

# NOTAM DATA QUALITY REQUIREMENTS FOR BUREAU OF METEOROLOGY (BOM)



# **NOTAM Data Quality Requirements for Bureau of Meteorology (BoM)**

**C-MAN0279**

**Version 3**

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## Change summary

Version	Date	Change description
3	27 April 2022	<ul style="list-style-type: none"> <li>• Sections 1, 2, 3 &amp; 4 – Updates to generic wording to standardise content along with other NOTAM Data Quality Requirements documents for other operations</li> <li>• Section 5.1 – Updated for Bureau of Meteorology NOTAM Group management and Generic User Name procedures</li> <li>• Section 6 – Update for NOTAM Web Services (NWS) use by Bureau of Meteorology.</li> <li>• Sections 6.1-6.4 – Updates to generic wording to standardise content along with other NOTAM DQR documents for other operations.</li> <li>• Section 7.7.1 – Update to time format entry via NWS.</li> <li>• Section 7.7.2 – Section rewrite for maximum NOTAM duration</li> <li>• Section 9.2 – Ability for BoM to request NOTAM for MET services on uncertified aerodromes.</li> <li>• Section 10.2 – Addition of “NOTAM” to section title</li> <li>• Section 10.10 – Additions to permissible activation times</li> <li>• Section 10.11 – Elaboration on NOTAM subject and status fields</li> <li>• Section 11.1 – Phone outages for AWIS removed from AD Operator NOTAM responsibilities.</li> <li>• Section 11.4 – Clarification of RVR relationship to ILS equipment.</li> <li>• Section 11.5 – Clarification of non-TAF locations where MET NOTAMs may be required.</li> <li>• Section 11.6.1 – remove "at a TAF Location" from section heading.</li> <li>• Sections 13.3 and 13.4 – Updates to wording in NOTAM examples.</li> </ul>

## Table of contents

<b>1</b>	<b>Purpose</b> .....	<b>5</b>
<b>2</b>	<b>NOTAM Office contact details</b> .....	<b>5</b>
2.1	Advice of errors.....	5
2.2	Email, telephone and fax .....	5
2.3	Mailing address.....	5
<b>3</b>	<b>NOTAM issuance</b> .....	<b>6</b>
3.1	NOTAM promulgation criteria .....	6
3.2	Non-NOTAMable circumstances .....	7
3.3	Information not to be promulgated by NOTAM.....	7
<b>4</b>	<b>Aeronautical Information Regulation and Control</b> .....	<b>7</b>
4.1	Permanent Changes.....	8
4.2	Permanent NOTAM .....	8
4.3	Permanent NOTAM and Data Change Requests (DCR) .....	8
<b>5</b>	<b>NOTAM Authorised Persons</b> .....	<b>8</b>
5.1	NOTAM Authorised Persons verification .....	9
<b>6</b>	<b>Requesting a NOTAM</b> .....	<b>9</b>
6.1	Notification times .....	9
6.2	Verifying information .....	10
6.3	Checking NOTAM.....	10
6.4	NOTAM duplication or confliction .....	10
<b>7</b>	<b>NOTAM conventions</b> .....	<b>10</b>
7.1	Facility availability.....	10
7.2	Abbreviations .....	11
7.3	Latitude and Longitude .....	11
7.4	Units of measurement.....	11
7.5	Cross referencing .....	11
7.6	Distribution criteria .....	12
7.7	Timing conventions.....	12
<b>8</b>	<b>NOTAM types</b> .....	<b>13</b>
8.1	NOTAMN .....	13
8.2	NOTAMR .....	13
8.3	NOTAMC .....	13
8.4	Determining correct NOTAM type .....	14
<b>9</b>	<b>NOTAM locations</b> .....	<b>15</b>
9.1	Certified aerodromes .....	15
9.2	Uncertified aerodromes .....	15
9.3	FIR (e.g., YBBB, YMMM).....	15
9.4	Dual FIR (e.g., YMMM/YBBB) .....	15
9.5	Multiple FIR.....	15
<b>10</b>	<b>NOTAM request fields</b> .....	<b>16</b>

