



NAMIBIAN CIVIL AVIATION AUTHORITY

Advisory Pamphlet (AP)

ANSSO-AIS-AP175/05

GUIDANCE ON PROCEDURES FOR INITIATING, PUBLICATION AND DISTRIBUTION OF NOTAM

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2. **Advisory Pamphlets are intended to provide information and guidance to illustrate a means but not necessarily the only means of complying with the Regulations, or to explain certain Regulatory requirements by providing interpretative and explanatory material. Where an AP is referred to in a 'Note' below the regulation, the AP remains as guidance material.**

APs should always be read in conjunction with the referenced regulations

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GUIDANCE ON PROCEDURES FOR INITIATING, PUBLICATION AND DISTRIBUTION OF NOTAM

1. PURPOSE

The purpose of this advisory pamphlet is to provide guidance material on Notice to Airmen (NOTAM) request to all organisations and persons authorized to issue NOTAMs on any establishment, condition or change in any aeronautical facility, service, procedure or hazard that may require immediate attention of people involved in flight operations. The Advisory pamphlet describes procedures to be used to describe, format, and disseminate information of temporal nature or of long duration that came at short notice, it could also be change to permanent information contained in the AIP.

2. BACKGROUND

- (a) The NAM-CAR Part 175 requires that a Notice to Airmen (NOTAM) must 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.
- (b) The NAM-CAR Part 175 requires that when preparing a NOTAM, the Format of the information contained therein, including the text and the coding must be in accordance with prescribed in standards.
- (c) NAM-CATS-AIS provides a list of information for which a NOTAM must be originated and issued and further requires that:
 - (i) the text of each NOTAM comply with ICAO NOTAM Code, location indicators and abbreviations;
 - (ii) where a NOTAM is selected for international distribution, English text must be included for those parts expressed in plain language;
 - (iii) each NOTAM must deal with only one subject and one condition of the subject;
 - (iv) estimated period be given for NOTAM notifying unserviceabilities;
 - (v) each NOTAM must be as brief as possible;
 - (vi) notice of subsequent cancellations on NOTAM be given to AIS
- (d) Below are the extracts from the Civil Aviation Regulations to which this Advisory Pamphlet apply.

3. EXTRACTS FROM NAM-CARS, PART 175 – AERONAUTICAL INFORMATION SERVICES

175.07.1 Aeronautical Information Products and Services

- (1) An AIS provider must provide aeronautical information in the form of aeronautical information products and associated services.
- (2) The AIS provider must ensure that the specifications of aeronautical data provided for each aeronautical information complies with the standards set out in Document NAM-CATS-AIS.

175.07.2 Aeronautical information in standardised presentation

- (1) The aeronautical information provided in a standardised presentation must include, Aeronautical Information Publication (AIP), AIP Amendments, AIP Supplements, Aeronautical Information Circulars (AICs), NOTAMs and Aeronautical Charts.
- (2) The specifications for, and provision of, the information provided in terms of subregulation (1) must be in accordance with the standards set out in Document NAM-CATS-AIS.

4. EXTRACTS FROM NAM-CATS-AIS – AERONAUTICAL INFORMATION SERVICES

175.07.1 Aeronautical Information Products and Services

- 1.1 Aeronautical information must be provided in the form of aeronautical information products and associated services.

Compliance Note. Specifications concerning the order of resolution of aeronautical data provided for each aeronautical information product are contained in the NCAA Procedures for Aeronautical Information Management, Appendix 1.

- 1.2 Where aeronautical data and aeronautical information are provided in multiple formats, processes must be implemented to ensure data and information consistency between formats.

175.07.2 Aeronautical information in a standardised presentation

- 1.1 Except as provided in paragraphs 1.4 and 1.5 below, each NOTAM must contain the information in the order shown in the NOTAM format described in Appendix 6 of this CATS.

Compliance Note: Detailed specifications for NOTAM, including formats for NOWTAM and ASHTAM, are contained in the NCAA Procedures for Aeronautical Information Management.

- 1.6.1 A checklist of valid NOTAM must be regularly provided

Compliance Note. Detailed specifications concerning the frequency for providing checklists of valid NOTAM are contained in the NCAA Procedures for Aeronautical Information Management.

