SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

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NOTAM OPERATING PROCEDURES

Director General
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1. GENERAL

1.1 Purpose

The purpose of the *NOTAM Operating Procedures* (NOP) is to support all those involved with the origination and distribution NOTAMs. The NOP details the standards and procedures to bridge the gaps of the ICAO Annex 15 – *Aeronautical Information Services - Standards* and Recommended Practices (SARPs) *the Procedures for Air Navigation Services - AIM (PANS-AIM)* and the ICAO *Aeronautical Information Services Manual* (Doc 8126).
The document contains information, guidance and standard operating procedures to be used by Aeronautical information services provider along with other external accountable sources and originators of NOTAMs.

1.2 Applicability

This AC is applicable to Aeronautical Information Services providers providing NOTAM Service for Sierra Leone.

1.3 Description of Changes

This AC is the first to be issued on this subject

1.4 References

a) SLCAR Part 15- Aeronautical Information Services
b) ICAO Annex 15
c) Aeronautical Information Services Manual-ICAO Doc 8126
d) ICAO Abbreviations and Codes-Doc 8400
e) ICAO Location Indicators- Doc 7910
f) Eurocontrol Guidelines Operating Procedures for AIS Dynamic Data

1.5 Cancelled Documents

Not Applicable

1.6 Definitions

Active NOTAM.A NOTAM is active between the dates and times stated in Items B) and C) subject to the time schedule in Item D).
AIP. Aeronautical Information Publication
AIRAC AIP Amendment
Permanent changes to operationally significant information contained in the AIP which are published in accordance with AIRAC procedures.
AIRAC AIP Supplement. Temporary changes to operationally significant information contained in the AIP which are published by means of special pages in accordance with AIRAC procedures.
Airspace Reservation. Term used in the NSC to define a group of Navigation Warning activities.
Airspace Restriction. Any changes to the limits, structure and/or availability of airspace.

ANSP. Air Navigation Services Provider

ATFCM. Air Traffic Flow and Capacity Management

Cancelled NOTAM.A NOTAM that has been cancelled by another NOTAM before the Item C) date and time has been reached.

Checklist. A NOTAM published regularly in each NOTAM series containing a list, grouped by year, of valid NOTAM numbers promulgated in that series.

Default Values. A predetermined and agreed value to be inserted in fields that need to be filled but for which a specific value could not be defined.

End of Validity (NOTAM Item C)). The ten figure date-time group at which the NOTAM ceases to be in force and valid.

EST. Suffix added to the ten figure date-time group in Item C) for NOTAM with an estimated date and time of end of validity.

Expired NOTAM.A NOTAM for which the date and time of end of validity stated in Item C) has been reached.

Geographical Reference. Eighth field of the NOTAM Item Q) which contains one set of coordinates and a radius. Associates the NOTAM with the geographical coordinates of a centre point and a radius (to a precision of 1 nautical mile) that defines the sphere of influence to which the NOTAM refers.

Multi-Part NOTAM. A NOTAM exceeding the AFS message length (normally 1800 characters) and therefore requiring more than one message.

NOF.A NOTAM Office.

NOTAM Code. A code group containing a total of five (5) letters, always starting with 'Q', to indicate the coding of information regarding the establishment, condition or change of radio aids, aerodrome and lighting facilities, dangers to aircraft in flight, or search and rescue facilities.

NOTAM Condition. Defined by the 4th and 5th letters of the NOTAM Code, which decode to describe the status of the NOTAM Subject (2nd and 3rd letters of the NOTAM Code) being reported on.

NOTAM in Force. A NOTAM is in force once it has reached the date stated in Item B) and has neither been cancelled nor replaced nor reached its end of validity stated in Item C).

NOTAM Selection Criteria (NSC). The basis for the assignment of NOTAM Codes. The association criteria defined provide a subject related association of NOTAM with the qualifiers 'Traffic', 'Purpose' and 'Scope'.

NOTAM Subject. Defined by the 2nd and 3rd letters of the NOTAM Code, which decode to identify the facility, service or hazard being reported upon.

NOTAM Sub-Number. In the case of Multi-part NOTAM, a 3-character group placed immediately behind the year of the number/year combination and composed of one letter and a number consisting of 2 digits.

Operational Significance. Information essential for the safe and efficient conduct of a flight.

Original NOTAM.A NOTAM as received by the NOTAM Processing Unit.

Qualifier Line (NOTAM Item Q). This Item is divided into eight fields; each separated by a stroke, and contains the necessary qualifiers to facilitate data retrieval.

Radius. A three digit figure in nautical miles to be used in Item Q) that, together with the coordinates, defines a circle which encompasses the whole area of influence of the NOTAM.

Replaced NOTAM.A NOTAM that has been replaced by another NOTAM before the Item C) date and time has been reached.

Start of Activity. The ten-figure date-time group indicating the date and the time at which the NOTAM comes in force.

Start of Validity. The date and time at which the NOTAM message is published or issued.

Trigger NOTAM. A NOTAM alerting recipients and PIB users of the existence and subject content of AIP Amendments and Supplements.

Valid NOTAM. A NOTAM which has been published and has not yet reached the end of its validity, and has neither been cancelled nor replaced.

2. PROMULGATION REQUIREMENTS

2.1 Information to be promulgated by NOTAM

A NOTAM shall be originated and issued concerning the following information:

(a) establishment, closure or significant changes in operation of aerodrome(s) or heliport(s) or runways;

(b) establishment, withdrawal or significant changes in operation of aeronautical services (aerodromes, AIS, ATS, communications, navigation and surveillance (CNS), meteorology (MET), search and rescue (SAR), etc.);

(c) 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;

(d) unavailability of back-up and secondary systems, having a direct operational impact;

(e) establishment, withdrawal or significant changes to visual aids;

(f) interruption of or return to operation of major components of aerodrome lighting systems;

(g) establishment, withdrawal or significant changes to procedures for air navigation services;

(h) occurrence or correction of major defects or impediments in the manoeuvring area;

(i) changes to and limitations on availability of fuel, oil and oxygen;

(j) major changes to search and rescue facilities and services available;

(k) establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation;

(l) changes in regulations requiring immediate action, e.g. prohibited areas for SAR action;

(m) presence of hazards not otherwise promulgated which affect air navigation (including obstacles, military exercises and operations, intentional and unintentional radio frequency interferences, rocket launches, displays, fireworks, sky lanterns, rocket debris, races and major parachuting events);

(n) conflict zones which affect air navigation (to include information that is as specific as possible regarding the nature and extent of threats that conflicts and its consequences for civil aviation);

(o) erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;

(p) establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas;

(q) 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;

(r) allocation, cancellation or change of location indicators;

(s) changes in aerodrome/heliport rescue and firefighting category provided

(t) presence or removal of, or significant changes in, hazardous conditions due to snow, slush, ice, radioactive material, toxic chemicals, volcanic ash deposition or water on the movement area;

(u) outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures;

(v) 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;

(w) 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;

(x) 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;

(y) 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; and

(z) implementation of short-term contingency measures in cases of disruption, or partial disruption, of ATS and related supporting services.

2.2 Information not to be promulgated by NOTAM

The following information shall not 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 marshalling 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 (see 6.3.2.3 m)), when controlled, at promulgated sites or within danger or prohibited areas;
(i) training activities by ground units;
(j) unavailability of back-up and secondary systems if these do not have an operational impact;
(k) limitations to airport facilities or general services with no operational impact;
(l) national regulations not affecting general aviation;
(m) announcement or warnings about possible/potential limitations, without any operational impact;
(n) general reminders on already published information;
(o) availability of equipment for ground units without containing information on the operational impact for airspace and facility users;
(p) information about laser emissions without any operational impact and fireworks below minimum flying heights;
(q) closure of movement area parts in connection with planned work locally coordinated of duration of less than one hour;
(r) closure or unavailability of, or changes in, operation of aerodrome(s)/heliport(s) outside the aerodrome(s)/heliport(s) operational hours; and
(s) other non-operational information of a similar temporary nature.

3. NOTAM CREATION

3.1 Introduction

3.1.1 A NOTAM is issued to notify information of a temporary nature and of short duration, or when operationally significant information is permanently changed, or temporary changes of long duration are made at short notice, except for extensive text and/or graphics.

3.1.2 This Chapter provides extensive rules and best practices for the issuance of such information in terms of completion of the NOTAM format.

3.1.3 To avoid excessive publication of NOTAM, the listed events in chapter 2 for which a NOTAM shall be issued must be strictly adhered to. Issuance of unnecessary or irrelevant NOTAM contributes to a greater pressure on the end-user and NOTAM providers during the filtering stage, generating a growing risk of missing vital information that could have a flight safety impact.

3.1.3.1 When information of a permanent character is required to be published by NOTAM, it shall be assured that the information is transferred to AIP in a timely manner (and the NOTAM is cancelled) to further reduce excessive NOTAM publication.

3.1.3.2 It shall be noted that the negative impact on end-users caused by NOTAM proliferation is not to be solved by including more information in a single NOTAM, but that this fact further increases the difficulty for end-users. More information in one NOTAM makes the message less readable and essential information more difficult to detect.