10.1	Mandatory fields.....	16
10.2	NOTAM Group name.....	16
10.3	Contact details .....	16
10.4	NOTAM summary (NWS only).....	16
10.5	NOTAM type (form only).....	16
10.6	Item A) – location .....	16
10.7	Item B) – start period .....	17
10.8	Item C) – end period .....	17
10.9	Item C) – estimated end period .....	17
10.10	Item D) – activation times .....	18
10.11	Item E) – (NWS only).....	18
10.12	Item E) – NOTAM request form.....	18
10.13	Item F) and Item G) – lower limit and upper limit .....	18
<b>11</b>	<b>Meteorological NOTAM .....</b>	<b>19</b>
11.1	Origination.....	19
11.2	Automatic Weather Station (AWS) equipment .....	19
11.3	Aerodrome Weather Information Service/Broadcast (AWIS/AWIB).....	20
11.4	Runway Visual Range (RVR) .....	20
11.5	MET locations .....	20
11.6	NOTAM requirements.....	20
11.7	Facility status .....	21
<b>12</b>	<b>NOTAM format.....</b>	<b>21</b>
12.1	ICAO format.....	21
12.2	Briefing format.....	21
<b>13</b>	<b>NOTAM examples .....</b>	<b>22</b>
13.1	Permanent NOTAM format.....	22
13.2	Aerodrome Forecast (TAF).....	22
13.3	METAR/SPECI and AWIS .....	23
13.4	Significant service disruption .....	24
13.5	Meteorological balloon release.....	24
<b>14</b>	<b>Definitions .....</b>	<b>25</b>
<b>Appendix A</b>	<b>Time conversion chart .....</b>	<b>27</b>

# 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

Due to the volume of correspondence received by the NOTAM Office, users are urged to notify us of corrections or suggestions to this specification via email to: [nof@airservicesaustralia.com](mailto:nof@airservicesaustralia.com).

### 2.2 Email, telephone and fax

Email (preferred): [nof@airservicesaustralia.com](mailto: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 2601

### 3 NOTAM issuance

As per ICAO Doc 8126 – Aeronautical Information Services Manual, *the basic purpose of a 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 of short duration, but which contains extensive text and/or graphics are to be published as an AIP Supplement (AIP SUP).

As per *CASR Part 175.B Aeronautical Information Management – AIS Providers*, the NOTAM Office is required to promulgate NOTAM on behalf of Aeronautical 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](#))
- when required by Australian law
- when it is necessary in the interest of aviation safety.

#### 3.1 NOTAM promulgation criteria

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

- establishment, withdrawal or significant changes in operation of aeronautical services (meteorology 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
- erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip
- 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
- 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
- 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 a 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
- 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
- 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
- does not impact the safe operation of aircraft
- is not likely to influence a pilot's or operator's 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 data and associated publication procedures.

Airservices utilises a quarterly amendment calendar for the updating and production of the IAIP and aeronautical chart products which 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: <https://www.airservicesaustralia.com/industry-info/aeronautical-information-management/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 Data Product Specification issued for your organisation).

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](#)).

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

## 4.3 Permanent NOTAM and Data Change Requests (DCR)

As per the DPS, Aeronautical Data Originators should not use permanent NOTAM to initiate changes to the aeronautical data and information published in the IAIP, and a Data Change Request (DCR) should be submitted, in conjunction with the PERM NOTAM, to [docs.amend@airservicesaustralia.com](mailto:docs.amend@airservicesaustralia.com).

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

## 5 NOTAM Authorised Persons

A NOTAM which meets the criteria specified in [3.1 NOTAM promulgation criteria](#) may only be requested by NOTAM Authorised Persons.

A 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](#)).

## 5.1 NOTAM Authorised Persons verification

NAIPS Internet Service (NIS) NOTAM Group management has been established as a method for Airservices to confirm that a NOTAM request has been received from a NOTAM Authorised Person.