GUIDANCE ON PROCEDURES FOR INITIATING, PUBLICATION AND DISTRIBUTION OF NOTAM

1. INTRODUCTION

- 1.1 NOTAM are intended to supplement the AIP and serve as a fast medium for distributing information whenever it is necessary to give due warning of any change or occurrence, at short notice. The basic purpose of a NOTAM is to ensure the distribution of information in advance of the event to which it relates, except in the case of unforeseen unserviceability.
- 1.2 A NOTAM is the primary means of conveying information about any condition, significant change, establishment, and closure or withdrawal of any aeronautical services, radio navigation, aerodromes/heliports or any other facility or service that may affect air navigation.
- 1.3 To realize the above objectives, a NOTAM must be received by the addressee in sufficient time to allow for any required action to be taken. Any discrepancies and/or inconsistencies in the way a NOTAM is originated or formatted, the manner they are requested or inconsistencies by the personnel involved in origination of NOTAM are likely to impede the basic purpose for which a NOTAM is intended.
- 1.4 The NAMCAR Part 175 and NAM-CATS-AIS specify the regulatory requirements and standards for origination of NOTAM including requirements for requesting of NOTAM, duration of NOTAM, the format for preparing NOTAM and personnel involved in origination of NOTAM.
- 1.5 The Namibian Civil Aviation Authority (NCAA) as mandated by the Civil Aviation Act, 2016, has the responsibility to among other things, develop and promote appropriate, clear and concise regulatory requirements and provide information and advice with respect to civil aviation. Under this responsibility the NCAA has an obligation to ensure that any information published for safety and regularity of air navigation is accurate and timely and aims at achieving high standards of aviation safety and security.
 - 1.5.1 This advisory pamphlet seeks to emphasize the need for NOTAM to be prepared in the correct and acceptable format to ensure that the information promulgated is accurate and precise and is presented in a manner that meets the regulatory

requirements. The information contained in this AP is intended primarily for any office responsible for originating NOTAMs, any person authorized to originate a NOTAM, or any other persons acting under their authority, who may be involved in monitoring and management of the day-to-day operation of an aviation activity or who may also have operational responsibility for certain aviation related facilities.

- 1.5.2 All authorized personnel assigned to facilities that collect, originate, and/or disseminate NOTAMs must acquaint themselves with the provisions of this advisory pamphlet.

2. DURATION OF NOTAM

- 2.1 NOTAM should not remain in force for more than three months, except that in circumstances where three months are expected to be exceeded, an AIP Supplement must then be published. When a temporary change in AIP information issued by NOTAM unexpectedly exceeds the three month period, a new or replacement NOTAM may be issued, but only in those cases where a condition is expected not to last a period of a maximum of one to two more months. If it is expected that the condition will last for a longer period of time, an AIP Supplement must be issued in accordance with paragraph 2.2 below.
- 2.2 Temporary changes anticipated to last less than three months are considered to be information of short duration, which is distributed by NOTAM. When this period is exceeded and expected to last for an additional three months or more, an AIP Supplement is issued replacing the NOTAM. Whenever an AIP Supplement is issued as a replacement of a NOTAM, a reference to the series and number of the NOTAM should be included.

3. REQUEST FOR AND ORIGINATION OF NOTAM

- 3.1 A NOTAM must be requested and promptly issued when it is necessary to distribute information of direct operational significance which is of short duration and needs immediate distribution.
- 3.2 Sample NOTAM request Template is in Annex 1 to this Advisory Pamphlet.

3.3 Following are the information for which a NOTAM should be requested/originated and issued:

- a) Establishment, closure or significant changes in operation of aerodrome(s)/heliport(s) or runways;
- b) Establishment, withdrawal and significant changes in operation of aeronautical services (AGA, AIS, ATS, CNS, MET, SAR, etc.);
- c) Establishment, withdrawal and 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;
- d) Establishment, withdrawal or significant changes made to visual aids;
- e) Interruption of or return to operation of major components of aerodrome lighting systems;
- f) Establishment, withdrawal or significant changes made to procedures for air navigation services;
- g) Occurrence or correction of major defects or impediments in the maneuvering area;
- h) Changes to and limitations on availability of fuel, oil and oxygen;
- i) Major changes to search and rescue facilities and services available;
- j) Establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation;
- k) Changes in regulations requiring immediate action, e.g. prohibited areas for SAR action;
- l) Presence of hazards which affect air navigation (including obstacles, military exercises, displays, races and major parachuting events outside promulgated sites);
- m) Erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;
- n) Establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas;
- o) 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;