3.1.4 The standard NOTAM format is contained in Appendix 2. This is the reference format for NOTAM and forms the baseline on which the SLCAA NOTAM Operating Procedures document is developed.

3.1.5 The different types of NOTAM are identified by suffix letters 'N' (New), 'R' (Replacement) and 'C' (Cancellation) and the resulting identifier appears after the reference number as follows:

- NOTAMN (New NOTAM)
- NOTAMR (Replacement NOTAM)
- NOTAMC (Cancellation NOTAM)

Example: A0123/14 NOTAMN

3.1.6 Unless otherwise specifically stated in the text, the procedures described in this Chapter refer to NOTAMN (New NOTAM); most of them also apply to NOTAMR and to NOTAMC.

3.1.7 However, there are some particularities specific to NOTAMR (Replacement NOTAM) and NOTAMC (Cancellation NOTAM) creation. These are described in this Chapter, under paragraph 3.4.

3.1.8 This Chapter contains the operating procedures to be applied for the creation of NOTAM, and provides:

- Basic rules for NOTAM creation (paragraph 3.2).
- Detailed procedures relative to each NOTAM item (paragraph 3.3).
- Procedures for NOTAMR and NOTAMC creation (paragraph 3.4)
- Procedures for Checklist production (paragraph 3.5).
- Procedures for the publication of permanent information (paragraph 3.6).
- Procedures for Trigger NOTAM creation (paragraph 3.7).
- Procedures for NIL notification (paragraph 3.8).

3.2 Basic rules for NOTAM Creation

3.2.1 The SLCAA NOTAM format shall be strictly adhered to and the only NOTAM types allowed are NOTAMN, NOTAMR and NOTAMC.

3.2.2 NOTAM intended for international distribution shall include English text for those parts expressed in plain language.

3.2.3 A NOTAM shall deal only with one subject and one condition of that subject. [Note exceptions in accordance with paragraph 3.3.6 and paragraphs 3.7.2.10 - 3.7.2.14 for Trigger NOTAM.]

3.2.4 Terms such as a planned alternative date or alternative dates shall not be used in a NOTAM. Such dates shall be published as any normal date of activity [refer to paragraph 3.4 for NOTAMR].

3.2.5 Erroneous NOTAM shall be replaced; or they may be cancelled and a new NOTAM issued. No 'correct version' NOTAM shall be issued.

3.2.6 Renumbering of existing NOTAM (containing identical information, but with a new number) is not allowed. Renumbering at the beginning of each year is therefore not permitted either.

3.2.7 NOTAM shall be qualified according to the NOTAM Selection Criteria (NSC), as published in ICAO Doc 8126.

3.2.8 All published times shall be in UTC.

3.2.9 If Item C) contains 'EST', the NOTAM requires the later issue of a NOTAMR or NOTAMC.

3.2.10 A NOTAMR shall replace only one NOTAM. Both shall belong to the same NOTAM series.

3.2.11 A NOTAMC shall cancel only one NOTAM. Both shall belong to the same NOTAM series.

3.2.12 A NOTAM shall be cancelled only by a NOTAMC and never by a Checklist.

3.2.13 For NOTAMR and NOTAMC, the date/time in Item B) shall be equal to the actual date/time of creation of that NOTAMR and NOTAMC.

3.2.14 Item C) shall contain 'PERM' solely for NOTAM information that will be incorporated in the AIP. These NOTAM shall be cancelled according to the rules described in paragraph 3.6.3 when the AIP is updated.

3.2.15 Item E) should be composed by the Publishing NOF in such a way that it will serve for direct Pre-flight Information Bulletin entry without requiring additional processing by the receiving unit.

3.2.16 The following table shows the necessary data Items for each NOTAM type and for the Checklist:

	NOTAMN	**NOTAMR**	**NOTAMC**	**Checklist**
Series/Nr/Type	Yes	Yes	Yes	Yes
Ref to Series/Nr	No	Yes	Yes	Yes
FIR	Yes	Yes	Yes	Yes
NOTAM Code	Yes	Yes	Yes	Yes
'Traffic'	Yes	Yes	Yes	Yes
'Purpose'	Yes	Yes	Yes	Yes
'Scope'	Yes	Yes	Yes	Yes
Lower/Upper	Yes	Yes	Yes	Yes

Lat/Long/Radius	Yes	Yes	Yes	Yes
Item A)	Yes	Yes	Yes	Yes
Item B)	Yes	Yes	Yes	Yes
Item C)	Yes	Yes	No	Yes
Item D)	Optional	Optional	No	No
Item E)	Yes	Yes	Yes	Yes
Items F) & G)	Optional	Optional	No	No

Yes = Entry in Item is compulsory.
No = Entry in Item is not allowed.
Optional = Entry depending on the NOTAM contents.

3.3 Detailed Procedures

3.3.1 NOTAM Series Allocation

3.3.1.1 The use of a NOTAM Series identifier is always required, even for countries publishing only one single NOTAM Series.

3.3.1.2 Letters A to Z (1 character) are allowed, except S and T.

3.3.2 NOTAM Number

3.3.2.1 Consists of NOTAM number/year (4 digits/2 digits). For Multi-part NOTAM refer to the procedures detailed in Chapter 6.

3.3.2.2 Each series shall start on January 1st of each year with number 0001.

3.3.2.3 The NOTAM are issued in ascending and continuous sequence in each and every series.

3.3.3 NOTAM Type

3.3.3.1 Letters 'N' (new), 'R' (replace) and 'C' (cancel) are added as a suffix to the designator 'NOTAM' to indicate the NOTAM type or function.

Examples: `A0123/14 NOTAMN`
`A0124/14 NOTAMR A0123/14`
`A0125/14 NOTAMC A0124/14`

3.3.4 NOTAM Qualification Item Q) – General rules

3.3.4.1 The NOTAM Selection Criteria (NSC) tables form the basis for NOTAM qualification. Guidance for their use is contained in ICAO Doc 8126

3.3.4.2 NSC is used for the following:

a) the storage and retrieval of information;
b) to associate a NOTAM to particular purposes; and
c) to determine the relevance of a NOTAM for a given context (aerodrome, FIR, area, IFR or VFR flight,).

3.3.4.3 Publishing NOF shall normally apply the qualifiers associated with the NOTAM Code combinations in accordance with the NSC. Deviation from the corresponding 'Traffic', 'Purpose' and 'Scope' qualifiers is allowed only in exceptional cases, e.g. when required by national regulations or imposed by operational needs (refer to paragraphs 3.3.6.12 - 3.3.6.13, 3.3.7.3, 3.3.9.4 and 3.8.3 for guidance).

3.3.4.4 All fields of Item Q) shall be completed for each NOTAM type.

3.3.5 Qualifier 'FIR'

3.3.5.1 This Item shall normally contain the ICAO location indicator of the FIR within which the subject of the information is located geographically.

Example: `Q) EDGG/QWELW/…..`
`A) EDGG`

3.3.5.2 If more than one FIR of the same country is concerned, the ICAO nationality letters of that country (e.g. ED) shall be followed by 'XX'.

Example: `Q) EDXX/QWELW/…..`

`A) EDGG EDMM EDWW …..`

3.3.5.3 If more than one FIR of different countries are concerned the ICAO nationality letters of the responsible State (e.g. LI) shall be rollowed by 'XX'.

Example: `Q) LIXX/QWELW/…..`

`A) LIRR LIBB LATI…..`

3.3.5.4 A location indicator allocated to an overlying UIR shall not be used.

Example: If the information relates to Karlsruhe UAC, the allocated indicator 'EDUU' is not to be used in Item Q):

`Q) EDXX/.....`
`A) EDGG EDMM`

3.3.5.5 When a subject aerodrome is situated within the overlying FIR of another State, Item Q) shall contain the code for that overlying FIR (paragraph 3.3.14.2 refers).

Example: `Q) LMMM/ …..`
`A) LICD`

3.3.5.6 In the absence of a clear and positive alternative, the insertion of location indicators such as LIXX in Item Q) (paragraph 3.3.5.3 refers) enables identification of the Publishing NOF.

3.3.6 Qualifier 'NOTAM CODE'

3.3.6.1 This Item shall contain the ICAO Doc 8126 (Ref. [2]) rationalised versions of NOTAM Codes published in ICAO Doc 8400.

3.3.6.2 The NOTAM Selection Criteria (NSC) set out in ICAO Doc 8126 provide a subject-related association of NOTAM Codes with the qualifiers 'Traffic', 'Purpose' and 'Scope'.

3.3.6.3 If ICAO introduces new NOTAM Code subjects in Doc 8400 before amending Doc 8126 , the allocation of the qualifiers 'Traffic', 'Purpose' and 'Scope' shall be based on operational experience and related to similar subjects contained in the existing Doc 8126 NSC.

3.3.6.4 Publishing NOF shall ensure that the NOTAM Code selected from the NSC describes the operationally significant information to be promulgated.

Example: If required text is 'parking area closed due to work in progress' use QMKLC (parking area closed) instead of QMKHW (parking area work in progress):

`Q) EGKA/QMKLC/IV/BO/A/.....`

instead of:

Q) EGKA/QMKHW/IV/M/A/.....

