



**AIP**

**AERONAUTICAL INFORMATION PUBLICATION**

**REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE**

**FIRST EDITION**

**CONSULT NOTAM FOR LATEST INFORMATION**

**WARNING**

This binder contains ferrous material and  
can cause erroneous readings to a magnetic compass if  
stowed or used adjacent to the compass.

**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 0.1 PREFACE

##### 1. Name of Publishing Authority

1.1 The AIP is published under the authority of the Civil Aviation Division (CAD), Ministry of Transport, Communications and Public Works, 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.

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.

*ENR 6 En-route charts*

En-route Charts ICAO and index charts.

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*

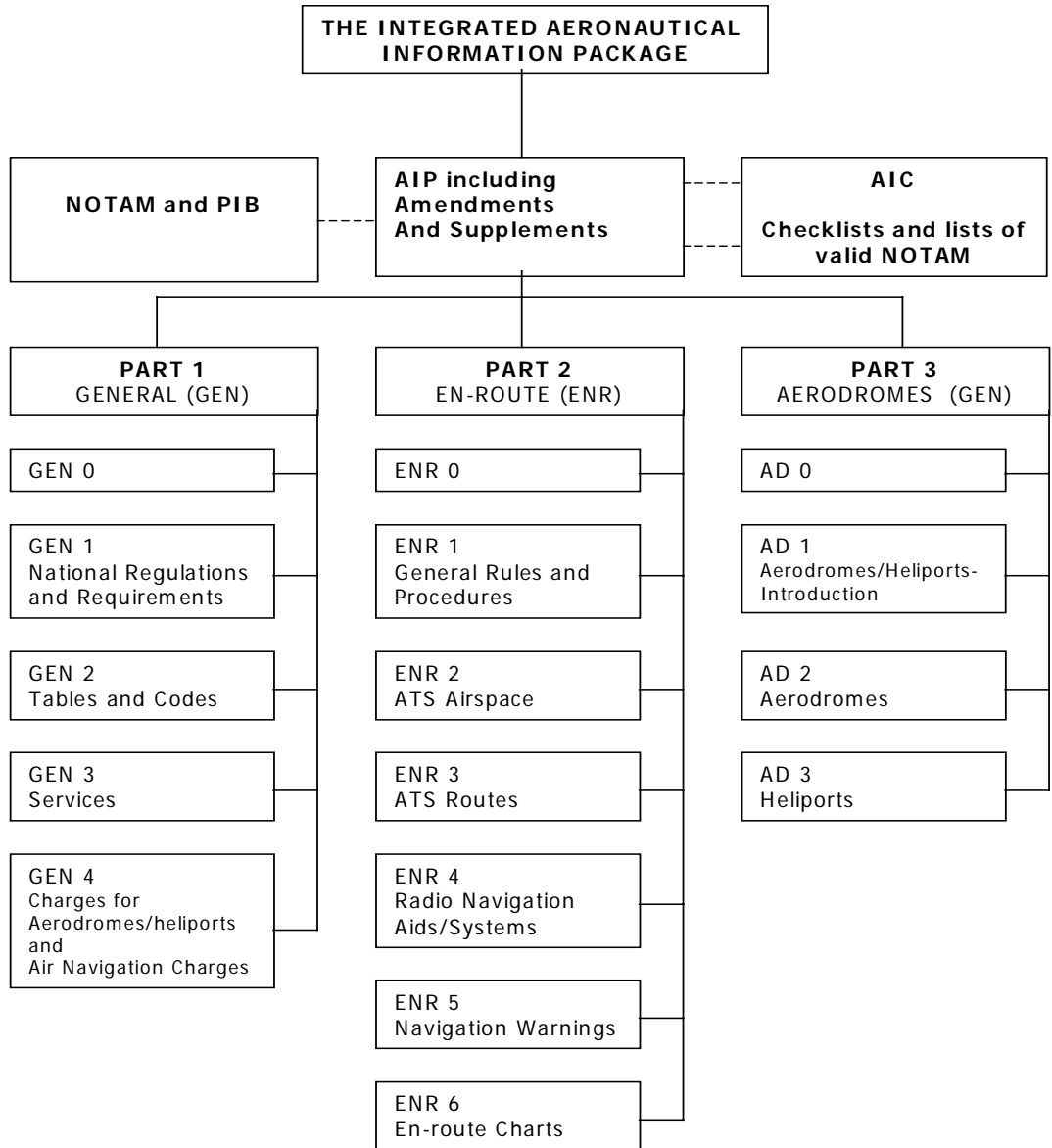
Detailed information on heliports.