- p) Allocation, cancellation or change of location indicators;
- q) Significant changes in the level of protection normally available at an aerodrome/heliport for rescue and firefighting purposes. NOTAM must be originated only when a change of category is involved and such change of category must be clearly stated in the AIP
- r) Presence or removal of, or significant changes in, hazardous conditions, runway contaminants due to water, dust, sand, radioactive material, toxic chemicals, or water on the movement area;
- s) Outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures;
- t) Forecasts of solar cosmic radiation, where provided;
- u) 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;
- v) 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;
- w) Implementation of short-term contingency measures in cases of disruption, or partial disruption, of air traffic services and related supporting services; and
- x) Any other circumstance which may affect the operation of aircraft, the NOTAM requesting persons may contact NCAA's Aeronautical Information Services (briefing/NOTAM office) to ascertain whether the circumstance requires NOTAM request if unsure.

- 3.4 The need for origination of a NOTAM must be considered in any other circumstance which may affect the operations of aircraft.
- 3.5 Except as provided in 3.5 below, whenever possible, at least 24 hours' advance notice is desirable, to permit timely completion of the notification process and to facilitate airspace utilization planning.
- 3.6 At least seven days' advance notice must be given of the activation of established danger, restricted or prohibited areas and of activities requiring temporary airspace restrictions other than for emergency operations.

- 3.7 Notice of any subsequent cancellation of the activities or any reduction of the hours of activity or the dimensions of the airspace must be given as soon as possible.
- 3.8 NOTAM notifying unserviceability of air navigation aids and facilities or communication services must give an estimate of the period of unserviceability or the time at which restoration of service is expected
- 3.9 The following information which relate to an aerodrome and its vicinity and which do not affect its operational status do not require to be notified by NOTAM:
- a) routine maintenance work on aprons and taxiways which does not affect the safe movement of aircraft;
 - b) runway marking work, when aircraft operations can safely be conducted on other available runways, or the equipment used can be removed when necessary;
 - c) temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft;
 - d) partial failure of aerodrome/heliport lighting facilities where such failure does not directly affect aircraft operations;
 - e) partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative;
 - f) the lack of apron marshaling services and road traffic control;
 - g) the unserviceability of location, destination or other instruction signs on the aerodrome movement area;
 - h) parachuting when in uncontrolled airspace under VFR when controlled, at promulgated sites or within danger or prohibited areas;
 - i) other information of a similar temporary nature.
- 3.10 The information listed in 3.9 above should be distributed locally during pre-flight and in-flight briefing or other local contact with operators or pilots.
- 3.11 The Aeronautical Information Services (AIS) must maintain and issue periodically and at least once a month, a checklist indicating all NOTAM that are valid. However, the sole use of the checklist as a means for cancellation of NOTAM is not allowed and the persons who requested for the release of the NOTAM has the responsibility for updating of the NOTAM information and requesting for their cancellation.

- 3.12 In addition to the Checklist of NOTAM, a monthly printed plain language list of valid NOTAM should be prepared by AIS and forwarded to all interested parties by the most expeditious means.

4. DISTRIBUTION OF NOTAM

- 4.1 The (AIS) will distribute each NOTAM on the basis of a request and to the extent possible, through the aeronautical fixed service (AFS). Each NOTAM must be transmitted as a single telecommunication message.
- 4.2 The priority normally accorded to messages sent over the AFS is GG. Under exceptional circumstances and when justified by a requirement or special handling, a NOTAM may be given the higher DD priority.
- 4.3 Where information requiring distribution by NOTAM is valid for only a few hours or subject to rapid change, and no other channel can ensure timely distribution, arrangements should be made for the information to be provided directly to the relevant air traffic services units using, where practicable, communication channels established for inter-ATS communications in order to reduce NOTAM traffic on the AFS and to avoid redundancy of the data transmitted through the AFS.
- 4.4 AIS is responsible for selecting the NOTAM to be given international distribution, but in doing so, AIS should give due consideration to any stated operational requirements of other States for both flight planning and pre-flight information purposes. NOTAM given international distribution must conform, where necessary, with the relevant provisions of the communication procedures specified in NAM-CAR Part 171, the ICAO NOTAM Code and abbreviations (see Procedures for Air Navigation Services — ICAO Abbreviations and Codes (PANS-ABC, Doc 8400), indicators, identifiers, etc., and plain language where required for clear understanding. When a NOTAM is distributed by means other than the AFS, a six-digit date time group indicating the date and time of filing the NOTAM and the identification of the originator must be given preceding the text.
- 4.5 The AIS should ensure that the of addressees to be provided with the list of valid NOTAM takes into account the requirements for distribution of NOTAM concerning

volcanic activity (ASHTAM) which must also be sent to volcanic ash advisory centres.

