NOTAM DATA QUALITY REQUIREMENTS FOR AIRSERVICES

NOTAM Data Quality Requirements for Airservices

C-MAN0277

Version 8

Effective 22 November 2023

Endorsed:	AIS QA Safety & Service Improvement Mgr - Kenny Lalljee
Approved:	Aeronautical Information Services (AIS) - Sarah Johnston

Change summary

Version	Date	Change description
8	22 November 2023	• Throughout: Special Use Airspace (SUA) replacing PRD • Throughout: slash "/" replaced by hyphen "-" as required character in Item D) hours of activation • 5.1: removal of note for non-authorised NOTAM persons • 12.6.2: Removal of AERIS (eff 30 Nov 2023) • 12.11: Introduction of Special Use Airspace (SUA), examples of MOA activations • 13: Updates to definitions • Appendix B: inclusion of available NOTAM subjects • Appendix C: inclusion of available NOTAM statuses

This document was created using Generic Document Template C-TEMP0047 Version 11.

Table of contents

1 Purpose

The purpose of this document is to establish the aeronautical data and information exchange protocols between *NOTAM Authorised Persons* and the *NOTAM Office (NOF)* for the issuance, replacement, and cancellation of NOTAM, as part of the Integrated Aeronautical Information Package (IAIP).

This document forms part of the *Data Product Specification (DPS)* that Airservices must provide to all *Aeronautical Data Originators (ADO)* under *CASR Part 175 – Aeronautical Information Management* and is designed to assist NOTAM Authorised Persons to provide aeronautical data and information that is published via NOTAM in a controlled and standardised manner.

2 NOTAM Office contact details

2.1 Advice of errors

Notify the NOTAM Office of corrections or suggestions to this specification via email to: nof@airservicesaustralia.com.

2.2 Email, telephone, and fax

Email (preferred):	nof@airservicesaustralia.com
Telephone:	02 6268 5063
Fax:	02 6268 5044

2.3 Mailing address

ATTN: NOTAM Office

Airservices Australia Network Coordination Centre

GPO BOX 367

Canberra ACT 2061

3 NOTAM issuance

As per ICAO Doc 10066 – Procedures for Air Navigation Services Aeronautical Information Management (PANS-AIM) and ICAO Annex 15 – Aeronautical Information Services, a NOTAM is *a notice distributed by means of telecommunications containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations*.

NOTAM should be originated, issued, and distributed promptly when:

- information is of a temporary nature, unplanned, and of short duration
- operationally significant permanent changes, or temporary changes of long duration, are made at short notice.

Information that is of short duration, but which contains extensive text and/or graphics, is to be published as an AIP Supplement (SUP).

As per *CASR Part 175.B Aeronautical Information Management – AIS Providers*, the NOTAM Office is required to promulgate NOTAM on behalf of *A*eronautical Data Originators in the following circumstances:

- the request meets any of the circumstances mentioned in *Annex 15 – Aeronautical Information Services* (refer 3.1 NOTAM promulgation criteria)
- it is required by Australian law
- it is deemed necessary in the interests of aviation safety.

3.1 NOTAM promulgation criteria

As per *Annex 15 – Aeronautical Information Services*, NOTAM should be originated and issued when concerning the following information:

- establishment, withdrawal, or significant changes in operation of aeronautical services (aerodromes, AIS, ATS, communications, navigation, and surveillance (CNS), meteorology (MET), search and rescue (SAR), etc.)
- establishment, withdrawal, or significant changes in operational capability of radio navigation and air-ground communication services. This includes: interruption or return to operation, change of frequencies, change in notified hours of service, change of identification, change of orientation (directional aids), change of location, power increase of decrease amounting to 50 per cent or more, change in broadcast schedules or contents, or irregularity or unreliability of operation of any radio navigation and air-ground communication services or limitations of relay stations including operational impact, affected service, frequency and area
- unavailability of back-up and secondary systems, having a direct operational impact
- establishment, withdrawal, or significant changes to procedures for air navigation services
- major changes to search and rescue facilities and services available
- establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation
- changes in regulations requiring immediate action, e.g., prohibited areas for SAR action

- presence of hazards not otherwise promulgated, which affect air navigation (including obstacles, military exercises and operations, intentional and unintentional radio frequency interferences, rocket launches, displays, fireworks, sky lanterns, rocket debris, races, and major parachuting events)
- establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas
- establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of guard on the VHF emergency frequency 121.5 MHz is required
- allocation, cancellation or change of location indicators
- changes in aerodrome/heliport rescue and firefighting category provided (see *Annex 14 – Aerodromes Volume I (Design and operations))*
- implementation of short-term contingency measures in cases of disruption, or partial disruption, of ATS and relayed supporting services.

3.2 Non-NOTAMable circumstances

As per *Annex 15 – Aeronautical Information Services*, the following information shall not be notified by NOTAM:

- partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative
- unavailability of back-up and secondary systems if these do not have an operational impact
- limitations to airport facilities or general services with no operational impact
- announcement or warning about possible/potential limitations, without any operational impact
- general reminders on already published information
- availability of equipment for ground units without containing information on the operational impact for airspace and facility users
- closure or unavailability of, or changes in, operation of aerodrome(s)/heliport(s) outside the aerodrome(s)/heliport(s) operational hours
- other non-operational information of a similarly temporary nature.

3.3 Information not to be promulgated by NOTAM

A NOTAM should not contain information that:

- relates to an aerodrome, or heliport, and its vicinity, but does not affect its operational status
- is not of direct operational significance
- does not impact the safe operation of aircraft
- is not likely to influence a pilot or operator’s decision to divert a flight.

4 Aeronautical Information Regulation and Control (AIRAC)

As specified in the DPS, aeronautical data and information is managed and published in a controlled manner through the internationally adopted Aeronautical Information Regulation and Control (AIRAC) system to determine a series of common dates and associated publication procedures for effective coordination of amendments.

Airservices utilises a quarterly amendment calendar for the updating and production of the IAIP and aeronautical chart products. This requires that aeronautical data and information is submitted to Airservices in a timely manner to ensure that changes can be processed and published in the appropriate products for the required effective date.

Cut-off dates for the submission of data or information for each production cycle can be found at the following link: http://www.airservicesaustralia.com/services/aeronautical-information-and- management-services/document-amendment-calendar/.

4.1 Permanent Changes

As per *ICAO Doc 8126 – Aeronautical Information Services Manual*, operationally significant changes to published aeronautical information and data are to be made using the AIRAC system.

Permanent changes that are deemed to be operationally significant must be published as an AIRAC AIP amendment (either as a permanent NOTAM or AIP SUP).

Permanent changes that are not considered to be significant to flight operations are to be processed as an AIP amendment only, which is published on the next available AIRAC date, and is not subject to promulgation via NOTAM.

4.2 Permanent NOTAM

When information to be disseminated is of permanent nature and is considered operationally significant (refer 3.1 NOTAM promulgation criteria), the AIP Responsible Person or AIP Nominee should issue a permanent (PERM) NOTAM to notify industry that the content is to be incorporated into the IAIP.

PERM NOTAM will only be accepted from the AIP Responsible Person or AIP Nominee for the listed Subject Owner (refer to the Data Originators Custodians document and the appropriate Data Product Specification for your business group).

PERM NOTAM will remain valid until it is incorporated into the appropriate documentation, after which it will be cancelled by the NOTAM Office. No further notification from the originator is required.

PERM NOTAM should not be issued with an immediate start time (exceptions apply) and should instead provide sufficient notification to industry (refer 6.1 Notification times).

Note: Exceptions apply to the above, such as unanticipated/unavoidable circumstances.

For further guidance on the issuance of permanent NOTAM, refer to the Data Originators Custodians document or contact the NOTAM Office.

