

NOTAM DATA QUALITY REQUIREMENTS FOR AIRSERVICES

NOTAM Data Quality Requirements for Airservices

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Version 6

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Change summary

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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 8126 – Aeronautical Information Services Manual, *the basic purpose of NOTAM is the distribution of information in advance of the event to which it relates, except in cases of unserviceable facilities or services, volcanic activity, or the release of radioactive material and toxic chemicals that cannot be foreseen. Thus, the end user, e.g. flight crew or airline, must receive a NOTAM in sufficient time to take any required action to realize its purpose.*

A NOTAM should be originated, issued and distributed promptly:

- when the information is of a temporary nature, unplanned and of short duration; or
- when operationally significant permanent changes, or temporary changes of long duration are made at short notice (refer [7.7.2 NOTAM duration](#)).

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

As per CASR Part 175.B Aeronautical Information Management – AIS Providers, the NOF is required to issue NOTAM for the following circumstances:

- the request meets any of the circumstances mentioned in ICAO Annex 15 – Aeronautical Information Services (refer [3.1 NOTAM promulgation criteria](#))
- when required by Australian law
- when it is 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:

- establishment, closure or significant changes in operation of aerodrome(s) or heliport(s) or runways
- 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 or 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 visual aids
- interruption of or return to operation of major components of aerodrome lighting systems
- establishment, withdrawal or significant changes to procedures for air navigation services
- occurrence or correction of major defects or impediments in the manoeuvring area

- changes to and limitations on availability of fuel, oil and oxygen
- 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)
- conflict zones which affect air navigation (to include information that is as specific as possible regarding the nature and extent of threats of that conflict and its consequences for civil aviation)
- planned laser emissions, laser displays and search lights if pilots' night vision is likely to be impaired
- erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;
- 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
- presence or removal or, or significant changes in, hazardous conditions due to snow, slush, ice, radioactive material, toxic chemicals, volcanic ash deposition or water on the movement area
- outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures
- observations or forecasts of space weather phenomena, the date and time of their occurrence, the flight levels where provided and portions of the airspace which may be affected by the phenomena
- an operationally significant change in volcanic activity, the location, date and time of volcanic eruptions and/or horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected
- release into the atmosphere of radioactive materials or toxic chemicals following a nuclear or chemical incident, the location, date and time of the incident, the flight levels and routes or portions thereof which could be affected and the direction of movement
- establishment of operations of humanitarian relief missions, such as those undertaken under the auspices of the United Nations, together with procedures and/or limitations which affect air navigation
- 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:

- routine maintenance work on aprons and taxiways which does not affect the safe movement of aircraft
- runway marking work, when aircraft operations can safely be conducted on other available runways, or the equipment used can be removed when necessary
- temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft
- partial failure of aerodrome/heliport lighting facilities where such failure does not directly affect aircraft operations
- partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative
- the lack of apron marshalling services and road traffic control
- the unserviceability of location, destination or other instruction signs on the aerodrome movement area
- training activities by ground units
- 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
- national regulations not affecting general aviation
- 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
- information about laser emissions without any operational impact and fireworks below minimum flying heights
- closure of movement area parts in connection with planned work locally coordinated of duration of less than one hour
- 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 included in NOTAM

A NOTAM should not contain information that:

- relates to an aerodrome/heliport and its vicinity, but does not affect its operational status
- does not impact the safe operation of aircraft
- is not likely to influence a pilots or operators decision to divert a flight.

4 Aeronautical Information Regulation and Control

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 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 should issue a permanent (PERM) NOTAM to notify industry that the content is to be incorporated into the IAIP.

PERM NOTAM must only be requested by the AIP Responsible Person or AIP Nominee for the listed Subject Owner (refer to the [Data Originators Custodians](#) document and the appropriate DPS for your business group).

PERM NOTAM will remain in existence until it is incorporated into the appropriate documentation, after which it will be cancelled by the NOF. 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, contact the NOTAM Office.

