AIP

AERONAUTICAL INFORMATION PUBLICATION

REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE

FIRST EDITION

CONSULT NOTAM FOR LATEST INFORMATION

WARNING

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AIR TRAFFIC SERVICES SECTION
CIVIL AVIATION DIVISION

AIP

AERONAUTICAL INFORMATION PUBLICATION

REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE

PART 1

GENERAL (GEN)

PART 1 – GENERAL (GEN)

GEN 0.

GEN O.1 PREFACE

1. Name of Publishing Authority

1.1 The AIP is published under the authority of the Civil Aviation Division (CAD), Ministry of Infrastructure
Timor Leste (East Timor).

2. Applicable ICAO Documents

2.1 The AIP is prepared in accordance with the Standards and Recommended Practices (SARPs) of the following ICAO documents:

Annex 15 *Aeronautical Information Services*
Annex 4 *Aeronautical Charts*
Doc 8126 *Aeronautical Information* Services *Manual*
Doc 8697 *Aeronautical Chart Manual.*

2.2 This AIP is the first edition. Some requirements are yet to be developed. Information on these will be added as they become available.

3. AIP Structure and Established Regular Amendment Interval

3.1 ***The AIP Structure***

The AIP is made up of three Parts, namely Part 1-General (GEN), Part 2-Enroute (ENR) and Part 3-Aerodromes (AD). Each Part consists of sections and subsections and contain, as applicable, various types of information subjects.

The principle AIP Structure is shown in graphic form in GEN 0.1-3.

3.1.1 *Part 1 – General (GEN)*

Part 1 consists of five sections. The sections are briefly described below:

GEN 0.
Preface, Record of AIP Amendments, Record of AIP SUPs, Checklist of AIP pages, List of hand amendments to the AIP and the Table of Contents to Part 1.

GEN 1. National regulations and requirements
Designated authorities; Entry, transit and departure of aircraft; Entry, transit and departure of cargo; Aircraft instruments, equipment and documents; Summary of national regulations and international agreements/conventions; and Differences from ICAO SARPs.

GEN 2 Tables and codes
Measuring system, aircraft markings, holidays; Abbreviations used in AIS publications; Chart symbols; Location indicators; List of radio navigation aids; Conversion tables; and Sunrise/Sunset tables.

GEN 3 Services
Aeronautical information services; Aeronautical charts; Air traffic services; Communication services; Meteorological services; and Search and Rescue services.

GEN 4 Charges for aerodromes/heliports and air navigation services
Aerodrome and helicopter charges; and Air Navigation service charges.

ENR 6 En-route charts
En-route Charts ICAO and index charts.

3.1.2 *Part 2 – Enroute (ENR)*

Part 2 consists of seven sections. The sections are briefly described below:

ENR 0.
Preface, Record of AIP Amendments, Record of AIP SUPs, Checklist of AIP pages, List of hand amendments to the AIP and the Table of Contents to Part 2.

ENR 1
General Rules and procedures
General rules; Visual flight rules; Instrument flight rules; ATS airspace classification; Holding, approach and departure procedures; Radar services and procedures; Altimeter setting procedures; Regional supplementary procedures; Air traffic flow management; Flight planning; Addressing of flight plan messages; Interception of civil aircraft; and Air traffic incidents.

ENR 2 Air traffic services airspace
Detailed description of Timor Leste airspace and other regulated airspace.

ENR 3 ATS routes
Detailed description of Lower ATS routes; and helicopter routings.

ENR 4 Radio navigation aids/systems
Radio navigation aids – enroute; Special navigation systems; Name-code designators for significant points; and Aeronautical ground lights – enroute.

ENR 5 Navigation warnings
Prohibited, restricted and danger areas; Military exercise and training areas and air defence identification zone (ADIZ); Other activities of a dangerous nature and other potential hazards; Air navigation obstacles; and Bird migration areas with sensitive fauna.

3.1.3 *Part 3 – Aerodromes (AD)*

Part 3 consists of four sections. The sections are briefly described below:

AD 0.
Preface, Record of AIP Amendments, Record of AIP SUPs, Checklist of AIP pages, List of hand amendments to the AIP and the Table of Contents to Part 3.

AD 1 Aerodromes/Heliports – Introduction
Aerodrome/heliport availability; rescue and fire-fighting services; Index to aerodromes and heliports; Grouping of aerodromes and heliports and Handling service providers.

AD 2 Aerodromes
Detailed information on aerodromes including helicopter landing areas, if located at the aerodromes.

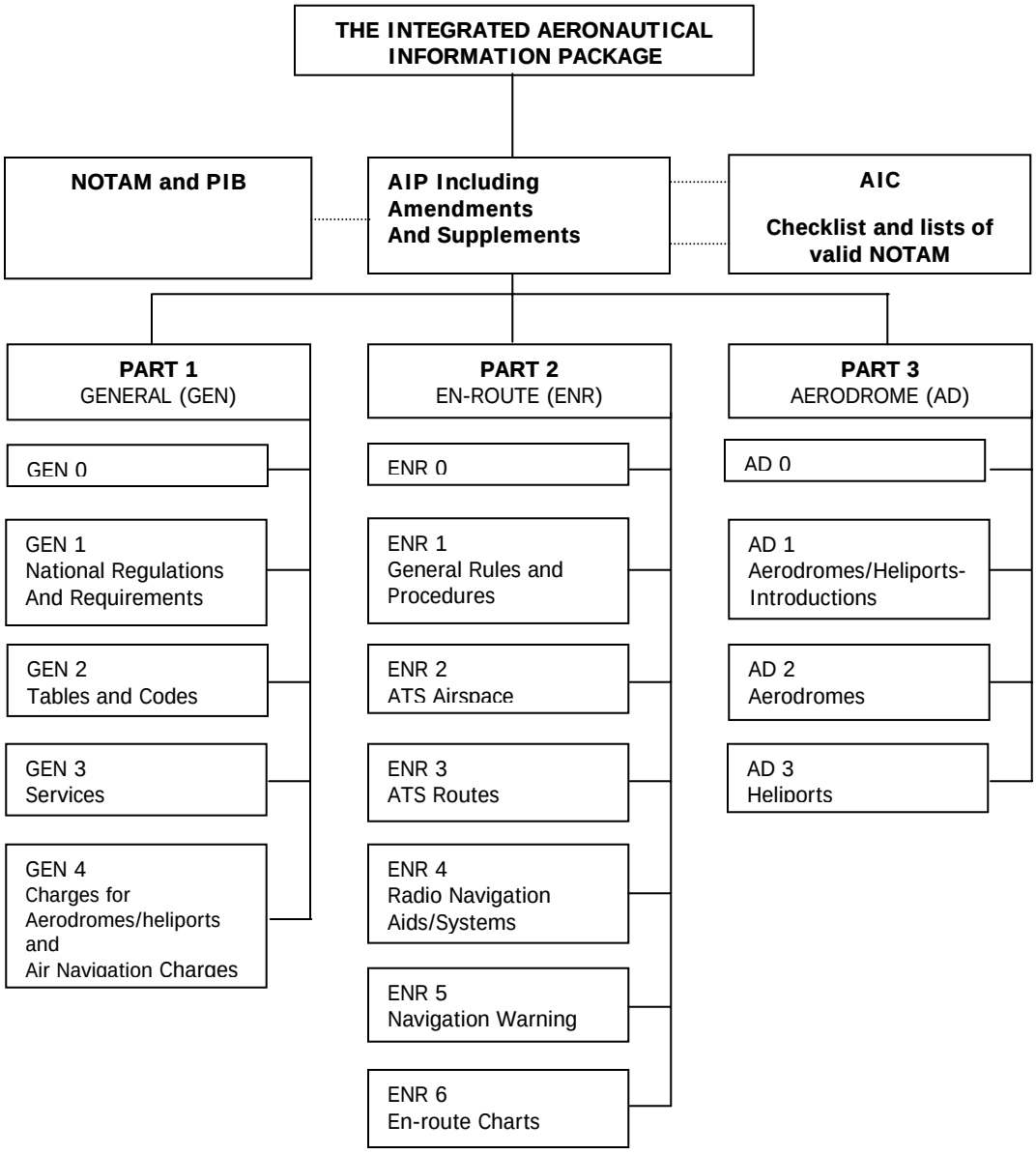
AD 3 Heliports
Detailed information on heliports.