4.3 Use of Change Request Centre

As per the DPS, AIS Data cannot initiate a work package to amend the IAIP from a permanent NOTAM.

To initiate any change to aeronautical information and data published in the IAIP, a change request must be submitted through the Change Request Centre (CRC), which must be approved by the AIP Responsible Person or AIP Nominee for the relevant Airservices business group, and a separate PERM NOTAM request is to be submitted to the NOTAM Office.

5 NOTAM originators

5.1 NOTAM Authorised Persons

NOTAM which meets the criteria specified in 3.1 NOTAM promulgation criteria may be requested by a NOTAM Authorised Person.

NOTAM that permanently amends aeronautical data or information published in the IAIP may only be requested by an AIP Responsible Person or AIP Nominee (refer 4.2 Permanent NOTAM).

5.2 NOTAM Authorised Persons verification

NAIPS Internet Service (NIS) NOTAM Group management has been established as a method for the NOTAM Office to confirm that a NOTAM request has been submitted by a NOTAM Authorised Person.

Under *CASR Part 175.D – Aeronautical Information Management – Aeronautical Data Originators*, an ADO has a responsibility to advise AIS of the names of all nominated NOTAM Authorised Persons for the ADO.

All nominated NOTAM Authorised Persons are required to create a NIS user account and provide the username to the nominated Group Manager for addition to the NOTAM Group.

The nominated Group Manager is responsible for ensuring that the group details remain up to date with all current NOTAM Authorised Persons.

The originating NOTAM Authorised Person must ensure that their NIS username and NOTAM Group name is recorded on all emailed NOTAM requests forms.

NOTAM submitted via the NOTAM Web Service (NWS), available through NIS, are automatically linked to the NOTAM Group from which it was submitted, however, the contact details of the originating NOTAM Authorised Person must be recorded in the Originating Authority section.

6 Requesting a NOTAM

NOTAM requests are to be submitted via the NWS (preferred method) or on the latest version of the NOTAM Request Form, available on the Airservices website: http://www.airservicesaustralia.com/wp-content/uploads/NOTAM-Request-Form.pdf.

NOTAM will only be accepted over the phone when the matter is urgent, or in an emergency.

Note: Access to the NWS can be arranged by contacting the NOTAM Office.

6.1 Notification times

When requesting a NOTAM, the following times should be allowed (where practicable) for the NOTAM to be processed and issued by the NOTAM Office:

- immediately in emergency situations
- eight hours for airspace published in *Designated Airspace Handbook (DAH)* and by AIP SUP e.g., military exercises
- 48 hours from receipt by the NOTAM Office for information regarding scheduled maintenance or changes to a facility, service, or aerodrome.

Non-urgent NOTAM will be processed in order of effective time (see 10.7 Item B) – start period). This may at times result in delays during periods of high workload in the NOTAM Office.

6.2 Verifying information

The NOTAM Office will contact the originating NOTAM Authorised Person in the following situations:

- if a NOTAM is to be published with substantive differences from the way it was requested. This does not include minor changes such as abbreviations or changing the order of the information for standardisation purposes.
- where the information or the intent of a NOTAM request differs from or cannot be verified within an official document
- when the request comes from an unauthorised originator
- when there are errors in the NOTAM request, including but not limited to, incorrect abbreviations, lack of detail, mismatched time periods, duplicated information, and typos.

Note: It is the responsibility of the ADO to ensure a NOTAM Authorised Person is available to verify the above information if required.

6.3 Checking NOTAM

It is the responsibility of the ADO to ensure that information promulgated by the NOTAM Office is correct. All NOTAM will be available via NIS after publication and any discrepancies must be raised with the NOTAM Office by phone as soon as the error has been discovered.

6.4 NOTAM duplication or confliction

It is the responsibility of the originating NOTAM Authorised Person to ensure that NOTAM requests do not cause duplication or confliction of already published NOTAM.

Active NOTAM can be viewed via NIS, either in the Active NOTAM Directory (for users with access to the NWS) or via a Location Briefing.

Location Briefings will only provide NOTAM that are active during the specified validity period (maximum of 336 hours).

The NOTAM Office can provide guidance on published NOTAM commencing more than 14 days (336 hours) in the future.

7 NOTAM conventions

7.1 Facility availability

A facility should be referred to as either U/S (unserviceable), CLOSED, or NOT ABVL as per the below table:

UNSERVICEABLE (U/S)	CLOSED	NOT AVBL
• Navigation or landing aids • Lighting facilities • Communication and surveillance facilities • Aerodrome devices/equipment • VOLMET • ATIS • Obstacle lights	• Aerodrome/Heliport/Helipad • Tower • Movement areas • Taxiway • Runway/Runway turning bay • Parking area • Apron • RWY strip/shoulder • Aircraft stands • Stopway • Rapid exit taxiway	• Oxygen • Aircraft de-icing • Meteorological service • Oils and fuel • Customs/immigration • GNSS operations • Flight information service (FIS) • Aerodrome FIS (AFIS) • Upper advisory service • Air Traffic Procedures

For a facility that is permanently withdrawn from service (refer 4.2 Permanent NOTAM), the phrase DECOMMISSIONED is to be used vice NOT AVBL.

7.2 Abbreviations

A list of permitted abbreviations to be used in NOTAM is available in the *AIP GEN 2.2 General and Meteorological Abbreviations*.

Abbreviations marked with '●' must not be used in NOTAM which are promulgated internationally.

The list of abbreviations is updated every three months and should be checked on a regular basis.

7.3 Latitude and Longitude

Any latitude and longitude positions used in a temporary or permanent NOTAM are required in degrees, minutes and if required, seconds, followed by a cardinal point.

Example: 324620S 1382405E.

If more precision is required, such as for ICAO data accuracy and resolution requirements, seconds will be followed be a decimal and tenths or hundredths of seconds.

Example: 324620.2S 1382405.1E or 324620.27S 1382405.15E.

7.4 Units of measurement

Units of Measurement commonly required in NOTAM are as follows:

- Horizontal Distance:
  - Nautical Miles (NM) – for distances greater than 2NM
  - Shorter distances: metres (M)
- Vertical distance (altitudes, elevations, and heights): feet (FT)
- Bearings (from an AD or navaid): degrees magnetic (MAG)
- Weight (Mass): Metric tonnes or kilograms (KG).

7.5 Cross referencing

To avoid the publication of erroneous information, a NOTAM will not be issued containing a reference to another NOTAM number. This is to avoid situations where the original NOTAM is reviewed or cancelled, which amends the original NOTAM number, resulting in the associated NOTAM referencing an incorrect NOTAM number.

Where cross-referencing between NOTAM is deemed necessary, the phrase ‘SEPARATE NOTAM REFERS’ will be used.

NOTAM will not be issued containing a reference to a date and/or page number of *En Route Supplement Australia (ERSA)* or *Designated Airspace Handbook (DAH)* as these documents are replaced in full when a new version is published, so date/page references will no longer be accurate.

NOTAM may be issued with date and/or page reference for *Departure and Approach Procedures (DAP)* and *Aeronautical Information Publication (AIP)* as these are updated on a page-by-page basis.

7.6 Distribution criteria

All domestic NOTAM issued will be held in the Australian NOTAM database and can be accessed via NIS. Some NOTAM will also be distributed to international NOTAM Offices and accessed by international pilots flying to or through Australian airspace.

NOTAM will be sent internationally if the operations affect:

- SUA (Special Use Airspaces) higher than FL245 or below FL245 if affecting international routes
- international aerodromes or international alternate aerodromes (as per *AIP GEN 2. Designated International Airports – Australia*)
- controlled airspace or airspace within 10NM of an international aerodrome or international alternate aerodromes (as per *AIP GEN 2. Designated International Airports – Australia*)
- Navigation Aids (NAVAID) which are used on international routes.

