

## **NAIPS Internet Service**

Authorised NOTAM Originator User Guide

Version 3.0

(To be read in addition to NIS User Guide 3.0)

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# User Guide for Authorised NOTAM Originators Version 3.0

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## 1. Introduction

### 1.1 Background

The National Aeronautical Information Processing System (NAIPS) provides a central database of Meteorological, NOTAM and chart information. The system is used by the Airservices Australia to provide pre-flight and in-flight Briefings and to accept and distribute flight notifications

Access to the NAIPS Internet Service (NIS) is available via the link on the Airservices home page <http://www.airservicesaustralia.com> or directly via the Briefing Home page <http://www.airservicesaustralia.com/flight-briefing/>.

Information available from NAIPS includes Australian and International NOTAM, status of Restricted Areas, Meteorological information (Area Forecasts, AREA QNH, TTF/METAR/SPECI, TAF, AIRMET and SIGMET), ATIS, GPS RAIM availability, First-light / Last-light and Meteorological charts. MET and NOTAM information is available on all Australian locations and selected locations outside Australia.

Flight notification details can be submitted through NAIPS in ICAO, Domestic or SARTIME format.

NOTAM request details can also be submitted for those users who are Authorised NOTAM Originators.

### 1.2 References

AIP GEN 2.2 - General and Meteorological Abbreviations.

Located at NIS Documents and Downloads

[NIS User Guide](#)

Located at <http://www.airservicesaustralia.com/flight-briefing/notam-originator/> or

[NOTAM Group Management User Guide](#)  
[NOTAM Originators Manual](#)

### 1.3 Access

To be provided with access to the NIS NOTAM functions, registered NAIPS users must be members of a NOTAM Authorised Group. For information on setup, refer to the references in section 1.2 or contact the Australian NOTAM Office:

Phone: 02 6268 5063

Email: [nof@airservicesaustralia.com](mailto:nof@airservicesaustralia.com)

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## 1.4 Connection - PC and Browser Setup

To access the NIS you must have a current version browser installed on your PC, such as Internet Explorer, Firefox or Chrome. The PC must have access to the Internet through an account with an Internet Service Provider (ISP) or a permanent connection.

Note: Compatibility with a mobile device (such as PDA/3G Phone) is not guaranteed, however setting your mobile device web browser to 'Always accept cookies' may assist you to use the site.

For Microsoft Internet Explorer, the 'Tools | Internet Options | Privacy Tab | Advanced' item should be set as follows (if present):

- Always allow cookies

For Microsoft Internet Explorer, the 'Tools | Internet Options | General Tab | Browser History | Settings' item should be set as follows (if present):

- Set to automatically

A useful tip for the items in the Documents and Downloads menu is to right click on an item, select "Open in New Window" and resize the widow to display simultaneously with the relevant NIS page. E.g. when creating an NOTAM Request, it may be useful to display the NOTAM User Guide alongside the NOTAM form.

Requested information on forms can be entered in upper or lower case characters and the system will convert case as required.

Passwords are case sensitive.

## 1.5 Interface

NIS pages present to users a series of web pages with menu items on the left side of the page.

The following additional item to those listed in the NIS User Guide will be visible for only Authorised NOTAM originators:

### NOTAM

- New NOTAM
- Active NOTAM Directory
- Pending NOTAM Directory
- Template Directory
- Pending Template Directory
- NOTAM Briefing

- 
- ▶ **Briefing**
  - ▶ **SPFIB**
  - ▶ **Avfax**
  - ▶ **Flight Notification**
  - ▼ **NOTAM**
    - [New NOTAM](#)
    - Active NOTAM Directory
    - Pending NOTAM Directory
    - Template Directory
    - Pending Template Directory
    - NOTAM Briefing
  - ▶ **GPS RAIM**
  - ▶ **Charts**
  - ▶ **Other Services**
  - ▶ **Documents and Downloads**
  - ▶ **Account Management**

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## 2. NOTAM

### 2.1 New NOTAM

Boxes in the New NOTAM form that are labelled with “\*” and/or are shaded, are mandatory entry fields.