3.2 *Regular amendment interval.*

3.2.1 This will be notified by an AIC.

4. Services to contact in case of direct AIP errors or omissions.

4.1 Care has been taken to ensure that information in the AIP is complete to the extent circumstances presently allow and are accurate. Any errors and omissions, which may nevertheless be detected as well as any correspondence, should be forwarded to the CAD whose address is given under GEN 1.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GEN 0.2 RECORD OF AIP AMENDMENTS

AIP AMENDMENT			
NR/ Year	*Publication date*	*Date Entered*	*Entered By*
1	10/03/04		
2	25/11/04		
3	28/09/06		
4	14/12/06		
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GEN 0.3 RECORD OF AIP SUPPLEMENTS

NR/ Year	Subjects	AIP Section(s) affected	Period of validity	Cancellation record

GEN 0.4 CHECKLIST OF AIP PAGES

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GEN 0.5 LIST OF HAND AMENDMENTS TO THE AIP

AIP page(s) affected	*Amendment text*	*Introduced by AIP Amendment NR*

GEN 0.6 TABLE OF CONTENTS TO PART 1

GEN 3 SERVICES

GEN 1 – NATIONAL REGULATIONS AND REQUIREMENTS

GEN 1.1 – DESIGNATED AUTHORITIES

1. Introduction

1.1 República Democrática De Timor Leste (Timor Leste) applies to the extent practicable the ICAO Standards and Recommended Practices (SARPs) to ensure the safety and regularity of air navigation in Timor Leste.

1.2 The designated authorities for civil aviation and border control and their addresses are stated below:

1. Civil Aviation

Director,
Civil Aviation Division (CAD),
Ministry of Infrastructure
Dili,
Timor Leste

Tel: +670 3317 110
Fax: +670 3317 111

2. Meteorology

To be notified.

3. Customs

Direcção Nacional Das Alfândegas
de Timor Leste,
Mártires da Patria,
Colmera,
Dili,
Timor Leste

Tel: +670 3339 395
Fax: +670 3317 262
E-mail: urodrigues@mopf.gov.tl

4. Immigration

Director da Migracão,
Polícia Nacional de Timor Leste,
Quartel General,
Rua Jacinto Cândido-Caicoli,
Dili,
Timor Leste

Tel : +670 3310 539, +670 7230197
Fax : +670 3310 539

5. Health

To be notified.

6. Quarantine

Chief Timor-Leste Quarantine Services,
Ministry of Agriculture, Fisheries and Forestry
Services de Fomento Mandarin,
Dili,
Timor Leste.

Tel : +670 3331 010
Fax : +670 3325 121

GEN 1.2 - ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

1. General

1.1 Procedures for international flights into, from or over the territory of República Democrática de Timor Leste comply with the provisions of ICAO Annex 9.

1.2 Aeroporto Internacional Presidente Nicolau Lobato (Dili International Airport) and Baucau/Cakung are the designated entry/exit points into Timor Leste. Entry to or exit from aerodromes other than Aeroporto Internacional Presidente Nicolau Lobato is subject to specific approval by the CAD.

1.3 Aircraft operating into and out of Timor Leste airports shall comply with all restrictions and limitations established at the airports.

1.4 Operators shall comply with Annex 17 on security procedures for their aircraft, passengers, baggage, cargo and mail.

2. Scheduled Flights

2.1. *General*

2.1.1 A scheduled service is permitted to operate into República Democrática De Timor Leste provided it is appropriately covered either by an Air Services Agreement or by other aeronautical agreement with the CAD.

2.1.2 Presently the CAD authorizes operators of foreign States to operate schedule services into Timor Leste on a charter basis only.

2.1.3 Foreign State operators wishing to operate services into Timor Leste under 2.1.2 above must submit a request for approval to the Director, CAD for consideration with the following minimum documents:

i) Copy of Certificate of Registration
ii) Copy of Certificate of Airworthiness
iii) Copy of Insurance Certificate
iv) Copies of pilots license
v) Flight Schedule
vi) Proposed tariffs
vii) Company Profile

2.1.4 Additionally, the operator must satisfy the following conditions:

i) Posses a valid Air Operator's Certificate issued by the country in which he is registered for operations into Timor Leste
ii) Comply with the aviation legislations and regulations of the country in which he is registered.
iii) Has adequate insurance to specifically cover his operations into the territory of Timor Leste.

2.1.5 Applications must be submitted to CAD at least thirty (30) days before proposed commencement date of services. Decision to approve or not approve the application is at the discretion of the Director. Where approval is given, the Director may specify additional conditions to be complied with.

2.1.6 In the absence of national regulations operators of foreign States authorized to operate services into Timor Leste are required to adhere to the aviation regulations of their own State and/or of the State in which the aircraft is registered.

2.2 *Documents necessary for clearance of aircraft*

2.2.1 The following documents conforming to the ICAO format as set forth in Annex 9 shall be submitted as appropriate:

General Declaration	3 copies
Passenger Manifest	3 copies
Cargo Manifest	3 copies

3. Non-Scheduled Flights

3.1 *Procedures*

3.1.1 Operators intending to operate flights for the purpose of taking on or discharging cargo and mail including, flights on charter to the United Nations Integrated Mission in Timor Leste (UNMIT) must obtain prior approval from the Director, CAD. Applications must be made at least 72 hours before arrival in Timor Leste.

3.1.2 Requests must be faxed to the Director CAD giving the following information as appropriate:

a) aircraft call sign and registration
b) aircraft type and MTOW
c) departure point, destination and ETA (UTC)
d) ETD (UTC) and next destination
e) name & address of operator including fax number and e-mail address;
f) purpose of flight; and
g) any other pertinent information.

3.1.3 Flight approvals are valid for a period of 24 hours from the date/ETA approved.

3.1.4 Documentation for aircraft clearance are the same as for Scheduled Flights.

4. Private Flights

4.1 The requirement is the same as for non-scheduled flights.

5. Foreign State Aircraft

5.1 Foreign State aircraft means aircraft used in military, police or customs services of that State.

5.2 Unless special arrangements are in force, foreign State aircraft intending to land in Timor Leste or overfly Timor Leste airspace shall obtain approval to do so through diplomatic channels from the Ministry of Foreign Affairs Timor Leste giving the following details:

a) aircraft operator
b) aircraft type and registration mark
c) name of pilot-in-command and number of crew
d) purpose of flight
e) MTOW
f) point of departure, route and destination
g) next destination and route
h) proposed schedule
i) any other relevant information considered necessary.

5.3 The Ministry of Foreign Affairs can be contacted as follows:

Tel: +670 333 9020
Fax: +670 322 007/008
E-mail: mnecdratl@yahoo.com

6. Documents for Inspection

6.1 Documents shall be submitted in paper form. The pilot-in-command or the airline operator or the authorised agent shall produce for inspection when requested by an authorised person before commencement of flight or after termination of flight the following documents as appropriate:

a) Certificate of Airworthiness
b) Certificate of Registration
c) Licenses of operating crew
d) Journey Log Book
e) Passenger Manifest
f) Cargo Manifest
g) General Declaration of Health

7. Traffic Form Submission

7.1 The pilot-in-command or the authorised agent shall complete and submit to the Airport Operations Officer the Traffic Form for each flight prior to departure. The forms are available from Airport Operations. For the time being Traffic Form submission is required only at Dili International airport.