7.7 Timing conventions

All NOTAM are published in UTC (Zulu) time. UTC is the preferred convention as it decreases the likelihood of errors during the conversion process.

UTC is the only time convention available in the NWS. Local time can be converted to UTC using the Time Zone Converter, available within the NOTAM form on the NWS.

If an emailed NOTAM request is submitted using local time (not preferred), this must be clearly marked on the NOTAM Request Form, including which time zone has been used. If a different time convention has been used on the form, the NOTAM Office will convert it to UTC before issuing.

Note: Extra care should be taken during daylight savings periods (refer Appendix A Time conversion chart).

7.7.1 Time format

The ICAO NOTAM format specifies that the timing convention used to indicate Item B) and Item C) (refer 10 NOTAM request form) is a ten-digit date-time group in 24-hour format (year, month, day, hours, and minutes i.e., YYMMDDHHMM).

There are multiple time formats that may be used for Item D) (refer 10 NOTAM request form).

Days of the week are referenced in Australian NOTAM as the ‘Local day using UTC Time’ e.g., MON-WED 2300-0900 means the NOTAM is active for three days (MON, TUE, and WED) from 2300 UTC in the morning until 0900 UTC in the afternoon on each day.

The beginning of the day is specified as 0000 UTC and the use of the times xx59 and xx01 in NOTAM can create an anomaly within the Air Traffic Control systems.

For example, a NOTAM that finishes at 2359 UTC will be removed from the ATC systems at 2359 and 01 second, not at 2359 and 59 seconds. Where possible, the times xx59 and xx01 should be avoided, and rounded up/down to xx00.

7.7.2 NOTAM validity

A NOTAM is valid when it is published (i.e., date and time of NOTAM origination), whereas it is active and comes into force at the date-time specified in Item B) (refer 10.7 Item B) – start period).

7.7.3 NOTAM duration

A temporary NOTAM must never be active for more than three months.

NOTAM with an estimated end time that unexpectedly exceed the maximum three-month period may be extended for a further period of up to three months.

If it is expected that the extension is to exceed a period of three months, an AIP SUP shall be issued instead.

Temporary changes of long duration (exceeding three months) must be published as an AIP SUP. When required, a temporary NOTAM may be issued to bridge the period between required notification and AIP SUP publication.

Permanent changes require the relevant IAIP section to be amended, with an appropriate permanent NOTAM to bridge the period between notification and incorporation into the IAIP (refer 4.2 Permanent NOTAM).

Note: NOTAM regarding crane operations are exempt from the above requirements and may be continually reviewed in three-month increments.

7.7.4 Daylight saving time

Daylight Saving Time is observed in the Australian summer in some Eastern and Central time zones.

Care must be taken to ensure that times are correct for NOTAM that will be active over the time change.

8 NOTAM types

NOTAM types are identified by the following suffixes: ‘N’ (New), ‘R’ (Replacement) and ‘C’ (Cancellation) and the resulting identifier appears after the reference number as follows:

- NOTAMN (New NOTAM)
- NOTAMR (Replacement NOTAM)
- NOTAMC (Cancellation NOTAM)

Example: C0123/22 NOTAMN

C0124/22 NOTAMR C0123/22

C0125/22 NOTAMC C0124/22.

8.1 NOTAMN

A NOTAMN is when a NOTAM is first issued. A NOTAMN should be requested if the NOTAM is regarding an event for which there is no current NOTAM.

8.2 NOTAMR

A NOTAMR allows an existing NOTAM to be amended. A NOTAMR immediately replaces the previous NOTAM.

Item B) of a NOTAMR must be the actual date-time group that the NOTAM is created. The NOTAMR will take effect immediately, and no future coming into force is permitted. This is to avoid possible misinterpretation about further changes or existence of multiple NOTAM.

When requesting a NOTAMR, the following conditions apply:

- if the condition described in an active NOTAM is to remain valid for a period before being changed, then a NOTAMR shall be issued for the period up to the intended date and time of the change. This NOTAMR shall immediately replace the existing NOTAM and shall notify the same conditions but with a changed Item C). A NOTAMN detailing the intended change in condition shall then be issued with a future date and time in Item B).
- if the NOTAM to be replaced is not active at the time of replacement, the NOTAM is to be cancelled immediately and a NOTAMN is to be issued with amended information and commencement time.

For further guidance, refer to 8.4. Determining NOTAM type.

8.3 NOTAMC

NOTAMC allows an existing NOTAM to be cancelled. Any NOTAM which is no longer required must be cancelled with a NOTAMC.

A NOTAM can only be cancelled with immediate effect and no future cancellation of NOTAM is permitted.

If you require a NOTAM to finish at a future end period, the NOTAM should instead be replaced (NOTAMR) with a confirmed finish time in Item C).

8.4 Determining NOTAM type

The below table should be used to determine the correct procedure and NOTAM type required for the following circumstances:

Circumstances	Required action
NOTAM is currently active with the conditions to cease now and resume in the future	The current NOTAM is to be cancelled with immediate effect and a new NOTAM issued with the amended start time
NOTAM is currently active with conditions to stay in effect but change in the future	The current NOTAM is to be replaced to amend the finish time and a new NOTAM is to be issued specifying the new conditions
NOTAM is not yet in effect, but conditions are now commencing at a different time (including WIE)	The current NOTAM is to be cancelled and a new NOTAM issued with the amended commencement time
NOTAM not yet in effect, subject and start time remain the same but conditions change (e.g., RWY WIP changes to RWY NOT AVBL)	The current NOTAM is to be cancelled and a new NOTAM issued with the new conditions

Circumstances	Required action
NOTAM within the current period of activity, conditions to cease now and resume in the future	The current NOTAM is to be cancelled and a new NOTAM issued with the amended start time
Any changes to a NOTAM which has already been in effect but is outside of a period of activity	The current NOTAM is to be cancelled and a new NOTAM issued with the amended conditions or timings
Changes to a NOTAM that is outside a period of activity and has not yet been in effect	The current NOTAM is to be cancelled and a new NOTAM issued with the amended conditions or timings

9 NOTAM locations

9.1 Aerodromes

NOTAM regarding aerodrome facilities, or events and hazards that have a direct impact on aerodrome operations, are issued by the NOTAM Authorised Persons nominated by the ADO for the aerodrome.

However, relevant Airservices staff may originate a NOTAM regarding aerodrome facilities or operations if the originating authority is not available, and the information is essential for flight safety and/or conduct of flight operations.

9.1.1 Certified aerodromes

A NOTAM service is provided for certified aerodromes, military aerodromes, certain other aerodromes regulated under *CASR Part 139 – Aerodromes,* and specialised helicopter operations with published terminal instrument flight procedures regulated under *CASR Part 173 – Instrument Flight Procedure Design*.

A NOTAM will be issued on an aerodrome if it is about a facility, event or hazard that has a direct effect on aerodrome operations (within 5NM of an aerodrome with a NOTAM service), on the ground, or within the airspace associated with that aerodrome.

9.1.2 Uncertified aerodromes

Limited information is published in *En Route Supplement Australia (ERSA)* for some aircraft landing areas (ALAs) and a NOTAM service is not provided except for the following circumstances:

Subject	Events or Hazards	Responsible entity
Aerodrome	1. Certification status changes 2. Contact detail – limited to phone number change 3. Closure – permanent	1. CASA 2. Aerodrome * 3. CASA
Aerial works	• Aerobatics • Air displays • Flight inspections • Ocular hazards • Surveying	CASA, or approved NOTAM originators
Flight procedures	Limited to circuit direction changes for safety reasons	CASA
Communication	1. Limited to frequency changes (CTAF with or without an AFRU) 2. UNICOM	1. CASA 2. Aerodrome *
Instrument Flight Procedures	Any changes to instrument flight procedure	Certified Procedure Designers, under CASR Part 173
Lighting facilities	Limited to frequency changes (PAL)	Aerodrome *
Meteorological services	Limited to TAF changes	BoM
Navaid	Unserviceable or frequency changes	Airservices, or navaid owner
Sports aviation	• Balloons • Gliders • Model rockets • Parachuting	CASA
Unmanned aircraft activities	1. Model aircraft 2. RPAS	1. CASA 2. CASA, or approved NOTAM originators
Other activities	1. Blasting 2. Fireworks 3. Gas plumes 4. Laser light displays	1. CASA 2. CASA, or approved NOTAM originators 3. CASA 4. CASA, or approved NOTAM originators

* Only for those Aerodromes with a Data Product Specification (DPS) in place with Airservices AIS.