#### NOTAM - New

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Print

Back

\* Denotes mandatory fields.

Group: *	<input type="text"/>		
Contact Name: *	<input type="text"/>	Phone Number: *	<input type="text"/>
NOTAM Summary: *	<input type="text"/>		

Item A) Location :*	<input type="text"/>		
Item B) Start Period (UTC):*	<input type="text"/>		<input type="checkbox"/> WIE
Item C) End Period (UTC):*	<input type="text"/>		<input type="checkbox"/> PERM <input type="checkbox"/> EST <a href="#">Time Zone Converter</a>
Item D) Hours Of Activation (UTC):	<input type="checkbox"/> Period(s) of Activation (DTG) <input type="checkbox"/> Time(s) of Activation <input type="checkbox"/> Other		
Item E) NOTAM Text:*	<input type="text"/>		
Item F) Lower Limit :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item G) Upper Limit :	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit NOTAM

Store As Template

Submit Template To NOF for Approval

“Group\*”

Click the box and select from the list or type the name of the group authorised to originate NOTAM request.

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“Contact Name\*\*”

Enter the full name of the authorised person requesting the NOTAM request. Max. 30 Characters.

“Phone Number\*\*”

Without spaces, enter the full 10-digit direct phone number of the authorised person (include area code for landlines)

“NOTAM Summary\*\*”

Enter a brief description of the NOTAM subject; Max. 50 Characters

“Item A) Location\*\*”

Enter Location code or use search function



Open a search location Directory

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Search Location Directory ✕

Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney.  
The system will then retrieve only those locations which have 'SY' as the first letters.

Search Criteria:

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Enter at least two letters of the location that you are searching for

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Search Location Directory ✕

Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney.  
The system will then retrieve only those locations which have 'SY' as the first letters.

Search Criteria:

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“Search”

To generate a list of locations matching your search

“Close”

Return to the NOTAM Form

**Search Location Directory** ✕

Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney.  
The system will then retrieve only those locations which have 'SY' as the first letters.

Search Criteria:

Unique Name	Lat/Long	Description
AYUG-AYPM-XX	03 38S 142 50E	BRUGAM
BAXT-YBBB-XX	32 40S 151 21E	BRANXTON TSP
BBBG-YBBB-XX	27 04S 153 09E	BRIBIE BRIDGE TSP
BBG-YMMM-XX	33 33S 151 12E	BROOKLYN BRIDGE VFC
BBI-YBBB-XX	27 00S 153 09E	BRIBIE ISLAND TSP
BCTY-YBBB-XX	27 28S 153 02E	BRISBANE CBD TSP
BDF-YMMM-XX	37 12S 145 03E	BROADFORD VWP
BFM-KZHU-XX	30 37N 088 03W	BROOKLEY VOR

This list allows you to scroll through the search records and click on the location that you require.

Clicking on the location will add that code to your NOTAM form

The Search Location Directory form remains open, allowing you to search for a new location code.

Enter at least 2 letters of the next location you are searching and press “Search” again.

“Close”                      Return to the NOTAM form.

**“Item B) Start Period (UTC)\*”**

Enter a UTC DATE and TIME by selecting the date from the calendar icon and the adjusting the default “0000” time to the desired UTC four-figure TIME.  
(Pasting into the field in the format “YY MM DD HHMM” is enabled)

“WIE”                      Select check box if the NOTAM is to commence with immediate effect.

**CAUTION : UTC date may differ from local date during certain hours**

**“Item C) End Period (UTC)\*”**

Enter a UTC DATE and TIME by selecting the date from the calendar icon and the adjusting the default “0000” time to the desired UTC four-figure TIME.

(Pasting into the field in the format “YY MM DD HHMM” is enabled)

**CAUTION : UTC date may differ from local date during certain hours**



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“PERM” Select check box if the NOTAM is intended as PERMANENT duration.

