

## GEN 3 SERVICES

### GEN 3.1 AERONAUTICAL INFORMATION SERVICES

#### 1. RESPONSIBLE SERVICE

1.1 ALBCONTROL, Air Navigation Services of Albania, is responsible for the provision of Aeronautical Information Services (AIS) in Albania.

1.2 The AIS Department consists of AIS Headquarters, Publications Office, International NOTAM Office (INO), Flight Procedure Design Office and Tirana ATS Reporting Office (Tirana ARO).

#### **AIS Headquarters - Monday to Friday (0800-1600 LT)**

Post: ALBCONTROL  
Air Navigation Services of Albania  
AIS Department  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: +355 4 2343487

Fax: +355 4 2343487

Email: [ais@albcontrol.al](mailto:ais@albcontrol.al)

AFS: LAAAYNYX

URL: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

#### **Publications Office - Monday to Friday (0800-1600 LT)**

Post: ALBCONTROL  
Air Navigation Services of Albania  
AIS Department  
Publications Office  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: +355 4 2343487

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Email: [ais@albcontrol.al](mailto:ais@albcontrol.al)

AFS: LAAAYNYX

URL: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

#### **International NOTAM Office (INO) - Daily H24**

Post: Post: ALBCONTROL  
Air Navigation Services of Albania  
AIS Department  
International NOTAM Office  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: +355 4 2343487

Fax: +355 4 2343487

Email: [ino@albcontrol.al](mailto:ino@albcontrol.al)

AFS: LAAAYNYX

URL: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

**Flight Procedure Design Office - Monday to Friday (0800-1600 LT)**

Post: ALBCONTROL  
Air Navigation Services of Albania  
AIS Department  
Flight Procedure Design Office  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: +355 4 2343487

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Email: [ais@albcontrol.al](mailto:ais@albcontrol.al)

AFS: LAAAYNYX

URL: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

**Tirana ATS Reporting Office (ARO) - Daily H24**

Post: ALBCONTROL  
Air Navigation Services of Albania  
AIS Department  
Tirana ATS Reporting Office  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: +355 4 2377722

Fax: +355 4 2377722

Email: [aro@albcontrol.al](mailto:aro@albcontrol.al)

AFS: LATIZPZX

URL: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

1.3 The AIS is provided in accordance with the provisions contained in the following documents:

- ICAO Annex 15 - Aeronautical Information Services
- ICAO Annex 4 – Aeronautical Charts
- ICAO Doc 10066 – Aeronautical Information Management
- Easy Access Rules for ATM/ANS (Regulation (EU) 2017/373)

**2. AREA OF RESPONSIBILITY**

2.1 Aeronautical Information Services are provided for the entire territory of Albania, including its territorial waters, as well as the airspace over the high seas within the Tirana FIR.

**3. AERONAUTICAL INFORMATION PRODUCTS****3.1 General**

3.1.1 Aeronautical information products include:

- aeronautical information publication, including amendments and supplements;
- AIC;
- aeronautical charts;
- NOTAM;
- digital data sets.

3.1.2 The AIP, AIP amendments and AIP supplements are provided as an 'electronic AIP' (eAIP). The eAIP allows for displaying on computer screen and printing on paper.

3.1.3 In addition, the AIP, AIP amendments and AIP supplements are also provided on paper on request.

**3.2 Aeronautical Information Publication (AIP)**

3.2.1 The AIP is issued with the authority of the State.

3.2.2 The AIP is intended primarily to satisfy international requirements for the exchange of aeronautical information of a lasting character essential to air navigation.

3.2.3 The AIP constitutes the basic information source for permanent information and long duration temporary changes.

3.2.4 The AIP is important to aviation safety as it enables the publication, in a standardised manner, of aeronautical information, which is then used by the end users, including data services providers.

3.2.5 The AIP is published in English language for use in international and domestic operations, whether the flight is a commercial or a private one.