Note: by selecting the operationally significant code for the event, the PURPOSE has changed.

3.3.6.5 While selecting the most precise code enables quick information identification, in some cases a more general approach provides the end user with sufficient relevant information in a single NOTAM with no negative impact on briefing. For example, if a displaced threshold results in a change in declared distances, it may be more appropriate to use the code QMDCH (rather than QMTCM) and include in Item E) the information on the displaced threshold and declared distances.

If a VOR/DME outage affects published instrument procedure(s) (e.g. STAR/SID), issuing this information together as one NOTAM is not the best approach, as different NOTAM codes and qualifiers apply. Multiple NOTAM should be published for the navigation aid outage and the affected flight procedures, which allow for tailored briefings of the required information.

3.3.6.6 If the NSC tables do not contain an appropriate 'Subject/Condition' combination for the information to be promulgated, the letters 'XX' shall be used. However, every effort shall be made to use 'Subjects' and 'Conditions' listed in the NSC before deciding to use 'XX' as detailed in the following paragraphs.

3.3.6.7 If the Subject is not directly contained in the NSC, an overall term (such as 'FA' or 'AF') or a code which best fits the situation shall be chosen whenever possible instead of 'XX'.
Examples:

- QFALT (AD limited) may be used if handling service is not available.
- QFALT (AD limited) may not be used for firefighting service. Instead use QFFAU.
- QFAXX may be used if main airport telephone numbers are unserviceable.
- QLAAS (approach light system) may not be used for alignment indicator lights. Instead use QLJAS.
- QLAAS (approach light system) may be used for circling lights (no more precise code available)

3.3.6.8 If a specific Subject code as well as an overall term is available, the specific Subject code shall be used.

3.3.6.9 If an available Subject code is not literally the same as the event to be published but coincides well, the coinciding code shall be used (if there isn't a more suitable code). However, attention should be paid to the fact that even if the code's *signification* fits well with the event, the code

may be very specific and refer to a different aspect than the intended event. In such cases, a different code should be chosen.

Examples:

- `QFWAS (wind direction indicator U/S) shall not be used for anemometer. The general MET code QFM shall be used instead.`
- `QFTAS (transmissometer U/S) shall be used for other RVR measurement devices/instrument RVR.`
- `QLJAS (runway alignment indicator lights U/S) shall not be used for circling lights, use general code QLAAS (approach lighting system U/S) instead.`

3.3.6.10 Separate NOTAM are issued for individual elements. General rules which dictate multiple NOTAM:

- Different NOTAM series.
- Different timeframes (Items B, C and D).
- Different geographical location.
- Different traffic.
- Different scope.
- Different vertical limits.
- Different reserved/restricted areas (incl. P/R/D-areas).

3.3.6.10.1 Exceptions to the list that dictate multiple NOTAM may be applied to events which involve different elements (e.g. sub-sectors belonging to the same TMA, activation of reserved/restricted areas with an associated FPL buffer zone, opening/closure of multiple routes), if the same subject/condition and timeframes apply (e.g. same restriction, same activation event). In such cases, a combined NOTAM may be regarded as more appropriate. In case of the event of non-availabilities of several instrument flight procedures caused by the same event or if the same change applies to all procedures, exceptions from the rule to issue separate NOTAM for each procedure may be applied. [Note exceptions also apply to Trigger NOTAM - paragraphs 3.7.2.10 - 3.7.2.14 refer.]

3.3.6.11 More than one occurrence of one subject may exist and can be combined in one NOTAM, if there is a link:

- Several elements of the same TWY.
- Several TWY closures/limitations serving the same RWY.
- TWY closures/limitations caused by the same reason.
- Limitations on the same apron.
- Limitations on the same RWY.

3.3.6.11.1 Facilities consisting of several elements are issued in one NOTAM if all elements are unserviceable, and the general Subject code is used, e.g. ‘IC’ or ‘NM’. For outages of one or more sub-element, separate NOTAM are issued. Subject code is the one of the sub-element, where such a code is available.

Examples:

- `VOR/DME is unserviceable: one NOTAM, code QNMAS.`

- DME of a VOR/DME is unserviceable: one NOTAM, code QNDAS.
- ILS is unserviceable (all sub-parts): one NOTAM, code QICAS.
- ILS GP is unserviceable, but LOC is operating: one NOTAM, code QIGAS.
- ILS GP and ILS LOC are unserviceable, but ILS DME is operational: one NOTAM, code QICAS.

3.3.6.12 If the Condition is not listed: use 'XX' as the 4th and 5th letters of the NOTAM code with the exception of Trigger NOTAM where 'TT' is always used (ref. 3.7.2.8).
Association with 'Traffic', 'Purpose' and 'Scope' is fixed by the NOTAM subject 2nd and 3rd letter combination taking into account the requirements mentioned in paragraph 3.3.7.3 and 3.3.9.4.

3.3.6.12.1 In situations where more than one Condition seems appropriate, e.g. 'LT'('limited') or 'LC' ('closed'): use the condition which best qualifies the status of the subject:
If the main purpose of a subject is affected, use 'LC' (or 'AU' or 'AS') rather than 'LT'. If the subject is limited only for certain types of users, use 'LT' rather than 'LC' (or 'AU' or 'AS').
For additional usage limitations (apart from those already published in the AIP), use condition 'LT' or a specific condition if available.
Item E) reads: '<*subject*> CLSD TO … (or: not available/unserviceable to)'.
For closures involving a complete replacement of the usage limitations published in the AIP, use 'LC' ('AU' or 'AS'). Item E) reads: '<*subject*> CLSD (or: not available/unserviceable)' or '<*subject*> CLSD (not available/unserviceable) EXC …'

Examples:

- 'TWY A CLSD', use QMXLC.
- 'TWY A CLSD BETWEEN TWY A1 AND TWY A3', use QMXLC.
- 'TWY A CLSD TO ACFT WITH MAX WINGSPAN ABOVE 25M', use QMXLT.
- 'AD CLSD TO VFR FLT', use QFALV.
- 'AD CLSD TO CIVIL ACFT', use QFALT.

Insert 'LC' for closure with exceptions related to special handling by ATS (status such as HUM, STATE). If PPR is the only exception, use 'AP'.

- 'RWY 10/28 CLSD EXC PPR 1HR', use QMRAP.
- 'RWY 10/28 AVBL PPR 1HR FOR CIV ACFT', use QMRAP for an additional PPR requirement for a specific user only.

- 'AD CLSD EXC HOSP AND STATE ACFT', use QFALC.

3.3.6.13 If, exceptionally, the Subject is not listed, use 'XX' as the 2nd and 3rd letters of the NOTAM Code and use 'XX' also for the Condition. Free association of the qualifiers 'Traffic', 'Purpose' and 'Scope' is possible. The qualifiers shall reflect the content of the NOTAM.

Example 1:

```
Q) EKDK/QXXXX/IV/M/E/000/999/5533N00940E999
E) ACCORDING TO RESOLUTION 781 UNITED NATIONS HAS
DECIDED TO ESTABLISH A BAN ON MIL FLIGHTS IN …..
```

Example 2:

```
Q) CZXX/QXXXX/IV/NBO/E/000/999/6957N12225W999
A) CZVR CZEG B) 1401061304 C) 1401162329EST
E) EMERG SECURITY CTL OF AIR TFC (ESCAT) PHASE ONE HAS BEEN
INVOKED BY THE CHIEF OF DEFENSE STAFF.
ESCAT PHASE ONE REQUIRES THAT ALL FLT WITHIN ESCAT ZONE 1,
2A AND 2D FILE AN IFR OR DEFENCE VFR (DVFR)
FLT PLAN. (REF ...)
```

3.3.7 Qualifier 'TRAFFIC'

3.3.7.1 This qualifier relates the NOTAM to a type of traffic and thus allows retrieval according to the user requirements:

I = IFR Traffic
V = VFR Traffic
IV = IFR and VFR Traffic
K = NOTAM is a checklist, see paragraph 3.5.

3.3.7.2 The appropriate type of traffic should be taken from the NOTAM Selection Criteria (NSC).

3.3.7.3 However, the NSC contains certain subjects (2nd and 3rd letters) where the NOTAM subject/text may demand a different choice of 'Traffic' qualifier (I, V or IV). In these cases, the correct 'Traffic' entry shall be determined by the Publishing NOF.

Example: NOTAM Code for 'VFR REPORTING POINT ID CHANGED' is 'QAPCI'

The given NSC 'Traffic' Qualifier for 'QAPCI' is 'IV'

But as the Reporting Point is for VFR use only;

Entry in Item Q) shall be: 'Q) LFFF/QAPCI/**V**/BO/E/000/200....'

3.3.8 Qualifier 'PURPOSE'

3.3.8.1 This qualifier relates a NOTAM to certain purposes (intentions) and thus allows retrieval according to the user's requirements.

3.3.8.2 The appropriate 'Purpose' qualifier(s) should be taken from the NSC.Consider the impact on the purpose when selecting the NOTAM code. The following entries and combinations are allowed: K, M, B, BO and NBO, where the order in the list reflects the grading in terms of

operational significance from the lowest to the highest. Refrain from up- or downgrading the ICAO classification in NOTAM publication. For a NOTAM Checklist, only K shall be used.

