

3.5 NOTAM

3.5.1 NOTAM contain 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 Code complemented by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language. NOTAM are originated and issued for Kuala Lumpur and Kota Kinabalu FIR and are distributed by NOF in two series as follows:

- a) Series A - Information of concern to KUALA LUMPUR FIR
- b) Series D - Information of concern to KOTA KINABALU FIR

3.5.2 Each NOTAM is assigned a serial number preceded by the appropriate letter indicating the series. The serial numbers start with NR 1 at 0000 UTC on 1 January every year. A checklist of NOTAM currently in force will be issued every month over the AFS. Additionally, a printed plain language summary of NOTAM is sent by air mail to those who had originally received the NOTAM over the AFS, as well as to others on request.

3.5.3 NOTAM are exchanged between Kuala Lumpur NOF and other NOFs as follows:

NOTAM SERIES		
Abu Dhabi	Harare	Muscat
Amman	Helsinki	New Delhi
Amsterdam	Ho Chi Minh	Nicosia
Angkara	Hong Kong	Paris
Antananarivo	Jakarta	Phnom Phen
Athina	Jeddah	Port Moresby
Bangkok	Johannesburg S.A.	Prague
Bahrain	Kabul	Seoul
Barcelona	Karachi	Seychelles
Beijing	Kobenhavn	Singapore
Beirut	Kuwait	Sofia
Belgrade	Latvia	Stockholm
Bratislava	Lilongwe	Roma
Brisbane	Lisboa	Taipei
Brunei	Ljubljana	Tehran
Bucuresti	London	Tokyo
Budapest	Lusaka	Vientiane
Calcutta	Macau	Warszawa
Chennai	Madrid	Washington
Christchurch N.Z.	Male	Wien
Colombo	Manila	Windhoek
Dhaka	Mauritius	Yangon
Frankfurt	Moskva	Zagreb
Gabarone	Mumbai	Zurich

3.6 Aeronautical Information Circulars (AIC)

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

3.6.2 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 1/99. A checklist of AIC currently in force is issued as an AIC once a year.

3.7 Checklist And Summary Of NOTAM

3.7.1 A checklist of valid NOTAM is issued monthly via AFS. The checklist is followed by a printed summary of NOTAM distributed by mail to all recipients of the Integrated Aeronautical Information Package. It contains a plain language (in English) presentation of the valid NOTAM and information about the number of the latest issued 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.

3.8 Sale Of Publications

- 3.8.1 The AIP may be purchased from the Aeronautical Information Services, Department of Civil Aviation Malaysia, Level 4, Podium Block B, No. 27, Persiaran Perdana, Precinct 4, 62618 Putrajaya, Malaysia at RM 120.00 per copy, excluding postage.
- 3.8.2 The document is maintained up to date by means of an amendment service. The fee for the AIP AMDT service is RM 100.00 per year per copy (payable in advance).
- 3.8.3 AIP Supplements and AICs are available free of charge to all subscribers to the AIP AMDT service. A limited number of these are also available to other users by application in writing to the AIS Headquarters in Malaysia.
- 3.8.4 The above charges will be subject to change without prior notice.

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 as an AIRAC AIP SUP.
- 4.2 The table below indicates AIRAC effective dates for the coming years. AIRAC information will be issued so that the information will be received by the user not later than 28 days, and for major changes not later than 56 days, before the effective date.

Schedule of AIRAC effective dates

2009	2010	2011	2012
15 JAN	14 JAN	13 JAN	12 JAN
12 FEB	11 FEB	10 FEB	9 FEB
12 MAR	11 MAR	10 MAR	8 MAR
9 APR	8 APR	7 APR	5 APR
7 MAY	6 MAY	5 MAY	3 MAY
4 JUN	3 JUN	2 JUN	31 MAY
2 JUL	1 JUL	30 JUN	28 JUN
30 JUL	29 JUL	28 JUL	26 JUL
27 AUG	26 AUG	25 AUG	23 AUG
24 SEP	23 SEP	22 SEP	20 SEP
22 OCT	21 OCT	20 OCT	18 OCT
19 NOV	18 NOV	17 NOV	15 NOV
17 DEC	16 DEC	15 DEC	13 DEC

5 PRE-FLIGHT INFORMATION SERVICE AT AERODROMES/HELIPORTS

- 5.1 A pre-flight information service unit is available at each of the following listed Airports with the coverage indicated:

Aerodrome	Briefing Coverage
KL International Airport	All route segments emanating ex-KL International Airport
Penang	Limited coverage
Kota Kinabalu	Limited coverage
Subang	All route segments emanating ex-Subang

Note. Briefing facilities at KL International Airport are available only at apron control tower.

- 5.2 Post-flight information forms, for annotation by aircrews of information concerning the state and operation of air navigation facilities, etc, are available at the information service unit at the aerodromes mentioned above.