4.3 Permanent NOTAM and Change Request Centre

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

To initiate a change to aeronautical information and data published in the IAIP, the AIP Responsible Person or AIP Nominee for the relevant Airservices business group must submit a document change request through the [Change Request Centre](#) (CRC).

5 NOTAM Authorised Persons

NOTAM which meet the criteria specified in [3.1 NOTAM promulgation criteria](#) may only be requested by an 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](#)).

Note: There are several internal stakeholders with the ability to issue NOTAM under CASR Part 175, who are not registered NOTAM Authorised Persons. All NOTAM requests received from these stakeholders must have approval from the AIS Manager and Chief Operating Officer (COO).

5.1 NOTAM Authorised Persons verification

NOTAM Group management has been established as a method for the NOF to confirm that a NOTAM request has been received from a NOTAM Authorised Person.

Under CASR Part 175.D, ADO's have a responsibility to advise AIS of the names of all NOTAM Authorised Persons for the ADO.

All nominated NOTAM Authorised Persons are required to create a NAIPS Internet Service (NIS) user account and provide the User Name to the nominated Group Manager for addition to the NOTAM Group.

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

The originating NOTAM Authorised Person must ensure that their NIS User Name and Group name is annotated on all emailed NOTAM requests to ensure that the NOF can perform the required cross check procedures.

NOTAM requests submitted via the NOTAM Web Service (NWS) are automatically linked to the NOTAM Group from which it was submitted and only require the contact details of the NOTAM Authorised Person requesting the NOTAM in the Originating Authority section.

6 Requesting an NOTAM

NOTAM requests are to be submitted via the NWS (available through NIS) or on the latest version of the NOTAM Request Form, available at:

<https://www.airservicesaustralia.com/industry-info/flight-briefing/notam-originator/>.

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

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 NOF:

- immediately in emergency situations
- eight hours for airspace published in the Designated Airspace Handbook (DAH) and by AIP SUP e.g. military exercises
- 48 hours from receipt by the NOF 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 NOF.

6.2 Verifying information

The NOF 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
- one hour before the estimated (EST) finish time of a NOTAM if notification from the originator about whether it should be extended or cancelled is not received
- 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 originating NOTAM Authorised Person to be available to verify the above information if required.

6.3 Checking NOTAM

It is the responsibility of the originating NOTAM Authorised Person to ensure that information promulgated by the NOF is correct. All NOTAM will be available via NIS after publication and any discrepancies must be raised with the NOF, 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 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 240 hours).

The NOTAM Office can provide guidance on published NOTAM commencing more than 10 days (240 hours) in the future.

7 NOTAM conventions

7.1 Facility availability

The convention in Australian NOTAM is to use the phrase 'NOT AVBL' rather than 'U/S' (unserviceable) or 'CLOSED'.

This prevents confusion by informing pilots not to use a facility even if it appears to be working, as it may not be working correctly.

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

The AIP GEN abbreviations are 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 by 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: meters (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, and results in the associated NOTAM referencing an incorrect NOTAM number.

Where cross-referencing between NOTAM is deemed necessary, the phrase 'SEPARATE NOTAM REFERS' should be used.

NOTAM will not be issued containing a reference to a date and/or page number of ERSA or 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 DAP and 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:

- PRD airspace higher than FL245 or below FL245 if affecting international routes
- international aerodromes or international alternate aerodromes (as per AIP)
- controlled airspace or airspace within 10NM of an international aerodrome or international alternate aerodromes (as per AIP)
- Navigation Aids (NAVAID) which are used on international routes.

7.7 Timing conventions

All NOTAM are published in Universal Coordinated Time (UTC) 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 has been 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 NOF will convert it to UTC before issuing.

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 Items B) and C) (refer [10 NOTAM request fields](#)) is a ten-digit date-time group (year, month, day, hours and minutes i.e. YYMMDDHHMM) in 24 hour UTC, and that the beginning of the day is specified as 0000.

There are multiple time formats that may be used for Item D) (refer [10 NOTAM request fields](#)).