- 4.6 The use of automation should greatly improve distribution of NOTAM and reduce excessive NOTAM traffic on the AFS. The automated system should allow for storage of all NOTAM information (and all basic information) in a jointly-administered information facility in each major operating area and also the distribution of only necessary information required by the user.

5. SPECIFICATIONS FOR NOTAM

5.1 Message series, number and identifier

5.1.1 Each NOTAM must be allocated a series identified by a letter and a four-digit number, followed by a stroke and a two-digit number for the year so that addressees may check continuity. The number must be consecutive and based on the calendar year. If more than one series of NOTAM is issued, each series must be separately identified by a letter. Letters A to Z, with the exception of S and T, may be used to identify a NOTAM series. Renumbering of existing NOTAM (i.e. containing identical information, but with a new number) is not allowed, nor are NOTAM to be renumbered at the beginning of each year.

5.1.2 One of the following message identifiers is to be inserted as appropriate:

- a) NOTAMN if it concerns a NOTAM containing new information.
- b) NOTAMR if it concerns a NOTAM replacing a previous NOTAM, followed by the series and number/year of the NOTAM replaced (e.g. A0072/17 NOTAMR A0066/17).
- c) NOTAMC if it concerns a NOTAM cancelling a previous NOTAM, followed by the series and number/year of the cancelled NOTAM (e.g. A0105/17 NOTAMC A0093/17).

5.1.3 Corrected versions of NOTAM must not be issued. Erroneous NOTAM must either be replaced or cancelled and a new NOTAM issued.

5.1.4 A NOTAMR must replace only one NOTAM. Both must belong to the same NOTAM series. A NOTAMC must cancel only one NOTAM. Both must belong to the same NOTAM series.

5.2 Promulgation in series

5.2.1 When considering the needs of States it may be found that an adjacent State may want full information from the originating State while a more distant State may only require a subset of this information or may not be interested in temporary information of short duration. In order to reduce distribution to meet such variable requirements it may be found useful to arrange for NOTAM to be promulgated in two or more series to allow for selective distribution. For example, NOTAM may be classified as follows:

- A — NOTAM containing information of concern to long- or medium-range flights and given selected international distribution.
- B — NOTAM containing full information on all aerodromes, facilities and procedures available for use in international civil aviation and given international distribution to adjacent States and other States on request.
- C — NOTAM containing information of concern to aircraft other than those engaged in international civil aviation and given national distribution only.
- S — NOTAM published in the SNOWTAM format concerning the presence or removal of hazardous conditions due to snow, slush or ice on aerodrome pavements or standing water associated with these conditions.
- V — NOTAM published in the ASHTAM format concerning the occurrence of pre-eruption volcanic activity, or an operationally significant change in volcanic activity, the location, date and time of volcanic eruptions and horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected.

Z — NOTAM concerning the status of elements of the global navigation satellite system (GNSS).

5.3 Period of validity

5.3.1 Information must be provided on the duration of the hazard, change in the normal status of operation, or condition of the facilities being reported on. If, during that time, the condition or activity is active within specified time periods, this must also be given. NOTAM notifying unserviceability of aids to air navigation, facilities or communication services must give the time at which restoration of service is expected or an estimate of the period of unserviceability.

5.3.2 Care should be taken to express the duration of a circumstance notified in the NOTAM in such a way that there will be no misunderstanding. Both the NOTAM Format and the relevant options of the NOTAM Code require an indication of the applicable date(s) and time(s) expressed as a ten-figure group giving year, month, day and hour in UTC.

Example:

Q) FYWH/QLBAS/IV/M/A/000/999/ 223627S0171445E005
A) FYWE B) 1704010745 C) 1704021700
E) ABN U/S

Meaning:

The aerodrome beacon at Eros aerodrome became unserviceable at 0745 on the 1st of April 2017 and will remain out of service until 1700 hours UTC on the 2nd April 2017.