GEN 1.3 - ENTRY, TRANSIT, AND DEPARTURE OF PASSENGERS AND CREW

1. Customs Requirements

1.1 All arriving persons are required to declare all dutiable and prohibited goods and items to Customs officers using the Customs declaration form. As a general rule the following should be declared:

a) Any merchandise not exempt from the payment of duties
b) Merchandise meant to be transacted or for any commercial or industrial activity
c) Merchandise that cannot be brought in or its import is conditional to fulfillment of certain formalities.

1.2 Items and their quantity that may be brought in duty-free into Timor Leste provided the passenger's previous trip overseas took place more than thirty (30) days ago are as follows:

a) Souvenirs with an overall value not exceeding USD300.00
b) Tobacco of a gross weight not exceeding 400grams
c) Alcoholic beverages not exceeding 1.5 litres in quantity.
d) Special pharmaceuticals meant for self-consumption not exceeding 10 units and which are not narcotics accompanied by a doctor's medical prescription.

Note: Customs officers may demand receipt(s) as proof of value.

1.3 Items not permitted to be brought into Timor Leste are:

a) Drugs
b) Weapons considered prohibited, their ammunitions and explosive substances
c) Gold in bars or in coins
d) Foreign lottery and games of hazard prohibited by law
e) Currency and other means of payment outside certain limits and conditions
f) Other merchandise forbidden by law or whose importation is exclusive to certain entities such as counterfeit books that are of Timorese property, photographs and other works deemed to have a pornographic content.

1.4 The following items may be brought in after completion of necessary formalities:

a) Guns and ammunitions
b) Live animals – for dogs, cats and other pets the official certificate of origin and vaccination is required
c) Live plants, parts of plants for dissemination, seeds and serials. The certificate of purity and germination or letter of guaranty issued by the supplier at the place of origin
d) Raw food such as meat, fish and seafood in the following states: raw, dry, smoked, salted, frozen or in brine.

1.5 Trade samples that are not for sale and of no commercial value must be declared and their import justified.

1.6 Passengers having nothing to declare may use the Green Lane while passengers with merchandise to declare must use the Red Lane.

1.7 All departing passengers carrying more than USD 5,000.00 cash (or foreign equivalent) on their person or in their luggage must declare so in the embarkation form.

1.8 All enquiries concerning customs and currency control procedures or requirements should be addressed to the Director of Customs.

2. Immigration Requirements

2.1 Enforcement of immigration rules and regulations is undertaken by the Timor Leste National Police.

2.2 All passengers require a valid passport or other internationally recognised travel document and visa for entry into Timor Leste except members of visiting forces within the meaning of any law for the time being in force regulating visiting forces in Timor Leste. Flight crews will be accorded temporary admission on production of valid licenses or crewmember certificates issued by the State of Registry of the aircraft. Visa for UNMIT staff is not required.

2.3 Application for visa can be made on arrival at the Dili/Presidente Nicolau Lobato International airport. A visa is valid for an initial period of 30 days and a fee of USD25.00 is payable. Visa renewal fee of USD30.00 is payable for each subsequent month.

2.4 Passengers arriving and departing Timor Leste are required to fill the disembarkation and embarkation forms as appropriate. Disembarkation forms are distributed in-flight. Embarkation forms are available at the check-in premises. Completed forms shall be submitted to the authorities on arrival or before departure together with passports and visa. Departing passengers must pay the Passenger Service Fee before checking in.

2.5 The Immigration authorities may refuse an arriving passenger not in possession of a valid travel document or visa permission to enter Timor Leste or, may require the passenger to show evidence of means of support whilst in Timor Leste and onward passage to a destination outside Timor Leste.

2.6 Airlines operators, in their own interests should not permit passengers to board their aircraft unless passengers are in possession of the necessary travel documents, as they will be held responsible for the maintenance and subsequent deportation from Timor Leste of passengers denied entry.

2.7 Presently no direct transit procedures are applicable.

2.8 All queries regarding Immigration procedures should be addressed to the Director to Immigration.

3. Health Requirements

3.1 Disembarking passengers are not required to furnish vaccination certificates except those passengers coming directly from Yellow Fever affected areas.

3.2 The pilot-in-command shall ensure that an aircraft on international flight is adequately disinfected 30 minutes prior to arrival and must furnish evidence that this has been done.

3.3 No health formalities are required for departing aircraft and passengers.

GEN 1.4 - ENTRY, TRANSIT, AND DEPARTURE OF CARGO

1. Customs Requirements

1.1 Goods may be imported or exported by air in accordance with applicable rules. All goods to be imported or exported whether or not subject to import/export duties must be declared in writing.

1.2 All declarations must indicate a full and true account of the number and description of goods and packages, value, weight, measurement or quantity and the country of origin or destination as appropriate.

1.3 Where duties are payable on imported goods, such duties must be paid in full before the goods can be released. Where export duties are payable such duties must be paid in full before goods are allowed to be exported.

1.4 The duties levied are: Import Duty and Sales Tax. The rates for Import Duty vary according to the categories of goods imported. The Sales Tax applicable is 6%.

1.5 Full information for the import and export of goods and duties applicable may be obtained from the Director of Customs.

2. Quarantine Requirements.

2.1 The Timor Leste Quarantine Services take all efforts to prevent the introduction of harmful pests and diseases into Timor Leste. Aircraft and passengers arriving into Timor Leste are therefore subject to inspection and treatment if necessary.

2.2 Quarantine risk management includes:

a) handling of quarantine waste
b) transportation of exotic insects and pathogens
c) foodstuffs carried by passengers
d) cargo carried on board aircraft.

2.3 All foodstuffs and food-related waste is subject to quarantine control. Quarantine control remains in force while the aircraft is in Timor Leste and quarantineable material is on board. The Quarantine Officer will randomly board aircraft to supervise waste removal and disinsection.

2.4 All food waste and refuse shall be placed into heavy-duty plastic bags and transported as soon as possible for immediate destruction (incineration). Airline operators shall enter into agreement with authorised Timor Leste contractors for the removal and destruction of quarantine waste. Alternatively, the waste must be securely stowed on board and taken back to point of origin. Quarantine waste shall not be handled other than in the manner stated above.

2.5 Aircraft operators shall conduct Cabin and Cargo hold disinsection for all arriving flights. Empty disinsection spray containers shall be made available to Quarantine or Customs Officers upon request.

2.6 Aircraft operators shall notify the Quarantine Services (Serviço de Quarentena Timor-Leste) of any live animal carried on board.

2.7 Spraying must be completed using an SQTL approved aerosol. Approved propellants are HFC134a or a mixture of 134a and HCFC 141b). Spray rate must be equivalent to 10 grams per 1000 cubic feet (10 grams per 28.3 cubic meters).

2.8 Approved spray types:

a) Pre-Spray: permethrin 2%
b) Top of Descent: phenothrin 2%
c) Hold Spray: phenothrin 2% with permethrin 2%

2.9 Pre-Spray shall be applied in the last port the aircraft lands prior to arrival into Timor-Leste. Pre-Spray shall be applied throughout the

cabin immediately before passengers board the aircraft.

2.10 Top of Descent Spray shall be applied just before the aircraft commences descent into Timor-Leste.

2.11 Hold Spray shall be applied to holds at completion of loading in the country of origin just prior to departure. Cargo doors shall be closed as much as possible, the applicable amount of cargo hold spray discharged and the cargo doors immediately sealed. Empty spray containers should then be handed to the cabin crew for presentation to Quarantine Officers on arrival at Timor-Leste.

2.12 When applying Pre-Spray and Top of Descent disinsection in small aircraft, the procedure should be to walk at the rate of one (1) step per second from the rear of the aircraft to the front while spraying towards the ceiling to achieve the spray rate stated in 2.7.

2.13 Passengers shall declare quarantineable goods/material in the Customs declaration form.

2.14 Quarantine Officers are on duty at Dili international airport Monday to Friday during scheduled flights. Operators of all other flights are required to notify the Quarantine Services in advance giving details of their flight. No quarantine services are available at other airports.