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 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 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 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 (more than 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 a permanent NOTAM appropriate to bridge the period between notification and incorporation (refer [4.2 Permanent NOTAM](#)).

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

7.7.3 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.

A Head Office NOTAM will be issued prior to the changeover to Daylight Saving Time to notify of the exact date and time (in UTC) that it will come into effect.

8 NOTAM types

The different types of NOTAM are identified by the following suffix; 'N' (New), 'R' (Replacement) and 'C' (Cancellation).

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 (Replacement) 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 of the NOTAM origination. Future replacement of a NOTAM is not to be issued to avoid possible misinterpretation about further changes or existence of multiple NOTAM.

As such, when requesting a NOTAM replacement, 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 correct NOTAM type](#).

8.3 NOTAMC

NOTAMC (Cancel) 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 correct 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
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
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

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 assigned 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 full NOTAM service is provided for certified aerodromes, registered aerodromes, military aerodromes, certain other aerodromes regulated under CASR Part 139.D and specialised helicopter operations with published terminal instrument flight procedures under CASR Part 173.

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 the aerodrome), on the ground, or within the airspace associated with that aerodrome.

9.1.2 Uncertified aerodromes

Limited information is published in ERSA for some Aircraft Landing Areas (ALA) and a NOTAM service is not provided except for changes to:

- NAVAID, CTAF or ATS frequencies when requested by the service provider or CASA
- changes to special procedures when requested by Airservices Australia or CASA.

9.2 Restricted or Danger Area (e.g. R520A, R628ABC)

A NOTAM will be issued on an individual Restricted or Danger Area number 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 or danger areas requests must be authorised by CASA Office of Airspace Regulations (OAR) before submission to the NOTAM Office.

9.3 FIR (e.g. YBBB, YMMM)

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

- location (aerodrome or navigational aid) without a full NOTAM service that does not have an AVFAX code but which meets NOTAM origination criteria
- 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 is generally determined by CASA or Airservices.

9.4 Dual FIR (e.g. 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, and the affected QNH areas are shared by the boundary.

If required, contact the NOF for guidance on QNH areas and FIR boundaries.

9.5 Multiple FIR

A NOTAM will be issued on both FIRs (YMMM and YBBB) if; the conditions for an FIR NOTAM are fulfilled, the hazard or facility extends across the FIR boundary, but the affected QNH areas are not shared by the boundary.

If required, contact the NOF 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 fields

Refer below for detailed instructions on completing the NOTAM Request Form.

Note: Instructions may differ between each method of submission; emailed NOTAM Request Forms or the NOTAM Forms on 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 group that the NOTAM is to be assigned to from the drop-down box on the NWS, or annotate the NOTAM Group Name and NAIPS User Name of the originating NOTAM Authorised Person at the bottom of the NOTAM Request PDF form.

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 [6.2 Verifying information](#) for further information.

10.4 NOTAM summary (NWS only)

Provide a short (max 50 characters) summary of the purpose of the NOTAM.

NOTAM summaries are to be as concise as possible as certain briefing products available on NIS (SPFIB and AVFAX) will display only the summary line for any NOTAM that is older than seven (7) days (i.e. commencement DTG is more than 7 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 of the NOTAM contains enough information so pilots can determine if it is relevant to their operations.

Examples of NOTAM summaries can be found in [12 NOTAM examples](#).

10.5 NOTAM type (form only)

NOTAMN, NOTAMR or NOTAMC. Refer [8 NOTAM types](#) for more information on which type of NOTAM you require depending on what you need to achieve.

For NWS users, NOTAM to be reviewed or cancelled can be found in the Active NOTAM Directory.

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) in a NOTAM is the 10 digit date/time group at which the NOTAM comes into effect. The time in Item B) must be WIE (with immediate effect) 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 time. In this case the NOTAM Office will process the NOTAM request as soon as they are able to, and the published NOTAM will list the issue time as the start time in Item B).