9.2 Special Use Airspace (SUA) Area

A NOTAM will be issued on an individual Restricted, Military Operating or Danger Area (e.g., R520A, M334, R628ABC) if that area is not associated with a Military Airspace Group and if that area is being:

- activated
- deactivated (if published H24), or
- there is a hazard occurring within it.

Note: These NOTAM must only be requested by the Airspace Authority. Temporary Restricted Areas (TRA) or Temporary Danger Areas (TDA) requests must be authorised and submitted to the NOTAM Office, by CASA Office of Airspace Regulations (OAR).

9.3 FIR (YBBB or YMMM)

A NOTAM will be issued on a single FIR if it refers to a:

- hazard occurring more than 5NM from an aerodrome
- hazard for which an aerodrome NOTAM has already been issued, but the hazard extends to a height or distance from the aerodrome which may affect pilots overhead or nearby not using the aerodrome. This need is determined by CASA or Airservices.

9.4 Dual FIR (YMMM/YBBB)

A NOTAM will be issued as a dual FIR NOTAM if:

- the conditions for an FIR NOTAM are fulfilled
- the hazard or facility extends across the FIR boundary
- the affected QNH areas are shared by the boundary.

Note: If required, contact the NOTAM Office for guidance on QNH areas and FIR boundaries.

9.5 Multiple FIR (YMMM and YBBB)

A NOTAM will be issued on both FIR if:

- the conditions for an FIR NOTAM are fulfilled
- the hazard or facility extends across the FIR boundary
- the affected QNH areas are **not** shared by the boundary.

Note: If required, contact the NOTAM Office for guidance on QNH areas and FIR boundaries.

9.6 Head Office

A NOTAM will be issued as a Head Office (YSHO) NOTAM if it refers to procedures, rules, or updates relevant to all pilots in Australian airspace.

10 NOTAM request form

Refer below for detailed instructions on completing the NOTAM Request Form. Where applicable it is clearly identified if the instructions are relevant to NOTAM submitted through NWS or the emailed NOTAM Request Form.

Refer to the NOTAM Web Service User Guide for detailed guidance on NOTAM submission using the NWS.

10.1 Mandatory fields

NOTAM Type	Mandatory Fields
NOTAMN	Items A), B), C) and E)
NOTAMR	Items A), B), C) and E)
NOTAMC	Items A), B) (must be WIE) and E)

10.2 Group name

Select the required NOTAM group for the ADO from the drop-down box on the NWS or annotate the Group Name and NIS username of the originating NOTAM Authorised Person at the bottom of the NOTAM Request PDF form.

Refer to 5.2 NOTAM Authorised Persons verification for more information regarding NOTAM Groups.

10.3 Contact details

Provide the name and contact number of the originating NOTAM Authorised Person.

Contact details are essential as the NOTAM Office may need to contact the originator prior to issuing a NOTAM.

Refer to 5 NOTAM originators and 6.2 Verifying information for further information.

10.4 NOTAM summary (NWS only)

Provide a short (maximum fifty characters) summary of the purpose of the NOTAM.

NOTAM summaries are to be as concise as possible as certain briefing products available via NIS (e.g., SPFIB and AVFAX) will only display the summary line for any NOTAM that has been active for more than seven days (i.e., commencement DTG is more than seven days in the past).

If unable to specify the exact contents of the NOTAM in the summary, provide a general description. This must include a general location of the subject of the NOTAM if issued under the FIR.

Ensure that the summary line contains enough information so pilots can easily determine if the NOTAM is relevant to their operations.

Examples of NOTAM summaries can be found in 12 NOTAM examples.

10.5 NOTAM type (PDF only)

NOTAMN, NOTAMR or NOTAMC.

Refer 8 NOTAM types for more information on which type of NOTAM is required depending on the desired outcome.

Note: If NOTAMR or NOTAMC is selected, include the NOTAM number that is to be replaced or cancelled.

10.6 Item A) – location

This is the location under which the NOTAM will be issued.

Refer 9 NOTAM locations for more information.

10.7 Item B) – start period

Item B) specifies the beginning of the occurrence or activity in a ten-digit date-time group (YYMMDDHHMM).

The time in Item B) must be WIE or in the future. NOTAM cannot be issued retrospectively.

If a NOTAM is required immediately or as soon as possible, WIE may be selected instead of specifying a start period. In this instance the NOTAM Office will process the NOTAM request as soon as practicable, and the published NOTAM will list the publication time in Item B).

Care must be taken to ensure that NOTAM requests do not cause duplication or confliction of currently published NOTAM (refer to 6.4 NOTAM duplication or confliction).

Note: Item B) for NOTAMC will have default time stamp of the date and time that the NOTAMC was created and cannot be amended (refer 8.3 NOTAMC).

10.8 Item C) – end period

Item C) specifies the end of the occurrence or activity in a ten-digit date-time group (YYMMDDHHMM).

If the information is of a permanent nature (refer 4.2 Permanent NOTAM), then the abbreviation PERM is inserted instead of the ten-digit date-time group.

If the end period of the NOTAM is uncertain, or the NOTAM duration is for a period exceeding three months, an approximate end period within three months must be indicated, followed by the abbreviation EST (refer 7.7.3 NOTAM duration).

Refer 10.9 Item C) – estimated end period for more information regarding NOTAM with an estimated finish time.

10.9 Item C) – estimated end period

NOTAM with an estimated (EST) end period must be replaced or cancelled prior to the end period.

It is the responsibility of the ADO to ensure that a nominated NOTAM Authorised Person contacts the NOTAM Office to extend or cancel an EST NOTAM, and a minimum of one hour notice is appreciated.

Refer below to determine if the dates specified in Item D) are permitted to have an estimated finish time:

- if there are specific dates in Item D) (i.e., 1808150100 to 1808150200), an EST finish time is not permitted.
- if there are daily periods in Item D) (i.e., DAILY 0100-0200, HJ, HN), an EST finish time is permitted.

10.10 Item D) – hours of activation

This field should only be used if the NOTAM will not be active continuously from the start period to the end period e.g., if the NOTAM will only apply during daylight hours.

The first date-time group in Item D) should correspond to the date-time group in Item B). The last date-time group in Item D) should correspond to the date-time group in Item C).

These periods of activity could be in any of the following formats:

- date/time periods in the format YYMMDDHHMM e.g., 1808020200 to 1808021400
- the same time each day e.g., DAILY 0200-0400 for the period of the NOTAM
- combination of several time frames on various days of the week. e.g., MON TUE FRI 0900-1300 1400-1430, WED THU 1000-1100 1230-1300 or MON-FRI 2000-2200, SAT SUN 2300-0500
- night-time hours (HN) for the period of the NOTAM
- daytime hours (HJ) for the period of the NOTAM.

10.11 Item E) – NOTAM text

Item E) specifies the text of NOTAM, including the Subject, Status, and any additional information, in plain language complemented, where necessary, by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, and digits.

The text in Item E) should be kept as short as possible, containing all the essential information needed for the safe conduct of flight.

For guidance on NOTAM formatting requirements, refer to 12 NOTAM examples.

