

NOTAM GROUP MANAGEMENT

USER GUIDE



NOTAM Group Management User Guide

ATS-GUIDE-0040

Version 8

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Endorsed: AIS QA Safety & Service Improvement Lead

Approved: Network Operations Manager

OFFICIAL NOTAM Group Management User Guide

Change summary

| Version | Date | Change description |
|---------|--------------|--|
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1 Introduction

<u>CASR Part 175</u> requires Airservices, as the AIS provider, to verify that aeronautical data or information is submitted to the provider from a registered Aeronautical Data Originator (ADO). In order to achieve this, Airservices has created functionality within NAIPS for ADOs to manage their NOTAM Authorised Person/s through the creation of a NOTAM Group.

The <u>ADO Registration Form</u> provides ADOs with the ability to nominate a NOTAM Group Manager who will have the responsibility of managing the NOTAM Group to add and/or remove NOTAM Authorised Person/s who are responsible for requesting Airservices to issue, review or cancel a NOTAM.

NOTAM Groups are created exclusively by the NOTAM Office in order for the correct protocols to be applied. After your group has been created, the NOTAM Office will forward the group details to the nominated Group Manager. Upon confirmation from the NOTAM Office, it becomes the responsibility of the Group Manager to maintain the NOTAM Authorised Persons listed within the NOTAM Group.

The following document details how Group managers can add and/or remove NOTAM Authorised Persons, and how to assign or remove manager access to any member of the group.

Note: A NAIPS Internet Service (NIS) account is required and the username is to be provided to Airservices AIS for creation of a NOTAM Group.

2 NOTAM Office Contact Details

After your NOTAM Group is created, queries relating to management of the NOTAM Group should be directed to the NOTAM Office.

Email: nof@airservicesaustralia.com

Telephone: 03 9235 7519

3 Registering for NAIPS Access

To access the NAIPS Internet Service, you must register a username and password and provide your contact details. Your username and password must be protected by you from disclosure to unauthorised individuals.

Register to use NAIPS at https://www.airservicesaustralia.com/naips/Account/Register.

Note: For assistance in completing most data fields, hover the cursor or pointer over an item, without clicking it, and a tool tip will appear.

4 NAIPS Password Security

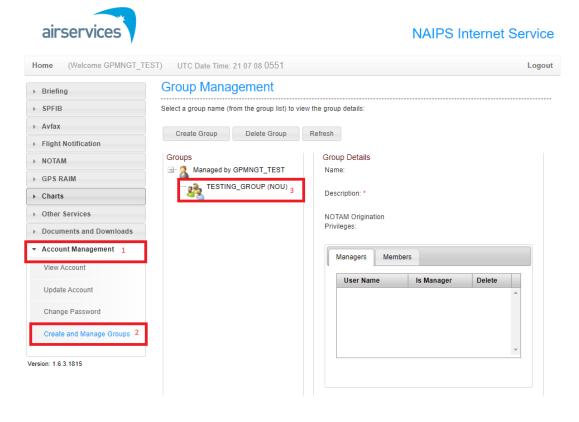
A password reset is required every 180 days for NAIPS access, and accounts may be expired/purged when unused for 365 days. Regular changing of passwords protects our Air Traffic Control system from unauthorised intrusion and maintains security from cyber threats. Users may change passwords at any time or when prompted to change it.

Airservices recognises possible inconvenience of regular password changes however security of our Air Traffic Control systems is our aim for the benefit of Australian aviation.

For help with NAIPS Account access, call the Airservices NAIPS Helpdesk (available 24 hrs a day, seven days a week) on 1800 801 960.

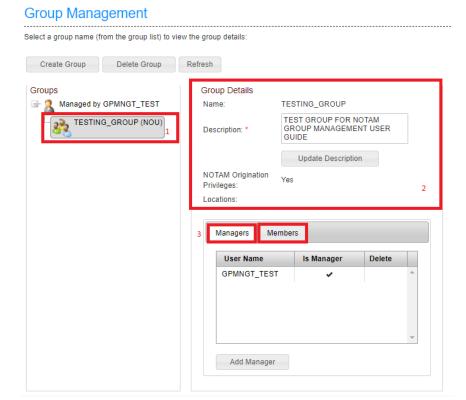
5 Accessing your NOTAM Group

- Login to NAIPS https://www.airservicesaustralia.com/naips
- In Account Management, select Create and Manage Groups, then select the appropriate group from your Groups list.



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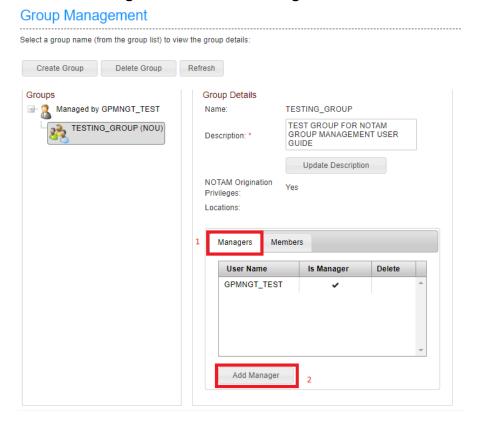
3. Once selected, you will be presented with your **Group Details** and a list of **Managers** and **Members** shown in two tabs.



