

ENGLISH

MACEDONIAN

**GEN 3 SERVICES****GEN 3 УСЛУГИ****GEN 3.1 Aeronautical information services****GEN 3.1 Услуги во воздухопловно информирање****3.1.1 Responsible service****3.1.1**

3.1.1.1 The Aeronautical Information Service of the Republic of Macedonia is located at airport "Alexander the Great", M-NAV operations buildings. The AIS Office is an H24 operation for NOTAM, ARO (full flight planning and briefing service), AFTN communications.

## 3.1.1.1

AIP and cartographic functions are located in the AIS office and are available on the same communication channels, weekday office hours only.

AIS operations are conducted in full accordance with the Standards and Recommended Practices specified in Annex 15 to the Convention.

**Postal Address:**

M-NAV  
Aeronautical Information Services  
Bosfor Nr 7, Mralino  
1041 Ilinden  
Republic of Macedonia

Phone: ++ 389 2 314 81 59/ 314 81 63

Fax: ++ 389 2 311 20 26

AFTN: LWSKYOYX

E-mail: aismac@mnavigation.mk

3.1.1.2 Aerodrome AIS units are part of the Aeronautical Information Service of Republic of Macedonia. Their postal and AFS addresses are:

## 3.1.1.2

**Aerodrome "Alexander the Great" Skopje:**

Aeronautical Information Services  
Aerodrome Reporting Office  
Bosfor Nr 7, Mralino  
1041 Ilinden  
Republic of Macedonia

Phone: ++ 389 2 314 81 53

Fax: ++ 389 2 311 20 26

AFTN: LWSKZPZX

E-mail: ais\_briefing@mnavigation.mk

**Aerodrome "St Paul the Apostle" Ohrid:**

Aeronautical Information Services  
Aerodrome Reporting Office  
P.O. Box 103  
6000 Ohrid  
Republic of Macedonia

Phone: ++ 389 46 26 05 77

Fax: ++ 389 46 26 05 77

AFTN: LWOHWPZX

ENGLISH

MACEDONIAN

**3.1.2 Area of responsibility**

The Aeronautical Information Service of Macedonia is responsible for the collection and dissemination of information for the territory of Skopje FIR.

**3.1.2****3.1.3 Aeronautical publications**

The Integrated Aeronautical Information Package provided by the AIS Macedonia will contain the aeronautical information necessary for safe flight within the Skopje FIR, and will be provided in accordance with the provisions of Annex 15 to the Convention as:

**3.1.3**

- a. AIP, Including amendment service;
- b. Supplements to the AIP;
- c. NOTAM and Pre-flight information bulletins (PIB);
- d. Aeronautical Information Circular (AIC)
- e. checklist and summaries

The language of AIS Macedonia will be English or Macedonian.

**3.1.3.1 Aeronautical Information Publication (AIP)****3.1.3.1**

It is the basic document containing information of a lasting character, which is essential to air navigation. The AIP is published both in English and Macedonian language in a single volume with mirrored paragraph numbering and text layout in two columns. Where appropriate, whole page layouts replace two column text to enhance clarity and readability. Tables are generally not repeated but individual words may have subscript translation. The volume contains the following sections:

- GEN General
- ENR En-route
- AD Aerodromes

in accordance with the layout adopted by Amendment 28 to Annex 15 of the Convention.

ENGLISH

MACEDONIAN

3.1.3.2 Amendment Service to the AIP  
It is made by replacement pages published as necessary. Two types of Amendments are produced AIP AMD and AIRAC AMD.

3.1.3.2

All amendments of operational significance will be distributed according to the provisions of AIRAC in Annex 15. For commonality with other States, they will be headed by a pink cover sheet headed as AIRAC AMD. They should be inserted at the specified effective date.

Non - Operational amendments are published as regular (non-AIRAC) amendments on the 1st or 15th day of the month as the need arises.

When an AIRAC AIP Amendment will not be published at the established publication date, a NIL notification shall be originated and distributed by TRIGGER NOTAM.

3.1.3.3 Supplement to AIP - AIP SUP

3.1.3.3

AIP SUP contain information temporarily changing the content of the AIP and where the amount of information or the inclusion of graphics requires that this information has to be published in printed form. For operationally significant information, the AIRAC system will be used for the effective date of such SUP. AIP SUP are identified by the use of yellow paper and numbered in sequence, beginning each year with number 1 from 1 JAN, e.g. AIP SUP 1/96.

AIP SUP will be distributed in English and Macedonian language.

3.1.3.4 NOTAM Service

3.1.3.4

Aeronautical Information Services  
International NOTAM Office  
Bosfor Nr 7, Mralino  
1041 Ilinden

Phone: ++ 389 2 314 81 27 / 314 81 54

Fax: ++ 389 2 314 81 30

AFTN: LWSKYNYX

NOTAM are published in the following Series:

Series A International distribution. This Series comprises information essential to operation of all flights operating into or over the territory of the Skopje FIR.