Refer to 3 NOTAM issuance for guidance on circumstances that can and cannot be notified by NOTAM.

10.12 Item F) – lower limit and Item G) – upper limit

These fields are used to indicate the lower and upper limits of airspace affected by the activity and are mandatory for NOTAM regarding navigation warnings and airspace restrictions.

Item F) is the lower limit expressed as an altitude either in metres (M) or feet above mean sea level (AMSL), a height above ground level (AGL), a flight level (FL), or surface level (SFC).

Item G) is the upper limit expressed as an altitude either in M, AMSL, AGL, FL, or as unlimited (UNL) if applicable.

Items F) and G) are mandatory for the following NOTAM:

NOTAM subjects	
Exercises, including PJE	Air display
PRD activations/deactivations	Mass movement of aircraft
Air refuelling	Formation flying
Fireworks	Hot air ballooning
Blasting, demolitions, and burning/blowing gas	Obstacle/obstacle lighting
Banner towing	Ocular hazard
Rockets	Aerobatics
UAV and model aircraft	Sport flying

11 NOTAM format

NOTAM are presented in NIS in either the ICAO format or the NAIPS briefing format.

11.1 ICAO format

The ICAO format presents all fields with the corresponding letter (as outlined in 10 NOTAM request form).

Item A) YBTL

Item B) 21 05 13 2330

Item C) 21 08 15 0545

Item D) DAILY 2330-0545

Item E) VOR/DME 'TL' 114.1/88X ON TEST, DO NOT USE
FALSE INDICATIONS POSSIBLE
EXC ON 30MIN PN FOR OPR RQMNTS

Item F)

Item G)

11.2 Briefing format

The NAIPS briefing format presents NOTAM in the following format:

TOWNSVILLE AD (YBTL) C0304/22

VOR/DME 'TL' 114.1/88X ON TEST, DO NOT USE
FALSE INDICATIONS POSSIBLE
EXC ON 30MIN PN FOR OPR RQMNTS
FROM 05 130330 TO 08 150545
DAILY 2330-0545

12 NOTAM examples

The following are examples of how to compose Item E) of NOTAM.

12.1 NOTAM subject and status

The subject and status of a NOTAM refer to the subject for the which the NOTAM is required and the status and/or condition of that subject (refer 3.1 NOTAM promulgation criteria and 10.11 Item E) – NOTAM text).

The NOTAM examples below do not form an exhaustive list of NOTAM subjects and statuses. A complete list of NOTAM subjects and statuses is included in Appendix B and C.

Common subjects	Common statuses
• A/G FACILITY • ABN • ADS-B • AERIS • AIR DISPLAY • ALL RDO FAC • ATIS • ATS • ATS ROUTE • DANGER AREA • FIRE AND RESCUE • ILS • ILS GP/DME/MM/OM/LOC • NDB/DME/VOR • OBST • OBST LGT • RESTRICTED AREA • SIGNIFICANT POINT • SSR • TWR • VOLMET • VOR/DME	• ACTIVATED • AVBL ON REQ • CHANGED • CLOSED • COMPLETELY WITHDRAWN • DEACTIVATED • DOWNGRADED TO • ERECTED • HOURS OF SERVICE ARE NOW • IDENT/CALL SIGN CHANGED TO • INSTALLED • INTERFERENCE FM • LIMITED TO • NOT AVBL • ON TEST, DO NOT USE • OPR BUT AWAITING FLTCK • OPR FREQ CHANGED TO • OPR WITHOUT IDENT • SUBJ TO INTRP • TEMPO REPLACED BY • UNSERVICEABLE • WILL TAKE PLACE

12.2 Permanent NOTAM format

Permanent NOTAM must be submitted in the following format:

Template
[HEADING OF IAIP SECTION] AMD INFORMATION TO BE ADDED, CHANGED OR REMOVED USING ONE OF THE FOLLOWING: • AMD TO READ: • ADD/REMOVE NOTE* (insert number associated with note e.g., note 4) AMD [DOCUMENT NAME]

12.3 Aerodrome Beacon (ABN)

Besides privately owned equipment, Airservices is responsible for monitoring aerodrome beacons and reporting failures to the NOTAM Office.

ABN UNSERVICABLE	
Subject:	ABN
Status:	U/S
Additional Info:	N/A
Summary:	ABN U/S

12.4 Disabled aircraft

A NOTAM closing an aerodrome, runway, or part of a runway, due to an obstruction caused by a disabled aircraft must contain as much information as possible, including:

- the runway that is obstructed
- type of aircraft causing obstruction
- distance of aircraft from runway end, or the length by which the runway is reduced
- distance from the runway centre line or end at which reduction occurs e.g., SW end
- obstacle height
- declared and supplementary take-off distance of useable parts of the runway
- expected duration of the total or partial closure.

12.5 Navigation Aids and Precision Approach and Landing Aids

The following criteria applies for NOTAM regarding navigational aids (NAVAID):

- if the NAVAID is co-located with an aerodrome, the NOTAM will be issued on the aerodrome
- if the NAVAID is not co-located with an aerodrome, the NOTAM will be issued on the relevant FIR.

12.5.1 Precision Approach and Landing Aids format

The description of unavailability of an ILS or ILS components should be as follows:

If:	Item E)
the entire ILS is affected	ILS ‘IDENT’ {FREQ} {RWY} U/S
the Localiser is not available, but the rest of the ILS components are	ILS LOC ‘IDENT’ {FREQ} {RWY} U/S
a co-sited DME is not available, but the rest of the ILS components are:	ILS DME ‘IDENT’ {FREQ/CHANNEL} {RWY} U/S
the Glide Path is not available, but the rest of the ILS components are	ILS GP ‘IDENT’ {FREQ} {RWY} U/S
the Outer Marker is not available, but the rest of the ILS components are:	ILS OM ‘IDENT’ {FREQ} {RWY} U/S
the Middle Marker is not available, but the rest of the ILS components are:	ILS MM ‘IDENT’ {FREQ} {RWY} U/S
the GBAS is not available	GROUND BASED AUGMENTATION SYSTEM (GBAS) U/S

Note: If the associated Localiser and Glide Path are not available, the entire ILS facility must be taken as not available.

12.5.2 Navigation aids

The following information must be provided when issuing NOTAM on navigation aids:

NAVAID	Required information	Example
NDB	type, ident, frequency	NDB ‘NWA’ 359
DME	type, ident, frequency, channel, runway	DME ‘INA’ 108.5/22X RWY 21
VOR	type, ident, frequency	VOR ‘AD’ 116.4
VOR/DME	type, ident, frequency, channel	VOR/DME ‘TL’ 114.1/88X
TACAN	Type, ident, frequency, channel	TAC ‘EDN’ 114.7/94X
LOC/DME	Type. Ident, frequency, channel, runway	DME/LOC ‘ICN’ 109.5/32X RWY 33

Note: The highest published range of an NDB must be provided to the NOTAM Office so that the NOTAM is published with the correct radius applied.