All individuals who are to be listed as NIS NOTAM Group Managers for BoM NOTAM Groups are required to register a NIS User Name which must be notified to Airservices.

The Bureau of Meteorology may use Generic NIS User Names (one per Graphical Area Forecast desk and one for the Hazardous Weather Unit) for logging into NOTAM Web Services (NWS). The generic NIS User Names will be linked to the relevant NIS NOTAM Group(s) by the NIS NOTAM Group Manager. The individual submitting a NOTAM request via NWS shall record their name and contact details in the NOTAM request. NIS NOTAM Group Managers shall ensure that only NOTAM Authorised Persons have access to the Generic NIS User accounts.

NOTAM 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.

When NOTAM Web Services (NWS) is not available, this NIS User Name and NOTAM Group must be annotated on all NOTAM requests emailed to the NOTAM Office, to ensure that the NOTAM Office can perform the required cross check procedures.

For additional information regarding NOTAM Groups, contact the NOTAM Office.

## 6 Requesting a NOTAM

NOTAM requests are to be submitted via the NOTAM Web Service (NWS) through the [NAIPS Internet Service \(NIS\)](#) or, if NWS is not available, by email 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 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 NOTAM Office.

## 6.2 Verifying information

The NOTAM Office will contact the NOTAM originator 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 a NOTAM with an estimated (EST) end time has reached that time without further notification from the originator about whether it should be extended or cancelled
- 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.

It is the responsibility of the originating NOTAM Authorised Person, or another NOTAM Authorised Person in the event of a shift handover, to be available to verify the above information if required.

## 6.3 Checking NOTAM

It is the responsibility of the originating NOTAM Authorised Person, or another NOTAM Authorised Person in the event of a shift handover, 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 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

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

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.

## 7.2 Abbreviations

A list of permitted abbreviations to be used in NOTAM is available in the AIP GEN 2.2. Abbreviations marked with '●' must not be used in NOTAM which are promulgated internationally. If you are unsure of your aerodrome's distribution status, please contact the NOTAM Office.

The AIP GEN 2.2 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) – usually used 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 NOTAM number, resulting in the referring 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 [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:

- international aerodromes or international alternate aerodromes (as per AIP), or
- international aerodromes or international alternate aerodromes (as per AIP) or controlled airspace or airspace within 10NM of an international aerodrome or international alternate aerodromes (as per AIP).

## 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.

Extra care should be taken during daylight savings periods (refer [Appendix A](#)).

### 7.7.1 Time format

The ICAO NOTAM format specifies that the timing convention used to indicate Items B) and C) (refer [10.7 Item B\) – start period](#) and [10.8 Item C – end period](#)) 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.

For ease of use, NOTAM requests submitted via NIS are presented with spaces between elements as follows:

**YY MM DD HHMM**

Days of the week are referenced in Australian NOTAM as the 'Local Day'. E.g., MON-WED 2300-0900 means the NOTAM is active for three days (MON, TUE and WED) from 2300z in the morning until 0900z 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 exceeds 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](#)).

### 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.

## 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.

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 WIE 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. If you require a NOTAM to be cancelled at a future time, a NOTAMR should be originated 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 reviewed 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 Certified aerodromes

A full NOTAM service is provided for certified aerodromes, registered aerodromes, military aerodromes, certain other aerodromes regulated under [CASR Part 139](#) 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 (generally within 5NM of a full NOTAM service aerodrome), on the ground or within the airspace associated with that aerodrome.

### 9.2 Uncertified aerodromes

Limited information is published in [ERSA](#) for some aircraft landing areas (ALAs) and a NOTAM service is not provided except for changes to:

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

### 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 an ERSA FAC page but which is listed in the Aeronautical Services Handbook (ASH)
- 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, and the hazard or facility extends across the FIR boundary and the affected QNH Areas are shared by the boundary.

### 9.5 Multiple FIR

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



## 10 NOTAM request fields

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

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) - WIE, and E)

### 10.2 NOTAM 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.

These 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.