3.3.8.3 'PURPOSE' meanings:

N = NOTAM selected for the immediate attention of flight crew members.

Due to their importance, these NOTAM require the immediate attention of flight crew members. Flight crew members may request specific delivery of such NOTAM or their inclusion in specific Pre-flight Information Bulletins.

A specific Pre-flight Information Bulletin contains only NOTAM related to subjects of extreme importance (qualified NBO).

B = NOTAM of operational significance selected for PIB entry.

The NOTAM will appear in a Pre-flight Information Bulletin containing all NOTAM relevant to a general Pre-flight Information Bulletin query.
NOTAM qualified B, BO, or NBO will appear in the Pre-flight Information Bulletin.

O = NOTAM concerning flight operations.

The NOTAM will appear in a PIB containing all relevant NOTAM.
NOTAM with qualifiers BO or NBO will appear in the PIB.

M = Miscellaneous NOTAM, not the subject of a briefing but available on request.

The NOTAM is for a 'miscellaneous' purpose and will not appear in a Pre-flight Information Bulletin, unless specifically requested.
Note: In Europe, a default briefing is recommended to include NOTAM with purposes B, BO, NBO and M (ref: paragraph 7.5.2.1).

K = The NOTAM is a checklist.

3.3.9 Qualifier 'SCOPE'

3.3.9.1 This qualifier relates the NOTAM subject (2nd and 3rd letters) to a specific scope. This qualifier is used to determine under which category a NOTAM is presented in a Pre-flight Information Bulletin, i.e. under 'Aerodrome','Enroute' or 'Navigation Warning'.

3.3.9 2 The ICAO NOTAM Selection Criteria provide some guidance for selecting the scope but do not provide guidance if combinations such as 'AE' are intended as either/or, or as both. General rules are provided in OPADD on the application of scopes 'A', 'E' and 'W' in 3.3.9.3 and more details for scopes 'AE' and 'AW' are provided in 3.3.9.5.

3.3.9.3 The following entries are permissible:

A = Aerodrome

Relates the NOTAM to the scope of 'Aerodromes'. Entry of an aerodrome (e.g. EGLL) in Item A) is compulsory.

E = Enroute

Relates the NOTAM to the scope of 'Enroute information'. Entry of one or more FIR in Item A) is compulsory.

W = Warning

Relates the NOTAM to the scope of 'Navigation Warnings' ('Airspace Restrictions' (QR…) and 'Warnings' (QW…)). A Navigation Warning affects airspace and is normally ENR information in AIP. Entry of one or more FIR in Item A) is compulsory.

AE = Aerodrome/Enroute

Relates the NOTAM to both scopes 'A' and 'E'.

Scope 'AE' is used whenever a NOTAM (e.g. certain Navigation Aids, CTR) affects both aerodrome and Enroute operations. For selection of scope, see 3.3.9.6.

Item A) shall contain the location indicator of the Aerodrome (e.g.`EHAM).

Example:

```
Q) EHAA/QNMAS/IV/BO/AE/000/999/5216N00442E025
A) EHAM B) 1404170500 C) 1404170700
E) VOR/DME AMS 113.95MHZ/CH96Y U/S
```

In this example, Item Q) shall contain geographical co-ordinates and a radius centred on the Navigation Aid.

When such a Navigation Aid is serving two or more aerodromes, only one NOTAM shall be published with scope 'AE'. NOTAM for the other aerodromes concerned shall be published with scope 'A' only to prevent duplication in the Enroute part of the PIB. All scope 'A'NOTAM shall contain ARP as the geographical reference.

In the rare event that a Navigation Aid coverage affects more than one FIR, all affected aerodromes are issued with scope 'A' and with ARP as the geographical reference. A separate NOTAM is issued with scope 'E' only, Item A) to contain all affected FIR.

Note: The lower and upper limit shall always be provided for the area and service concerned, in accordance with OPADD 3.3.10.2.

AW = Aerodrome/Warning

Relates the NOTAM to both scopes 'A' and 'W'.

Although scope 'AW' is not explicitly listed in the ICAO NSC tables, it shall be used whenever a single NOTAM is used for both aerodrome and Enroute traffic affected by a Navigation Warning taking place on or in the near vicinity of an aerodrome.
Item A) shall contain the aerodrome location indicator, and Item Q) shall contain the geographical co-ordinates of the location where the activity is taking place, followed by the radius.
Example:

```
Q) LOVV/QWPLW/IV/M/AW/000/160/4720N01113E010
A) LOWI B) 1410201400 C) 1410202200
E) MIL PJE WILL TAKE PLACE WITHIN:
10NM RADIUS CENTRED ON 471940N 0111300E (SEEFELD).
F) GND G) FL160)
```

Note that co-ordinates for LOWI AD are 471539N 0112040E, but the actual co-ordinates of the site where the activity is taking place are entered in Item Q).

In the rare event that a Navigation Warning affects two or more aerodromes, only one NOTAM shall be published with scope 'AW' in order to prevent duplicated information in the Navigation Warnings section of the Enroute part of the PIB. NOTAM for other aerodromes concerned shall be published with scope 'A' only, ARP as the geographical reference and NOTAM Code QFALT (aerodrome limited) and without Item F) and G). If required, the vertical limits are inserted in Item E).

When the area concerned affects one or several AD and more than one FIR, one NOTAM is issued with scope 'W', Item A) to contain all affected FIR. For every affected AD, a separate NOTAM with scope 'A' only is issued in order to provide correct information in all PIB sections for all concerned FIR and AD and to avoid duplications. All scope 'A' NOTAM to contain ARP as the geographical reference and NOTAM Code QFALT (aerodrome limited) without Item F) and G). If required, the vertical limits are inserted in Item E).

K = Checklist
Relates the NOTAM to a checklist, which will not appear in a Pre-flight Information Bulletin. Entry in Item A) of the FIR(s) valid for the Publishing NOF is compulsory (ref paragraph 3.5).

3.3.9.4 The appropriate entries should be taken from the NOTAM Selection Criteria.

3.3.9.5 However, the NSC contains certain subjects (2nd and 3rd letters) where the 'Scope' (A, E, W, AE or AW) depends on the NOTAM text. In such cases, the correct 'Scope' entry shall be determined by the Publishing NOF according to NOTAM text.

Examples: 'QOB . .' = Obstacle = 'AE' in NSC but could also be 'A' or 'E' only.
'QWA . .' = Air Display = 'W' in NSC but could also be 'AW'.
'QNV . .' = VOR = 'AE' in NSC but could also be 'E'.

'QOA . .' = AIS = 'A' in NSC but could also be 'AE' (e.g. if AIS is also responsible for other aerodromes in the FIR) or 'E' if the NOTAM refers to national NOF or information provision.

'QST . .' = TWR = 'A' in NSC but could also be 'AE' (e.g. if TWR also serves Enroute traffic).

3.3.9.6 Scope entries shall always be considered in relation to the subject, and therefore the use of 'A' or 'E' instead of 'AE' (which may be a default scope given in the NSC) is allowed.

Below are examples of Q-codes which have a default scope 'AE'; however if the subject is clearly only related to departing and/or arriving traffic, the selected scope shall be 'A' (aerodrome); if the subject relates only to overflying traffic, the selected scope shall be 'E':

QAT..(TMA), QAC.. (CTR), QCA.. (A/G FAC), QCC.. (computer-pilot data link communication), QSP.. (APP), QOB.. (OBST), QOL..(OBST Lights).

For selecting the Scope for the subjects *obstacle* and/or *obstacle lights*, Item E) can provide indications if the events are only aerodrome related,e.g. through the geographical location or reference to OCA penetrations or similar.

3.3.9.7 If the letters 'XX' are used as 2nd and 3rd letters of the NOTAM Code, the appropriate Scope must be derived from the text of the NOTAM. If the letters 'XX' are inserted as 4th and 5th letters of the NOTAM Code, the appropriate 'Scope' must be derived from the NOTAM-subject (2nd and 3rd letters of the NOTAM Code) according to the NSC.

3.3.9.8 Recapitulation of 'Scope' qualification possibilities and respective Item A) contents:

Qualifier 'SCOPE'	**Item A) contents**
A	Aerodrome
AE	Aerodrome
E	FIR(s)
W	FIR(s)
AW	Aerodrome
K	FIR(s)

3.3.10 Qualifiers 'LOWER/UPPER'

3.3.10.1 These qualifiers relate a NOTAM to a vertical section of airspace by reference to specific lower/upper limits. This allows lower/upper limits to be specified in requests for pre-flight information and, by doing so, any NOTAM not relating to all or part of the requested vertical section may be excluded from the retrieved Pre-flight Information Bulletin obtained.

3.3.10.2 Lower and Upper limits are linked to the Scope. Whenever the scope classifies a NOTAM as airspace information (Enroute or Warning) or a combination of aerodrome and airspace information (Enroute or Warning), Lower and Upper limits shall be designated by the

corresponding vertical values of the defined airspace. Whenever the scope classifies a NOTAM as aerodrome information only, the default values 000/999 shall be inserted.