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.



**GEN0.2 RECORD OF AIP AMENDMENTS**

<b>AIP AMENDMENT</b>			
<i>NR/Year</i>	<i>Publication date</i>	<i>Date Entered</i>	<i>Entered By</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

<b>AIRAC AIP AMENDMENT</b>			
<i>NR/Year</i>	<i>Publication date</i>	<i>Date Entered</i>	<i>Entered By</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			



**GEN 0.4 CHECKLIST OF AIP PAGES**

<i>Page</i>	<i>Date</i>	<i>Page</i>	<i>Date</i>	<i>Page</i>	<i>Date</i>
<b>PART 1 – GENERAL (GEN)</b>		<b>GEN 4</b>		<b>ENR 4</b>	
<b>GEN 0</b>		4.1-1		4.1-1	
0.1-1		4.1-2		4.2-1	
0.1-2		4.2.1		4.3-1	
0.1-3				4.4-1	
0.2-1		<b>PART 2 – EN-ROUTE (ENR)</b>		<b>ENR 5</b>	
0.3-1		<b>ENR 0</b>		5.1-1	
0.4-1		0.6-1		5.1-2	
0.4-2		0.6-2		5.1-3	
0.5-1		0.6-3		5.2-1	
0.6-1				5.3-1	
0.6-2		<b>ENR 1</b>		5.4-1	
0.6-3		1.1-1		5.5-1	
		1.1-2		5.6-1	
<b>GEN 1</b>		1.1-3		6.1-1	
1.1-1		1.2-1		6.1-2	
1.2-1		1.2-2		6.1-3	
1.2-2		1.3-1			
1.3-1		1.4-1		<b>PART 3- AERODROMES (AD)</b>	
1.3-2		1.5-1		<b>AD 0</b>	
1.4-1		1.6-1		0.6-1	
1.4-2		1.7-1		0.6-2	
1.5-1		1.7-2			
1.6-1		1.8-1		<b>AD 1</b>	
1.7-1		1.9-1		AD 1.1-1	
		1.10-1		AD 1.1-2	
<b>GEN 2</b>		1.10-2		AD 1.1-3	
2.1-1		1.11-1		AD 1.2-1	
2.2-1		1.12-1		AD 1.3-1	
2.2-2		1.13-1		AD 1.4-1	
2.2-3		1.14-1		AD 1.5-1	
2.2-4		1.14-2		AD 1.5-2	
2.2-5		1.14-3			
2.3-1		1.14-4		<b>AD 2</b>	
2.4-1		1.14-5		WPD L AD 2-1	
2.5-1		1.14-6		WPD L AD 2-2	
2.6-1				WPD L AD 2-3	
2.7-1		<b>ENR 2</b>		WPD L AD 2-4	
		2.1-1		WPD L AD 2-5	
<b>GEN 3</b>		2.2-1		WPD L AD 2-6	
3.1-1				WPD L AD 2-7	
3.1-2		<b>ENR 3</b>		WPD L AD 2-8	
3.1-3		3.1-1		WPD L AD 2-9	
3.2-1		3.2-1		WPD L AD 2-10	
3.2-2		3.3-1		WPD L AD 2-11	
3.3-1		3.4-1		WPD L AD 2-12	
3.4-1		3.5-1		WPD L AD 2-13	
3.4-2		3.6-1		WPEC AD 3-1	
3.5-1				WPEC AD 3-2	
3.6-1					



---

<i>Page</i>	<i>Date</i>	<i>Page</i>	<i>Date</i>
WPEC AD 3-3		WPDB AD 4-1	
WPEC AD 3-4		WPDB AD 4-2	
WPEC AD 3-5		WPDB AD 4-3	
WPEC AD 3-6			
WPEC AD 3-7			
WPEC AD 3-8			

**GEN 0.5 LIST OF HAND AMENDMENTS TO THE AIP**

<i>AIP page(s) affected</i>	<i>Amendment text</i>	<i>Introduced by AIP Amendment NR</i>