“EST” Select check box if the NOTAM is not self-cancelling and the end period is an ESTIMATE only.

“Time Zone Converter”  
Utility to convert a local Date / Time for various time zones within Australia to a Date / Time (UTC)  
Refer to NIS User Guide for more information.

“Item D) Hours Of Activation (UTC)”  
If the NOTAM will not be active continuously from the start time to the end time, e.g daylight hours only (HJ), the periods of activity are entered by selecting the desired combination/s of check boxes.

**CAUTION : UTC date may differ from local date during certain hours**

“Period(s) of Activation”  
Date/time periods in the format YYYYMMDDHHMM e.g. 1408020200 TO 1408021400

“Time(s) of Activation”  
Time periods in the format HHMM e.g. 0200 TO 1400

“Other”  
Free text using standard abbreviations e.g. “DAILY”, “HJ” or “HN” etc.

The following combinations of check boxes are permitted.

1. “Period(s) of Activation”,
2. “Period(s) of Activation” and “Other”,
3. “Time(s) of Activation”,
4. “Time(s) of Activation” and “Other”,
5. “Other”.

“Item E) NOTAM Text\*\*”  
Enter the content of the NOTAM using either plain text or standard abbreviations as per AIP GEN 2.2 Abbreviations.

“Item F) Lower Limit”  
If the lower level is not SFC, enter the level in the first box and select the appropriate datum from the adjacent list box.  
If the lower level is to be SFC, leave the first box blank and select “SFC” from the adjacent list box.

“Item G) Upper Limit”  
If the upper level is not UNL, enter the level in the first box and select the appropriate datum from the adjacent list box.

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If the upper level is to be UNL, leave the first box blank and select “UNL” from the adjacent list box.

“Submit NOTAM”

Click button to validate data entry and to submit for processing.

“Store As Template”

Click button to store the data entered as a template for the nominated group

This will directly store the NOTAM Template in the nominated Group ready for use but as it has not been reviewed by the NOTAM Office, it will indicate as unapproved with a ‘false’ flag in the Template directory (see NOTAM Template Directory).

“Submit Template to NOF for Approval”

Click button to have the data entered submitted to the NOF to facilitate checking for correctness and storing as an approved template.

Templates awaiting NOTAM Office action will appear in the Pending NOTAM Template Directory and once processed, will then be available in the NOTAM Template Directory ready for use.

Once reviewed by the NOTAM Office, it will indicate as approved with a ‘true’ flag in the Template directory (see NOTAM Template Directory).

NOTE; this function does not result in a NOTAM issue.

## 2.2 Active NOTAM Directory

To view previously submitted NOTAM for amendment or cancellation.

### Active NOTAM Directory

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The screenshot shows a web interface for the 'Active NOTAM Directory'. At the top, there is a header bar with the text 'Active NOTAM Directory'. Below this, a instruction reads: 'Select a group name and a location (optional) then click the 'Retrieve Directory' button to get a list of NOTAM submitted by the NOF'. There are two input fields: 'Group: \*' which is a dropdown menu, and 'Location:' which is a text input field with a magnifying glass icon to its right. A 'Retrieve Directory' button is located to the right of the 'Location' field.

“Group\*” Select to access the drop down menu of groups to which you are a member. Use the group to which the NOTAM was saved.

“Location” Optional to enter the location if a group has NOTAM responsibility for multiple locations. Enter Location Code or select from the Location Search function.

“Retrieve Directory” Click button to retrieve a list of currently ACTIVE NOTAM.

NOTE: NOTAM with a C Field (End Period) in the past but indicated as EST will be listed regardless of the date/time being in the past.