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 first line of the NOTAM contains enough information so pilots can determine if it is relevant to their operations.

Examples of NOTAM Summary can be found in [13 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.

### 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, enter the filing time in Item B) and commence Item E) with the abbreviation WEF (with effect from) and the implementation date/time e.g., WEF 1805181600.

Item B) for an NOTAMC will have a default time stamp of the date and time group that the NOTAMC was created.

## 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-figure 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 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-figure 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 issued 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](#)) 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) – 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
- 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

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, subject to interruption, limited, 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 [13 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 [13 NOTAM examples](#) for guidance on NOTAM Item E) creation.

## 10.13 Item F) and Item G) – lower limit and upper limit

These fields are used to indicate the lower and upper limits of airspace affected by the NOTAM.

Item F) and Item G) are not required for MET NOTAM, with the exception of meteorological balloon releases.

# 11 Meteorological NOTAM

## 11.1 Origination

MET NOTAM can only be accepted from individuals contained within the appropriate NOTAM Group, except in the following circumstances:

- for equipment owned by the aerodrome or a third-party operator who is not the BoM, the AD operator is responsible for NOTAM origination
- for a frequency by which a service is accessed becomes unavailable (e.g., during a power failure), but the equipment itself is still working, the AD operator is responsible for NOTAM origination
- VOLMET and AERIS are weather provision services, however they fall under the ATS category NOTAM. Airservices are the only originators for VOLMET/AERIS NOTAM.

NOTAM requirements for MET services are listed in the NOTAM Requirements section of the Aeronautical Services Handbook (ASH).

BoM Weather Radar outages will not be notified by NOTAM.

## 11.2 Automatic Weather Station (AWS) equipment

NOTAM will refer to the **service/product** that is not available, rather than the equipment that is not available. For example, AWIS (Aerodrome Weather Information Service) NOT AVBL rather than AWS (Automatic Weather Station) NOT AVBL, or AIR TEMPERATURE DATA NOT AVBL rather than AIR TEMPERATURE SENSOR NOT AVBL.

MET NOTAM must advise of the status of the information measured, not the equipment. Use the following table to determine what information is affected by an outage:

Equipment	Measures
Air Temperature Sensor	Air Temperature
Anemometer	Wind speed
Wind vane	Wind direction
Relative Humidity Sensor	Dew Point Temperature
Barometer	QNH (Atmospheric pressure)
Ceilometer	Cloud height
Visibility sensor	Visibility
Present Weather sensor	Present Weather
Rain gauge	Rainfall

## 11.3 Aerodrome Weather Information Service/Broadcast (AWIS/AWIB)

AWIS provides a facility to access real time meteorological observations from AWS sites. The observations can be accessed via phone (AWIS) or, at selected locations, via radio transmissions (AWIB). However, for NOTAM purposes, both will be referred to as AWIS.

When there are multiple ways to access the AWIS and only one is affected, the status of the other must be referred to in the NOTAM.

If a service is not available, but this is indicated by solidi (///) in the text of a weather product and/or by the words 'currently not available' in a spoken weather product, a NOTAM is not required.

## 11.4 Runway Visual Range (RVR)

Runway Visual Range (RVR) equipment supports higher category ILS equipment at some airports. The equipment is owned by the Aerodrome Operator. If the RVR equipment is not available, or the data is corrupt, the Aerodrome Reporting Officer will raise a NOTAM.

If however the equipment is available but the information is not supplied to the BoM for SPECI purposes, the Bureau of Meteorology shall raise a NOTAM on RVR DATA NOT AVBL IN SPECI.

## 11.5 MET locations

NOTAM will be issued for locations listed in the BoM Aeronautical Services Handbook (ASH) where a TAF service is provided, plus additional sites where METAR/SPECI are available in NAIPS.

Refer to [9 NOTAM locations](#) for further information.