**GEN 0.6 TABLE OF CONTENTS TO PART 1**

	<i>Page</i>
<b>GEN 1 NATIONAL REGULATIONS AND REQUIREMENTS</b>	
GEN 1.1 Designated authorities .....	GEN 1.1-1
GEN 1.2 Entry, transit and departure of aircraft .....	GEN 1.2-1
GEN 1.2.1 General .....	GEN 1.2-1
GEN 1.2.2 Scheduled flights .....	GEN 1.2-1
GEN 1.2.3 Non-scheduled flights .....	GEN 1.2-1
GEN 1.2.4 Private flights .....	GEN1.2-2
GEN 1.2.5 Foreign state aircraft .....	GEN1.2-2
GEN 1.2.6 Documents for inspection .....	GEN1.2-2
GEN 1.2.7 Traffic form submission .....	GEN1.2-2
GEN 1.3 Entry, transit and departure of passengers and crew .....	GEN 1.3-1
GEN 1.4 Entry, transit and departure of cargo .....	GEN 1.4-1
GEN 1.5 Aircraft instruments, equipment and flight document .....	GEN 1.5-1
GEN 1.6 Summary of national regulations and international agreements/conventions ...	GEN 1.6-1
GEN 1.7 Differences from ICAO Standards, recommended Practices and Procedures .....	GEN 1.7-1
<b>GEN 2 TABLES AND CODES</b>	
GEN 2.1 Measuring system, aircraft markings and holidays .....	
GEN 2.1.1 Units of measurement .....	GEN 2.1-1
GEN 2.1.2 Time system .....	GEN 2.1-1
GEN 2.1.3 Geodetic reference datum .....	GEN 2.1-1
GEN 2.1.4 Aircraft nationality and registration marks .....	GEN 2.1-1
GEN 2.1.5 Public holidays .....	GEN 2.1-1
GEN 2.2 Abbreviations used in AIS publications .....	GEN 2.2-1
GEN 2.3 Chart Symbols .....	GEN 2 3-1
GEN 2.4 Location Indicators .....	GEN 2.4-1
GEN 2.5 List of radio navigation aids .....	GEN 2.5-1
GEN 2.6 Conversion tables .....	GEN 2.6-1
GEN 2.7 Sunrise/Sunset tables .....	GEN 2.7-1
<b>GEN 3 SERVICES</b>	
GEN 3.1 Aeronautical Information Services .....	GEN 3.1-1
GEN 3.1.1 Responsible service .....	GEN 3.1-1
GEN 3.1.2 Area of responsibility .....	GEN 3.1-1
GEN 3.1.3 Aeronautical publications .....	GEN 3.1-1
GEN 3.1.4 AIRAC System .....	GEN 3.1-2
GEN 3.1.5 Pre-flight information service at aerodromes/heliports .....	GEN 3.1-3

---

GEN 3.2	Aeronautical charts .....	GEN 3.2-1
GEN 3.2.1	Responsible service(s) .....	GEN 3.2-1
GEN 3.2.2	Maintenance of charts .....	GEN 3.2-1
GEN 3.2.3	Purchase arrangements .....	GEN 3.2-1
GEN 3.2.4	Aeronautical chart series available .....	GEN 3.2-1
GEN 3.2.5	List of aeronautical charts available .....	GEN 3.2-1
GEN 3.2.6	Index to the World Aeronautical Chart (WAC) – ICAO .....	GEN 3.2-2
GEN 3.2.7	Topographical charts .....	GEN 3.2-2
GEN 3.3	Air traffic services .....	GEN 3.3-1
GEN 3.3.1	Responsible service .....	GEN 3.3-1
GEN 3.3.2	Area of responsibility .....	GEN 3.3-1
GEN 3.3.3	Types of service .....	GEN 3.3-1
GEN 3.3.4	Coordination between the operator and ATS .....	GEN 3.3-1
GEN 3.3.5	Minimum flight altitude .....	GEN 3.3-1
GEN 3.3.6	ATS units address list .....	GEN 3.3-1
GEN 3.4	Communication services .....	GEN 3.4-1
GEN 3.4.1	Responsible service .....	GEN 3.4-1
GEN 3.4.2	Area of responsibility .....	GEN 3.4-1
GEN 3.4.3	Types of service .....	GEN 3.4-1
GEN 3.4.4	Requirements and conditions .....	GEN 3.4-1
GEN 43.4.5	Radio communication failure procedures .....	GEN 3.4-2
GEN 3.5	Meteorological Services .....	GEN 3.5-1
GEN 3.5.1	Responsible service .....	GEN 3.5-1
GEN 3.5.2	Area of responsibility .....	GEN 3.5-1
GEN 3.5.3	Meteorological observations and reports .....	GEN 3.5-1
GEN 3.5.4	Types of service .....	GEN 3.5-1
GEN 3.5.5	Notification required from operators .....	GEN 3.5-1
GEN 3.5.6	Aircraft reports .....	GEN 3.5-1
GEN 3.5.7	VOLMET service .....	GEN 3.5-1
GEN 3.5.8	SIGMET service .....	GEN 3.5-1
GEN 3.5.9	Other automated meteorological services .....	GEN 3.5-1
GEN 3.6	Search and Rescue .....	GEN 3.6-1
GEN 3.6.1	Responsible service(s) .....	GEN 3.6-1
GEN 3.6.2	Area of responsibility .....	GEN 3.6-1
GEN 3.6.3	Types of service .....	GEN 3.6-1
GEN 3.6.4	SAR agreements .....	GEN 3.6-1
GEN 3.6.5	Conditions of availability .....	GEN 3.6-1
GEN 3.6.6	Procedures and signals used .....	GEN 3.6-1