2.15 All enquiries concerning Quarantine procedures shall be sent to Quarantine Services at the address given in GEN 1-1.

3. Carriage of Dangerous Goods

3.1 Prior permission must be obtained from the Director CAD for the carriage of dangerous goods (restricted articles) in aircraft. Except as otherwise approved by the Director CAD, dangerous goods shall only be carried on board an aircraft in accordance with the ICAO Dangerous Goods Regulations as contained in Doc 9284-AN/905 Technical Instructions for the Safe Transport of Dangerous Goods and Annex 18.

3.2 It is the responsibility of the aircraft operator to inform the commander of the aircraft before flight begins of the identity of any dangerous goods on board, the danger to which they give rise to and the weight or quantity of the goods. Under no circumstances shall operators carry dangerous goods forbidden for transportation by air.

3.3 No person may take or cause to be taken on board an aircraft, or deliver or cause to be delivered for loading thereon, any goods which he/she knows or has reason to believe or suspect to be goods the carriage of which by reason of their nature, are liable to endanger the safety of the aircraft or persons on board the aircraft.

GEN 1.5 – AIRCRAFT INSTRUMENTS, EQUIPMENT AND FLIGHT DOCUMENTS

1. General

1.1 Commercial air transport aircraft must adhere to the provisions of Annex 6 – *Operation of Aircraft Part 1 Chapters 6 and 7* with respect to aircraft instruments, equipment and flight documents.

1.2 Aircraft operating in support of UNMIT within Timor Leste shall be equipped with suitable HF equipment for communications with UNMIT Air Operations.

1.3 The minimum navigation equipment to be carried on board is a serviceable ADF and VOR/DME.

1.4 At least one ELT shall be carried on board at all times.

2. Special Equipment to be carried

2.1 Nil.

GEN 1.6 - SUMMARY OF NATIONAL REGULATIONS AND INTERNATIONAL AGREEMENTS & CONVENTIONS.

1.1 The applicable civil aviation legislation is the *Lei De Bases Da Aviacao Civil 1/2003*. (Basic Civil Aviation Legislation 1/2003)

1.2 Civil aviation regulations will be notified as they become available.

GEN 1.7 – DIFFERENCES FROM ICAO STANDARDS, RECOMMENDED PRACTICES AND PROCEDURES.

1. ANNEX 11 – AIR TRAFFIC SERVICES, July 2001

   Chapter 2

Para 2.6 - Appendix 4: Aircraft operating in Class G airspace below 10,000ft AMSL are required to maintain two-way communication with ATC.

Other differences will be notified as they are determined.

GEN 2 - TABLES AND CODES

GEN 2.1 - MEASURING SYSTEM, AIRCRAFT MARKINGS, HOLIDAYS

1 - Units of Measurements

1.1 The following units of measurement will be used for air and ground operations:

Distance used in navigation, position reporting, etc.- generally in excess of 2NM	Nautical Miles and tenths
Relatively short distances such as those relating to aerodrome, e.g. runway lengths	Metres
Altitudes, elevations and heights	Feet
Horizontal speed including wind speed	Knots
Vertical speed	Feet per minute
Wind direction for landing and taking off	Degrees magnetic
Visibility	Kilometres or metres
Altimeter setting	Hectopascal
Temperature	Degrees Celsius
Weight	Metric tonnes or Kilograms
Time	Hour and minutes in 24 hour format beginning at midnight UTC.

2 - Time System

2.1 Coordinated Universal Time (UTC) is used by the air navigation services and in aeronautical publications. Time will be expressed to the nearest minute. Local time throughout Timor Leste is UTC + 9 hours.

3. Geodetic Reference Datum

3.1 To be developed.

4. Aircraft Nationality and Registration Marks

4.1 The nationality mark for aircraft registered in Timor Leste is 4W. This nationally mark is followed by a hyphen and a registration mark consisting of 3 characters.

5 - Public Holidays

5.1 Public holidays observed in Timor Leste are published in AIC.

GEN 2.2 – ABBREVIATIONS USED IN AIS PUBLICATIONS

ABM	Abeam
ABM	Aerodrome Beacon
ABT	About
ABV	Above
ACAS	Airborne Collision Avoidance System
ACFT	Aircraft
ACK	Acknowledge
ACL	Altimeter Check Location
ACN	Aircraft Classification Number
ACP	Acceptance
ACPT	Accept or accepted
ACT	Active or activated or activity
AD	Aerodrome
ADA	Advisory area
ADC	Aerodrome chart
ADDN	Addition or additional
ADF	Automatic Direction-Finding Equipment
ADJ	Adjacent
ADZ	Advice
AFIL	Flight plan filed in the air
AFIS	Aerodrome Flight Information Service
AFM	Yes or affirm or affirmative or that is correct
AFS	Aeronautical Fixed Service
AFT	After
AFTN	Aeronautical Fixed Telecommunication Network
A/G	Air-to-Ground
AGA	Aerodromes, air-routes and ground aids
AGL	Above Ground Level
AGN	Again
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AIRAC	Aeronautical Information Regulation and Control
AIREP	Air report
AIRMET	Information concerning en-route weather phenomena which may affect the safety of low-level aircraft operations
AIS	Aeronautical Information Services
ALERFA	Alert Phase
ALR	Alerting (message type designator)
ALRS	Alerting Service
ALS	Approach Lighting System
ALT	Altitude
ALTN	Alternate or alerting
ALTN	Alternate (aerodrome)
AMD	Amend or amended
AMDT	Amendment (AIP amendment)
AMSL	Above Mean Sea Level
AMSS	Aeronautical Satellite Mobile Service
ANS	Answer
AOC	Aerodrome Obstacle Chart
AP	Airport
APAPI	Abbreviated Approach Precision Path Indicator
APCH	Approach
APN	Apron
APP	Approach control office or approach control or approach control service
APR	April
APRX	Approximate or approximately
APV	Approve or approved or approval
ARFOR	Area forecast
ASAP	As soon as possible
ASDA	Accelerated Stop Distance Available
ASPH	Asphalt
ATA	Actual time of arrival
ATC	Air Traffic Control (in general)
ATD	Actual time of departure
ATIS	Automatic Terminal Information Service
ATS	Air Traffic Services
ATTN	Attention
AUW	All Up Weight
AUX	Auxiliary
AVBL	Available
AVG	Average
AVGAS	Aviation Gasoline
AWS	Automatic Weather Station
AWY	Airway
BASE	Cloud Base
BCN	Beacon
BCST	Broadcast
BDRY	Boundary

BKN	Broken (cloud
BLDG	Building
BRG	Bearing
BS	Broadcast
BTN	Between
BLDG	Building
BRG	Bearing
BS	Broadcast
BTN	Between
C	Celsius
CAD	Civil Aviation Division
CAR	Civil Aviation Regulation
CAT	Category
CAT	Clear Air Turbulence
CAVOK	Cloud Ceiling and Visibility are better that prescribed values
CB	Cumulonimbus
CC	Cirrocumulus
CFM	Confirm
CH	Channel
CHTR	Charter
CI	Cirrus
CL	Centre Line
CLD	Cloud
CLR	Clear, Cleared to.... Clearance
CM	Centimeter
CMB	Climb or Climbing to
CNL	Cancel
CNL	Flight plan cancellation message
CNS	Communications, Surveillance and Surveillance
COM	Communications
CONT	Continue, continued
COOR	Coordinate, Coordinated
COORD	Coordinates
COR	Correct, Correction, Corrected
CS	Cirrostratus
CS	Call sign
CTA	Control Area
CTC	Contact
CTL	Control
CTR	Control Zone
CU	Cumulus
CUST	Customs
CVR	Cockpit Voice Recorder
CWY	Clearway
DA	Decision Altitude
DCT	Direct
DEG	Degrees
DEP	Depart, Departure, Departure message
DES	Descend to, Descending to
DEST	destination
DETRESFA	Distress phase
DEV	Deviation, Deviating
DF	Direction Finder
DIF	Difference
DISP	Displaced
DIST	Distance
DIV	Diversion, Divert
DLA	Delay, Delayed
DME	Distance Measuring Equipment
DOC	Documents
DP	Dew Point
DR	Dead Reckoning
DTG	Date-Time-Group
DUR	Duration
DVOR	Doppler VOR
DZ	Drizzle
E	East, East Longitude
EAT	Expected Approach Time
EET	Estimated Elapsed Time
EHF	Extremely High Frequency
ELEV	Elevation
ELR	Extra Long Range
ELT	Emergency Locator Transmitter
EMERG	Emergency
ENDCE	Endurance
ENE	East North-East
ENR	Enroute
EPIRB	Electronic Position Indication Radio Beacon
EQPT	Equipment
ESE	East South-East
EST	Estimate, Estimated, message type indicator
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETO	Estimated Time Over
EXC	Except
EXER	Exercise
EXP	Expect, Expected
EXTD	Extend, Extending
FAC	Facility
FAF	Final Approach Fix
FAP	Final Approach Point
FATO	Final Approach and Take-off