## 11.6 NOTAM requirements

### 11.6.1 METAR/SPECI

A NOTAM is required when a METAR/SPECI is expected to be completely or partially (i.e. missing one or more of wind, cloud, visibility, QNH, air temperature, dewpoint temperature, rainfall) unavailable for at least one hour. However, if during the outage, the METAR/SPECI is being issued with solidi in lieu of missing elements, there is no need for a NOTAM.

### 11.6.2 AWIS

A NOTAM is required when a BoM managed AWIS is expected to be completely or partially unavailable for at least one hour. However, if during the outage, the AWIS is broadcasting 'CURRENTLY NOT AVAILABLE' for the missing element(s), there is no need for a NOTAM.

## 11.7 Facility status

The status of the affected facility should be referred to as one of the following:

- NOT AVBL
- DATA CORRUPT, DO NOT USE
- INTERMITTENT

The wording 'INFORMATION UNRELIABLE' should not be used in a NOTAM.

## 12 NOTAM format

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

### 12.1 ICAO format

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

**Item A)** YSCO

**Item B)** 2105182333

**Item C)** 2105190515

**Item E)** METAR/SPECI AND AWIS CLOUD AND VISIBILITY DATA CORRUPT, DO NOT USE

### 12.2 Briefing format

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

SCONE (YSCO)

METAR/SPECI AND AWIS CLOUD AND VISIBILITY DATA  
CORRUPT, DO NOT USE  
FROM 05 182333 TO 05 190515

C40/21

## 13 NOTAM examples

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

These examples are provided as a guide only. Contact the NOTAM Office if additional examples are required.

### 13.1 Permanent NOTAM format

Permanent NOTAM must be submitted in the following format:

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

<b>EXAMPLE</b>
<p><b>E)</b> METEOROLOGICAL INFORMATION PROVIDED            ADD NEW NOTE: TAF CAT C, METAR/SPECI            AMD INTEGRATED AERONAUTICAL INFORMATION PACKAGE</p>

### 13.2 Aerodrome Forecast (TAF)

<b>TAF SERVICE NOT AVBL</b>	
<b>Subject:</b>	TAF SERVICE
<b>Status:</b>	NOT AVBL
<b>Additional Info:</b>	
<b>Summary:</b>	TAF SERVICE NOT AVBL

<b>TAF SERVICE REDUCED</b>	
<b>Subject:</b>	TAF SERVICE
<b>Status:</b>	NOT AVBL
<b>D) Field:</b>	MON-FRI 2000-2200 0830-1400 SAT-SUN 2000-2300 0630-1400
<b>Summary:</b>	TAF SERVICE HOURS OF OPERATION REDUCED

### 13.3 METAR/SPECI and AWIS

METAR/SPECI NOT AVBL	
<b>Subject:</b>	METAR/SPECI
<b>Status:</b>	NOT AVBL
<b>Additional Info:</b>	
<b>Summary:</b>	METAR/SPECI NOT AVBL

AWS NOT AVBL	
<b>Subject:</b>	METAR/SPECI AND AD WX INFO SERVICE (AWIS)
<b>Status:</b>	NOT AVBL
<b>Additional Info:</b>	
<b>Summary:</b>	METAR/SPECI AND AWIS NOT AVBL

MET DATA CORRUPT	
<b>Subject:</b>	METAR/SPECI AND AD WX INFO SERVICE (AWIS)
<b>Status:</b>	CLOUD DATA CORRUPT, DO NOT USE
<b>Additional Info:</b>	
<b>Summary:</b>	METAR/SPECI AND AWIS CLOUD DATA CORRUPT

AWIS TEL NOT AVBL	
<b>Subject:</b>	AD WX INFO SERVICE (AWIS) TEL: 02 8302 7504
<b>Status:</b>	NOT AVBL
<b>Additional Info:</b>	AVBL VIA FREQ 133.25
<b>Summary:</b>	AWIS TEL 02 8302 7504 NOT AVBL