---

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

GEN 4.1	Aerodrome/heliport charges .....	GEN 4.1-1
GEN 4.1.1	Landing of aircraft .....	GEN.4.1-1
GEN 4.1.2	Parking, hangarage and long-term storage of aircraft .....	GEN 4.1-1
GEN.4.1.3	Passenger service .....	GEN 4.1-1
GEN 4.1.4	Security .....	GEN 4.1-1
GEN 4.1.5	Noise-related items .....	GEN 4.1-2
GEN 4.1.6	Others .....	GEN 4.1-2
GEN 4.1.7	Exemptions and reductions .....	GEN 4.1-2
GEN 4.1.8	Methods of payment .....	GEN 4.1-2
GEN 4.2	Air navigation charges .....	GEN 4.2-1

---

## 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 Transport, Communications and  
Public Works,  
Dili,  
Timor Leste

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

#### 2. Meteorology

To be notified.

#### 3. Customs

Direccao Nacional Dos Alfandegas  
De Timor Leste,  
Martires da Patria,  
Colmera,  
Dili,  
Timor Leste

Tel: +670 333 9394/3339396/3339399  
Fax: +670 3317 262  
E-mail: gviana@mopf.gov.tp

#### 4. Immigration

Director Da Migracao,  
Policia Nacional de Timor Leste,  
Quartel General,  
Rua Jacinto Candido-Caicoli,  
Dili,  
Timor Leste

Tel: +61 8 8946 3900 Ext. 7382/7383.

#### 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.

## 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.

- 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. 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

#### 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 and, flights on charter to the United Nations

Mission of Support in Timor Leste (UNMISET) 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: mnedratl@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 USD5,000.00 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 UNMISSET 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 (Servico de Quarentena Timor-Leste) of any live animal carried on board.

2.7 Spraying must be completed using an SCTL 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.

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.

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

## **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 UNMISSET within Timor Leste shall be equipped with suitable HF equipment for communications with UNMISSET 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 in 2004:

Date	Occasion
01 January	New Year
9 April	Good Friday
20 May	Independence Day
15 August	Assumption Day
30 August	Consultation Day
20 September	INTERFET Day
01 November	All Saints Day
12 November	Santa Cruz Remembrance Day
28 November	Proclamation of Independence Day
08 December	Ascension Day
25 December	Christmas Day