5.4 Text

5.4.1 The text of the NOTAM must contain the information on the hazard, status of operation or condition of the facilities reported on. It must be composed of the significations/uniform abbreviated phraseology assigned to the ICAO NOTAM Code complemented by ICAO abbreviations (Doc 8400), and indicators, identifiers, designators, call signs, frequencies, figures and plain language. Except as otherwise provided for SNOWTAM and ASHTAM, the text of each

NOTAM must contain the information in the order shown in the NOTAM Format. (See Appendix 1 to this Advisory Pamphlet.)

5.4.2 Each NOTAM must be as brief as possible and so compiled that its meaning is clear without the need to refer to another document. Each NOTAM must deal with only one subject and one condition concerning the subject. The text should be composed by the NOF in such a way that it will serve for PIB entry without requiring additional processing by the receiving unit.

5.5 Cross-reference to AIP/AIP Supplement

5.5.1 When a NOTAM contains information that renders necessary an AIP Amendment or AIP Supplement the text must include an appropriate cross-reference to the affected AIP or AIP Supplement and an annotation must be made accordingly, even when the information is of a temporary nature. This informs the user of the AIP or AIP Supplement that there is information outstanding against a particular entry.

5.5.2 When a NOTAM contains temporary information of short duration that does not render necessary the consultation of an AIP Amendment or AIP Supplement to have the full information, AIP references must not be annotated in the NOTAM. This informs the user of the NOTAM that the text of the NOTAM is conveying the totality of the information.

5.6 Name of locations

5.6.1 Location indicators included in the text of NOTAM must be those contained in Location Indicators (Doc 7910), and curtailed forms of these indicators must not be used. In NOTAM containing information concerning a location that has not been assigned an ICAO location indicator, the name of the location must be given in plain language, spelled in conformity with local usage and transliterated when necessary into the Latin alphabet.

5.7 Languages

5.7.1 NOTAM, as well as other elements of the Integrated Aeronautical Information Package given international distribution, must include an

English text for those parts expressed in plain language. This requirement is intended to assist the majority of those engaged in civil aviation.

6. NOTAM FORMAT

6.1 General

6.1.1 The NOTAM Format aims at standardizing the presentation of the different types of information promulgated by NOTAM in order to facilitate understanding of the message by the addressee. In developing this format, the need for transcription of the information in the form of AFS messages has been taken into account. The Format therefore includes the special symbols that are mandatory for the teleprinter operator to use in composing the message (i.e. carriage return, line change, space, opening parentheses before message identification and closing parentheses

6.1.2 The NOTAM Format essentially consists of two parts:

- a) The part of interest to the communication service handling the AFS message, i.e. the part containing the priority indicator, addresses, date and time of filing and the originator's indicator;
- b) The part containing the NOTAM information.

6.1.3 Instructions for the completion of the NOTAM format which relates to the part containing the NOTAM information are provided in 6.2 – 6.9 below.

6.1.4 The qualifier line (Item Q) and all identifiers (Items A) to G) inclusive) each followed by a closing parenthesis, as shown in the format, must be transmitted unless there is no entry to be made against a particular identifier.

6.2 NOTAM numbering

6.2.1 Each NOTAM must be allocated a series identified by a letter and a four-digit number followed by a stroke and a two-digit number for the year (e.g. A0023/17). Each series must start on 1 January with number 0001.

6.3 Qualifiers (Item Q)

6.3.1 Item Q) is divided into eight fields, each separated by a stroke. For an easier automatic production of the PIB, all fields of Item Q) must be given a value; default values will be used where appropriate. The definition of each field is as follows:

1) FIR

a) If the subject of the information is located geographically within Namibian FIR, the ICAO location indicator must be that of the Namibian FIR. When an aerodrome is situated within the overlying FIR of another State, the first field of Item Q) must contain the code for that overlying FIR (e.g. Q) FBGR/ ...A) FYKM);

or

If the subject of the information is located geographically within more than one FIR, the FIR field must be composed of the ICAO location indicator of Namibian, followed by "XX". (The location indicator of the overlying UIR must not be used). The ICAO location indicators of the FIRs concerned must then be listed in Item A) or indicator of State or non-governmental agency which is responsible for provision of a navigation service in more than one State;

b) If one State issues a NOTAM affecting FIRs in a group of States, the first two letters of the ICAO location indicator of the issuing State plus "XX" must be included. The location indicators of the FIRs concerned must then be listed in Item A) or indicator of State or nongovernmental agency which is responsible for provision of a navigation service in more than one State.