12.5.3 ILS and NAVAID NOTAM templates

Refer to the below NOTAM examples for navigation aids, and precision approach and landing aids:

UNSERVICEABLE	
Subject:	ILS ‘ICB’ 109.5 RWY 35
Status:	U/S
Additional Info:	**if applicable*
Summary:	ILS ‘ICB’ 109.5 RWY 35 U/S

ON TEST – NOT TO BE USED FOR NAVIGATION	
Subject:	DME ‘AD’ 116.4/111X
Status:	ON TEST, DO NOT USE
Additional Info:	FALSE INDICATIONS POSSIBLE
Summary:	DME ‘AD’ 116.4/111X ON TEST, DO NOT USE

AWAITING FLIGHT CHECK	
Subject:	VOR ‘PH’ 113.7
Status:	OPR BUT AWAITING FLTCK
Additional Info:	DO NOT USE **if applicable*
Summary:	VOR ‘PH’ 113.7 OPR BUT AWAITING FLTCK, DO NOT USE

OPR WITHOUT IDENT OR IDENT OF ‘XP’	
Subject:	DME ‘IMS’ 109.7/34X RWY 16
Status:	OPR WO IDENT or IDENT ‘XP’
Additional Info:	**if applicable*
Summary:	DME ‘IMS’ 109.7/34X RWY 16 OPR WO IDENT or IDENT ‘XP’

SUBJECT TO INTERRUPTION	
Subject:	ILS ‘IBS’ 110.1 RWY 19L
Status:	SUBJ TO INTRP
Additional Info:	**if applicable*
Summary:	ILS ‘IBS’ 110.1 RWY 19L SUBJ TO INTRP

REMOTE MONITORING NOT AVBL	
Subject:	NDB ‘BGT’ 308 RWY 11
Status:	PILOT MNT
Additional Info:	**if applicable*
Summary:	NDB ‘BGT’ 308 RWY 11 PILOT MNT

GBAS UNSERVICEABLE	
Subject:	GROUND BASED AUGMENTATION SYSTEM (GBAS)
Status:	U/S
Additional Info:	DUE CONSTELLATION AVAILABILITY
Summary:	GBAS UNSERVICEABLE

12.6 Air Traffic Services (ATS) facilities

12.6.1 TWR hours

TWR ATS HOURS - AD	
Subject:	TWR
Status:	HOURS OF SERVICE ARE NOW
Additional Info:	**specify*
Summary:	TWR HOURS OF SERVICE ARE NOW

TWR ATS HOURS - FIR	
Subject:	[AERODROME NAME] Y*** TWR AND CLASS D AIRSPACE WI 20NM ** 4500FT AND BLW
Status:	HOURS OF SERVICE ARE NOW **specify*
Additional Info:	**if applicable*
Summary:	Y*** TWR AND ASSOCIATED AIRSPACE HR OF SERVICE AMD

12.6.2 ATIS and VOLMET

AMD OPR FREQ CHANGED	
Subject:	ATIS
Status:	OPR FREQ CHANGED TO **specify*
Additional Info:	**if applicable*
Summary:	ATIS OPR FREQ CHANGED TO 135.8

UNSERVICEABLE	
Subject:	ATIS FREQ 280.4
Status:	U/S
Additional Info:	**if applicable*
Summary:	ATIS FREQ 280.4 U/S

HOURS OF SERVICE CHANGED	
Subject:	ATIS FREQ 280.4
Status:	HOURS OF SERVICE ARE NOW **specify*
Additional Info:	**if applicable*
Summary:	ATIS FREQ 280.4 HR OF SERVICE CHANGED

TASWAM UNSERVICEABLE	
Subject:	SURVEILLANCE COVERAGE IN TASMANIA
Status:	LIMITED
Additional Info:	DUE WIDE AREA MULTILATERATION (WAM) U/S
Summary:	SUR COVERAGE IN TASMANIA LTD DUE TASWAM U/S

REDUCED RADAR COVERAGE	
Subject:	RADAR COVERAGE BEYOND 50NM EAST OF MELBOURNE
Status:	REDUCED
Additional Info:	DUE *(optional)*
Summary:	RADAR COVERAGE 50NM EAST YMML REDUCED

REGIONAL VOLMET (formerly AERIS)	
Subject:	VOLMET KALGOORLIE 128.25MHZ
Status:	INTEFERENCE FM **specify*
Additional Info:	**if applicable*
Summary:	VOLMET KALGOORLIE 128.25MHZ INTEFERENCE FM **specify*

VOLMET	
Subject:	VOLMET ALICE SPRINGS 6676KHZ
Status:	SUBJ TO INTRP
Additional Info:	DUE *(optional)*
Summary:	VOLMET ALICE SPRINGS 6676KHZ SUBJ TO INTRP

12.7 Contingency NOTAM

NOTAM advising of ATS contingency procedures must be issued in accordance with the appropriate ATS Contingency Plan document.

12.8 Communication facilities

NOTAM regarding the unavailability of communication facilities and frequency failures will not be accepted by the NOTAM Office if there are published alternates frequencies available.

UNSERVICABLE	
Subject:	A/G FAC BRISBANE CENTRE 124.6 CAIRNS
Status:	U/S
Additional Info:	**if applicable*
Summary:	A/G FAC BRISBANE CENTRE 124.6 CAIRNS U/S

A/G FAC SUBJ TO INTRP	
Subject:	A/G FAC BRISBANE CENTRE 124.6 CAIRNS
Status:	SUBJ TO INTRP
Additional Info:	ALTN FREQ 120.15 OR AS DIRECTED BY ATC
Summary:	A/G FAC BRISBANE CENTRE 124.6 CAIRNS SUBJ TO INTRP

12.9 Trigger NOTAM

Trigger NOTAM are issued when an AIP AIC or SUP has been published and gives a brief description of the contents, effective date and time, and the reference number of the AIC or SUP.

Trigger NOTAM are to become effective at the same effective date and time as the AIC or SUP and remain valid for a period of 14 (fourteen) days. If the AIC or SUP is valid for less than 14 days, the Trigger NOTAM must only remain valid for the same period as the SUP or AIC.

TRIGGER NOTAM – TEMPLATE	
Subject:	TRIGGER NOTAM – AIP SUP or AIC
Status:	[AIP SUP/AIC NUMBER]
Additional Info:	[NAME OF AIC OR SUP] AVBL FM AIRSERVICES WEBSITE WWW.AIRSERVICESAUSTRALIA.COM/AIP/AIP.ASP (LOWER CASE)
Summary:	TRIGGER NOTAM AIP SUP ***

TRIGGER NOTAM – EXAMPLE	
Subject:	TRIGGER NOTAM – AIP SUP
Status:	H43/21
Additional Info:	MILITARY EXERCISE 'ARNHEM THUNDER 2021', NORTHERN TERRITORY. 17 MAY - 4 JUNE 2021 AVBL FM AIRSERVICES WEBSITE WWW.AIRSERVICESAUSTRALIA.COM/AIP/AIP.ASP (LOWER CASE)
Summary:	TRIGGER NOTAM AIP SUP H43/21 ARNHEM THUNDER 2021

12.10 Navigation warnings

Navigation warnings will be originated by Airservices, CASA, the Australian Defence Force, or other approved authorities.

NOTAM can be issued on an aerodrome, NAVAID location or FIR.

For more guidance, refer to 9 NOTAM locations.

ROCKET LAUNCH	
Subject:	ROCKET LAUNCH
Status:	WILL TAKE PLACE
Additional Info:	**** (as required)
Item F):	Lower limit of airspace associated with activity
Item G):	Upper limit of airspace associated with activity
Summary:	ROCKET LAUNCH [insert relevant location info]

12.11 Special Use Airspace (SUA) NOTAM

The term Special Use Airspace (SUA) is used for airspace volumes designated for specific operations that may impose limitations on airspace access or use for non-participating aircraft. SUA includes Prohibited, Restricted, Danger and Military Operating Areas (MOA or M), and airspace reservations.

