Notice of Proposed Amendment 2016-02

Technical requirements and operational procedures for aeronautical information services and aeronautical information management

RMT.0477 — 27.4.2016

**APPENDIX 2
TO
ANNEX VI (PART-AIS)
AIS.TR.330(a)**

NOTAM FORMAT

Priority Indicator	⟶
Address	
	≪≡
Date and time of filing	⟶
Originator's Indicator	≪≡(

Message Series, Number and Identifier	

NOTAM containing new information	.... NOTAMN
	(series and number/year)
NOTAM replacing a previous NOTAM	.... NOTAMR..
	(series and number/year) (series and number/year of NOTAM to be replaced)
NOTAM cancelling a previous NOTAM	.... NOTAMC..
	(series and number/year) (series and number/year of NOTAM to be cancelled) ≪≡

Qualifiers								
	FIR	NOTAM Code	Traffic	Purpose	Scope	Lower Limit	Upper Limit	Coordinates, Radius
Q)		Q						≪≡

Identification of ICAO location indicator in which the facility, airspace or condition reported on is located	A)	⟶

Period of Validity		
From (date-time group)	B)	⟶
To (PERM or date-time group)	C)	**EST* PERM*** ≪≡
Time Schedule (if applicable)	D)	⟶
		≪≡

Text of NOTAM; Plain-language Entry (using ICAO Abbreviations)
E)
≪≡

Lower Limit	F)	⟶
Upper Limit	G)	) ≪≡
Signature		

*Delete as appropriate

INSTRUCTIONS FOR THE COMPLETION OF THE NOTAM FORMAT

1. General

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

2. NOTAM numbering

Each NOTAM shall 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. A0023/03). Each series shall start on 1 January with number 0001.

3. Qualifiers (Item Q)

Item Q) is divided into eight fields, each separated by a stroke. An entry shall be made in each field. Examples of how fields are to be filled are shown in the *Aeronautical Information Services Manual* (Doc 8126). The definition of the field is as follows:

1) FIR

   a) If the subject of the information is located geographically within one FIR, the ICAO location indicator shall be that of the FIR concerned. When an aerodrome is situated within the overlying FIR of another State, the first field of Item Q) shall contain the code for that overlying FIR (e.g. Q) LFRR/…A) EGJJ);

   or,

   if the subject of the information is located geographically within more than one FIR, the FIR field shall be composed of the ICAO nationality letters of the State originating the NOTAM followed by "XX". (The location indicator of the overlying UIR shall not be used). The ICAO location indicators of the FIRs concerned shall 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" shall be included. The location indicators of the FIRs concerned shall 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.

2) NOTAM CODE

   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. 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 contained in Doc 8126 or insert one of the following combinations, as appropriate:

   a) If the subject is not listed in the NOTAM Code (Doc 8400) or in the NOTAM Selection Criteria (Doc 8126), insert "XX" as the second and third letters (e.g. QXXAK);

   b) 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);

   c) When a NOTAM containing operationally significant information is issued in accordance with Appendix 4 and

Chapter 6 and when it is used to announce the existence of AIRAC AIP Amendments or Supplements, insert "TT" as the fourth and fifth letters of the NOTAM Code;

d) When a NOTAM is issued containing a checklist of valid NOTAM, insert "KKKK" as the second, third, fourth and fifth letters; and

e) The following fourth and fifth letters of the NOTAM Code shall be used in NOTAM cancellations:

AK = RESUMED NORMAL OPERATION
AL = OPERATIVE (OR RE-OPERATIVE) SUBJECT TO PREVIOUSLY PUBLISHED
      LIMITATIONS/CONDITIONS
AO = OPERATIONAL
CC = COMPLETED
CN = CANCELLED
HV = WORK COMPLETED
XX = PLAIN LANGUAGE

Note 1.— As Q - - AO = Operational is used for NOTAM cancellation, NOTAM promulgating new equipment or services use the following fourth and fifth letters Q - - CS = Installed.

Note 2.— Q - - CN = CANCELLED shall be used to cancel planned activities, e.g. navigation warnings; Q - - HV = WORK COMPLETED is used to cancel work in progress.