3.2.6 The AIP is self-contained and includes a table of contents.

3.2.7 The AIP is published as one volume.

3.2.8 The AIP is organized in three parts (GEN, ENR and AD), sections and subsections.

3.2.9 The AIP is dated. The date, consisting of the day, month (by name) and year, is the publication date and/or the effective date (AIRAC) of the information.

3.2.10 Charts, maps or diagrams are used to complement the AIP or serve as a substitute for the tabulations or text of the AIP.

3.2.11 The AIP is amended or reissued at such regular intervals as may be necessary to keep it up to date.

3.2.12 The AIP is published in loose-leaf form unless the complete publication is reissued at frequent intervals.

3.2.13 Any amendment to the printed volume of the AIP is made using replacement sheets.

3.2.14 The eAIP, eAIP amendments and eAIP supplements are provided according to the EUROCONTROL Specification for the Electronic Aeronautical Information Publication (eAIP).

3.2.15 The eAIP is made available on a physical distribution medium (CD) and/or online on the internet.

**3.3 AIP amendments**

3.3.1 Permanent changes to the AIP are issued as AIP amendments.

- 3.3.2 Any operationally significant changes to the AIP are issued under AIRAC and clearly identified as such.
- 3.3.3 Each AIP amendment is allocated a serial number, which is consecutive and based on the calendar year.
- 3.3.4 A brief indication of the subjects affected by the amendment is given on the AIP amendment cover sheet.
- 3.3.5 When an AIP amendment is issued, it includes references to the serial number of the NOTAM which have been incorporated into the amendment.
- 3.3.6 The most current update cycles applicable to AIP amendments are made publicly available.
- 3.3.7 Each AIP amendment page, including the cover sheet, contains a publication date and, when applicable, an effective date.
- 3.3.8 AIRAC AIP amendment pages are identified by the footnote AIRAC AMDT and do not replace the existing AIP pages until the AIRAC effective date on which the changes take place.
- 3.3.9 Non-AIRAC amendments to the AIP comprise permanent information that is not required to be announced by trigger NOTAM.
- 3.3.10 Non-AIRAC AIP amendment pages are identified by the footnote AMDT and do not replace the existing AIP pages before the stated date of the page.
- 3.3.11 Recourse to hand amendments/annotations are kept to a minimum; the normal method of amendment is by reissuing or by replacement of pages.
- 3.3.12 On each replacement page, new or revised information is identified by an annotation in the margin of the page by a thick black vertical line adjacent to the change.
- 3.3.13 For aeronautical charts, the annotation is made as a marginal note.
- 3.3.14 When an effective time other than 00.00 UTC is used, the effective time is also indicated.
- 3.3.15 The regular intervals between the AIP amendments are specified in Part 1 – General (GEN) of the AIP.
- 3.3.16 Each AIP amendment includes a checklist with the current dates and numbers of each loose-leaf page in the AIP and provides a recapitulation of any outstanding hand amendments.
- 3.3.17 A complete checklist of AIP pages is reissued with each amendment as AIP section GEN 0.4.
- 3.4 AIP supplements**
  - 3.4.1 Temporary changes of long duration (3 months or longer) to the information contained in the AIP and information of short duration which contains extensive text and/or graphics are issued as AIP supplements.
  - 3.4.2 The AIP supplement is provided by means of distinctive, conspicuous pages.
  - 3.4.3 AIP supplement pages are kept in the AIP as long as all or some of their contents remain valid. The period of validity of the information contained in the AIP supplement is normally given in the supplement itself.
  - 3.4.4 The most current update cycles applicable to AIP supplements are made publicly available.
  - 3.4.5 Each AIP supplement is allocated a serial number which is consecutive and based on the calendar year.
  - 3.4.6 Temporary information of operational significance is published as AIRAC AIP supplement.
  - 3.4.7 Each AIP supplement page has a publication date. Each AIRAC AIP supplement page has both a publication and an effective date.
  - 3.4.8 Whenever an AIP supplement is issued as a replacement of a NOTAM, a reference to the series and number of the NOTAM is included.
  - 3.4.9 A checklist of valid AIP supplements is issued at intervals of not more than one month, as part of the checklist of NOTAM and also with distribution as for the AIP supplements.

