-AIS02
- 2.6 Advisory Circular DCA-AC-AIS03
- 2.7 Advisory Circular DCA-AC-AIS04

#### **3. GUIDANCE AND PROCEDURES**

##### **3.1 Work Organization**

3.1.1 Yangon International NOTAM Office (NOF Yangon) is a functional part of Aeronautical Information Services Myanmar.

3.1.2 NOF Yangon is the only authorized body for international distribution of NOTAM messages set out procedures applicable in DCA-AC-AIS04 that relating through out Yangon FIR.

3.1.3 AIS H.Q is authorized to supervise performance of NOF Yangon.

3.1.4 Unless approved by Air Navigation Services Division (hereinafter ANSD), Department of Civil Aviation Myanmar, no changes in NOF Yangon work organization or the technology of work shall be allowed.

3.1.5 The working positions in NOF Yangon shall be defined by ANSD.

3.1.6 The AIS Officer (NOF) and AIS (NOF) Staff are responsible for the functioning of this circular.

##### **3.2 Responsibility**

3.2.1 The AIS Officer (NOF) and AIS (NOF) Staff are responsible for regular and efficient of all tasks within their area of responsibility, and especially shall:-

3.2.2.1 Thoroughly know all valid instructions, orders and other regulative documents and strictly adhere to them.

3.2.2.2 Use documentations prescribed for operations of NOF Yangon.

3.2.2.3 Report to immediate superior at every irregular in work.

3.2.2.4 Report to responsible service and immediate superior of every equipment failure at working position and that occurs during work.

3.2.2 NOF Yangon Staff are obliged to permanently improve their knowledge and skills and transfer the knowledge to the others.

3.2.3 AIS Officer (NOF) shall develop Training Plan for AIS (NOF) Staff in accordance with guidelines set out by ANSD and shall take care of its implementation.

### 3.3 Handover of duty

3.3.1 NOF Yangon is permanently operational on 24 hour basis.

3.3.2 NOF Yangon operates in shifts.

3.3.3 AIS Officer (NOF) shall define the shift schedule.

3.3.4 AIS Officer (NOF) shall define the Handover procedure and form upon approval from ANSD.

3.3.5 At handover of duty, NOF Staff handing/taking over duty shall be informed of:-

- 1) new orders, instructions and significant information;
- 2) contents of all NOTAMS promulgated in previous shift;
- 3) condition of technical devices and equipment at the working position;
- 4) tasks that have not been completed;
- 5) other information of significance deemed necessary for operation of NOF.

3.3.6 NOF Staffs confirm by the signature that the handover is conducted in prescribed manner.

### 3.4 Obligatory Documentation

3.4.1 Staff in NOF Yangon shall at their work, besides the references in this circular, also use the following instructions, documents, requirements, orders and laws:-

- 1) Myanmar Civil Aviation Requirements
- 2) Advisory Circulars
- 3) AIP Myanmar
- 4) AIC
- 5) Letters of Agreement signed by aviation authorities
- 6) Regulations on aircraft if promulgated
- 7) ICAO Annex 4 –Aeronautical Charts
- 8) ICAO Annex 11 –Air Traffic Services
- 9) ICAO Annex 14 –Aerodromes
- 10) ICAO Annex 15 –Aeronautical Information Services
- 11) ICAO Annex 17 –Security
- 12) ICAO Doc. 8126 – AIS Manual
- 13) ICAO Doc. 7910 – Location Indicator
- 14) ICAO Doc. 8585 – Aircraft Type Designator
- 15) ICAO Doc. 8400 – Abbreviation and Codes

3.4.2 ANSD shall in a timely manner deliver to NOF Yangon current editions of ICAO publications and legislations whichever deems necessary.

### 3.5 NOTAM Handling Procedures

3.5.1 The standard procedures for the origination, distribution, and specifications of NOTAM should be in accordance with guidelines provided in DCA-AC-AIS04 and AIS Manual Myanmar.

3.5.2 *Recording of NOTAM Requests*

3.5.2.1 Records of NOTAM promulgation requests should be kept in “log-book of NOTAM Request”. The format of Log-book should be set out and provided by AIS H.Q.

3.5.2.2 Log-book of NOTAM Request should contain the following items:-

- |    |                |   |
|----|----------------|---|
| 1) | Number         | - Ordinal number for each and every NOTAM request |
| 2) | Date           | - Date of receipt of the request                  |
| 3) | Content        | - A brief description of the content of request   |
| 4) | NOTAM Number   | - Referenced NOTAM number issued upon request     |
| 5) | Replace/Cancel | - Reference NOTAM number replaced or cancelled    |
| 6) | Signature      | - Signature of person that receives the request   |

### 3.5.3 *Recording of issued NOTAM*

3.5.3.1 Records of NOTAM issued should be kept in "NOTAM Register log-book". The format of Log-book should be set out and provided by AIS H.Q.

3.5.3.2 Log-book of NOTAM Register should contain the following items:-

- |    |                |   |
|----|----------------|---|
| 1) | Number         | - NOTAM number issued                           |
| 2) | Date           | - Date of issue                                 |
| 3) | Content        | - A brief description of the content of request |
| 4) | REQ Number     | - Referenced NOTAM Request number               |
| 5) | Replace/Cancel | - Reference NOTAM number replaced or cancelled  |
| 6) | Signature      | - Signature of person that promulgates          |

**Director General  
Department of Civil Aviation**

---