3) TRAFFIC

I = IFR
V = VFR
K = NOTAM is a checklist

Note.— Depending on the NOTAM subject and content, the qualifier field TRAFFIC may contain combined qualifiers. Guidance concerning the combination of TRAFFIC qualifiers with subject and conditions in accordance with the NOTAM Selection Criteria is contained in Doc 8126.

4) PURPOSE

N = NOTAM selected for the immediate attention of flight crew members
B = NOTAM of operational significance 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

Note.— Depending on the NOTAM subject and content, the qualifier field PURPOSE may contain the combined qualifiers BO or NBO. Guidance concerning the combination of PURPOSE qualifiers with subject and conditions in accordance with the NOTAM Selection Criteria is contained in Doc 8126.

5) SCOPE

A = Aerodrome
E = En-route
W = Nav Warning
K = NOTAM is a checklist

Note.— Depending on the NOTAM subject and content, the qualifier field SCOPE may contain combined qualifiers. Guidance concerning the combination of SCOPE qualifiers with subject and conditions in accordance with the NOTAM

Selection Criteria is contained in Doc 8126. If the subject is qualified AE, the aerodrome location indicator must be reported in Item A).

6) and 7) LOWER/UPPER

LOWER and UPPER limits shall only be expressed in flight levels (FL) and shall 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 shall 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. 4700N01140E043). Coordinates present approximate centre of circle whose radius encompasses the whole area of influence, and if the NOTAM affects the entire FIR/UIR or more than one FIR/UIR, enter the default value "999" for radius.

4. Item A)

Insert the ICAO location indicator as contained in ICAO Doc 7910 of the aerodrome or FIR in which the facility, airspace, or condition being reported on is located. More than one FIR/UIR may be indicated when appropriate. If there is no available ICAO location indicator, use the ICAO nationality letter as given in ICAO Doc 7910, Part 2, plus "XX" and followed up in Item E) by the name, in plain language.

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).

Note.— In the case of GNSS, the location indicator may be used when identifying a GNSS element outage (e.g. KNMH for a GPS satellite outage).

5. Item B)

For date-time group use a ten-figure group, giving year, month, day, hours and minutes in UTC. This entry is the date-time at which the NOTAMN comes into force. In the cases of NOTAMR and NOTAMC, the date-time group is the actual date and time of the NOTAM origination. The start of a day shall be indicated by "0000".

6. Item C)

With the exception of NOTAMC, a date-time group (a ten-figure group giving year, month, day, hours and minutes in UTC) indicating duration of information shall be used unless the information is of a permanent nature in which case the abbreviation "PERM" is inserted instead. The end of a day shall be indicated by "2359" (i.e. do not use "2400"). If the information on timing is uncertain, the approximate duration shall be indicated using a date-time group followed by the abbreviation "EST". Any NOTAM which includes an "EST" shall be cancelled or replaced before the date-time specified in Item C).

7. Item D)

If the hazard, status of operation or condition of facilities being reported on will be active in accordance with a specific time and date schedule between the dates-times indicated in Items B) and C), insert such information under Item D). If Item D)

exceeds 200 characters, consideration shall be given to providing such information in a separate, consecutive NOTAM.

Note.— Guidance concerning a harmonized definition of Item D) content is provided in Doc 8126.

8. Item E)

Use decoded NOTAM Code, complemented where necessary by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language. When NOTAM is selected for international distribution, English text shall be included for those parts expressed in plain language. This entry shall be clear and concise in order to provide a suitable PIB entry. In the case of NOTAMC, a subject reference and status message shall be included to enable accurate plausibility checks.

9. Items F) and G)

These items are normally applicable to navigation warnings or airspace restrictions and are usually part of the PIB entry. Insert both lower and upper height limits of activities or restrictions, clearly indicating only one reference datum and unit of measurement. The abbreviations GND or SFC shall be used in Item F) to designate ground and surface respectively. The abbreviation UNL shall be used in Item G) to designate unlimited.

Note.— For NOTAM examples see Doc 8126 and the PANS-ABC (Doc 8400).

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