3.4.10 A new AIP supplement is published as a replacement when an error occurs in an AIP supplement or when the period of validity of an AIP supplement is changed.

3.4.11 When there is not sufficient time for the distribution of an AIP supplement, a NOTAM is issued.

### 3.5 Aeronautical Information Circulars (AIC)

3.5.1 An AIC is used to provide:

- a. a long-term forecast of any major change in legislation, regulations, procedures or facilities;
- b. information of a purely explanatory or advisory nature which affect flight safety;
- c. information or notification of an explanatory or advisory nature, concerning technical, legislative or purely administrative matters.

3.5.2 The AIC is not used for information that qualifies for inclusion in AIP or NOTAM.

3.5.3 The validity of AIC currently in force is reviewed at least once a year.

3.5.4 AIC series A are selected for international distribution.

3.5.5 AIC selected for international distribution have the same distribution as for the AIP.

3.5.6 Each AIC is allocated a serial number which is consecutive and based on the calendar year.

3.5.7 A checklist of AIC currently in force is issued at least once a year, with distribution as for the AIC.

3.5.8 A checklist of AIC provided internationally is included in the NOTAM checklist.

3.5.9 AIC are provided as part of the electronic AIP.

3.5.10 AIC in printed form are colour coded according to their subject matter as follows:

- a. white — administrative;
- b. yellow — air traffic control (ATC);
- c. pink — safety;
- d. mauve — danger area map; and
- e. green — maps/charts.

### 3.6 NOTAM

3.6.1 A NOTAM is promptly issued whenever the information to be distributed is of a temporary nature and of short duration (less than 3 months) or when operationally significant permanent changes or temporary changes of long duration are made at short notice, except for extensive text and/or graphics.

3.6.2 Information on the establishment, condition, or change of any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel involved with flight operations, is issued as a NOTAM.

3.6.3 Each NOTAM contains the information in the order shown in the NOTAM format of Appendix 2 to Annex VI of Regulation (EU) 2017/373.

3.6.4 All NOTAM are issued in English language.

3.6.5 When errors occur in a NOTAM, a NOTAM with a new number is issued to replace the erroneous NOTAM or the erroneous NOTAM is cancelled and a new NOTAM is issued.

3.6.6 When a NOTAM is issued that cancels or replaces a previous NOTAM:

- a. the series and number/year of the previous NOTAM are indicated;
- b. the series, location Indicator and subject of both NOTAM are the same.

3.6.7 Only one NOTAM is cancelled or replaced by a NOTAM.

3.6.8 Each NOTAM deals with only one subject and one condition of the subject.

3.6.9 Each NOTAM is transmitted as a single telecommunication message.

3.6.10 A NOTAM containing permanent or temporary information of long duration includes appropriate references to the AIP or AIP supplement.

3.6.11 Location indicators included in the text of a NOTAM are those contained in ICAO Doc 7910 'Location Indicators'.

3.6.12 A series identified by a letter and a four-digit number followed by a stroke and a two-digit number for the year is allocated to each NOTAM. The four-digit number is consecutive and based on the calendar year.

3.6.13 NOTAM for Tirana FIR and aerodromes allowing international air traffic are issued in international NOTAM series identified by the letter A.

3.6.14 A checklist of valid NOTAM is issued on the first day of each month.

*Note: Omitting a NOTAM from the checklist does not cancel a NOTAM.*

3.6.15 A checklist NOTAM also refers to the latest AIP amendments, AIP supplements, data sets and, at least, to distributed AIC.

3.6.16 A checklist NOTAM has the same distribution as the actual message series to which it refers and is clearly identified as a checklist.