Series S SNOWTAM, international distribution from aerodromes Ohrid and Skopje. This Series comprises information concerning the presence or removal of hazardous conditions due to snow, ice, slush or standing water associated with these conditions on the movement area at these aerodromes.

ENGLISH

MACEDONIAN

3.1.3.5 Series A and S NOTAM will be issued in numbered sequences as Series letter followed by 4 figures / 2 figures indicating sequence number and year of issue, and to recommence this number sequence annually.

Example: A0014/96

A checklist of current NOTAM will be issued on the first day of the current month via EAD and AFTN.

3.1.3.6 Pre-flight information bulletin (PIB)

A consolidated presentation of current NOTAM information of operational significance, prepared for each flight departing from an AD within the Skopje FIR for which a FPL is required. The types of PIB available: Area, Route, Narrow Route and Aerodrome PIB.

Time-oriented criteria:

At the time of compiling a PIB (above left-hand corner of the PIB, date in UTC), the following NOTAM will be included as standard:

- NOTAM information which has been in force within the last 90 days, and
- NOTAM information which will be in force within the next 24 hours.

The above mentioned time-oriented criteria, for the volume/contents of a PIB may be amended, expanded or restricted. More detailed information on this can be requested from AIS.

For each PIB made available, an update (PIB Update) may be requested at a later time by quoting the flight number and time of production entered on the cover sheet of each PIB

3.1.3.7 Aeronautical Information Circular - AIC

AIC will contain information of a character which does not qualify for AIP, NOTAM or AIP SUP issue. Such will be information of an explanatory or advisory nature only, or relating to technical, legislative or administrative matter.

AIP distributed internationally as series A, nationally as series B, and are numbered in sequence beginning each Year with number 1 from 1 JAN, e.g. AIC A1/96.

AIC will be issued in English and Macedonian language.

A check list of valid AIC will be published annually at the beginning of the year.

3.1.3.5

3.1.3.6

3.1.3.7

ENGLISH

MACEDONIAN

**3.1.3.8 Check Lists and Summaries**

3.1.3.8

A Check Lists of valid NOTAM are issued monthly via EAD and AFTN. The Check List is followed by a printed Summary of NOTAM. It will contain a plain language presentation of the valid NOTAM, and information about the number of the latest issued AIP AIRAC AMD, AIP AMD, AIP SUP, AIC, the numbers of AIRAC-NOTAM to become effective, or if none, the NIL AIRAC notification, as well as Check List of valid AIP SUP.

The Summary is distributed to the recipients via e-mail or fax and is available on request from following addresses:

E-mail: aismac@mnavigation.mk

Fax: + 389 2 3112 026

**3.1.3.9 Publication Sale**

3.1.3.9

The Aeronautical Information Publications can be obtained from the Aeronautical Information Service of Macedonia, as printed, or electronic media. Purchasing arrangements, media format and prices, will be notified by AIC.

**3.1.4 AIRAC system**

3.1.4

In order to control and regulate the flow of changes relating to amendments to charts, route-manuals etc., such changes, will be issued at predetermined dates, according to the AIRAC SYSTEM, and published as an AIRAC AMD.

If an AIRAC AMD can not be produced due to lack of time, NOTAM or AIP SUP clearly marked AIRAC will be issued.

3.1.4.1 The table below indicates AIRAC effective dates for coming years.

3.1.4.1

AIRAC will be issued so that information will be received not later than 28 days before the effective date, for major changes not later than 56 days.

| Schedule of AIRAC effective dates, 2015 - 2018

ENGLISH

MACEDONIAN

2015	2016	2017	2018
8 JAN	7 JAN	5 JAN	4 JAN
5 FEB	4 FEB	2 FEB	1 FEB
5 MAR	3 MAR	2 MAR	1 MAR
2 APR	31 MAR	30 MAR	29 MAR
30 APR	28 APR	27 APR	26 APR
28 MAY	26 MAY	25 MAY	24 MAY
25 JUN	23 JUN	22 JUN	21 JUN
23 JUL	21 JUL	20 JUL	19 JUL
20 AUG	18 AUG	17 AUG	16 AUG
17 SEP	15 SEP	14 SEP	13 SEP
15 OCT	13 OCT	12 OCT	11 OCT
12 NOV	10 NOV	9 NOV	8 NOV
10 DEC	8 DEC	7 DEC	6 DEC

### 3.1.5 Pre-flight information service at aerodromes

3.1.5.1 Pre-flight information will normally be provided in printed PIB format associated with automated FPL facilities at Skopje. As necessary, this will be supplemented verbally, (directly) or by telephone, or telefax. Pre-flight information may be available in alternative languages upon request.

#### 3.1.5.2 Automation

FPL and PIB delivery is based on a fully relational aeronautical database, covering regular, (and random) operational routes and FIRs. This permits pilot definitions of briefing parameters (route specific, FIR general, height limited, time limit) and pilots / operators are requested to identify the briefing specifications.

### 3.1.5

#### 3.1.5.1

#### 3.1.5.2