	Area
FAX	Facsimile
FCST	Forecast
FEW	Few (cloud descriptor)
FIC	Flight Information Centre
FIR	Flight Information Region
FIS	Flight Information Service
FL	Flight Level
FLG	Flashing
FLT	Flight
FLUC	Fluctuation
FLW	Follow, Following
FM	from
FPL	Filed Flight Plan Message
FPM	Feet Per Minute
FREQ	Frequency
FT	Feet
FXD	Fixed
GEN	General
GND	Ground
GNS	Global Navigation System
GP	Glide Path
GPS	Global Positioning System
GS	Ground Speed
GUND	Geoid Undulation
H24	Continuous day and night service
HBN	Hazard Beacon
HDG	Heading
HEL	Helicopter
HF	High Frequency
HGT	Height
HJ	Sunrise to sunset
HLDG	Holding
HLS	Helicopter Landing Site
HN	Sunset to Sunrise
HO	Service available to meet operational requirements
HOSP	Hospital
HPA	Hectopascal
HR	Hours
HS	Service available during hours of scheduled operations
HVY	Heavy
HX	No specific working hours
HZ	Haze
IAC	Instrument Approach Chart
IAF	Initial Approach Fix
IAL	Instrument Approach and Landing Chart
IAS	Indicated Air Speed
IAWP	Initial Approach Way-Point
ICAO	International Civil Aviation Organization
IDENT	Identification
IF	Intermediate Approach Fix
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
INCERFA	Uncertainty Phase
INFO	Information
INS	Inertial Navigation System
INSTL	Install
INSTR	Instrument
INTL	International
ISA	International Standard Atmosphere
IWI	Illuminated Wind Indicator
IWP	Intermediate Way-Point
KG	Kilogram
KHZ	Kilohertz
KM	Kilometers
KMH	Kilometers per Hour
KPA	Kilopascals
KT	Knots
KW	Kilowatts
LAT	Latitude
LDA	Landing Distance Available
LDG	landing
LDI	Landing Direction Indicator
LF	Low Frequency
LGT	Lighted
LGTD	Lighted
LONG	Longitude
LSAT	Lowest Safe Altitude
LTD	Limited
LUL	Lowest Useable Level
M	Meters
MAG	Magnetic
MAHWP	Missed Approach Holding Way Point
MAINT	Maintenance
MAPT	Missed Approach Point

MAWP	Missed Approach Way Point
MAX	Maximum
MBST	Microburst
MDA	Minimum Descent Altitude
MEA	Minimum Enroute Altitude
MET	Meteorology
METAR	Aviation Routine Weather Report
MF	Medium Frequency
MHZ	Megahertz
MIL	Military
MIN	Minutes
MISC	Miscellaneous
MNM	Minimum
MNTN	Maintain
MOC	Minimum Obstacle Clearance
MOD	Moderate (to indicate intensity of WX phenomena)
MSA	Minimum Sector Altitude
MSG	Message
MSL	Mean Sea Level
MTOW	Maximum Take-Off Weight
MWO	Meteorological Watch Office
N	North
NAV	Navigation
NAVAID	Navigational Aid
NDB	Non Directional Beacon
NEG	Negative, Permission not granted
NGT	Night
NIL	None
NM	Nautical Miles
NOF	International NOTAM Office
NOSIG	No Significant Change
NOTAM	Notice to Airmen
NW	North-West
NXT	Next
OBS	Observed
OBSC	Obscure, Obscured
OBST	Obstruct
OBSTR	Obstruction
OCA	Obstacle Clearance Altitude
OCNL	Occasional
OHD	Overhead
OPR	Operator
OPS	Operations
O/R	On request
OVC	Overcast
PAL	Pilot Activated Lighting
PANS	Procedures for Air Navigation Services
PAPI	Precision Approach Path Indicator
PAX	Passenger
PCN	Pavement Classification Number
PERM	Permanent
PIB	Pre-flight Information bulletin
PLN	Flight Plan
PNR	Point of No Return
POB	Persons on Board
PPR	Prior Permission Required
PRD	Prohibited, Restricted and Danger Areas
PROC	Procedure
PSN	Position
PSP	Pierced Steel Plank
PWR	Power
RAC	Rules of the Air and Air traffic Services
RAD	Radius
RAIM	Receiver Autonomous Integrity Monitoring
RCC	Rescue Coordination Centre
RCL	Runway Center Line
RDL	Radial
REC	Receive
REF	Reference
REG	Registration
REQ	Request
RESA	Runway End Safety Area
RESTR	Restrictions
RFF	Rescue and Fire Fighting Services
RMK	Remarks
RNAV	Area Navigation
RNP	Required Navigation Performance
ROC	Rate of Climb
ROD	Rate of Descent
ROFOR	Route Forecast
RSC	Rescue Sub Centre
RVR	Runway Visual Range
RVSM	Reduced Vertical Separation Minima
RWY	Runway

S	South
SAR	Search and Rescue
SARPS	Standards and Recommended Practices
SATCOM	Satellite Communication
SC	Stratocumulus
SCT	Scattered
SDBY	Standby
SDC	Standard Departure Clearance
SE	South East
SEC	Seconds
SECT	Sector
SELCAL	Selective Calling System
SFC	Surface
SH	Showers (Rain)
SID	Standard Instrument Departure
SIG	Significant
SIGMET	Information on weather phenomena which may affect safety of aircraft operations
SIMUL	Simultaneous
SKED	Schedule, Scheduled
SMC	Surface Movement Control
SPECI	Aviation Special Weather
SQ	Squall
SR	Sunrise
SRG	Short Range
SRR	Search and Rescue Region
SS	Sunset
SSE	South South-East
SSW	South South-West
ST	Stratus
STAR	Standard Arrival Route
STD	Standard
STN	Station
STOL	Short Take-off and Landing
STS	Status
SUBJ	Subject to
SUP	Supplement, Supplementary
SUPPS	Regional Supplementary Procedures
SW	South-West
SWY	Stopway
TA	Transition Altitude
TAF	Aerodrome Forecast
TAS	True Air Speed
TBA	To be advised
TCAS	Traffic Alert and Collision Avoidance System
TDZ	Touchdown Zone
TEL	Telephone
TEMPO	Temporary
TFC	Traffic
THR	Threshold
TIBA	Traffic Information Broadcasts by Aircraft
TKOF	Take-of
TMA	Terminal Control Area
TOC	Top of Climb
TODA	Take-off Distance Available
TORA	Take-off Run Available
TR	Track
TS	Thunderstorm
TURB	Turbulence
TWR	Aerodrome Control Tower
TWY	Taxiway
TYPH	Typhoon
UFN	Until Further Notice
UHF	Ultra High Frequency
UNL	Unlimited
U/S	Unserviceable
UTC	Universal Coordinated Time
VAR	Magnetic Variation
VASIS	Visual Approach Slope Indicator System
VHF	Very High Frequency
VIP	Very Important Person
VIS	Visibility
VLF	Very Low Frequency
VLR	Very Long Range
VMC	Visual Meteorological Conditions
VOLMET	Meteorological Information fro Aircraft in Flight
VOR	VHF Omni-Directional Radio Range
W	West
WDI	Wind Direction Indicator
WEF	With Effect From
WGS-84	World Geodetic System - 1984
WI	Within
WID	Width
WIE	With Immediate Effect
WILCO	Will comply
WIP	Work in Progress
WO	Without
WPT	Waypoint
WRNG	Warning