SUA NOTAM are subject to the below criteria:

- NOTAM for activation and deactivation of SUA areas will only be accepted if the request is received from the appropriate listed airspace Authority as per *En Route Supplement Australia (ERSA)* and *Designated Airspace Handbook (DAH)*.
- Temporary Restricted Areas (TRA) or Temporary Danger Areas (TDA) must be submitted by, or with approval from, the CASA Office of Airspace Regulation (OAR).
- If it is an existing Restricted Area (RA), Danger Area (DA) or Military Operating Area (MOA) listed in the *DAH/ERSA*, it may be issued on Military or Civil airspace without specific OAR instrument.
- The boundaries of a SUA may be temporarily amended to within the existing boundaries only (i.e., to make the area smaller).
- Times **59 and **01 should not be used in NOTAM. Refer 7.7.1 Time format for further information.
- Information entered in Item D) (refer 10.10 Item D) – hours of activation) and Item E) must be in the correct format as this information is used to create the Restricted Area Briefing available via NAIPS.
- When activating an area for multiple time periods with the same levels and information, the preferred procedure is to request one NOTAM with multiple activation periods rather than a separate NOTAM for each period of activity.
- All SUA NOTAM require Item F) and Item G) to be entered and all heights must be specified in AMSL.

12.11.1 SUA activation

If a NOTAM is to be issued on an individual Restricted, Military Operating or Danger Area that is not part of a Military Airspace Group (refer 9 NOTAM locations), the SUA identifier will be listed as the location in Item A) and then referred to again in Item E).

RESTRICTED AREA ACTIVATION	
Item A):	R327A
Subject:	R327A
Status:	ACT (RA3) DUE MODEL ROCKET ACTIVITY
Additional Info:	**if applicable*
Item F):	SFC
Item G):	FL150
Summary:	R327A ACT (RA3) DUE MODEL ROCKET ACTIVITY

DANGER AREA ACTIVATION	
Item A):	D399
Subject:	D399
Status:	ACT DUE GFY
Additional Info:	**if applicable*
Item F):	4500FT AMSL
Item G):	5500FT AMSL
Summary:	D399 ACT DUE GFY

MILITARY OPERATING AREA ACTIVATION	
Item A):	M334
Subject:	M334
Status:	ACT
Additional Info:	**if applicable*
Item F):	SFC
Item G):	5500FT AMSL
Summary:	M334 ACT

12.12 ARFFS reduced category

Rescue and Firefighting Services are allocated a category within the ranges CAT 1 to CAT 10, depending on the water quantity and vehicles available.

If the category of coverage is downgraded for a period exceeding 60 minutes, a NOTAM will be issued as per the below example.

Alternatively, if there are no known aircraft affected by the change during the period of reduction, then a NOTAM is not required. For example, a NOTAM is not required if a Category 8 ARFF service is reduced to a Category 7 service and there are no known Category 8 aircraft operating in this location for the expected duration of the reduction.

REDUCED CATEGORY	
Subject:	FIRE AND RESCUE
Status:	DOWNGRADED TO CAT 5
Additional Info:	**if applicable*
Summary:	FIRE AND RESCUE DOWNGRADED TO CAT 5

HOURS OF SERVICE CHANGED	
Subject:	FIRE AND RESCUE CAT 5
Status:	HOURS OF SERVICE EXTENDED
Additional Info:	**if applicable*
Summary:	FIRE AND RESCUE CAT 5 HOURS OF SERVICE EXTENDED

If the Rescue and Firefighting services are reduced below the necessary requirements for CAT 1, the below NOTAM should be issued:

ARFFS NOT AVAILABLE	
Subject:	FIRE AND RESCUE
Status:	NOT AVAILABLE
Additional Info:	**if applicable*
Summary:	FIRE AND RESCUE NOT AVAILABLE

13 Definitions

Within this document, the following abbreviations will be used:

Term	Definition
ABN	Aerodrome Beacon
AD	Aerodrome
ADO	Aeronautical Data Originator
AGL	Above Ground Level
AIP	Aeronautical Information Publication
AIP GEN	AIP General
AIP SUP	AIP Supplement
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Services
ALA	Aircraft Landing Areas
AMSL	Above Mean Sea Level
ARP	Aerodrome Reference Point
ATC	Air Traffic Control
ATS	Air Traffic Services
AVBL	Available
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CNS	Communication, Navigation and Surveillance
CRC	Change Request Centre
CTAF	Common Traffic Advisory
DAH	Designated Airspace Handbook
DAP	Departure and Approach Procedures
DPS	Data Product Specification
ERSA	En Route Supplement Australia
EST	Estimated
EXC	Except
FIR	Flight Information Region
FT	Feet
HJ	Sunrise to Sunset (Hours of Day)
HN	Sunset to Sunrise (Hours of Night)

Term	Definition
IAIP	Integrated Aeronautical Information Package
ICAO	International Civil Aviation Organization
KG	Kilo
MAG	Magnetic
MET	Meteorological/Meteorology
MOS	Manual of Standards
NAIPS	National Aeronautical Information Processing System
NAVAID	Navigational Aids
NIS	NAIPS Internet Service
NM	Nautical Mile
NOF	NOTAM Office
NOTAMC	NOTAM Cancellation
NOTAMN	NOTAM New
NOTAMR	NOTAM Replacement
NWS	NOTAM Web Service
OAR	Office of Airspace Regulation
OBST	Obstacle
PERM	Permanent
PRD	Prohibited, Restricted, Danger
SAR	Search and Rescue
SUA	Special Use Airspace
U/S	Unserviceable
UTC	Universal Coordinated Time
VFR	Visual Flight Rules
WIE	With Immediate Effect
XP	For newly installed NDBs or experimental facilities, not available for navigation, the identifier XP will be used

Appendix A Time Conversion Chart

STANDARD TIME				DAYLIGHT SAVINGS		
	EST	CST	WST		EDT	CDT
UTC	QLD, NSW VIC, ACT TAS	NT, SA	WA	UTC	NSW, VIC, ACT, TAS	SA
0000	1000	0930	0800	0000	1100	1030
0100	1100	1030	0900	0100	1200	1130
0200	1200	1130	1000	0200	1300	1230
0300	1300	1230	1100	0300	1400	1330
0400	1400	1330	1200	0400	1500	1430
0500	1500	1430	1300	0500	1600	1530
0600	1600	1530	1400	0600	1700	1630
0700	1700	1630	1500	0700	1800	1730
0800	1800	1730	1600	0800	1900	1830
0900	1900	1830	1700	0900	2000	1930
1000	2000	1930	1800	1000	2100	2030
1100	2100	2030	1900	1100	2200	2130
1200	2200	2130	2000	1200	2300	2230
1300	2300	2230	2100	1300	0000	2330
1400	0000	2330	2200	1400	0100	0030
1500	0100	0030	2300	1500	0200	0130
1600	0200	0130	0000	1600	0300	0230
1700	0300	0230	0100	1700	0400	0330
1800	0400	0330	0200	1800	0500	0430
1900	0500	0430	0300	1900	0600	0530
2000	0600	0530	0400	2000	0700	0630
2100	0700	0630	0500	2100	0800	0730
2200	0800	0730	0600	2200	0900	0830
2300	0900	0830	0700	2300	1000	0930

Appendix B NOTAM Subjects

Available NOTAM subjects with corresponding NOTAM code. For a full list, refer to ICAO Doc 8126 Aeronautical Information Services Manual.