2) NOTAM CODE

(i) AIS provider must adopt and publish within their AIS procedure's manual the NOTAM Selection criteria table (code groups) as published in Doc 8126, chapter 6, Appendix B.

- (ii) All NOTAM Code groups contain a total of five letters, and the first letter is always the letter Q. The second and third letters identify the subject, and the fourth and fifth letters denote the status or condition of the subject reported upon.
 - (iii) A NOTAM must deal with only one subject and one condition of that subject.
 - (iv) The two-letter codes for subjects and conditions are those contained in the PANS-ABC (Doc 8400). For combinations of second and third and fourth and fifth letters, refer to the NOTAM Selection Criteria table.
- a) If the subject is not listed in the NOTAM Selection Criteria table, insert “XX” as the second and third letters (e.g. QXXAK);
 - b) If the subject is not listed in NOTAM codes groups, the allocation of qualifiers “Traffic”, “Purpose” and “Scope” must be based on operational experience and orientated to similar subjects contained in the NSC;
 - c) If the condition of the subject is not listed in the NOTAM Code (Doc 8400) or in the NOTAM Selection Criteria (Doc 8126), insert “XX” as the fourth and fifth letters (e.g. QFAXX);
 - d) When a NOTAM containing operationally significant information is issued to announce the existence of AIRAC AIP Amendments or Supplements, insert “TT” as the fourth and fifth letters of the NOTAM Code;
 - e) When a NOTAM is issued containing a checklist of valid NOTAM, insert “KKKK” as the second, third, fourth and fifth letters; and
 - f) One of the following fourth and fifth letters of the NOTAM Code must be used in NOTAM cancellations:

3) TRAFFIC

I = IFR

V = VFR

K = NOTAM is a checklist

4) PURPOSE

N = NOTAM selected for the immediate attention of aircraft operators

B = NOTAM selected for PIB entry

O = NOTAM concerning flight operations

M = Miscellaneous NOTAM; not subject for a briefing, but it is available on request

K = NOTAM is a checklist.

5) SCOPE

A = Aerodrome

E = En-route

W = Nav warning

K = NOTAM is a checklist

6) And 7) LOWER/UPPER

LOWER and UPPER limits must only be expressed in flight levels (FL) and must express the actual vertical limits of the area of influence without the addition of buffers. In the case of navigation warnings and airspace restrictions, values entered must be consistent with those provided under Items F) and G). If the subject does not contain specific height information, insert “000” for LOWER and “999” for UPPER as default values.

8) COORDINATES, RADIUS

The latitude and longitude accurate to one minute, as well as a three-digit distance figure giving the radius of influence in NM (e.g. 223627S0170445E005). Coordinates present approximate centre of circle whose radius encompasses the whole area of influence (e.g. coordinates of the aerodrome reference point for NOTAM with Scope A). If the NOTAM affects the entire FIR/UIR or more than one FIR/UIR, the default value “999” is used for radius.

6.4 Item A

This is the location indicator of the aerodrome or FIR in which the facility, airspace, or condition being reported on is located, please use ICAO location indicators as given in the AIP GEN 2.4. In case where there is no available ICAO location indicator, use the FY plus XX and provide a full name in plain language in Item E.

Only one aerodrome may be indicated. If more than one aerodrome is involved, separate NOTAM must be issued. More than one FIR/UIR may be indicated when appropriate. The location indicator of the FIR or UIR to be included is that of the area control centre (ACC) or flight information center (FIC) providing air traffic services within the FIR or UIR.

If information concerns GNSS, insert the appropriate ICAO location indicator allocated for a GNSS element or the common location indicator allocated for all elements of GNSS (except GBAS). Where the location is not defined by an ICAO location indicator listed in the AIP, geographical coordinates in WGS 84 format must be provided in item E for better accuracy.

6.5 Item B

Insert the start date and time by using a ten figure group i.e. year, month, day, hours and minutes e.g. 1704010530, which means 1st of April 2017 at 0530 UTC. This entry is the date and time at which the NOTAMN comes into force. If the NOTAM is replacing or canceling an existing NOTAM, the date and time group is the actual date and time of the NOTAM origination. Abbreviations such as “WIE” or “WEF” must not be used.