**GEN 2.2 – ABBREVIATIONS USED IN AIS PUBLICATIONS**

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

CAR	Civil Aviation Regulation	DTG	Date-Time-Group
CAT	Category	DUR	Duration
CAT	Clear Air Turbulence	DVOR	Doppler VOR
CAVOK	Cloud Ceiling and Visibility are better than prescribed values	DZ	Drizzle
CB	Cumulonimbus	E	East, East Longitude
CC	Cirrocumulus	EAT	Expected Approach Time
CFM	Confirm	EET	Estimated Elapsed Time
CH	Channel	EHF	Extremely High Frequency
CHTR	Charter	ELEV	Elevation
CI	Cirrus	ELR	Extra Long Range
CL	Centre Line	ELT	Emergency Locator Transmitter
CLD	Cloud	EMERG	Emergency
CLR	Clear, Cleared to.... Clearance	ENDCE	Endurance
CM	Centimeter	ENE	East North-East
CMB	Climb or Climbing to	ENR	Enroute
CNL	Cancel	EPIRB	Electronic Position Indication
CNL	Flight plan cancellation message		Radio Beacon
CNS	Communications, Surveillance and Surveillance	EQPT	Equipment
COM	Communications	ESE	East South-East
CONT	Continue, continued	EST	Estimate, Estimated, message type indicator
COOR	Coordinate, Coordinated	ETA	Estimated Time of Arrival
COORD	Coordinates	ETD	Estimated Time of Departure
COR	Correct, Correction, Corrected	ETO	Estimated Time Over
CS	Cirrostratus	EXC	Except
CS	Call sign	EXER	Exercise
CTA	Control Area	EXP	Expect, Expected
CTC	Contact	EXTD	Extend, Extending
CTL	Control		
CTR	Control Zone	FAC	Facility
CU	Cumulus	FAF	Final Approach Fix
CUST	Customs	FAP	Final Approach Point
CVR	Cockpit Voice Recorder	FATO	Final Approach and Take-off Area
CWY	Clearway	FAX	Facsimile
		FCST	Forecast
DA	Decision Altitude	FEW	Few (cloud descriptor)
DCT	Direct	FIC	Flight Information Centre
DEG	Degrees	FIR	Flight Information Region
DEP	Depart, Departure, Departure message	FIS	Flight Information Service
DES	Descend to, Descending to	FL	Flight Level
DEST	destination	FLG	Flashing
DETRESFA	Distress phase	FLT	Flight
DEV	Deviation, Deviating	FLUC	Fluctuation
DF	Direction Finder	FLW	Follow, Following
DIF	Difference	FM	from
DISP	Displaced	FPL	Filed Flight Plan Message
DIST	Distance	FPM	Feet Per Minute
DIV	Diversion, Divert	FREQ	Frequency
DLA	Delay, Delayed	FT	Feet
DME	Distance Measuring Equipment	FXD	Fixed
DOC	Documents		
DP	Dew Point	GEN	General
DR	Dead Reckoning	GND	Ground
		GNS	Global Navigation System

GP	Glide Path	KT	Knots
GPS	Global Positioning System	KW	Kilowatts
GS	Ground Speed		
GUND	Geoid Undulation	LAT	Latitude
		LDA	Landing Distance Available
H24	Continuous day and night service	LDG	landing
HBN	Hazard Beacon	LDI	Landing Direction Indicator
HDG	Heading	LF	Low Frequency
HEL	Helicopter	LGT	Lighted
HF	High Frequency	LGTD	Lighted
HGT	Height	LONG	Longitude
HJ	Sunrise to sunset	LSAT	Lowest Safe Altitude
HLDG	Holding	LTD	Limited
HLS	Helicopter Landing Site	LUL	Lowest Useable Level
HN	Sunset to Sunrise		
HO	Service available to meet operational requirements	M	Meters
		MAG	Magnetic
HOSP	Hospital	MAHWP	Missed Approach Holding Way Point
HPA	Hectopascal	MAINT	Maintenance
HR	Hours	MAPT	Missed Approach Point
HS	Service available during hours of scheduled operations	MAWP	Missed Approach Way Point
		MAX	Maximum
HVY	Heavy	MBST	Microburst
HX	No specific working hours	MDA	Minimum Descent Altitude
HZ	Haze	MEA	Minimum Enroute Altitude
		MET	Meteorology
IAC	Instrument Approach Chart	METAR	Aviation Routine Weather Report
IAF	Initial Approach Fix	MF	Medium Frequency
IAL	Instrument Approach and Landing Chart	MHZ	Megahertz
		MIL	Military
IAS	Indicated Air Speed	MIN	Minutes
IAWP	Initial Approach Way-Point	MISC	Miscellaneous
ICAO	International Civil Aviation Organization	MNM	Minimum
		MNTN	Maintain
IDENT	Identification	MOC	Minimum Obstacle Clearance
IF	Intermediate Approach Fix	MOD	Moderate (to indicate intensity of WX phenomena)
IFR	Instrument Flight Rules		
IMC	Instrument Meteorological Conditions	MSA	Minimum Sector Altitude
		MSG	Message
INCERFA	Uncertainty Phase	MSL	Mean Sea Level
INFO	Information	MTOW	Maximum Take-Off Weight
INS	Inertial Navigation System	MWO	Meteorological Watch Office
INSTL	Install		
INSTR	Instrument	N	North
INTL	International	NAV	Navigation
ISA	International Standard Atmosphere	NAVAID	Navigational Aid
IWI	Illuminated Wind Indicator	NDB	Non Directional Beacon
IWP	Intermediate Way-Point	NEG	Negative, Permission not granted
		NGT	Night
		NIL	None
KG	Kilogram	NM	Nautical Miles
KHZ	Kilohertz	NOF	International NOTAM Office
KM	Kilometers	NOSIG	No Significant Change
KMH	Kilometers per Hour	NOTAM	Notice to Airmen
KPA	Kilopascals	NW	North-West