3.3.10.3 The limits specified in these qualifiers are given as 'flight levels' only.

Example: 'Q) …/090/330/…' = from 'Lower' FL090 up to 'Upper' FL330

3.3.10.4 The 'Lower' limit shall be inferior or equal to the 'Upper' limit.

3.3.10.5 Whenever the NOTAM information refers to airspace, Lower and Upper limits shall be designated by the corresponding vertical values of the defined airspace.

3.3.10.6 Whenever NOTAM information refers to obstacles, Lower and Upper limits shall be designated by the corresponding vertical values of the obstacle unless the obstacle is classified as aerodrome information only.

3.3.10.7 In the case of Navigation Warnings (NOTAM Codes 'QW' and 'QR'), the values specified in 'Lower' and 'Upper' shall correspond to the values specified in Items F) and G) (paragraph 3.3.23 refers). The values entered in the qualifier 'Lower' shall be rounded down to the nearest 100ft increment and the values entered in the qualifier 'Upper' shall be rounded up to the nearest 100ft increment.

Examples:
Lower/Upper 1400ft/1900ft 1400/1900 = 014/019
Lower/Upper 1350ft/2000ft 1300/2000 = 013/020
Lower/Upper 1850ft/2020ft 1800/2100 = 018/021

3.3.10.8 The addition of 'buffers' to these qualifiers, either manually or within system software, which increases the airspace to be considered for PIB purposes, shall be avoided.

3.3.10.9 When the values in F) and G) are expressed as 'flight levels' (FL), then the same FL values will be entered respectively as the 'Lower/Upper' values in Item Q).

3.3.10.10 When the values in F) and G) are expressed as an 'altitude' (AMSL), then the corresponding FL values (based on the standard atmosphere) will be entered as the 'Lower/Upper' values in Item Q).

Example: `F) 2000FT AMSL G) 7500FT AMSL`
=> 'Lower/Upper' = '020/075'

3.3.10.11 When the values in F) and G) are expressed as a 'height' (AGL), and when the corresponding altitude can be calculated based on the terrain elevation of the affected area, then the corresponding FL values (based on the standard atmosphere and AMSL values) will be entered as the 'Lower/Upper' values in Item Q).

Example: `F) 2000FT AGL G) 7500FT AGL`
Lowest terrain elevation = 500FT AMSL
Upper terrain elevation = 1000FT AMSL
=> 'Lower/Upper' = '025/085'.

3.3.10.12 When the values in F) and G) are expressed as a 'height' (AGL), and no corresponding flight levels can be defined (i.e. the terrain elevation of the affected area is unknown to the Publishing NOF despite all possible attempts to obtain the data), the highest terrain elevation of the State, or the FIR, or the region concerned shall be added to the value in Item G) for

calculating the qualifier 'Upper' in Item Q) and the default value '000' shall be entered in the qualifier 'Lower' in Item Q).

Example: F) 2000FT AGL G) 7500FT AGL

Highest terrain elevation = 9000FT

= 'Lower/Upper': 000/165.

3.3.10.13 In the case of Airspace Organisation (NOTAM related to structure of ATS Routes, TMA, CTR, ATZ etc.), the specified 'Lower/Upper' values shall correspond to the vertical limits of the affected airspace concerned. This also includes information about ATS units (e.g. APP) providing a service and their systems (e.g. TAR), provided there is an impact. For ATS units and their systems, the corresponding limits of the referring airspace are inserted. The use of default values 000/999 shall be avoided whenever possible except where NOTAM information is published for an aerodrome only (paragraph 3.3.9 2 refers).

Example:

Q) LFFF/QACCA/IV/NBO/AE/000/**055**/4929N00212E027
A) LFOB B) 1402010630 C) 1403262130
E) CTR BEAUVAIS ACTIVATED.

If the vertical limits of an Airspace organisation are only partly affected, lower and upper limits shall be limited to the affected part only.

Example:

Q) LFFF/QATCA/IV/NBO/AE/015/**035**/4929N00212E027
A) LFOB B) 1402010630 C) 1403262130
E) TMA 1, TMA 2 AND TMA 3 BEAUVAIS:
SPEED LIMITATIONS OF 150KT IN FORCE FOR ALL FLIGHTS BELOW **3500FT** AMSL.

3.3.10.14 In the case of changes to vertical limits, lower and upper limits shall cover the extended or not affected part.

Example:

Q) LFFF/QATCH/IV/NBO/AE/**025**/070/4935N00219E015
A) LFOB B) 1405100400 C) PERM
E) TMA 3.2 BEAUVAIS VERTICAL LIMITS CHANGED: LOWER LIMIT RAISED TO 3000FT AMSL, UPPER LIMIT RAISED TO FL070.

Note: published lower/upper limit in AIP for TMA 3.2 is 2500FT AMSL/FL065.

3.3.10.15 In the case of Enroute obstacles (e.g. TV masts) no Items F) and G) are included, but appropriate values shall be used in Item Q), based on local elevation. Use of default value '000/999' shall be avoided.

If several (grouped) obstacles (in close proximity) are published with one NOTAM, the upper limit shall reflect the highest obstacle.

Example:

```
B0120/14 NOTAMN
Q) LSAS/QOBCE/V/M/AE/000/030/4631N00839E001
A) LSPM B) 1402250557 C) 1406300000EST
E) OBSTACLES ERECTED 2.5KM 280DEG GEO ARP AMBRI-PIOTTA:
463103N0083927E ELEVATION 880M / 2914FT AMSL (54.0M / 177.2FT
AGL).
```

3.3.10.16 Most aerodrome-related information, 'Scope' 'A', refers to ground installations for which the insertion of an Upper Limit is not relevant.

Therefore, if specific height indications are not required, these NOTAM shall include the default values '000/999'.

3.3.10.17 Whenever the aerodrome-related information also affects the overlying or surrounding airspace, the Lower/Upper Limits need to be specified; and the 'Scope' qualifier shall read 'AE' or 'AW'.

3.3.11 Qualifier 'GEOGRAPHICAL RE FERENCE' – General rules

3.3.11.1 This qualifier allows the geographical association of a NOTAM to a facility, service or area that corresponds to the aerodrome or FIR(s) given in Item A), and is composed of two elements.

3.3.11.2 The first element contains one set of co-ordinates comprising 11 characters rounded up or down to the nearest minute; i.e. Latitude (N/S) in 5 characters; Longitude (E/W) in 6 characters.

3.3.11.3 The second element contains a radius of influence comprising three figures rounded up to the next higher whole Nautical Mile encompassing the total area of influence measured from the rounded coordinate: e.g.10.2NM shall be indicated as 011.

Example: `Q) EDWW/QWELW/IV/BO/W/000/310/`**5410N00845E011**.

3.3.12 Qualifier 'GEOGRAPHICAL REFERENCE' – Co-ordinates

3.3.12.1 For NOTAM with 'Scope' 'A' the Aerodrome Reference Point (ARP) coordinates shall be inserted.

3.3.12.2 For NOTAM with 'Scope' 'AE' or 'AW' the appropriate co-ordinates shall be inserted. These coordinates may be different from the ARP.

E.g. a VOR situated at an aerodrome will not necessarily have the same coordinates as the ARP. The same applies for a Navigation Warning that affects the aerodrome traffic, at or in the close vicinity of an aerodrome, and whose coordinates may also be different from the ARP.

3.3.12.3 For NOTAM with 'Scope' 'E' or 'W' referring to a given/known point (Navigation Aid, Reporting point, City, etc.) these co-ordinates shall be inserted.

3.3.12.4 If a NOTAM with 'Scope' 'E' or 'W' refers to an area (FIR, Country, Danger Area etc.), the coordinates represent the approximate centre of a circle whose radius encompasses the whole area of influence.

3.3.12.5 For NOTAM with 'Scope' 'E' or 'W' containing information that cannot be allocated a specific geographical position, the coordinates represent the approximate centre of a circle whose radius encompasses the whole area of influence (this may be the centre of an FIR or multiple FIR, e.g. for an entire State).