6.6 **Item C**

This item must contain the end date and time of a NOTAM. When a NOTAM is canceling another NOTAM, there will be no ending date-time required. In case the information is of permanent nature, the abbreviation “PERM” must be used in this item. If the information on end date and time is uncertain, the approximate duration must be indicated using a date-time group followed by the abbreviation “EST”. Any NOTAM which includes an “EST” must be cancelled or replaced before the date-time specified in under item C. Abbreviations such as “UFN” must not be used. It is the responsibility of the NOTAM originator to notify NCAA-AIS (NOTAM office) on whether NOTAM EST should be extended or cancelled, failure to do so the NOTAM will be deemed to have expired on the estimated ending date-time.

Note: The start of a day must be indicated by “0000” and the end “2359” (i.e. do not use “2400”)

6.7 **Item D**

Item D must contain the specified schedule or period(s) during which an occurrence takes place or a hazard exists. This item is optional and needs be completed only as and when required. This is normally applicable when occurrence is taking place within a specific defined periods of time within the scope of time specified in item B and C above. An example is an exercise that will take place “daily between 0900 and 0930” or “sunlight operation only” This means the NOTAM is only valid during the stated period of the day, but does not necessarily expire until the date-time provision of item C.

6.8 **Item E**

This is where the NOTAM content must be provided, where necessary by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language. All NOTAM requests must be in English and in a clear and concise plain language

The text in Item E) should be kept as short as possible, containing all the essential information needed for the safe conduct of the flight, and should be ready for inclusion in PIB. In this connection, it should be pointed out that it is the responsibility of the AIS

to issue the NOTAM from information it receives from the relevant “sources” (other technical departments, etc.). Changing the text (not the substance) of the message to fit in the NOTAM Format is the responsibility of AIS and is usually done in coordination with the relevant source. Furthermore, the sources providing AIS/NOF with the information should be instructed to keep the message as short as possible and to restrict the information to be included in the NOTAM to the bare essentials.

The lateral limits of an area published in AIP or AIP SUP are not be repeated in Item E); the name of that area is referred to instead. If lateral limits of an area are not published in AIP or AIP SUP, the coordinates must be expressed in accordance with the following to ensure readability:

- a) The points defining lateral limits of an irregular shape area must be enumerated in clockwise order separated by a hyphen “–”. The last point on the list must be the same as the first point.
- b) A circular shape area is defined by the word “RADIUS” followed by the value of the radius and its abbreviated unit of measurement followed by the words “CENTRE” followed by coordinates of the centre of the circle.
- c) In Item E) latitude is presented as DDMM[SS.s]H where DD denotes degrees; MM denotes minutes; SS denotes seconds; s denotes tenths of seconds; and H denotes hemisphere, N for North or S for South.
- d) In Item E) longitude is presented as DDDMM[SS.s]H where DDD denotes degrees; MM denotes minutes; SS denotes seconds; s denotes tenths of seconds; and H denotes hemisphere, W for West or E for East.
- e) The resolution used for coordinates must conform to the aeronautical data quality requirements listed in NCAA Procedures for Aeronautical Information Management, Appendix 1. e.g. tenth of a minute must not be used.

An e-mail address is inserted in Item E) with the @ symbol replaced by the string “(A)”.

For NOTAMC, a subject reference and status message should be included to enable accurate plausibility checks.

6.9 Items F and G

These items are normally applicable to navigation warnings or airspace restrictions, but can be used for any other applicable subjects, and are usually part of the PIB entry. Insert both lower and upper limits of activities or restrictions, clearly indicating the same reference datum and unit of measurement in both fields. The use of both metres and feet is discouraged as this may lead to confusion. The value and the unit of measurement (M or FT) must be consecutive without a blank. The reference indication (AGL, AMSL) must follow the unit of measurement and be separated by a blank character only. The abbreviation GND or SFC must be used in Item F) to designate ground and surface respectively. The abbreviation UNL must be used in Item G) to designate unlimited.

In the case of Airspace Organization (NOTAM related to structure of ATS Routes, TMA, CTR, ATZ, etc.), the specified “Lower/Upper” values must correspond to the vertical limits of the airspace concerned. Lower limit: Item F) may show the lower limit as SFC (surface), GND (ground level), an altitude in metres or feet above mean sea level (e.g. “2000M AMSL” or “6500FT AMSL”), a height above ground (e.g. “1000M AGL”) or a flight level (e.g. “FL100”). The abbreviation “000” must not be used.