### **3.7 Distribution of aeronautical information products**

3.7.1 Aeronautical information products are distributed to authorized users who request them.

3.7.2 The eAIP is made available by the most expeditious means either through the postal services or via the AIS website at: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

3.7.3 The eAIP is also available via the European AIS Database (EAD) website at: [www.ead.eurocontrol.int](http://www.ead.eurocontrol.int)

3.7.4 NOTAM are distributed on the basis of a request.

3.7.5 NOTAM are prepared in conformity with ICAO communication procedures laid down in ICAO Annex 10, Volume II.

3.7.6 The aeronautical fixed service (AFS) is employed for NOTAM distribution.

3.7.7 NOTAM series A are selected for international distribution.

3.7.8 In addition to the distribution to individual States, all NOTAM originated worldwide are also addressed to the European AIS Database (EAD) using the AFTN address EUECYIYN as destination address.

3.7.9 The EAD system ensures distribution of NOTAM to all relevant NOTAM Offices (NOF) within its area of responsibility (EAD Clients).

3.7.10 The international exchange of NOTAM used for distribution of information on volcanic activity include volcanic ash advisory centres and the world area forecast centres, and take account of the requirements of long-range operations.

### **3.8 Sale of aeronautical information products**

3.8.1 All purchase requests and enquires regarding the sale of aeronautical information products should be addressed to:

Post: ALBCONTROL  
Air Navigation Services of Albania  
AIS Department  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: +355 4 2343487

Fax: +355 4 2343487

Email: ais@albcontrol.al

AFS: LAAAYNYX

URL: www.ais.albcontrol.al

3.8.2 Prices of aeronautical information products are promulgated in an AIC.

#### **4. AERONAUTICAL INFORMATION PRODUCTS UPDATES**

##### **4.1 General**

4.1.1 The information notified under the AIRAC system is not changed further for at least another 28 days after the AIRAC effective date unless the circumstance notified is of a temporary nature and would not persist for the full period.

4.1.2 The information provided under the AIRAC system is distributed/made available so as to reach recipients at least 28 days in advance of the AIRAC effective date.

4.1.3 Implementation dates other than the AIRAC effective dates are not used for pre-planned operationally significant changes requiring cartographic work and/or for updating of navigation databases.

*Note. - AIRAC information, distributed as a physical medium, is sent at least 42 days in advance of the AIRAC effective dates with the objective of reaching recipients at least 28 days in advance of the effective date.*

4.1.4 The same AIRAC cycle update is applied to the AIP amendments, AIP supplements, AIP data set and the instrument flight procedure data sets in order to ensure consistency of the data items that appear in multiple aeronautical information products.

4.1.5 A 'trigger NOTAM' is provided when an AIP amendment or an AIP supplement is published in accordance with AIRAC procedures.

##### **4.2 AIRAC system**

4.2.1 Information concerning the following circumstances is distributed under the AIRAC system:

1. horizontal and vertical limits, regulations and procedures applicable to:
  - i. flight information region (FIR);
  - ii. control areas (CTAs);
  - iii. control zones;
  - iv. advisory areas;
  - v. ATS routes;
  - vi. permanent danger, prohibited and restricted areas (including type and periods of activity, when known) and air defence identification zones (ADIZs);
  - vii. permanent areas or routes, or portions thereof, where the possibility of interception exists;