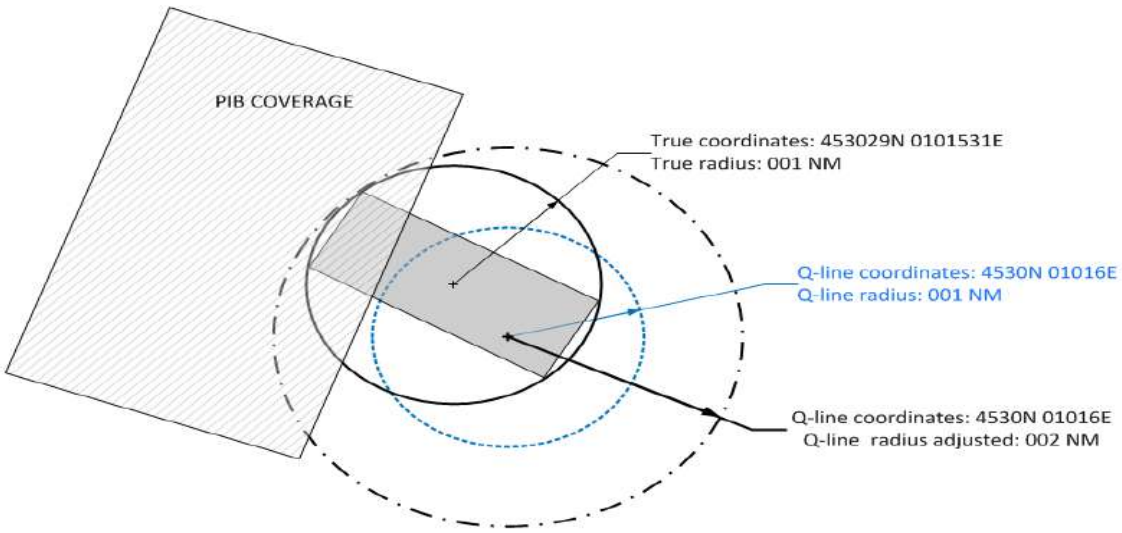
3.3.13 Qualifier 'GEOGRAPHICAL REFERENCE' – Radius

3.3.13.1 For NOTAM with 'Scope' 'A', the default value 005 shall be inserted.

3.3.13.2 For NOTAM with 'Scope' 'E', 'W', 'AE', 'AW', the radius shall be used in such a way that it encompasses the total area of influence of the NOTAM. The radius entered shall be as precise as possible. Use of an excessive radius indication (e.g. by entering the default '999') causes unnecessary PIB coverage and shall be avoided.

3.3.13.3 When rounding up or down coordinates for inclusion in appropriate format in the Q-line, the centre of the radius is moved, which may cause the PIB not to cover the complete area of influence of the NOTAM. In this case, the Q-line radius must be increased.

In the example below, the NOTAM area is represented by the smaller and darker rectangle. The true coordinates are rounded to fit the Q-line format, whereas the centre point of the radius has shifted (smaller dotted circle). If the radius of the Q-line remained 1NM, the PIB would not contain the NOTAM. Therefore, the radius is adjusted to 2NM.



Note: In the case of an adjusted radius in the qualifier to allow inclusion of the NOTAM in the PIB, the radius provided as information in Item E) may differ slightly.

3.3.13.4 For simplification in system calculations of an adjusted radius, it is recommended to add 0.71NM to the calculated radius (0.71NM being the maximum possible displacement vector (the Equator). A more precise algorithm/method may also be applied provided it ensures that the whole area of influence is completely covered.

3.3.13.5 Whenever a NOTAM concerns an entire FIR or several FIR, then '999' shall be entered as the radius.

Example:

```
Q) EDXX/QXXXX/IV/BO/E/000/999/5120N01030E999
A) EDWW EDGG EDMM B) 1401010000 C) PERM
E) FLIGHTS TO/FROM THE CONTRACTING STATES OF THE SCHENGEN
REGIME MAY BE CONDUCTED TO/FROM ANY AERODROME WITHIN THE
FEDERAL REPUBLIC OF GERMANY. THE OBLIGATION TO USE A
DESIGNATED CUSTOMS AERODROME IS WITHDRAWN.
```

3.3.13.6 For certain specific NOTAM subjects, the radius should be standardized for the sake of uniformity and simplicity. A list of default radius per NOTAM Code is given in the following table.

NOTAM Code	**Plain language**	**Radius (NM)**
Q - - - -	All Aerodrome-related NOTAM with 'Scope A' only. Note: this default value applies also for the following listed specific subjects in the table, when issued as Aerodrome-related with 'Scope A' only. The default value shall also be used for 'Scope' 'AE'/'AW', but only if a precise value cannot be defined.	005 005 if no precise value can be found
QN - - -	All Navigation Aids (VOR/DME, NDB ...)	025
QOB - -	OBST for a single structure, chimney, mast, etc. OBST for multiple structures, e.g. windmill parks,line of obstacles (cables) the actual radius of the whole structure shall be used.	001 001-025
QOL - -	OBST LIGHT for a single structure, chimney, mast, etc. For multiple structures, e.g. windmill parks, the actual radius of the whole structure shall be used.	001 001-025
QPH - -	Holding Procedure	025
QPX - -	Minimum Holding Altitude	025

QAP - -	Reporting Point	001
QAX - -	Significant Point	001
QWC - -	Captive Balloon	001

Note: Due to the dense network of ground-based navigation aids in Europe, these default values should be used by the publishing NOF in order not to overload Pre-flight Information Bulletins with superfluous information.

Note: Full coverage of Navigation Aids might be inserted instead of 025, in the event of low density of Navigation Aids coverage.

3.3.14 Item A) – Single Location (FIR or AD)

3.3.14.1 In the case of a single FIR, the Item A) entry must be identical to the 'FIR' qualifier entered in Item Q).

3.3.14.2 When an aerodrome indicator is given in Item A), it must be an aerodrome/heliport situated in the FIR entered in Item Q). This shall apply even when the aerodrome/heliport is situated within an overlying FIR of another State, e.g. NOTAM for EGJJ shall have LFRR in Item Q).

3.3.14.3 If no 4–letter ICAO location indicator for an aerodrome/heliport exists, Item A) shall contain either the two ICAO nationality letters + XX (EDXX) or the single ICAO nationality letter + XXX (KXXX); with the full name of the aerodrome/heliport as the first element in Item E).

3.3.14.4 States shall take steps to ensure that: - All aerodromes which may be the subject of NOTAM have an ICAO location indicator.
The same location indicator is not used for an aerodrome and an FIR.

All NOTAM published with XX in Item A) shall be cancelled (NOTAMC) and published as NOTAMN as soon as possible after the new location indicator has been published and has reached its effective date.

Examples: `A) EBBU` (ICAO location indicator for a single FIR)
`A) LFPO` (ICAO location indicator for an Aerodrome)
`A) EDXX`
`E) SACHSENRING-HOHENSTEIN-ERNSTTAL`
<text to be continued in new line>

3.3.15 Item A) – Multi-Location (FIR or AD)

3.3.15.1 If more than one AD is affected, separate NOTAM shall be issued.

3.3.15.2 If more than one FIR is concerned:

a) All FIR location indicators affected by the information shall be entered in Item A), each separated by a space.
b) The number of FIR in Item A) is restricted to 7 by the current ICAO NOTAM format.
c) In the case of multiple FIR in Item A), the FIR qualifier of the Item Q) contains the ICAO nationality letter(s) + XX (or XXX). In the event of more than one FIR belonging to several countries, the ICAO nationality letter of the Publishing NOF (followed by XX or XXX) must be entered as the 'FIR' qualifier in Item Q). In both cases, Item A) contains all FIR.

The first FIR in item A) shall always be a FIR of the publishing State.

Example 1: Multiple FIRs in one country:

```
Item Q) LFXX
Item A) LFFF LFBB LFRR
```

Example 2: Multiple FIRs in different countries:

```
Item Q) EDXX (if the NOTAM is originated by the German NOF)
Item A) EDGG EBBU LFFF
```

3.3.15.3 If referring to a navigation aid serving more than one AD or to a navigation warning affecting several AD, issue separate NOTAM for each AD.

3.3.16 Item B) – Start of Activity

3.3.16.1 A ten-digit date-time group giving the year, month, day, hour and minutes at which the NOTAM comes into force.
Example: `B) 1407011200` (1 July 2014, 12:00 UTC)

3.3.16.2 Insertion of 'WIE' or 'WEF' is not permitted.

3.3.16.3 The start of a UTC day shall be indicated by '0000' (i.e. do not use '0001').

3.3.16.4 A NOTAM is 'valid' from the moment it is published, whereas it only comes 'into force' at the date-time group specified in Item B).

3.3.16.5 The Item B) date-time group shall be equal to or later than the actual date/time of creation of the NOTAM.

3.3.16.6 However, for NOTAMR and NOTAMC, the Item B) time shall correspond to the actual date-time of creation of that NOTAMR or NOTAMC. No future coming into force is permitted (paragraph 3.4.1.5 refers).
Note: The date-time of creation may precede the date-time of transmission by a few minutes, due to the time required for the full completion and review of the NOTAM data.

3.3.16.7 Refer to paragraph 3.3.18.20 for NOTAM advising changes to previously published operating or activity hours.

3.3.17 Item C) – End of Validity

3.3.17.1 For NOTAM of a known duration of validity, a ten-digit date-time group giving the year, month, day, hour and minute at which the NOTAM ceases to be in force and becomes invalid. This date and time shall be later than that given in Item B).
Example: `C) 1407022030`

3.3.17.2 The end of a UTC day shall be indicated by '2359' (i.e. do not use '2400').

3.3.17.3 For NOTAM of uncertain duration of validity, the date-time group shall be followed by 'EST' (estimate). There shall be no space between the ten digits and 'EST'.
Example: `C) 1407031230EST`
If dates are used in Item D), 'EST' in Item C) shall not be used.