WS	Wind Shear
WSW	West South-West
WT	Weight
WWW	World Wide Web
WX	Weather
X	Cross
Z	UTC

GEN 2.3 – CHARTS AND SYMBOLS

1. Aerodromes

1.1 Charts other than approach charts

Civil (land)	
Civil (unattended)	
Heliport	

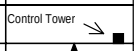
1.2 Approach Charts

The aerodrome on which the procedure is based	

1.3 Aerodrome Charts

Hard surface runway	
Unpaved runway	
Stopway SWY	

2. Aerodrome installations and lights

Aerodrome reference point	
Taxiways and parking areas	
Control Tower	
Aeronautical ground light	
Wind direction indicator (unlighted)	

3. Miscellaneous

Obstacles	
Prohibited/Restricted/Danger Areas	
VOR/DME check point	

GEN 2.4 - LOCATION INDICATORS

1. ENCODE		2. DECODE	
Location	*Indicator*	*Indicator*	*Location*
Baucau/Cakung*	WPEC	WPDB*	Suai
Dili/Presidente Nicolau Lobato International Airport	WPDL	WPDH*	Dili Heliport
Dili Heliport*	WPDH	WPDL	Dili/Presidente Nicolau Lobato International Airport
Oecussi*	WPOC	WPEC*	Baucau/Cakung
Suai*	WPDB	WPOC*	Oecussi

* Unattended aerodromes.

GEN 2.5 – LIST OF RADIO NAVIGATIONAL AIDS

ID	*Station Name*	*Aid*	*Purpose*
DIL	Dili	VOR/DME	AE
KO	Comoro	NDB	AE

GEN 2.6 – CONVERSION TABLES

NM to KM 1 NM = 1.852 KM		KM to NM 1 KM = 0.54 NM		Ft to M 1 FT = 0.3048 M		M to FT 1 M = 3.281 FT	
NM	*KM*	*KM*	*NM*	*FT*	*M*	*M*	*FT*
0.1	0.185	0.1	0.05	1	0.305	1	3.28
0.2	0.370	0.2	0.11	2	0.610	2	6.56
0.3	0.556	0.3	0.16	3	0.914	3	9.84
0.4	0.741	0.4	0.22	4	1.219	4	13.12
0.5	0.926	0.5	0.27	5	1.524	5	16.40
0.6	1.111	0.6	0.32	6	1.829	6	19.69
0.7	1.296	0.7	0.38	7	2.134	7	22.97
0.8	1.482	0.8	0.43	8	2.438	8	26.25
0.9	1.667	0.9	0.49	9	2.743	9	29.53
1	1.852	1	0.54	10	3.048	10	32.81
2	3.704	2	1.08	20	6.096	20	65.62
3	5.556	3	1.62	30	9.144	30	98.43
4	7.408	4	2.16	40	12.192	40	131.23
5	9.260	5	2.70	50	15.240	50	164.04
6	11.112	6	3.24	60	18.288	60	196.85
7	12.964	7	3.78	70	21.336	70	229.66
8	14.816	8	4.32	80	24.384	80	262.47
9	16.668	9	4.86	90	27.432	90	295.28
10	18.520	10	5.40	100	30.480	100	328.08
20	37.040	20	10.80	200	60.960	200	656.17
30	55.560	30	16.20	300	91.440	300	984.25
40	74.080	40	21.60	400	121.920	400	1 312.34
50	92.600	50	27.00	500	152.400	500	1 640.42
60	111.120	60	32.40	600	182.880	600	1 968.50
70	129.640	70	37.80	700	213.360	700	2 296.59
80	148.160	80	43.20	800	243.840	800	2 624.67
90	166.680	90	48.60	900	274.320	900	2 952.76
100	185.200	100	54.00	1 000	304.800	1 000	3 280.84
200	370.400	200	107.99	2 000	609.600	2 000	6 561.68
300	555.600	300	161.99	3 000	914.400	3 000	9 842.52
400	740.800	400	215.98	4 000	1 219.200	4 000	13 123.36
500	926.000	500	269.98	5 000	1 524.000	5 000	16 404.20
				6 000	1 828.800		
				7 000	2 133.600		
				8 000	2 438.200		
				9 000	2 743.200		
				10 000	3 048.000		

GEN 2.7 – SUNRISE/SUNSET TABLES

Reserved.

GEN 3 - SERVICES

GEN 3.1 - AERONAUTICAL INFORMATION SERVICES

1 - Responsible Service

1.1 The CAD is responsible for compiling and disseminating aeronautical information. The ATS Section in CAD handles the functions of the AIS including NOTAM functions. Service provision is however limited. Enquiries should be made to the CAD at the contact address given in GEN 1-1.

2 - Area of Responsibility

2.1 Aeronautical Information Service provided covers the territory of Timor Leste including the Oecussi enclave.

3. Aeronautical Publications

3.1 *Aeronautical Information*

3.1.1 The Integrated Aeronautical Information Package consists of the following:

- Aeronautical Information Publication (AIP)
- Amendment service to the AIP (AIP AMDT)
- Supplements to the AIP (AIP SUP)
- NOTAM and Pre-flight Information Bulletins (PIBs)
- Aeronautical Information Circulars (AIC)
- Checklists and lists of valid NOTAMs.

3.1.2 NOTAM and monthly Checklists are issued via the Aeronautical Fixed Service (AFS). No PIB is available. Other elements will be distributed by mail.

3.2 *Aeronautical Information Publication*

3.2.1 The Timor Leste AIP is published as one volume in English only in loose-leaf form. It is a basic aviation document and contains permanent aeronautical information and long duration temporary changes essential for air navigation.

3.3 *Amendment Service to the AIP*

3.3.1 Amendments to the AIP will be in loose sheets as follows:

- Regular AIP Amendment (AIP AMDT) at established intervals (to be notified) identified by a light blue cover sheet incorporating permanent changes on the indicated publication date; and

- AIRAC AIP Amendment (AIRAC AIP AMDT) issued in accordance with the AIRAC system and identified by a pink cover sheet incorporating operationally significant permanent changes on the indicated AIRAC effective date.

3.3.2 Amendment cover sheets will briefly describe the subjects of the amendment. A vertical line in the left margins will identify new information in the reprinted pages.

3.3.3 Each AIP page and each replacement page are dated. The date consists of the day, month (by name) and year of the publication date (regular AIP AMDT) or of the AIRAC effective date (AIRAC AIP AMDT) of the information. Each AIP cover sheet includes references to the serial number of those elements, if any, of the Integrated Aeronautical Information Package, which have been incorporated into the AIP by the amendment and subsequently cancelled.

3.3.4 Each AIP AMDT and AIRAC AIP AMDT are allocated separate serial numbers which are consecutive and based on the calendar year. The year indicated by two digits is part of the serial number of the amendment, e.g. AIP AMDT 1/2004 AIRAC AIP AMDT 1/2004.

3.3.5 A checklist of AIP pages containing page number/chart title and the publication or

effective date of the information is reissued with each amendment and is an integral part of the AIP.

3.4 *Supplement to the AIP (AIP SUP)*

3.4.1 Temporary changes of long duration (three months or more) and information of short duration which consist of extensive text and/or graphics, supplementing the permanent information in the AIP, are published as AIP Supplements (AIP SUP). Operationally significant temporary changes to the AIP are published in accordance with the AIRAC system and are identified by the acronym AIRAC AIP SUP.