In rare circumstances, advance notice is required when the occurrence will become effective at a time in the future. In this case, select 'WIE' for Item B) and commence Item E) with the abbreviation WEF (with effect from) and the implementation date/time e.g. WEF 1805181600.

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

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

10.8 Item C) – end period

This is the 10 digit date/time group at which the NOTAM will cease. If the end time of the NOTAM is known, this should be entered into Item C) which will be a confirmed finish time. For an emailed NOTAM request form, the 'Confirmed' box must be ticked. The NOTAM will then be published with the 10 digit date/time group in Item C).

If the end time of the NOTAM is not known, or the NOTAM is for a period of more than three months, an end time within three months must still be entered in Item C) and the box marked 'EST' should be selected (refer [7.7.2 NOTAM duration](#)). The NOTAM will be published with the 10 digit date/time group in Item C) followed by 'EST' (refer [10.9 Item C\) – estimated end period](#)).

If a NOTAM is issued to advise of a permanent change to aeronautical data or information published in the IAIP, the 'PERM' box should be selected instead of a specified end time. The NOTAM will be published with 'PERM' in Item C).

For more information refer [4.2 Permanent NOTAM](#).

10.9 Item C) – estimated end period

Any NOTAM with an estimated finish time (EST) must be replaced or cancelled prior to the finish time. It is the responsibility of the Aeronautical Data Originator to ensure that a 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 a NOTAM with activation times (refer [10.10 Item D\) – activation times](#)) is 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) – activation times

This field will only be used if the NOTAM will not be active continuously from the start time to the end time e.g. if the NOTAM will only apply during daylight hours (HJ).

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

- night-time hours (HN) for the period of the NOTAM
- daytime hours (HJ) for the period of the NOTAM

Note: The term 'EXC' is not to be used in Item D).

10.11 Item E) – NWS only

The Subject and Status fields of Item E) are used to specify the subject of the NOTAM (what facility/service etc. is the NOTAM about), and the condition/status of the subject (not available, work in progress, subject to interruption, etc.).

Additional information can be provided in the NOTAM Text section of Item E).

Refer to [3 NOTAM issuance](#) for guidance on circumstances that can and cannot be notified by NOTAM. Refer to [12 NOTAM examples](#) for guidance on NOTAM Item E) Subject, Status and Additional Information creation.

10.12 Item E) – NOTAM request form

This field is used for the content of the NOTAM, including the Subject, Status and any additional information.

Refer to [3 NOTAM issuance](#) for guidance on circumstances that can and cannot be notified by NOTAM.

Refer to [12 NOTAM examples](#) for guidance on NOTAM Item E) creation.

10.13 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 NOTAM and are normally used in NOTAM regarding navigation warnings and airspace restrictions.

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

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 a NIS briefing in either the ICAO format or the NAIPS format.

11.1 ICAO format

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

Item A) YBBB

Item B) 21 05 13 2330

Item C) 21 08 15 0545

Item D) DAILY 2330/0545

Item E) HAMILTON ISLAND TWR AND ASSOCIATED CLASS D AIRSPACE ACT
AMD HR

Item F) SFC

Item G) 4500FT AMSL

11.2 Briefing format

NAIPS will present NOTAM requested within certain briefing products (i.e. Location Briefing) in a briefing format e.g:

BRISBANE FIR (YBBB)

B139/21

HAMILTON ISLAND TWR AND ASSOCIATED CLASS D AIRSPACE ACT AMD HR
SFC TO 4500FT AMSL
FROM 05 130330 TO 08 150545
DAILY 2330/0545

12 NOTAM examples

The following are examples of how to compose Item E) of NOTAM. These examples are provided as a guide only.

If required, contact the NOTAM Office for assistance and guidance.