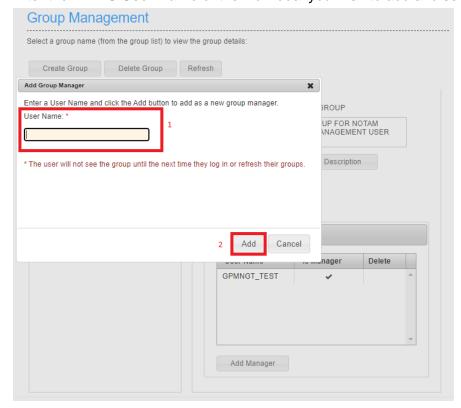
Note: Leave the description unchanged unless the Group Manager changes. As Groups may have multiple managers the main AIP/NOTAM responsible person (generally the aerodrome manager) will be identified in the description for contact purposes.

6 Add a Group Manager

1. Select the Managers tab, then Add Manager.

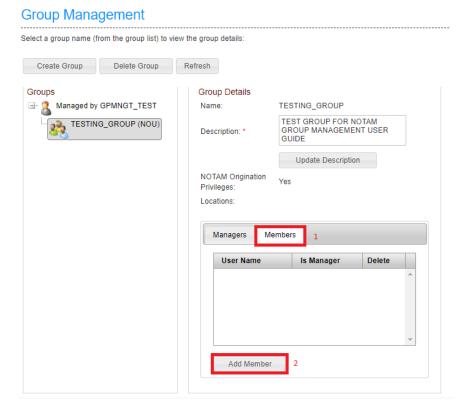


2. Enter the NAIPS User Name of the individual you wish to add and select Add.

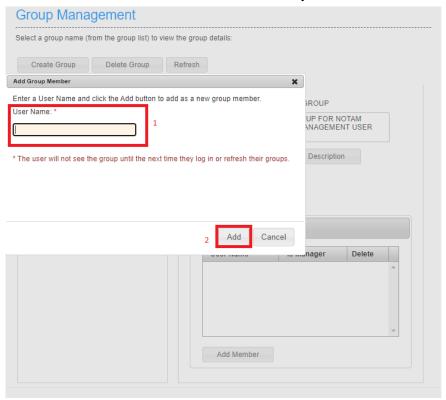


7 Add a Group Member

1. Select the Members tab, then Add Member

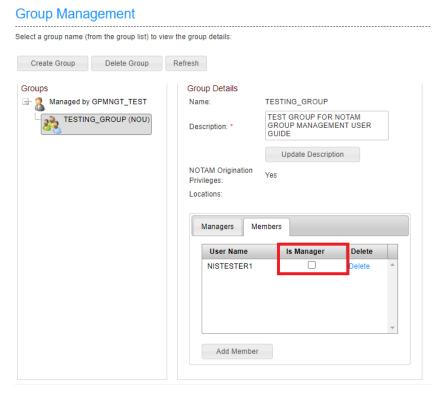


2. Enter the NAIPS User Name of the individual you wish to add and select Add

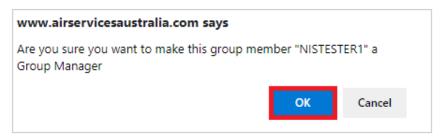


8 Upgrade an Existing Member to Manager Access

1. Select the **Members** tab, and tick the empty box in the **Is Manager** column.

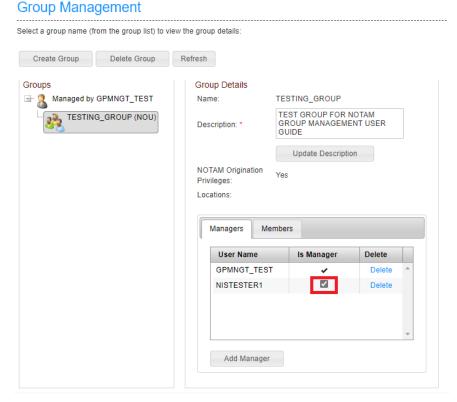


2. You will receive a confirmation prompt. Select **OK** to confirm upgrade.

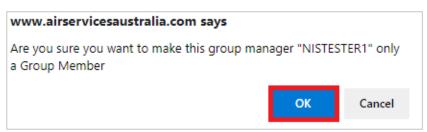


9 Remove Manager Access

1. Select the **Managers** tab, and untick the box in the **Is Manager** column

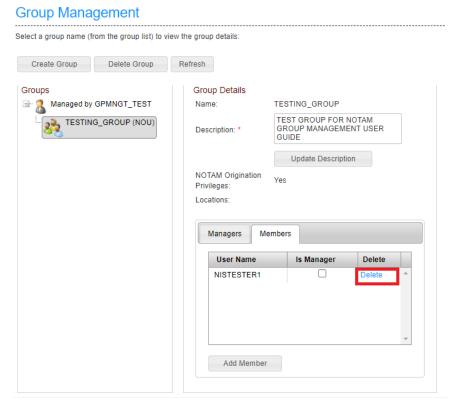


2. You will receive a confirmation prompt. Select **OK** to confirm removal of Manager access. The individual will now appear in the **Members** tab.



10 Delete a Manager/Member

1. Select the appropriate **Managers** or **Members** tab, and select the delete option against the User Name of the individual you wish to remove



You will receive a confirmation prompt. Select **OK** to confirm removal from the Group