NXT	Next	RVR	Runway Visual Range
OBS	Observed	RVSM	Reduced Vertical Separation Minima
OBSC	Obscure, Obscured	RWY	Runway
OBST	Obstruct	S	South
OBSTR	Obstruction	SAR	Search and Rescue
OCA	Obstacle Clearance Altitude	SARPS	Standards and Recommended Practices
OCNL	Occasional	SATCOM	Satellite Communication
OHD	Overhead	SC	Stratocumulus
OPR	Operator	SCT	Scattered
OPS	Operations	SDBY	Standby
O/R	On request	SDC	Standard Departure Clearance
OVC	Overcast	SE	South East
PAL	Pilot Activated Lighting	SEC	Seconds
PANS	Procedures for Air Navigation Services	SECT	Sector
PAPI	Precision Approach Path Indicator	SELCAL	Selective Calling System
PAX	Passenger	SFC	Surface
PCN	Pavement Classification Number	SH	Showers (Rain)
PERM	Permanent	SID	Standard Instrument Departure
PIB	Pre-flight Information bulletin	SIG	Significant
PLN	Flight Plan	SIGMET	Information on weather phenomena which may affect safety of aircraft operations
PNR	Point of No Return	SIMUL	Simultaneous
POB	Persons on Board	SKED	Schedule, Scheduled
PPR	Prior Permission Required	SMC	Surface Movement Control
PRD	Prohibited, Restricted and Danger Areas	SPECI	Aviation Special Weather
PROC	Procedure	SQ	Squall
PSN	Position	SR	Sunrise
PSP	Pierced Steel Plank	SRG	Short Range
PWR	Power	SRR	Search and Rescue Region
RAC	Rules of the Air and Air traffic Services	SS	Sunset
RAD	Radius	SSE	South South-East
RAIM	Receiver Autonomous Integrity Monitoring	SSW	South South-West
RCC	Rescue Coordination Centre	ST	Stratus
RCL	Runway Center Line	STAR	Standard Arrival Route
RDL	Radial	STD	Standard
REC	Receive	STN	Station
REF	Reference	STOL	Short Take-off and Landing
REG	Registration	STS	Status
REQ	Request	SUBJ	Subject to
RESA	Runway End Safety Area	SUP	Supplement, Supplementary
RESTR	Restrictions	SUPPS	Regional Supplementary Procedures
RFF	Rescue and Fire Fighting Services	SW	South-West
RMK	Remarks	SWY	Stopway
RNAV	Area Navigation	TA	Transition Altitude
RNP	Required Navigation Performance	TAF	Aerodrome Forecast
ROC	Rate of Climb	TAS	True Air Speed
ROD	Rate of Descent	TBA	To be advised
ROFOR	Route Forecast	TCAS	Traffic Alert and Collision Avoidance System
RSC	Rescue Sub Centre	TDZ	Touchdown Zone
		TEL	Telephone




---

TEMPO	Temporary	W	West
TFC	Traffic	WDI	Wind Direction Indicator
THR	Threshold	WEF	With Effect From
TIBA	Traffic Information Broadcasts by Aircraft	WGS-84	World Geodetic System - 1984
TKOF	Take-off	WI	Within
TMA	Terminal Control Area	WID	Width
TOC	Top of Climb	WIE	With Immediate Effect
TODA	Take-off Distance Available	WILCO	Will comply
TORA	Take-off Run Available	WIP	Work in Progress
TR	Track	WO	Without
TS	Thunderstorm	WPT	Waypoint
TURB	Turbulence	WRNG	Warning
TWR	Aerodrome Control Tower	WS	Wind Shear
TWY	Taxiway	WSW	West South-West
TYPH	Typhoon	WT	Weight
		WWW	World Wide Web
		WX	Weather
UFN	Until Further Notice		
UHF	Ultra High Frequency	X	Cross
UNL	Unlimited		
U/S	Unserviceable	Z	UTC
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 from Aircraft in Flight		
VOR	VHF Omni-Directional Radio Range		


