

NOTAM DATA QUALITY REQUIREMENTS FOR CASR PART 173 CERTIFIED INSTRUMENT PROCEDURE DESIGN ORGANIZATIONS

Manual

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Prepared:
Air Traffic Management Information Specialist

Authorised:
AIS Manager

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* 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, and is designed to assist NOTAM authorised persons to provide aeronautical information and data 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.

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

A NOTAM should be originated and issued promptly whenever the information to be distributed is of a temporary nature and of short duration, or when operationally significant permanent changes or temporary changes of long duration are made at short notice, except for extensive text and/or graphics which is to be included in an AIP Supplement (AIP SUP).

A NOTAM authorised person should request the issuance, review or cancellation of a NOTAM for:

- corrections and/or changes made to published Departure and Approach procedures
- amending data or information published in the IAIP when considered to be safety related
- changes in regulations requiring immediate action
- as required by Australian law
- when it is deemed necessary in the interest of aviation safety.

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: <http://www.airservicesaustralia.com/services/aeronautical-information-and-management-services/document-amendment-calendar/>.

4.1. Permanent NOTAM

In order to be able to update information published in the IAIP, outside the normal publication schedule, it may be necessary in certain circumstances to issue NOTAM that permanently changes the information.

When information to be disseminated is of permanent or long term nature, and meets the 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 will remain in existence 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.

5. NOTAM AUTHORISED PERSONS

NOTAM which meet the criteria specified in [3 NOTAM issuance](#) may only be requested by NOTAM authorised persons. NOTAM that permanently amends aeronautical data or information published in the IAIP may only be requested by an AIP responsible person.

5.1. NOTAM authorised persons verification

NOTAM Group management has been established in NAIPS as a method for the NOTAM Office to confirm that a NOTAM request has been received from a NOTAM authorised person.

All NOTAM authorised persons, including the AIP responsible person are required to register a NIS User Name which must be added to the aerodromes NOTAM Group by the appropriate NOTAM Group Manager.

NOTAM submitted by email must have the NIS User Name and NOTAM Group annotated on the [NOTAM Request Form](#) to ensure that the NOTAM Office can perform the appropriate cross checks.

6. REQUESTING A NOTAM

6.1. NOTAM requests

NOTAM requests are to be submitted on the latest version of the NOTAM Request Form.

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

6.2. NOTAM request form

All written NOTAM requests must be submitted on the latest version of the NOTAM request form, available on the Airservices website: <http://www.airservicesaustralia.com/wp-content/uploads/NOTAM-Request-Form.pdf>

6.3. 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 [10.4 Item B – commencement time](#)). This may at times result in delays during periods of high workload in the NOTAM Office.

6.4. Verifying information

The NOTAM Office will contact the originating NOTAM authorised person in the following situations:

- if a NOTAM is to be published with substantive differences from the way it was requested. This does not include minor changes such as abbreviations or changing the order of the information for standardisation purposes.
- where the information or the intent of a NOTAM request differs from or cannot be verified within an official document
- when the request comes from an unauthorised originator
- when 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.

6.5. Checking NOTAM

It is the originating NOTAM authorised person's responsibility 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.

7. NOTAM CONVENTIONS

7.1. 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. If you are unsure of your aerodrome's distribution status please contact the NOTAM Office.

The [AIP GEN](#) abbreviations are updated every three months and should be checked on a regular basis.

7.2. 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.

7.3. 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)

7.4. Cross referencing

A NOTAM will not be issued containing a reference to another specific NOTAM number. This is because if the original NOTAM is reviewed or cancelled, then the NOTAM number will change and the NOTAM referring to it will no longer be correct. 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.

7.5. 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](#))
- controlled airspace or airspace within 10NM of an international aerodrome or international alternate aerodromes (as per [AIP](#))

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 finish time. 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

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

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

If a NOTAM request is made 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 Time conversion chart](#).

9.1. Time format

In Australia the format for all times in NOTAM is as a 10 digit date/time group YYMMDDHHMM, where YY is the year, MM is the month, DD is the date and HHMM is the time (hour and minute) in 24 hour UTC format.

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.

9.2. Maximum time

The maximum time that a NOTAM may be issued is for three months. If it is expected that a NOTAM will be needed for longer than three months, it should be issued with an estimated finish time. If the time is expected to go significantly beyond three months, consideration should be given to issuing a Permanent NOTAM (refer [4.1 Permanent NOTAM](#)) or an AIP SUP.

9.3. 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 (YSHO) 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.

10. NOTAM REQUEST FIELDS

10.1. Item A – location

Item A is the location which the NOTAM will be issued one and must reflect the location for which the departure or approach procedure refers to.

10.2. 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.

10.3. 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

10.4. Item B – commencement time

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 or in the future. NOTAM cannot be issued retrospectively.

If a NOTAM is required immediately or as soon as possible, WIE may be selected on the NOTAM request form instead of specifying a time. In this case the NOTAM Office will issue the NOTAM 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' and the implementation date/time e.g. WEF 1805181600.

Note: Item B for an NOTAMR or NOTAMC will have a default time stamp of the date and time group that the NOTAMR or NOTAMC was created. Refer [8.2 NOTAMR](#) for further information.

10.5. Item C – finishing time

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 unless EST is specifically required. The NOTAM will 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. The NOTAM will be published with the 10 digit date/time group in Item C followed by 'EST'. Refer [10.6 Item C – estimated](#) for more information regarding NOTAM with an estimated finish time.

If a NOTAM is issued to advise of a permanent change to aeronautical data or information published in the IAIP, the 'Permanent' box should be selected instead of an end time specified. The NOTAM will be issued with 'PERM' in Item C. For more information refer [4.1 Permanent NOTAM](#).

10.6. Item C – estimated

Any NOTAM with an estimated (EST) finish time must be replaced or cancelled prior to the finish time. It is the originating ADO's responsibility to contact the NOTAM Office to extend or cancel an EST NOTAM and a minimum of one hour notice is appreciated.

Refer below to determine if the dates specified in Item D are permitted to have an EST 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.

To reduce the amount of NOTAM appearing in pilot briefings, if an estimated NOTAM is expected to continue for a long period of time (i.e. 1+ years), consideration should be given to submitting a PERM NOTAM and having the information incorporated into IAIP. Once the event has been resolved a second PERM NOTAM can be issued removing the information from publication.

10.7. 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.

10.8. Item E – text of the NOTAM

This field is used for the content of the NOTAM.

Due to the technical nature of the AIP DAP East and West procedures, NOTAM regarding departure and approach procedures will be published in the format received from the provider.

10.9. 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 only required for NOTAM regarding navigation warnings and airspace restrictions.

10.10. Originator contact details

These are essential as the NOTAM Office may need to contact the originator prior to issuing a NOTAM and must include the NIS User Name and NOTAM Group name of the originating NOTAM authorised person. Refer to [6.4 Verifying information](#) and [5 NOTAM authorised persons](#) for further information.

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