12.1 Permanent NOTAM format

Permanent NOTAM must be submitted in the following format:

Template
<p>[HEADING OF IAIP SECTION] AMD INFORMATION TO BE ADDED, CHANGED OR REMOVED USING ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • AMD TO READ: • ADD/REMOVE NOTE* (insert number associated with note e.g. note 4) <p>AMD INTEGRATED AERONAUTICAL INFORMATION PACKAGE.</p>

12.2 Aerodrome facilities

Aerodrome (AD) category will be issued on a specific AD, unless:

- a significant change occurs to an aerodrome without a NOTAM service and this change is considered worthy of a NOTAM by CASA or Airservices, for example changes to nav aids, ATS frequencies or special procedures.
- an aerodrome has been recently certified and is not yet included in the NOTAM location database.

In the above cases, the NOTAM will be issued on the appropriate FIR, until either the hazard has ceased, or the ERSA has been updated.

AD NOT AVBL	
Subject:	AD
Status:	NOT AVBL
Additional Info:	DUE *** (<i>optional</i>)
Summary:	AD NOT AVBL

AD NOT AVBL EXC...	
Subject:	AD
Status:	NOT AVBL
Additional Info:	EXC FOR EMERG ACFT WITH **MIN PN TEL: ****
Summary:	AD NOT AVBL EXC EMERG ACFT

RWY NOT AVBL	
Subject:	RWY 12/30
Status:	NOT AVBL
Additional Info:	DUE *** (<i>optional</i>)
Summary:	RWY 12/30 NOT AVBL

AD NOT AVBL EXC...	
Subject:	RWY 12/30
Status:	NOT AVBL
Additional Info:	EXC FOR EMERG ACFT WITH **MIN PN CTC TEL: ****
Summary:	RWY 12/30 NOT AVBL EXC EMERG ACFT

HELIPAD NOT AVBL	
Subject:	HELICOPTER LANDING SITE
Status:	NOT AVBL
Additional Info:	DUE *** (<i>optional</i>)
Summary:	HELICOPTER LANDING SITE NOT AVBL

HELIPORT NOT AVBL	
Subject:	HELIPORT
Status:	NOT AVBL
Additional Info:	DUE *** (<i>optional</i>)
Summary:	HELIPORT NOT AVBL

12.2.1 Aerodrome Beacon (ABN)

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

ABN NOT AVBL	
Subject:	ABN
Status:	NOT AVBL
Additional Info:	N/A
Summary:	ABN NOT AVBL

12.2.2 Obstacle and obstacle lights

An obstacle NOTAM will be issued on the aerodrome (as opposed to an FIR) if the obstacle is within 5NM of the aerodrome.

A NOTAM is required for:

- any lit OBST with a failure to all or some of the lights
- unlit OBST if 300FT AGL or higher
- An obstacle NOTAM must include the following information:
 - the nature of the obstacle – for instance structure or machinery
 - distance and bearing of the obstacle from the start of the take-off end of the runway (if the obstacle is within the take-off area), or the ARP
 - height of the obstacle in relation to the aerodrome elevation. The height of an obstacle or obstacle light is included in Item E).

If the OBST is permanently withdrawn, the NOTAM must include the location in latitude and longitude and the height in feet AGL. This will enable AIS to meet their responsibilities in amending charts.

OBSTACLE ERECTED – AD	
Subject:	OBST CRANE
Status:	MARKED AND LIT ***FT AMSL
Additional Info:	[LAT/LONG] BRG *** MAG **NM FM ARP
Summary:	OBST CRANE BRG *** MAG **NM FM ARP

OBSTACLE ERECTED – FIR	
Subject:	OBST CRANE
Status:	***FT AMSL
Additional Info:	[LAT/LONG] BRG *** MAG **NM FM [AERODROME NAME] AD (Y***)
Summary:	OBST CRANE BRG *** MAG **NM FM Y***

12.2.3 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.

12.3 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.