3.4.2 AIP Supplements are organized under each AIP Part and are published in yellow paper. Each Supplement will contain consecutive serial number based on the calendar year e.g. AIP SUP 1/2004 AIRAC AIP SUP 1/2004.

3.4.3 AIP SUPs are to be retained in the AIP as long as all or some its contents remain valid. NOTAMs may be issued to indicate changes to the validity period or cancellation. Checklist of current AIP SUPs will be included in NOTAM checklists.

3.5 *NOTAM and Pre-flight Information Bulletins (PIBs)*

3.5.1 The NOTAM service is operated by Airservices Australia on behalf of Timor Leste CAD. Timor Leste NOTAMs can be accessed via the Airservices Pilot Briefing Centre website addresses given below:

www.airservicesaustralia.com/brief/
nof@airservices.gov.au.

3.5.2 The CAD NOTAM office is located at Dili Airport and can be contacted within operation hours as follows:

Tel: +670 3317 110 Ext 124
Fax: +670 3317 111

3.5.3 No Pre-flight Information Bulletins are published.

3.6 *Aeronautical Information Circulars (AIC)*

3.6.1 Aeronautical Information Circulars (AIC) will contain information on the long-term forecast of any major changes in legislation, regulations, procedures or facilities; information of a purely explanatory or advisory nature liable to affect flight safety; and information or notification of an explanatory or advisory nature concerning technical, legislative or administrative matters.

3.6.2 AICs will be issued under Series A and B. Series A will contain information affecting international aviation and will be distributed internationally. Series B will contain information affecting national aviation only and will be distributed domestically only.

3.6.3 Each AIC Series is numbered consecutively on a yearly basis, e.g. AIC A 1/2004 or AIC B 1/2004. A checklist of current AICs is issued once a year.

3.7 *Checklist and List of Valid NOTAMs*

3.7.1 Monthly NOTAM Checklists are available from Airservices Australia.

3.8 *Sale of Publications*

3.8.1 The AIP is Obtainable from the CAD NOTAM office.

4 – AIRAC System

4.1 Notice concerning operationally significant changes such as amendments to routes, charts, etc. will be issued in accordance with the Aeronautical Information Regulation and Control (AIRAC) system predetermined dates given below:

2009	*2010*	*2011*
15 Jan	14 Jan	13 Jan
12 Feb	11 Feb	10 Feb
12 Mar	11 Mar	10 Mar
09 April	08 Apr	07 Apr

07 Mar	06 May	05 May
04 Jun	03 Jun	02 Jun
07 Jul	01 Jul	30 Jun
30 Jul	29 Jul	28 Jul
27 Aug	26 Aug	25 Aug
24 Sep	23 Sep	22 Sep
22 Oct	21 Oct	20 Oct
19 Nov	18 Nov	17 Nov
17 Dec	16 Dec	15 Dec

4.2 Notices under the AIRAC system will be given to users at least 28 days before the effective date. In case of major changes a notice of 56 days may be given.

5. Pre-flight Information Service at Aerodromes/Heliport.

5.1 Not available.

GEN 3.2 - AERONAUTICAL CHARTS

1. Responsible Services

1.1 CAD produces only limited aeronautical charts for aviation use. These are available in the AIP. The charts are produced generally in accordance with Doc 7101.

2. Maintenance of Charts

2.1 New charts and amendments to existing charts will be issued as amendments to the AIP.

2.2 Incorrect information of operational significance will be corrected by NOTAM.

3. Purchase Arrangements

3.1 Charts in the AIP may be obtained separately from the CAD NOTAM office.

4. Aeronautical Chart Series Available

4.1 The following series of aeronautical charts are produced:

a) Aerodrome Chart – ICAO
b) Aerodrome Obstacle Chart – ICAO Type A
c) En-route Chart – ICAO
d) Instrument Approach Chart - ICAO

4.2 General description of each series

4.2.1 *Aerodrome Chart–ICAO* contains detailed aerodrome data to assist flight crews in the ground movement of aircraft from the apron to the runway and from the runway to the apron.

4.2.2 *Aerodrome Obstacle Chart-ICAO–Type A* contains detailed information in plan and profile view on obstacles in the take-off flight path of aerodromes.

4.2.3 *En-route Chart-ICAO* contains aeronautical data on the Timor Leste airspace to enable flight crew to navigate along ATS routes in compliance with air traffic services procedures. Currently the chart does not contain data on PRD areas.

4.2.4 *Area Chart-ICAO* show in more detail aerodromes and terminal routings, PRD areas and the air traffic services system. It provides flight crew with information to facilitate the following phases of instrument flight:

- the transition between the en-route phase and the approach to an aerodrome;
- the transition between the take-off/missed approach path and the en-route phase of flight; and
- flights through areas of complex ATS routes or airspace structure.

4.2.5 Instrument Approach Chart-ICAO provide information to flight crew to enable them to conduct an approved instrument approach procedure to the runway of intended landing including the missed approach procedure and where applicable associated holding patterns.

5. List of Aeronautical Charts Available

Type	Location	Date
Aerodrome Chart-ICAO	Dili Baucau Suai	15 JAN 04 14 DEC 06 18 MAR 04
Aerodrome Obstacle Chart–ICAO Type A	Dili	28 SEP 06
Enroute Chart-ICAO	Timor Leste	14 DEC 06
PRD Areas –Index Chart	Timor Leste	14 DEC 06
Area Chart- Dili CTR	Dili	14 DEC 06

Instrument Approach Chart-ICAO	Dili Rwy 08/26 NDB Rwy 08/26 VOR Rwy 08/26 VOR/DME	 15/01/04 15/01/04 15/01/04

6. Index to the World Aeronautical Charts

6.1 Nil

7. Topographical Charts

7.1 Nil produced. May be obtained from other appropriate mapping agencies.

GEN 3.3 - AIR TRAFFIC SERVICES

1. Responsible Service

1.1 The CAD is the responsible authority for the provision of air traffic services (ATS). ATS are generally provided in accordance with ICAO Annex 2, Annex 11 and PANS-RAC Doc 4444.

1.2 ATS are provided only during notified hours of operation.

1.3 NOTAM Office and ARO (ATS Reporting Office) are provided in Dili Airport.

1.4 Difference is detailed in GEN 1.7

2 - Area of Responsibility

2.1 ATS within Timor Leste airspace are provided only in Class C airspace and in the Lower ATS routes (Class G airspace-uncontrolled) subject to communication limitation. No service is presently provided outside of the airspace mentioned above.

2.2 CAD provides ATS in the Dili CTR.

3. Types of Services

3.1 The following types of air traffic services are provided:

- Aerodrome Control Service (AD)
- Approach Control Service (APP)
- Flight Information Service (FIS)
- Alerting Service
- ATS Reporting Office

4. Coordination Between Operators and ATS

4.1 Coordination between ATS and operators is undertaken on a need basis.

5. Minimum Flight Altitude

5.1 No enroute minimum flight altitudes are established. Pilots shall comply with the provisions of Annex 2 with respect to minimum flight altitudes. Minimum Sector Altitudes (MSA) are established within 25NM radius of radio navigational aids.

6. ATS Units Address List

Unit name	Comoro Approach/Twr NOTAM/ARO
Postal address	See GEN 1.1
Tel. No.	+670 3317 110
Fax. No.	+670 3317 111
AFS address	TWR: WPDLZTZX NOTAM/ARO: WPDLYNYX
Telex No.	NIL

GEN 3.4 - COMMUNICATION SERVICES

1 – Responsible Service

1.1 The CAD provide communications and radio navigation facilities. ATC communications services are available only during notified hours of operation. Radio navigation services are available H24.

2 – Area of Responsibility

2.1 CAD presently provides communication and navigation services within the Dili CTR, which includes the Dili Heliport and along Lower ATS routes.