## Active NOTAM Directory

Active NOTAM Directory

Select a group name and a location (optional) then click the 'Retrieve Directory' button to get a list of NOTAM submitted by the NOF

Group: \*

Location:

	NOTAM Id	Type	B Field (UTC)	C Field (UTC)	Summary
<input type="radio"/>	<a href="#">YROM C58/14</a>	NOTAMN	14 09 02 0617	PERM	AERODROME AND APPROACH LIGHTING AMD
<input type="radio"/>	<a href="#">YROM C66/14</a>	NOTAMR	14 09 24 0147	14 09 26 0200	RWY 09/27 NOT AVBL DUE SOFT WET SFC

Click to select NOTAM and button changes to  . Deselect by choosing another unselected button.

“NOTAM Id” Select the blue text to view NOTAM

“Review NOTAM”

Click to review selected NOTAM

- When reviewing a current NOTAM ensure the intent of the NOTAM does not change. If the facility is being amended, users must ‘Cancel’ and issue a ‘New’ NOTAM. Review NOTAM are only to be used when amending a facility status or validity times, there should be no substantial changes to the Subject, Status or NOTAM Summary.

“Cancel NOTAM”

Click to cancel selected NOTAM

“NOTAM History”

Click to provide a history trail of the selected NOTAM

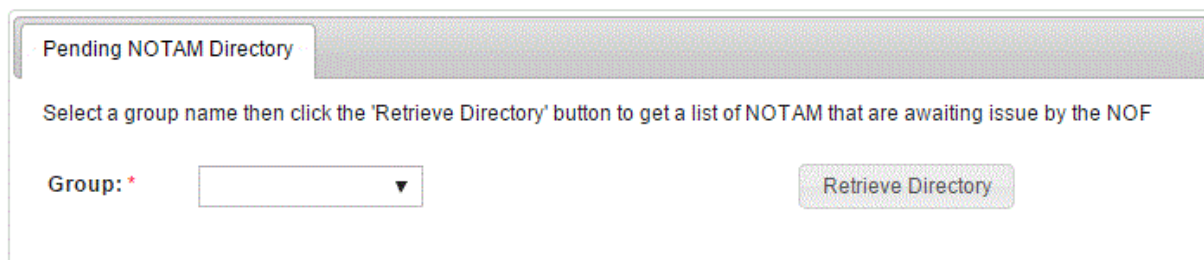
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## 2.3 Pending NOTAM Directory

“Pending NOTAM” are requests that are currently awaiting NOTAM Office review and final issue.

### Pending NOTAM Directory

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Pending NOTAM Directory

Select a group name then click the 'Retrieve Directory' button to get a list of NOTAM that are awaiting issue by the NOF

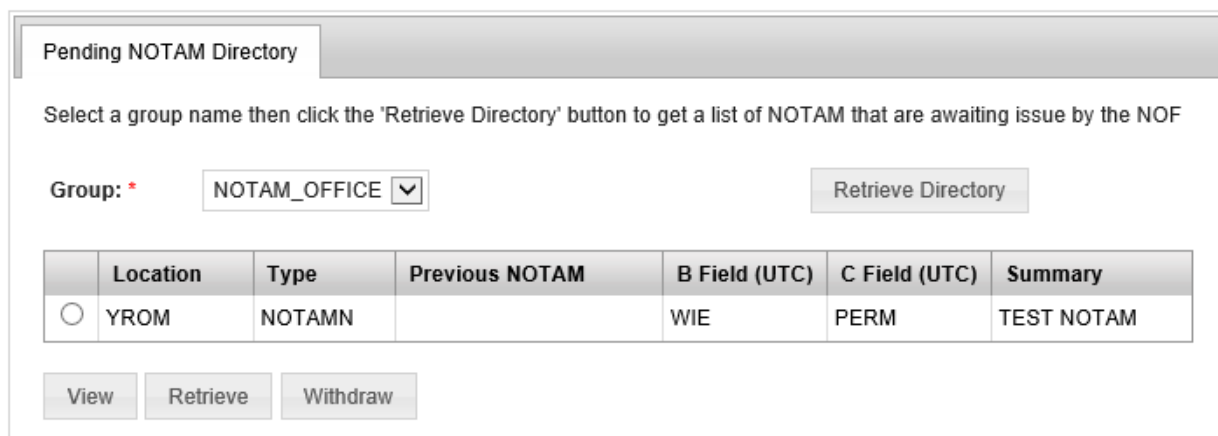
Group: \*

“Group\*\*” Select to access the drop down menu of groups to which you are a member. Select the group to view a list of pending NOTAM for that group.