12.3.1 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}
the Localiser is not available but the rest of the ILS components are	ILS LOC 'IDENT' {FREQ} {RWY} NOT AVBL
a co-sited DME is not available but the rest of the ILS components are:	ILS DME 'IDENT' {FREQ/CHANNEL} {RWY} NOT AVBL
the Glide Path is not available but the rest of the ILS components are	ILS GP 'IDENT' {FREQ} {RWY} NOT AVBL
the Outer Marker is not available but the rest of the ILS components are:	ILS OM 'IDENT' {FREQ} {RWY} NOT AVBL
the Middle Marker is not available but the rest of the ILS components are:	ILS MM 'IDENT' {FREQ} {RWY} NOT AVBL
the GBAS is not available	GROUND BASED AUGMENTATION SYSTEM (GBAS) NOT AVBL

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

12.3.2 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 in order for the NOTAM to be published with the correct radius applied.

12.3.3 ILS and NAVAID NOTAM templates

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

NOT RADIATING	
Subject:	ILS 'ICB' 109.5 RWY 35
Status:	NOT AVBL
Additional Info:	N/A
Summary:	ILS 'ICB' 109.5 RWY 35 NOT AVBL

ON TEST	
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

UNDERGOING FLIGHT CHECK	
Subject:	VOR 'PH' 113.7
Status:	UNDERGOING FLTCK, DO NOT USE
Additional Info:	N/A
Summary:	VOR 'PH' 113.7 UNDERGOING 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:	N/A
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:	N/A
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:	N/A
Summary:	NDB 'BGT' 308 RWY 11 PILOT MNT

GBAS NOT AVBL	
Subject:	GROUND BASED AUGMENTATION SYSTEM (GBAS)
Status:	NOT AVBL
Additional Info:	DUE CONSTELLATION AVAILABILITY
Summary:	GBAS NOT AVBL

12.4 Air Traffic Services (ATS) facilities

12.4.1 ATS/TWR hours

ATS HOURS	
Subject:	ATS HOURS
Status:	AMD
Additional Info:	MON 2230-0630 AND 0830-1230 TUE 2230-0630 AND 0830-1230 WED 2230-0630 AND 0830-1230 THU 2230-0630 AND 0830-1230 FRI 2230-0630 ACTIVATION TIMES MAY VARY, CHECK ATIS FOR AIRSPACE STATUS
Summary:	ATS HOURS AMD

TWR ATS HOURS - AD	
Subject:	TWR ATS
Status:	AMD HR
Additional Info:	<i>*As applicable*</i>
Summary:	TWR ATS AMD HR

TWR ATS HOURS - FIR	
Subject:	Y*** TWR AND CLASS D AIRSPACE WI 20NM ** 4500FT AND BLW
Status:	HR EXTENDED
Additional Info:	<i>*If applicable*</i>
Summary:	Y*** TWR AND ASSOCIATED AIRSPACE HR EXTENDED

12.4.2 ATIS, VOLMET and AERIS

AMD ATIS FREQUENCY	
Subject:	ATIS
Status:	TRANSMITTING ON FREQ 135.8
Additional Info:	N/A
Summary:	ATIS TRANSMITTING ON FREQ 135.8

ATIS NOT AVBL	
Subject:	ATIS FREQ 280.4
Status:	NOT AVBL
Additional Info:	N/A
Summary:	ATIS FREQ 280.4 NOT AVBL

VOLMET NOT AVBL	
Subject:	VOLMET BROADCAST ON FREQ 6676 AND FREQ 11387
Status:	NOT AVBL
Additional Info:	DUE (<i>optional</i>)
Summary:	VOLMET BCST FREQ 6676 AND FREQ 11387 NOT AVBL

AERIS NOT AVBL	
Subject:	AERIS KALGOORLIE 128.25
Status:	NOT AVBL
Additional Info:	N/A
Summary:	AERIS KALGOORLIE 128.25 NOT AVBL

ADS-B SERVICE NOT AVBL	
Subject:	ADS-B SER IN BUNDABERG AREA
Status:	NOT AVBL
Additional Info:	N/A
Summary:	ADS-B SER IN BUNDABERG AREA NOT AVBL

TASWAM NOT AVBL	
Subject:	TASWAM
Status:	NOT AVBL
Additional Info:	N/A
Summary:	TASWAM NOT AVBL