- viii. RMZ and/or TMZ;
  - 2. positions, frequencies, call signs, identifiers, known irregularities and maintenance periods of radio navigation aids, and communication and surveillance facilities;
  - 3. holding and approach procedures, arrival and departure procedures, noise abatement procedures and any other pertinent ATS procedures;
  - 4. transition levels, transition altitudes and minimum sector altitudes;
  - 5. meteorological facilities (including broadcasts) and procedures;
  - 6. runways and stopways;
  - 7. taxiways and aprons;
  - 8. aerodrome ground operating procedures (including low-visibility procedures);
  - 9. approach and runway lighting; and
  - 10. aerodrome operating minima, if published by the State.
- 4.2.2 Special arrangements are made whenever major changes are planned and where advance notice is desirable and practicable.
- 4.2.3 When information has not been submitted by the AIRAC date, a NIL notification is distributed through a NOTAM or other suitable means, not later than one cycle before the AIRAC effective date concerned.
- 4.2.4 The AIRAC system is also considered for the provision of information relating to the establishment and withdrawal of, and planned significant changes in, the circumstances listed below:
- a. position, height and lighting of air navigation obstacles;
  - b. hours of service of aerodromes, facilities and services;
  - c. customs, immigration and health services;
  - d. temporary danger, prohibited and restricted areas and navigational hazards, military exercises and mass movements of aircraft; and
  - e. temporary areas or routes or portions thereof where the possibility of interception exists.
- 4.2.5 Whenever major changes are planned and where advance notice is desirable and possible, information is distributed and/or made available by the AIS provider, whenever practicable, so as to reach recipients at least 56 days in advance of the AIRAC effective date. This apply to the establishment of, and premeditated major changes in the circumstances listed below, as well as to other major changes if deemed necessary:
- a. new aerodromes for international instrument flight rules operations;
  - b. new runways for instrument flight rules (IFR) operations at international aerodromes;
  - c. design and structure of the ATS route network;
  - d. design and structure of a set of terminal procedures (including change of procedure bearings due to magnetic variation change); and
  - e. circumstances listed in paragraph 4.2.1 if the entire State or any significant portion thereof is affected or if cross-border coordination is required.
- 4.3 NOTAM**
- 4.3.1 NOTAM are published with sufficient lead time for the affected parties to take any required action, except in the case of unserviceability, volcanic activity, release of radioactive material, toxic chemicals and other events that cannot be foreseen.



- 4.3.2 NOTAM notifying unserviceability of aids to air navigation, facilities or communication services provide an estimate of the unserviceability period or of the time at which restoration of service is expected.
- 4.3.3 At least 7 days' advance notice is given of the activation of established danger, restricted or prohibited areas and of activities requiring temporary airspace restrictions other than for emergency operations.
- Note.- Whenever possible, at least 24 hours' advance notice is desirable, to permit timely completion of the notification process and to facilitate airspace utilization planning.*
- 4.3.4 Notice of any subsequent cancellation of the activities or any reduction of the hours of activity or the dimensions of the airspace are given as soon as possible.
- 4.3.5 Within 3 months from the issuing of a permanent NOTAM, the information contained in the NOTAM is included in the aeronautical information products affected.
- 4.3.6 Within 3 months from the issuing of a temporary NOTAM of long duration, the information contained in the NOTAM is included in an AIP supplement.
- 4.3.7 When a NOTAM with an estimated end of validity unexpectedly exceeds the three-month period, a replacement NOTAM is issued unless the condition is expected to last for a further period of more than three months; in that case, an AIP supplement is issued.
- 4.3.8 A 'trigger NOTAM' briefly describes the content, the effective date and time, as well as the reference number of the amendment, or supplement.
- 4.3.9 A 'trigger NOTAM' comes into force on the same effective date and time as the AIP amendment or supplement.
- 4.3.10 In case of an AIP amendment, a 'trigger NOTAM' remains valid for a period of 14 days.
- 4.3.11 In case of an AIP supplement that is valid for less than 14 days, the 'trigger NOTAM' remains valid for the complete validity period of the AIP supplement.
- 4.3.12 In case of an AIP supplement that is valid for 14 days or more, the 'trigger NOTAM' remains valid for at least 14 days.
- 4.4 Data set updates**
- 4.4.1 Data sets are amended or reissued at such regular intervals as may be necessary to keep them up to date.
- 4.4.2 Permanent changes and temporary changes of long duration (3 months or longer) are made available as digital data in the form of a complete data set and/or a subset that includes only the differences from the previously issued complete data set.
- 4.4.3 When made available as a completely re-issued data set, the differences from the previously issued complete data set are indicated.
- 4.4.4 When temporary changes of short duration are made available as digital data, they use the same information model as the complete data set.
- 4.4.5 The update interval for the AIP data set and the instrument flight procedure data sets is specified in the data product specification.
- 4.4.6 Data sets that have been made available in advance, according to the AIRAC cycle, are updated with the non-AIRAC changes that occurred between the publication and the effective date.