3.3.17.4 Insertions of 'UFN' or 'APRX DUR' are not permitted.

3.3.17.5 For NOTAM containing information of permanent validity that will be incorporated in the AIP, the abbreviation 'PERM' is used instead of a datetime group.
Example: C) PERM

3.3.17.6 Item C) shall not be included in a NOTAMC.

3.3.17.7 Refer to paragraph 3.3.18.20 for NOTAM advising changes to previously published operating or activity hours.

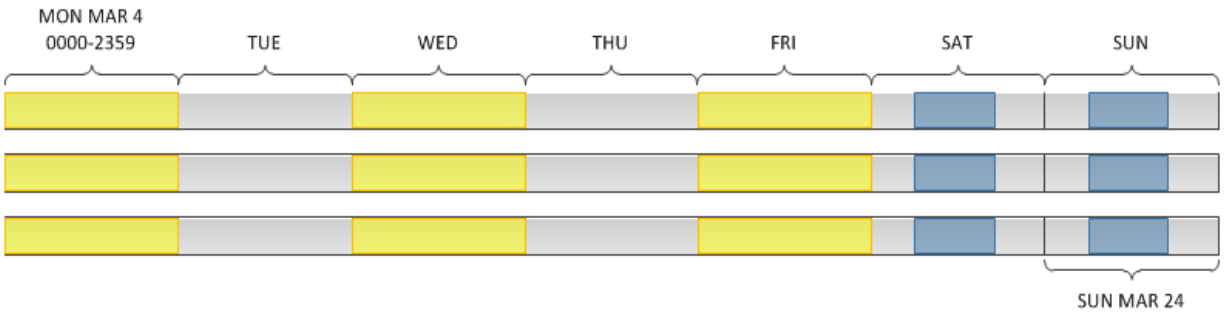
3.3.18 Item D) – Day/Time Schedule – General rules

3.3.18.1 This Item needs to be inserted only when the information contained in a NOTAM is relevant for users only at certain periods within the overall 'in force' period, i.e. between the dates and times given in Items B) and C). In these cases, Item D) will detail the actual periods of activation with the exception referred to in paragraph 3.3.18.20.

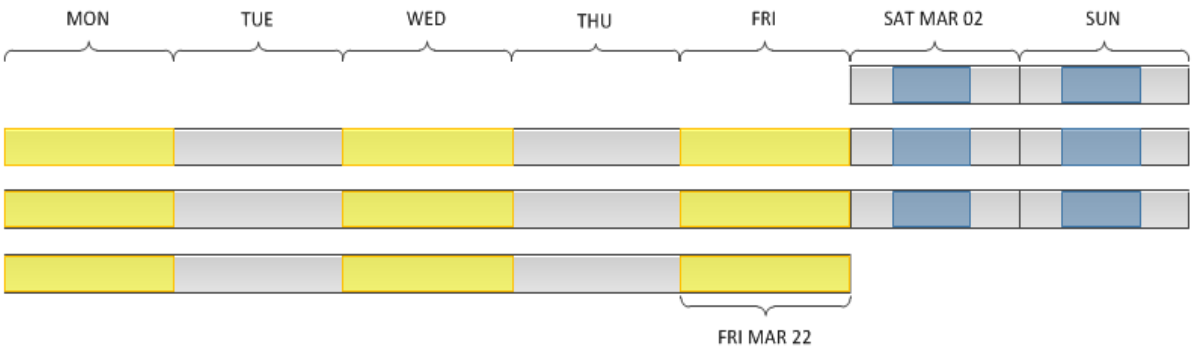
3.3.18.2 The start of the first activity in Item D) shall always correspond to the Item B) date and time. This period shall always appear as the first entry in Item D) – see paragraph 3.3.21 Examples.

3.3.18.3 If the NOTAM is issued during an activity period that is defined by days of the week and that will be repeated, then the first day given in Item D) may not equate literally to the date in Item B).
In the illustration below, Item D) is the same, but Item B) and C) differ:

```
B) 1303040000 C) 1303241700
D) MON WED FRI H24, SAT SUN 0600-1700
```



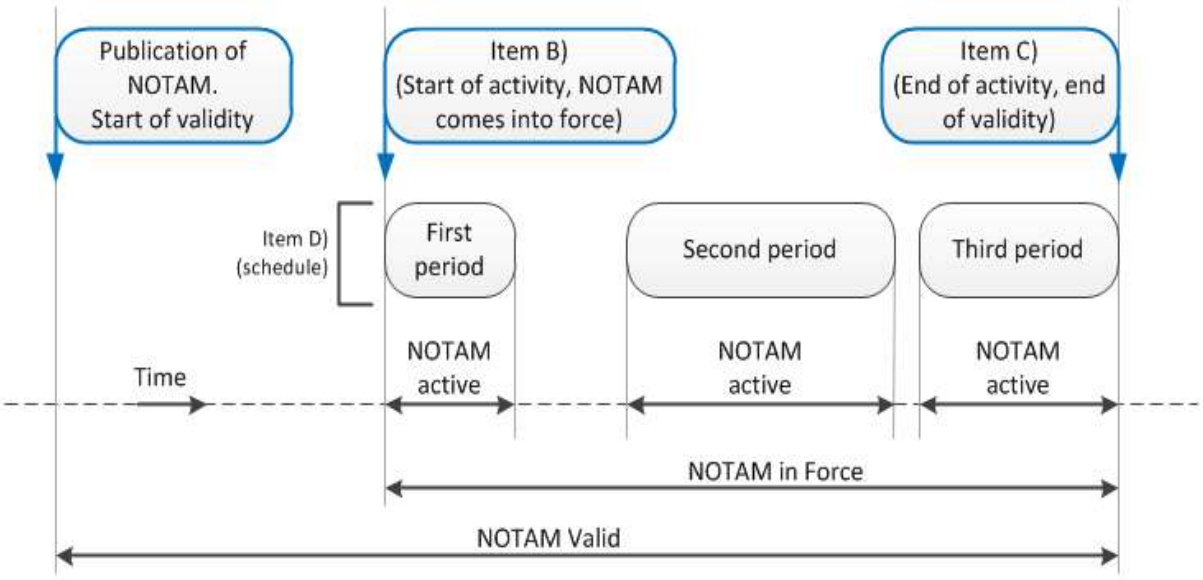

```
B) 1303020600 C) 1303222359
D) MON WED FRI H24, SAT SUN 0600-1700
```



3.3.18.4 The end of the latest activity period notified in Item D) shall always correspond to the end of the validity of the NOTAM given in Item C). Note that this period may not always be listed as the final entry in Item D) – see paragraph 3.3.21 Examples.

3.3.18.5 Syntaxes or rules referring to a date also apply to days of the week.

3.3.18.6 The following diagram illustrates the relationship between the time-related expressions used in the OPADD:



3.3.18.7 Automated processing (and to a certain extent manual processing) thus allows exclusion of a NOTAM from PIB whenever it is inactive between the dates and times given in Items B) and C).

3.3.18.8 Item D) shall be structured according to the following rules. These provide clear and unambiguous standard expressions allowing automated processing for Pre-flight Information Bulletin production, while maintaining a good and clear readability in manual environments.

3.3.18.9 A time indication shall be inserted for each period of activity. When the activity covers a full day, H24 shall be inserted after the date(s).

3.3.18.10 A date shall appear only once (refer to paragraph 3.3.21.1 Example 14).

3.3.18.11 When the activity covers more than 24 hours, the following syntax is recommended:
(start date) (start time)-(end date) (end time)

3.3.18.12 When the activity covers less than 24 hours on particular days, the following syntax is recommended: (date) (start time)-(end time)

3.3.18.13 When the activity is a succession of identical periods of less than 24 hours on consecutive days, the following syntax is recommended:
(start date)-(end date) (start time)-(end time)

3.3.18.14 When entering a succession of activities that span midnight UTC, the following syntaxes are recommended:

a) (start date) (start time)–2359 (end date) 0000-(end time)
b) (start date) (start time)-(end time)

Note that the end date in b) above is omitted from Item D) but that it will appear in Item C). Dates are always in relation to the starting times of the period(s).

3.3.18.15 When the activity spans midnight UTC on successive days, the following syntaxes are recommended:

a) (start date first period) (start time)–2359, (start date next period(s))-(end date next period(s) 0000-(end time) (start time)-2359, (start date last period) 0000-(end time)
b) (start date)-(start date of last period) (start time)-(end time)

Note that the period end dates in b) above are omitted from Item D) but that the last one will appear in Item C).

3.3.18.16 Item D) shall contain either days of the week (MON, TUE,...) or dates (01 02 03...). When days are used, dates may follow the expression 'EXC'.
Example: D) MON-FRI 0600-1700 EXC DEC 05

3.3.18.17 If all periods of activity start in the same month, it is not necessary to include the name of the month in Item D).

3.3.18.18 Item D) shall not exceed 200 characters. If it exceeds 200 characters, additional NOTAM shall be issued.

3.3.18.19 The maximum time period between two consecutive activity periods shall not exceed 7 days. If the time gap between consecutive activity periods is 8 days or more, additional NOTAM shall be issued.

3.3.18.20 When a NOTAM is issued to notify a change to previously published operating or activity hours, the time range indicated by Items B) and C) shall, if necessary, combine the new and previous periods to encompass the widest time period. The new schedule shall be presented in Item E) and not in Item D).