RVR DATA NOT AVBL IN SPECI	
<b>Subject:</b>	RVR DATA
<b>Status:</b>	NOT AVBL IN SPECI
<b>Additional Info:</b>	
<b>Summary:</b>	RVR DATA NOT AVBL IN SPECI



## 13.4 Significant service disruption

SIGNIFICANT SERVICE DISRUPTION - LTD	
<b>Location:</b>	FIR (YMMM OR YBBB)
<b>Subject:</b>	FCST AND WRNG SERVICES
<b>Status:</b>	WI AREAS 20, 21 AND 22 LTD
<b>Additional Info:</b>	ESSENTIAL MET PRODUCTS AND SERVICES MONITORED AND ISSUED AS NORMAL. REQ FOR URGENT FCST (SUCH AS DITCHING AND SAR) CTC 07 3229 1854
<b>Summary:</b>	FCST AND WRNG SERVICES WI AREA 20,21,22 LTD

CONTINGENCY	
<b>Location:</b>	FIR (YMMM, YBBB OR YMMM/YBBB)
<b>Subject:</b>	MET PRODUCTS
<b>Status:</b>	NOT AVBL FOR THE FOLLOWING AD:
<b>Additional Info:</b>	YMMM – [AD NAME] (Y***), [AD NAME] (Y***), [AD NAME] (Y***), [AD NAME] (Y***)
<b>Summary:</b>	MET PRODUCTS NOT AVBL FOR MULTIPLE AD

## 13.5 Meteorological balloon release

MET BALLOON RELEASE	
<b>Subject:</b>	METEOROLOGICAL BALLOON
<b>Status:</b>	RELEASE
<b>Additional Info:</b>	FM PSN S36 13.3 E148 06.5 (KHANCOBAN, NEW S WALES) APRX BRG 090 MAG 10.9NM FM CORRYONG AD (YCRG). SINGLE BALLOONS WILL BE RELEASED AT 3 HOUR INTERVALS. CTC OPR *** TEL: ****
<b>Item F)</b>	SFC
<b>Item G)</b>	UNL
<b>Summary:</b>	MET BALLOON RELEASE BRG 090 MAG 10.9NM FM YCRG

## 14 Definitions

Within this document, the following definitions apply:

Term	Definition
AD	Aerodrome
ADO	Aeronautical Data Originator
AERIS	Automatic En Route Information Service
AGL	Above Ground Level
AIP	Aeronautical Information Publication
AIP SUP	Aeronautical Information Publication Supplement
AIRAC	Aeronautical Information Regulation and Control
ALA	Aircraft Landing Area
AMSL	Above Mean Sea Level
ATS	Air Traffic Services
AWIB	Aerodrome Weather Information Broadcast
AWIS	Aerodrome Weather Information Service
AWS	Automatic Weather Station
BoM	Bureau of Meteorology
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CTAF	Common Traffic Advisory Frequency
DAH	Designated Airspace Handbook
DCR	Data Change Request
DPS	Data Product Specification
ERSA	En Route Supplement Australia
FAC	Facility/Facilities
EST	Estimated
FIR	Flight Information Region
FT	Feet
HJ	Hours of day
HN	Hours of night
IAIP	Integrated Aeronautical Information Package
ICAO	International Civil Aviation Organization
MAG	Degrees magnetic
MET	Meteorological

<b>Term</b>	<b>Definition</b>
METAR	Aviation Routine Weather Report
NAIPS	National Aeronautical Information Processing System
NAVAID	Navigation Aid
NIS	NAIPS Internet Service
NM	Nautical Miles
NOF	NOTAM Office
NOT AVBL	Not Available
NOTAM	Notice to Airmen
NOTAMC	Cancellation NOTAM
NOTAMN	New NOTAM
NOTAMR	Replacement NOTAM
NWS	NOTAM Web Service
PERM	Permanent
QNH	Mean Sea Level Pressure
SPECI	Aviation Special Weather
TAF	Aerodrome Forecast
U/S	Unserviceable
UTC	Coordinated Universal Time
VOLMET	Meteorological Information For Aircraft In Flight
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