4.5 Schedule of AIRAC effective dates

2025	2026	2027	2028
23 January	22 January	21 January	20 January
20 February	19 February	18 February	17 February
20 March	19 March	18 March	16 March
17 April	16 April	15 April	13 April
15 May	14 May	13 May	11 May
12 June	11 June	10 June	08 June
10 July	09 July	08 July	06 July
07 August	06 August	05 August	03 August
04 September	03 September	02 September	31 August
02 October	01 October	30 September	28 September
30 October	29 October	28 October	26 October
27 November	26 November	25 November	23 November
25 December	24 December	23 December	21 December

5. PRE-FLIGHT AND POST-FLIGHT INFORMATION SERVICES

5.1 Pre-flight information service

- 5.1.1 For any aerodrome/heliport, aeronautical information relative to the route stages originating at the aerodrome/heliport is made available to flight operations personnel, including flight crew and services responsible for pre-flight information.
- 5.1.2 Aeronautical information provided for pre-flight planning purposes includes information of operational significance from the elements of aeronautical information products.
- 5.1.3 The coverage zone is limited to the Tirana FIR within which the aerodrome/heliport is located, the FIR(s) adjacent thereto, and all air route or portion of route flown without an intermediate landing, originating at the aerodrome/heliport and extending beyond the FIR(s) mentioned.
- 5.1.4 The elements of aeronautical information products provided by ECAC States are available at Tirana ARO through EAD system.
- 5.1.5 A recapitulation of valid NOTAM of operational significance and other information of urgent character is made available to flight crews in the form of plain-language pre-flight information bulletins (PIBs).
- 5.1.6 An integrated web briefing system is also used to make aeronautical data and aeronautical information available to operations personnel including flight crew members for self-briefing, flight planning and flight information service purposes.
- 5.1.7 The integrated web briefing system is available via the AIS website at: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

5.2 Post-flight information service

- 5.2.1 For any aerodrome/heliport used for international air operations, arrangements are made between ALBCONTROL and the Aerodrome Operator to receive information concerning the state and operation of air navigation facilities or services noted by flight crews.
- 5.2.2 For any aerodrome/heliport open to public use, arrangements are in place with aerodrome operators to enable the AIS provider to receive and distribute information concerning:

- a. the state and operation of air navigation facilities or services noted by flight crews; and
- b. the presence of wildlife hazards observed by flight crews.

5.2.3 Reports on the state and operation of air navigation facilities or services provided by ALBCONTROL, should be addressed to:

Post: ALBCONTROL  
Air Navigation Services of Albania  
ATM Department  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: + 355 4 4522371

Fax: + 355 4 2343487

Email: [ats@albcontrol.al](mailto:ats@albcontrol.al)

AFS: LAAAYAYX

URL: [www.albcontrol.al](http://www.albcontrol.al)

5.2.4 Post-flight information, which may include complaints concerning facilities or procedures, is welcome at ATS Reporting Office (ARO). Flight crews are required to complete a Post-Flight Report.

## **6. DIGITAL DATA SETS**

### **6.1 Terrain data sets**

6.1.1 Terrain data sets are available for Area 1, LATI Area 2 and Area 3, and LAKU Area 2 and Area 3 in GeoTIFF format.

6.1.2 Actually, the terrain data sets are provided to external parties contracted by ALBCONTROL for the design of instrument flight procedures, charting and minimum safety altitude warning purposes.

### **6.2 Obstacle data sets**

6.2.1 The obstacle data sets for Area 1, LATI Area 2 and Area 3, and LAKU Area 2 and Area 3 are provided in AIXM 5.1 and Excel format.

6.2.2 The obstacle data sets are available via the AIS website at: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

6.2.3 All enquiries regarding obstacle data should be addressed to:

Post: ALBCONTROL  
Air Navigation Services of Albania  
AIS Department  
P.O. Box 8172  
Rinas, Tirana  
Albania

Phone: +355 4 2343487

Fax: +355 4 2343487

Email: [ais@albcontrol.al](mailto:ais@albcontrol.al)

AFS: LAAAYNYX

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