VOLMET SUBJ TO INTRP	
Subject:	VOLMET BROADCAST 11387
Status:	SUBJ TO INTRP
Additional Info:	DUE MAINT (<i>optional</i>)
Summary:	VOLMET BCST 11387 SUBJ TO INTRP DUE MAINT

ADS-B SERVICE SUBJ TO INTRP	
Subject:	ADS-B SERVICE 'KYNUNA AREA'
Status:	SUBJ TO INTRP
Additional Info:	COVERAGE DETAILS AVBL FM HTTP://WWW.AIRSERVICESAUSTRALIA.COM/PROJECTS/ADS-B/ADS-B-COVERAGE/
Summary:	ADS-B SERVICE 'KYNUNA AREA' SUBJ TO INTRP

REDUCED RADAR COVERAGE	
Subject:	RADAR COVERAGE BEYOND 50NM EAST OF MELBOURNE
Status:	REDUCED
Additional Info:	DUE EAST SALE RADAR NOT AVBL. SURVEILLANCE INFO SER AND RADAR BASED TFC INFO SER MAY BE AFFECTED
Summary:	RADAR COVERAGE 50NM EAST YMML REDUCED

12.5 Contingency NOTAM

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

12.6 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.

A/G FAC NOT AVBL	
Subject:	A/G FAC BRISBANE CENTRE 124.6 CAIRNS
Status:	NOT AVBL
Additional Info:	ALTN FREQ 120.15 OR AS DIRECTED BY ATC
Summary:	A/G FAC BRISBANE CENTRE 124.6 CAIRNS NOT AVBL

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

12.7 Trigger NOTAM

Trigger NOTAM are issued when an AIP AIC or AIP 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 remains valid for 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 ARNHAM THUNDER 2021

12.8 Navigation warnings

Navigation warnings will be originated by Airservices, CASA, the Military and other approved authorities. NAV NOTAM can be issued on an aerodrome, NAVAID location or the FIR. For more guidance, refer to [9 NOTAM locations](#).

ROCKET LAUNCH	
Subject:	ROCKET LAUNCH
Status:	WILL TAKE PLACE
Additional Info:	**** <i>(as required)</i>
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]

12.9 PRD NOTAM

12.9.1 General information

- If it is an existing restricted area (RA) or danger area (DA) listed in the DAH/ERSA, it may be issued on Military or Civil airspace without specific OAR instrument
- Must be requested by the organisation listed as the authority for that PRD area in the ERSA/DAH
- Temporary RA's or DA's must have OAR approval
- The boundaries of a PRD may be temporarily amended to within the existing boundaries only (i.e. to make the area smaller) but must quote an OAR instrument number.
- All PRD require Item F) and Item G) to be entered.
- Information entered in Item D) and Item E) must be in the correct format as this information is used to create the Restricted Area Briefing available via NAIPS:
 - Item D) – must be specific date time groups, not general terms such as 'HN'
 - Item E)– refer to examples below
- 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 time period.

12.9.2 PRD activation

If a NOTAM is to be issued on an individual Restricted or Danger Area, that area will be listed as the location in Item A) and then referred to again in Item E).

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

DANGER AREA ACTIVATION	
Subject:	D106
Status:	ACT
Additional Info:	DUE GFY
Item F):	4500FT AMSL
Item G):	5500FT AMSL
Summary:	D106 ACT

12.10 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 temporarily, a NOTAM will be issued as in the below example:

ARFFS REDUCED CATEGORY	
Subject:	FIRE AND RESCUE
Status:	CAT 5
Additional Info:	N/A
Summary:	FIRE AND RESCUE CAT 5

If the Rescue and Firefighting services are reduce 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:	N/A
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/Package
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
COO	Chief Operating Officer
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
NOTAM	Notice to Airmen
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
U/S	Unserviceable
UTC	Universal Coordinated Time
VFR	Visual Flight Rules
WEF	With Effect From
WIE	With Immediate Effect

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