“Retrieve Directory” Click button to retrieve a list of currently PENDING NOTAM.

### Pending NOTAM Directory

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Pending NOTAM Directory

Select a group name then click the 'Retrieve Directory' button to get a list of NOTAM that are awaiting issue by the NOF

Group: \*

	Location	Type	Previous NOTAM	B Field (UTC)	C Field (UTC)	Summary
<input type="radio"/>	YROM	NOTAMN		WIE	PERM	TEST NOTAM

Click to select NOTAM and button changes to  . Deselect by choosing another unselected button.

“View” Click to view the selected pending NOTAM

“Retrieve” Click to retrieve the selected pending NOTAM. This will enable the proposal to be edited and re-submitted.

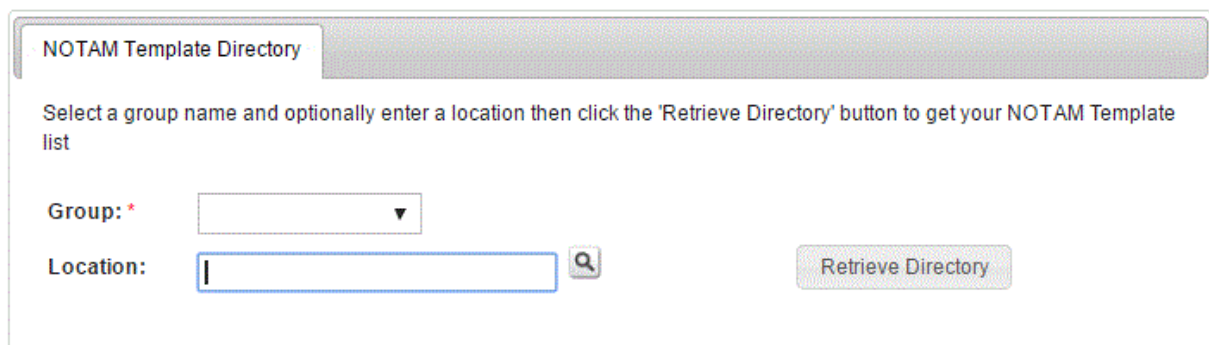
“Withdraw” Click to remove the request for NOTAM from further processing by the NOF.

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## 2.4 Template Directory

### NOTAM Template Directory

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The screenshot shows a web form titled "NOTAM Template Directory". At the top, there is a grey header bar with the title. Below the header, there is a text instruction: "Select a group name and optionally enter a location then click the 'Retrieve Directory' button to get your NOTAM Template list". The form contains two input fields: "Group:" which is a dropdown menu with a downward arrow, and "Location:" which is a text input field with a magnifying glass icon to its right. To the right of these fields is a button labeled "Retrieve Directory".

“Group\*” Select to access the drop down menu of groups to which you are a member. Use the group to which the NOTAM Template was saved.

“Location” Optional to enter the location if a group has NOTAM responsibility for multiple locations. Enter Location Code or select from the Location Search function.

“Retrieve Directory” Click button to retrieve a list of NOTAM templates.

## NOTAM Template Directory

NOTAM Template Directory

Select a group name and optionally enter a location then click the 'Retrieve Directory' button to get your NOTAM Template list

Group: \*

Location:

	Location	Template Number	Summary	Approved
<input type="radio"/>	YROM	1	RWY 18/36 WORKS IN PROGRESS	false
<input type="radio"/>	YROM	4	RWY 18/36 WORKS IN PROGRESS	false
<input type="radio"/>	YROM	5	EMPTY	false
<input type="radio"/>	YROM	6	NDB 'ROM' 377 NOT AVBL	false
<input type="radio"/>	YROM	7	TEST	false

Click to select NOTAM and button changes to  . Deselect by choosing another unselected button.