2.2 High terrain limits the operational coverage of the communications and the radio navigation facilities.

3 – Types of Service

3.1 *Communication service*

3.1.1 The following communication services are provided:

a) VHF Radio communications
b) AFTN

3.2 *Radio navigation service*

3.2.1 The following types of radio aids to navigation are available:

a) MF Non-Directional Beacon
b) VHF Omni-Directional Radio Range (VOR)
c) Distance Measuring Equipment (DME)

3.2 Radio navigation aids operate in accordance with ICAO Annex 10.

3.3 *Mobile/Fixed service*.

3.3.1 ATS units maintain a continuous watch on the stated frequencies during published hours of service unless otherwise notified. Aircraft should maintain continuous watch and communicate with the unit that exercises control in the area the aircraft is flying.

3.3.2 CAD has access to the ICAO AFTN system via the Airservices Australia AFTN Gateway System. ATS messages, flight plans and other messages as appropriate may be sent to the following CAD addresses:

WPDLZTZX – Dili Control Tower
WPDLYDYX – Aeroporto Internacional Presidente Nicolau Lobato Management
WPDLYAYA - CAD headquarters

3.4 *Broadcasting service*

3.4.1 Not available.

4 – Requirements and Conditions

4.1 Air-ground communications and air-to-air communications including TIBA shall be conducted by VHF radiotelephony in English using standard ICAO phraseologies.

4.2 Aircraft shall establish communications on VHF with ATS units at least 10 minutes before entering the respective ATS unit's area of responsibility to enable the ATS units to ensure separation with other aircraft under its control.

4.3 NDBs transmit 2 character identification codes. Due to the mountainous terrain in Timor Leste reflections of radiated signals cause bearing fluctuations, which exceed minimum permitted and therefore limit their operational use. Refer to AD 2.19 for details of limitations.

5 – Radio Communications Failure Procedures

5.1 Pilots shall comply with the following general procedures in the event of communications failure.

5.2 In VMC, continue to fly to destination airport, or land at the nearest suitable aerodrome and report arrival to the nearest ATS unit by the most expeditious means.

5.3 In IMC:

a) proceed according to the current flight plan route to the navigation aid serving the destination aerodrome maintaining the last assigned level or minimum flight altitude if higher;

b) commence descent over the facility upon arrival if no expected approach time (EAT) was received and acknowledged, or if an EAT was received and acknowledged commence descent at or as close as possible to the EAT;

c) complete the normal instrument approach procedure specified for the navigation aid; and

d) land within 30 minutes of the estimated time of arrival or of the EAT, whichever is later.

GEN 3.5 - METEOROLOGICAL SERVICES

1. Responsible Service

1.1 No local Meteorological services are available.

1.2 Automated MET sensors have been installed at Dili/Presidente Nicolau Lobato and Baucau airports. Information on wind direction and speed, cloud base, QNH and temperature as derived from these sensors is provided by air traffic control units during published hours of operation.

2. Area of Responsibility

2.1 Reserved.

3. Meteorological Observations and Reports

3.1 Nil available.

4. Types of Services

4.1 Area Forecast (ARFOR) for the whole of Timor Leste and Aerodrome Forecast (TAF) for Dili international airport is available from the Airservices Australia Pilot briefing website and Darwin MAET office.

5. Notification Required from Operators

5.1 Reserved

6. Aircraft Reports

6.1 Reserved.

7. VOLMET Service

7.1 Not available.

8. SIGMET and AIRMET Services

8.1 Not Available.

9. Other Automated MET services.

9.1 Nil.

GEN 3.6 - SEARCH AND RESCUE

1 - Responsible Service

1.1 Notification on aviation SAR matters and request for assistance should be made to Civil Aviation Division using the contact details/telephone numbers. given under GEN 1.1 or telephone numbers stated below:

+670 3317 110 (Comoro ATSU Opr. Hrs.)
+670 3313 821 (Comoro TWR Opr. Hrs)
+670 723 01 73 (Mobile Phone)
+670 3317 111 (FAX)
or through AFTN address :
WPDLZTZX - TWR
WPDLYNYX – ARO/NOTAM

2. Area of Responsibility

2.1 The area of responsibility for SAR generally covers the Timor Leste airspace limits.

3. Types of services

3.1 Reserved.

4. SAR Agreements

4.1 Reserved.

5. Conditions of Availability

6. Procedures and Signals Used by Aircraft.

6.1 Procedures for pilots observing an accident or intercepting a distress call/message and signals and transmission of distress messages are outlined in Annex 12 and Annex 10 Volume 2 respectively.

6.2 The emergency frequency 121.5MHz is guarded at the control towers during notified hours of service.

6.3 Ground/Air visual signal codes for use by survivors are given below:

	Message	*Code symbol*
1	Require assistance	**V**
2	Require medical assistance	**X**
3	No or Negative	**N**
4	Yes or Affirmative	**Y**
5	Proceeding in this direction	↑

Instructions for use:
1. Make signals not less than 8ft (2.5m)
2. Lay signals exactly as shown
3. Provide as much colour contrast as possible between signals and background
4. Make every effort to attract attention by other means such as radio, flares, smoke and reflected light.

GEN 4-CHARGES FOR AERODROMES/HELIPORTS AND AIR NAVIGATION SERVICES

GEN 4.1 – AERODROME/HELIPORT CHARGES

1. Landing of Aircraft

1.1 The fee payable is based on aircraft manufacturer's certified Maximum Take-off Weight (MTOW) specified in the Flight Activity Report (See further below). If the Maximum Take-off Weight is not known, the weight of the heaviest known aircraft of the same type will be applied to calculate the fee.

1.2 The applicable fee rates are given in the Table below. The charges are applicable only in Dili/Presidente Nicolau Lobato International airport for the time being.

1.3 Helicopters are charged a fixed rate of USD20.00 per landing.

Maximum Take-off Weight in Kg	**International flight** (USD)	**Domestic flight** (USD)
<5,000	40.00	20.00
5,001-10,000	200.00 + 5.00 per tonne or part thereof	100.00 + 2.50 per tonne or part thereof
10,001-15,000	250.00 + 5.00 per tonne or part thereof	125.00 + 2.50 per tonne or part thereof
15,001-30,000	275.00 + 5.00 per tonne or part thereof	137.50 + 2.50 per tonne or part thereof
30,001-50,000	300.00 + 5.00 per tonne or part thereof	150.00 + 2.50 per tonne or part thereof
>50,000	325.00 + 5.00 per tonne or part thereof	162.50 + 2.50 per tonne or part thereof

2. Parking, Hangarage and Long-term Storage of aircraft.

2.1. *Parking of Aircraft*.

2.1.1 Operators must obtain prior approval for parking arrangements from the aerodrome authority due to limited apron space. Parking fee may be charged at the discretion of the CAD.

2.2 *Hangar Charges*

2.2.1 Nil.

2.3 *Long-term Storage*

2.2.1 Not available.

3. Passenger Service

3.1 Passengers aged two (2) years and above are required to pay USD10.00 for each departure from Timor Leste on an international flight. Fees are payable by the passenger to the CAD. The payment counter is located in the Check-in premises in Dili airport.

3.2 The aircraft operator is required to ensure that the fee has been paid before processing the boarding pass. Passengers are required to show payment receipts to the Immigration authority.

4. Security

4.1 No separate security service fees are applicable. All aircraft are parked at owners' risk.

5. Noise-related items

5.1 Not Applicable.

6. Others

6.1 Nil.

7. Exemptions and Reductions.

7.1 Nil.

8. Method of payment

8.1 Fees are payable by the person nominated at the time the approval is given for a flight and must be paid before departing Dili airport unless other arrangements have been agreed to. In the case of regular users, payment shall be made on demand at the end of each calendar month of fees accrued during the month. All payment shall be in USD.

GEN 4.2 –AIR NAVIGATION SERVICES CHARGES

Presently no separate air navigation service charge is imposed.