**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**

<b>1. ENCODE</b>		<b>2. DECODE</b>	
<i>Location</i>	<i>Indicator</i>	<i>Indicator</i>	<i>Location</i>
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**

<i>ID</i>	<i>Station Name</i>	<i>Aid</i>	<i>Purpose</i>
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	
<i>NM</i>	<i>KM</i>	<i>KM</i>	<i>NM</i>	<i>FT</i>	<i>M</i>	<i>M</i>	<i>FT</i>
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](http://www.airservicesaustralia.com/brief/nof@airservices.gov.au)

3.5.2 The CAD NOTAM office is located at CAD and can be contacted Monday to Friday from 2300 till 0800 as follows:

Tel: +670 3317 110 Ext 105  
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:

2004	2005	2006
22 Jan	20 Jan	19 Jan
19 Feb	17 Feb	16 Feb
18 Mar	17 Mar	16 Mar
15 April	14 April	13 April
13 May	12 May	11 May
10 June	9 June	8 June
8 July	7 July	6 July
5 Aug	4 Aug	3 Aug
2 Sept	1 Sept	31 Sept
30 Sept	29 Sept	28 Sept
28 Oct	27 Oct	26 Oct
25 Nov	24 Nov	23 Nov
23 Dec	22 Dec	21 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	xx/04/04 xx/04/04 xx/04/04
Aerodrome Obstacle Chart-ICAO Type A	Dili	xx/04/04
Enroute Chart-ICAO	Timor Leste	xx/04/04
PRD Areas –Index Chart	Timor Leste	xx/04/04
Area Chart- Dili CTR	Dili	xx/04/04
Instrument Approach Chart-ICAO	Dili Rwy 08/26 NDB Rwy 08/26 VOR Rwy 08/26 VOR/DME	xx/04/04 xx/04/04 xx/04/04

## **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 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

### 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

<i>Unit name</i>	Comoro Approach/Twr.
<i>Postal address</i>	See GEN 1.1
<i>Tel. No.</i>	+670 3317 110
<i>Fax. No.</i>	+670 3317 110
<i>AFS address</i>	WPDLTZTZT
<i>Telex No.</i>	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 UNMISSET for the time being provides Search and Rescue (SAR) services in collaboration with Timor Leste agencies. Air traffic services units provide Alerting Service.

1.2 The unit responsible for SAR within UNMISSET is the UNMISSET Rescue Coordination Centre. Contact details are as follows:

UNMISSET SAR RCC  
Aviation and Surface Movement  
Obrigado Barracks, K-5  
Dili, Timor Leste  
(6 Bennett Street  
Darwin  
NT0801, Australia)  
Tel. Nos (24): +61 8 8946 3919  
+670 7230 637  
+670 7240 577

1.3 Notification on aviation SAR matters and request for assistance should also be made to CAD using the contact details/telephone nos. given under GEN 1.1 or telephone nos. stated below:

+670 3317 110 Ext. 108 (Comoro ATSU  
Opr. Hrs.)  
+670 7244 719 or +670 7251994 or  
+670 7243 019.

### 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

5.1 UNMISSET resources (aircraft for search and rescue purposes and trained personnel) are primarily intended to support its mission in Timor Leste. The provision of SAR services is therefore dependent on availability of UNMISSET resources. Nevertheless, UNMISSET will endeavour to provide all assistance to non-UNMISSET aircraft in need of search and rescue assistance.

### 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:

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

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)
<i>&lt;5,000</i>	40.00	20.00
<i>5,001-10,000</i>	200.00 + 5.00 per tonne or part thereof	100.00 + 2.50 per tonne or part thereof
<i>10,001-15,000</i>	250.00 + 5.00 per tonne or part thereof	125.00 + 2.50 per tonne or part thereof
<i>15,001-30,000</i>	275.00 + 5.00 per tonne or part thereof	137.50 + 2.50 per tonne or part thereof
<i>30,001-50,000</i>	300.00 + 5.00 per tonne or part thereof	150.00 + 2.50 per tonne or part thereof
<i>&gt;50,000</i>	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 Exemption from payment of landing fee is presently given only to UNMISSET aircraft.

7.2 No reduction in landing fee is given.

**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.