Upper limit: Item G) may show the upper limit as an altitude either in metres or feet above mean sea level (e.g. “5000M AMSL” or “16500FT AMSL”), a height above the ground (e.g. “6000M AGL” or “19700FT AGL”), a flight level (e.g. “FL200”) or as “UNL” (unlimited) if applicable.

Example:

F) GND G) 30000FT AMSL

Meaning:

From ground level up to an altitude of 30 000ft above mean sea level.

7. USE OF NOTAM CODE AND ABBREVIATIONS

7.1 Purpose

7.1.1 The ICAO NOTAM Code contained in Doc 8400 is a comprehensive description of information contained in NOTAM. It serves as one of the most important criteria for storage and retrieval of information, as well as for deciding whether or not an item is of operational significance. It also establishes the relevance of the NOTAM to the various types of flight operations and whether it must therefore be part of a

PIB. In addition, it assists in specifying items that are to be subject to immediate notification processes. The NOTAM Code forms the basis upon which NOTAM qualifiers are determined for inclusion in Item Q) of the NOTAM Format, in addition to defining the abbreviated plain-language text which appears in Item E).

7.2 Composition

7.2.1 All NOTAM Code groups contain five letters. The first letter, Q, indicates that it is a code abbreviation for use when composing NOTAM. The second and third letters indicate the type of facility or condition being reported and the fourth and fifth letters, the hazard or status of operation being reported. The encode portion of the NOTAM Code has been provided to facilitate the choice of the appropriate code groups, but some imagination and a full appreciation of the Code's potentialities are necessary to make the most effective use of it. It therefore requires considerable study by those responsible for NOTAM composition. In fact, when composing NOTAM in plain language, cognizance should be given to the possible coding of the NOTAM and care taken to frame the NOTAM in a manner which will facilitate later transcription into the NOTAM Code.

7.3 Use of NOTAM Code groups

7.3.1 The most commonly used NOTAM Code groups and their respective relation with the qualifiers Traffic, Purpose and Scope are presented in the NOTAM Selection Criteria. Refer to 6.3.1, 2) (i) above

7.4 Use of abbreviations

7.4.1 In many instances, NOTAM Code groups need to be amplified, supplemented or completed by significations/uniform abbreviated phraseology assigned to the NOTAM Code and abbreviations, frequencies, call signs, identifications, time groups, etc., in order to convey the essential information. This is a recognized procedure in keeping with the concept of the NOTAM Code and aeronautical telecommunication procedures and should always be used in preference to plain

7.5 SNOWTAM

7.5.1 A special series NOTAM, named SNOWTAM, is used to notify the presence or removal of hazardous conditions on the movement area due to snow, slush, ice or water associated with these conditions. Use of the NOTAM Code and plain language is also permissible. When the SNOWTAM Format is used, the information must be given in the order shown in the Format. During periods when deposits of snow, slush, ice or water associated with these conditions remain on aerodrome pavements, information on such conditions should be distributed to all to whom the information is of direct operational significance. Appraisal of the situation should be made at least once every 24 hours, preferably before the commencement of a major traffic movement. A new SNOWTAM is required whenever there is a significant change in conditions

7.6 ASHTAM

7.6.1 A special series NOTAM, called ASHTAM, is used to notify 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. Use of the NOTAM Code and plain language is also permissible. When the ASHTAM Format is used, the information must be given in the order shown in that Format. **The maximum period of validity of the ASHTAM is 24 hours.** A new ASHTAM must be issued whenever there is a change in the level of alert.

7.6.2 Information about volcanic activity or the presence of volcanic ash plumes may also be reported by NOTAM. To ensure speedy transmission of initial information to aircraft, the first ASHTAM or NOTAM issued may not contain more information than the fact that an eruption and/or ash cloud is reported at a given location at a given date and time.

ANNEXURE 1 NOTAM REQUEST TEMPLATE

A - CONTACT DETAILS			
Contact Person			
Title			
Contact Telephone / email			
Contact Fax		Number of Pages (Including this page)	

B - NOTAM DETAILS			
NOTAM TYPE	New ☐	Cancel ☐	Replace ☐
Previous NOTAM Number for Cancel or Replace			
A	Location		
B	Valid From Time	UTC ☐ LOCAL ☐	FORMAT:YYMMDDhhmm
C	Valid To Time	UTC ☐ LOCAL ☐	
D	Daily Schedule		
E	NOTAM Text		
F	Lower and Upper limit		