B.1 Lightning facilities (L)

Aerodrome beacon	LB
All landing area lighting facilities	LR
Approach lighting system (specify runway and type)	LA
Category II components of approach lighting system (specify runway)	LK
Helicopter approach path indicator	LU
Heliport lighting	LW
High intensity runway lights (specify runway)	LH
Landing direction indicator lights	LD
Low intensity runway lights (specify runway)	LL
Medium intensity runway lights (specify runway)	LM
Pilot-controlled lighting	LG
Precision approach path indicator (specify runway)	LP
Runway alignment indicator lights (specify runway)	LJ
Runway centre line lights (specify runway)	LC
Runway edge lights (specify runway)	LE
Runway end identifier lights (specify runway)	LI
Runway touchdown zone lights (specify runway)	LZ
Sequenced flashing lights (specify runway)	LF
Stopway lights (specify runway)	LS
Taxiway centre line lights (specify taxiway)	LX
Taxiway edge lights (specify taxiway)	LY
Threshold lights (specify runway)	LT
Visual approach slope indicator system (specify type and runway)	LV

B.2 Movement and landing areas (M)

Bearing strength (specify part of landing area or movement area)	MB
Clearway (specify runway)	MC
Daylight markings (specify threshold, centre line, etc.)	MM
Declared distances (specify runway)	MD
Movement area	MA

Rapid exit taxiway (specify)	MY
Runway (specify runway)	MR
Runway arresting gear (specify runway)	MH
Runway turning bay (specify runway)	MU
Stop bar (specify taxiway)	MO
Stopway (specify runway)	MS
Strip/shoulder (specify runway)	MW
Taxiing guidance system	MG
Taxiway(s) (specify)	MX
Threshold (specify runway)	MT

B.3 Facilities and services (F)

Aerodrome	FA
Aircraft de-icing (specify)	FI
Ceiling measurement equipment	FC
Customs/immigration	FZ
Docking system (specify AGNIS, BOLDS, etc.)	FD
Firefighting and rescue	FF
Fog dispersal system	FO
Friction measuring device (specify type)	FB
Fuel availability	FU
Ground movement control	FG
Helicopter alighting area/platform	FH
Heliport	FP
Landing direction indicator	FL
Meteorological service (specify type)	FM
Oils (specify type)	FJ
Oxygen (specify type)	FE
Snow removal equipment	FS
Transmissometer (specify runway and, where applicable, designator(s) of transmissometer(s))	FT
Wind direction indicator	FW

B.4 Airspace Organisation Management (A)

Aerodrome Traffic Zone	AZ

Air Defence Identification Zone	AD
Area Navigation Route	AN
ATS Route (specify)	AR
Control Area	AE
Control Zone	AC
Flight Information Region	AF
Minimum altitude (specify en-route/crossing/safe)	AA
Minimum usable flight level	AL
Oceanic Control Area	AO
Reporting point (specify name or coded designator)	AP
Significant point	AX
Terminal Control Area	AT
Upper Advisory Area	AV
Upper Control Area	AH
Upper Flight Information Region	AU

B.5 Air Traffic and VOLMET services (S)

Aerodrome Control Tower	ST
Aerodrome Flight Information Service	SF
Approach Control Service	SP
Area Control Centre	SC
ATS Reporting Office	SB
ATIS	SA
Flight Information Service	SE
Flight Service Station	SS
Flow Control Centre	SL
Oceanic Area Control Centre	SO
Upper Advisory Service (specify)	SY
Upper Area Control Centre	SU
VOLMET broadcast	SV

B.6 Air Traffic Procedures (P)

ADIZ procedure	PZ
Aerodrome operating minima (specify procedure and amended minimum)	PM
Contingency Procedures	PC

Flight Plan Processing, filing and related contingency	PL
Flow Control Procedure	PF
Holding Procedure	PH
Instrument Approach Procedure (specify type and runway)	PI
Minimum Holding Attitude (specify fix)	PX
Missed Approach Procedure (specify runway)	PU
Noise Operating Restrictions	PN
Standard Instrument Arrival (specify route designator)	PA
Standard Instrument Departure (specify route designator)	PD
Standard VFR Arrival	PB
Standard VFR Departure	PE
Transition Altitude or transition level (specify)	PT
VFR Approach Procedure	PK

B.7 Communication and Surveillance Facilities (C)

Air/ground facility (specify service and frequency)	CA
Automatic Dependent Surveillance – Broadcast (details)	CB
Automatic Dependent Surveillance – Contract (details)	CC
Controller-pilot data link communication (details)	CD
En-route Surveillance Radar	CE
Ground controlled approach system	CG
Precision Approach Radar (specify runway)	CP
Secondary Surveillance Radar	CS
Selective Calling system	CL
Surface Movement Radar	CM
Surveillance Radar Element of Precision Approach Radar System (specify wavelengths)	CR
Terminal Area Surveillance Radar	CT

B.8 GNSS Services (G)

GNSS Airfield-Specific Operations (specify operation)	GA
GNSS Area-wide operations (specify operation)	GW

B.9 Instrument and microwave landing systems (I)

DME associated with ILS	ID

Glide Path (ILS) (specify runway)	IG
ILS Category I (specify runway)	IS
ILS Category III (specify runway)	IU
Inner marker (ILS) (specify runway)	II
Instrument Landing System (specify runway)	IC
Localiser (ILS) (specify runway)	IL
Localiser (not associated with ILS)	IN
Locator, middle (ILS) (specify runway)	IY
Location, outer (ILS) (specify runway)	IX
Microwave landing system (specify runway)	IW
Middle Marker (ILS) (specify runway)	IM
Outer Marker (ILS) (specify runway)	IO

B.10 Terminal and en-route navigation facilities (N)

All radio navigation facilities (except . . .)	NA
Direction-finding station (specify type and frequency)	NX
Distance measuring equipment	ND
Fan marker	NF
Locator (specify identification)	NL
Non-directional radio beacon	NB
VOR	NV
VOR/DME	NM
VORTAC	NT
TACAN	NN

B.11 Airspace Restrictions (R)

Airspace Reservation (specify)	RA
Danger Area (specify)	RD
Military Operating Area	RM
Overflying of … (specify)	RO
Prohibited Area (specify)	RP
Restricted Area	RR
Temporary Restricted Area (specify area type)	RT

B.12 Navigation Warnings (W)

Aerial survey	WY
Aerobatics	WB
Air display	WA
Air refueling	WF
Ascent of free balloon	WL
Banner/target towing	WJ
Demolition of explosives	WD
Exercises (specify)	WE
Formation flight	WV
Glider flying	WG
Mass movement of aircraft	WT
Missile, gun or rocket firing	WM
Parachute jumping exercise, paragliding or hang gliding	WP
Radioactive materials or toxic chemicals (specify)	WR
Significant volcanic activity	WW
Unmanned aircraft	WU

B.13 Other Information (O)

Obstacle (specify details)	OB
Obstacle lights on . . . (specify)	OL

Appendix C NOTAM status

Available NOTAM status with corresponding NOTAM code. This is not an indication of what statuses are appropriate for certain subjects. For a full list, refer to ICAO Doc 8126 Aeronautical Information Services Manual.

C.1 Availability (A)

Available for daylight operation	AD
Available for night operation	AN
Available on request	AR
Available, prior permission required	AP
Completely withdrawn	AW
Hours of service are now . . . (specify)	AH
Military operations only	AM
Not available (specify reason if appropriate)	AU
Operating but ground checked only, awaiting flight check	AG
Operational	AO
Operative (or reoperative) subject to previously published limitations/conditions	AL
Resumed normal operation	AK
Unserviceable	AS

C.2 Changes (C)

Activated	CA
Cancelled	CN
Changed	CH
Completed	CC
Deactivated	CD
Displaced	CM
Downgraded to	CG
Erected	CE
Identification or radio call sign changed to	CI
Installed	CS
On test, do not use	CT
Operating frequency(ies) changed to	CF
Realigned	CL
Temporarily replaced by	CR

C.3 Hazard Conditions (H)

Concentration of birds	HX
Grass cutting in progress	HG
Hazard due to (specify)	HH
Marked by	HM
Sanding in progress	HS
Standing water	HR
Work completed	HV
Work in progress	HW

C.4 Limitations (L)

Aircraft restricted to runways and taxiways	LR
Closed	LC
Closed to all night operations	LN
Closed to IFR operations	LI
Closed to VFR operations	LV
Interference from	LF
Limited to	LT
Operating but caution advised due to	LX
Operating without identification	LG
Prohibited to	LP
Reserved for aircraft based therein	LB
Subject to interruption	LS
Unserviceable for aircraft heavier than	LH
Usable for length of . . . and width of . .	LL
Will take place	LW