### “Approved”

“False” indicates that the NOTAM Template has been saved by a group member directly and it has NOT been reviewed and approved by the NOTAM Office. This does not prevent the NOTAM Template from being used by the group for NOTAM Requests.

“True” indicates that the NOTAM Template has been reviewed and approved by the NOTAM Office in its current form.

**NOTE:** NOTAM Template approval is not a pre-requisite to be able to use the template for a NOTAM Request. Templates approved as “true” are the basis of the future fully automated issue process

### “View”

Click to view the selected NOTAM Template

### “Retrieve”

Click to retrieve selected NOTAM Template ready for edit/submit in the NOTAM New form.

### “Delete”

Click to delete selected NOTAM Template

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## 2.5 Pending Template Directory

NOTAM Templates that are listed in this function are those Templates that the user has submitted for NOTAM Office approval and are awaiting action by the NOTAM Office.

### Pending NOTAM Template Directory

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Pending NOTAM Template Directory

Select a group name then click the 'Retrieve Directory' button to get a list of templates that are awaiting approval by the NOF

Group: \*

Retrieve Directory

“Group\*” Select to access the drop down menu of groups to which you are a member. Select the group to view a list of pending NOTAM Template for that group.

“Retrieve Directory” Click button to retrieve a list of currently PENDING NOTAM Templates.

### Pending NOTAM Template Directory

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Pending NOTAM Template Directory

Select a group name then click the 'Retrieve Directory' button to get a list of templates that are awaiting approval by the NOF

Group: \*

Retrieve Directory

	Submitted (UTC)	Location	Template Number	Summary
<input type="radio"/>	17 06 01 0014	YROM		TEST NOTAM SUMMARY

View Retrieve Withdraw



- Click to select NOTAM and button changes to  . Deselect by choosing another unselected button.
- “View”** Click to view the selected pending NOTAM Template.
- “Retrieve”** Click to retrieve the selected pending NOTAM Template. This will enable the proposal to be edited and re-submitted.
- “Withdraw”** Click to remove the request for NOTAM Template from further processing by the NOF.

## 2.6 NOTAM Briefing

### 2.6.1 Summary

#### NOTAM Briefing

Obtain a NOTAM summary for individual locations or a NOTAM history for a specific NOTAM

Validity  hr

Type:\*  Summary  History

Location:\*

**“Validity”** Enter the number of hours in the range 1 to 240. Default value is 24.

**“Type\*”** Default value “Summary” – To provide a list of current NOTAM on the nominate location current in the validity range. (refer next section for “History” Option selection)

**“Location\*”** Enter Location Code or select from the Location Search function.



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## 2.6.2 History

Use “History” to display a change history of a particular NOTAM and the last version issued

NOTAM are identified by Series ID, Number and Year such as C0025/17.


### NOTAM Briefing

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Obtain a NOTAM summary for individual locations or a NOTAM history for a specific NOTAM

Validity  hr

Type:\*  Summary  History

Location:\*  

Series ID:\*

Series Number:\*

Year:\*

#### “Validity”

Enter the number of hours in the range 1 to 240.  
Default value is 24.

#### “Type\*”

Select “History” – To provide a list of current NOTAM on the nominate location current in the validity range.  
(refer previous section for “Summary” Option selection)

#### “Location\*”

Enter Location Code or select from the Location Search function.

#### “Series ID\*”

Enter the Series ID letter of the desired NOTAM, e.g. C

#### “Series Number\*”

Enter the 4 character number of the desired NOTAM , e.g. 0025

#### “Year\*”

Enter the Year the desired NOTAM was issued.