Example 1: Operating hours of ATC are changed from **1000**-**2000** to 1200-1900:

B) YYMMDD**1000**
C) YYMMDD**2000**
E) OPERATION HOURS OF ATC CHANGED TO 1200-1900

Example 2: Operating hours of ATC are changed from **1000**-1800 to 1200-**1900**:

B) YYMMDD**1000**
C) YYMMDD**1900**
E) OPERATION HOURS OF ATC CHANGED TO 1200-1900

Example 3: Operating hours of ATC are changed from 1000-1800 to **0800-1900**:

B) YYMMDD**0800**

C) YYMMDD**1900**

E) OPERATION HOURS OF ATC CHANGED TO 0800-1900

3.3.19 Item D) – Day/Time Schedule– Abbreviations and symbols used

3.3.19.1 Abbreviations and punctuation when used in Item D) shall be applied as described in the following paragraphs.

3.3.19.2 Abbreviations for Dates and Times:

Year: The year shall not be inserted in Item D), as it is stated in Items B) and C).

When the planned time schedule goes from one year into another, the displayed data shall remain in chronological order; i.e. December of this year shall precede January of next year.

Months: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Dates: 01 02 03.... 29 30 31

Days: MON TUE WED THU FRI SAT SUN

Times: Written as 4 digits (e.g.: 1030)

3.3.19.3 Abbreviations for Time Periods and associated text:

'EXC' for designating a full day or a series of full days when the NOTAM is NOT active.

Note: Full day exceptions are not allowed for timeframes spanning midnight. Using 'recurrent' exceptions such as 'except every Monday' or 'except Saturdays and Sundays' shall be avoided.

'DAILY' is optional, but recommended for activities applied every day from Item B) to Item C) inclusive. The expression 'nightly' shall not be used.

'EVERY' for a schedule on fixed days.

'H24' for the period 0000-2359 on the day/dates concerned. Not to be used as a single entry.

'SR' and/or 'SS' if appropriate to indicate Sunrise or Sunset.

3.3.19.4 Punctuation:

' , ' (comma) for separation of the schedule elements:

- groups of dates or days to which the same time periods apply.
- groups of time periods that all apply to the preceding and qualifying dates or days.(refer to paragraph 3.3.19.5 for the recommended syntax and paragraph 3.3.21.1 for clarification).

The use of the comma for enumeration is not allowed.

' - ' (hyphen) means 'TO' or 'FROM-TO'

Note: *' / '* (oblique) shall not be used in Item D).

3.3.19.5 The use of the commas in Item D) is recommended as it helps both human and system readability. If used, a comma shall be placed, always and only, after a time schedule and only if the latter is immediately followed by a date.

The following syntaxes are recommended. They are followed by examples (where dates could be presented as days of the week, two examples are given):

a) Separation of groups of dates to which the same time periods apply:

(start date) (start time) - (end date) (end time)**,** (start date) (start time) - (end date) (end time)

Example: `D) 04 1000-06 1200, 08 1200-10 0700`

(date) (date) (date) (start time)-(end time)**,** (date) (date) (date) (start time)-(end time)

Example: `D) 12 14 15 0900-1300, 17 18 21 0800-2000`

Example: `D) MON WED THU 0900-1300, TUE FRI SAT 0900-2000`

(start date)-(end date) (start time)-(end time)**,** (start date)-(end date) (start time)-(end time)

Example: `D) 13-18 0700-1000, 21-28 0800-1000`

b) Separation of groups of time periods that all apply to the preceding and qualifying dates:

(date) (start time)-(end time) (start time)-(end time)**,** (date) (start time)-(end time) (start time)-(end time)

Example: `D) 11 1000-1130 1230-1800, 14 0700-0800 1030-1145`

Example: `D) MON 0900-1300 1400-1430, TUE 0900-1000 1245-1400`

(start date)-(end date) (start time)-(end time) (start time)-(end time)**,** (date) (start time)-(end time) (start time)-(end time)

Example: `D) 23-26 1000-1130 1230-1800, 27 0730-0800 1200-1300`

Example: `D) MON-FRI 0800-1100 1230-1300, SAT 1000-1100 1230-1300`

(date) (date) (date) (start time)-(end time) (start time)-(end time)**,** (date) (date) (date) (date) (start time)-(end time) (start time)-(end time)

Example: `D) 04 09 13 0900-1300 1400-1430, 07 10 14 16 0700-0800 1030-1145`

Example: `D) MON TUE FRI 0900-1300 1400-1430, WED THU SAT SUN 1000-1100 1230-1300`

c) Combinations regarding separation of several different time frames within different time periods:

(start date) (start time)-(end date) (end time)**,** (date) (date) (start time)-(end time) (start time)-(end time)**,** (start date)-(end date) (start time)-(end time)

Example: `D) 06 0500-09 2000, 11 14 0930-1100 1600-2300, 21-25 0300-0430`

Example: `D) MON 0800-WED 1100, THU FRI 1000-1130 1230-1800, SAT-SUN 1000-1100`

3.3.20 Item D) – Day/Time Schedule – Special cases

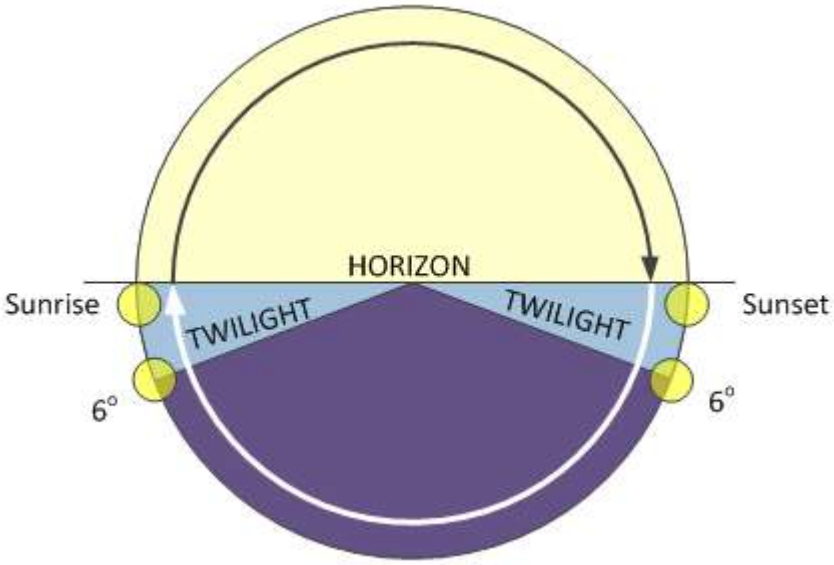
3.3.20.1 Sunrise (SR) and Sunset (SS): If the active time of a NOTAM corresponds to sunrise or sunset, the actual times of sunrise on the first day of validity and of sunset on the last day of validity should be inserted in Items B) and C) respectively.

Example: `B) 1405151920 C) 1405200437 D) SS-SR`

3.3.20.2 Twilight Periods: The keywords for expressing the beginning and end of twilight periods, are 'SR MINUS**mm' and 'SS PLUS**mm' (** mm=number of minutes up to a maximum of 99). There shall be a blank space after 'SR' and 'SS' and the number of minutes shall be inserted immediately after 'MINUS' or 'PLUS'.

Example:

```
B) 1405110413 C) 1405211701 D) SR MINUS30-SS PLUS30
```



3.3.20.3 Processing of SR and SS formats: Due to the daily variation of SR and SS times, it may not be possible to automatically interpret the special formats as actual times for PIB output. If this is the case, the NOTAM will be displayed in the PIB for the whole day concerned.

3.3.20.4 Legal or public holidays: The dates must be stated explicitly due to differences existing between States.

3.3.20.5 Long or complicated schedules: These should not be given in a structured Item D). Such schedules should be 'split' and separate NOTAM should be issued.

3.3.21 Item D) –Day/Time Schedule – Examples

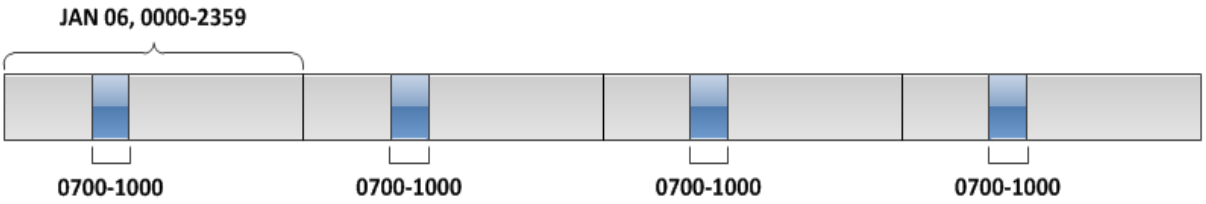
3.3.21.1 The following examples pre-suppose a correct calendar and the application of the rule that the start of the first activity in Item D) coincides with the Item B) date and time, and the end of the last activity with that in Item C). Therefore, Items B) and C) (i.e. the defined time periods) are not shown in the examples unless required for clarification.

Example 1: **Repetitive event active every day:**

```
D) 0700-1000
```

or

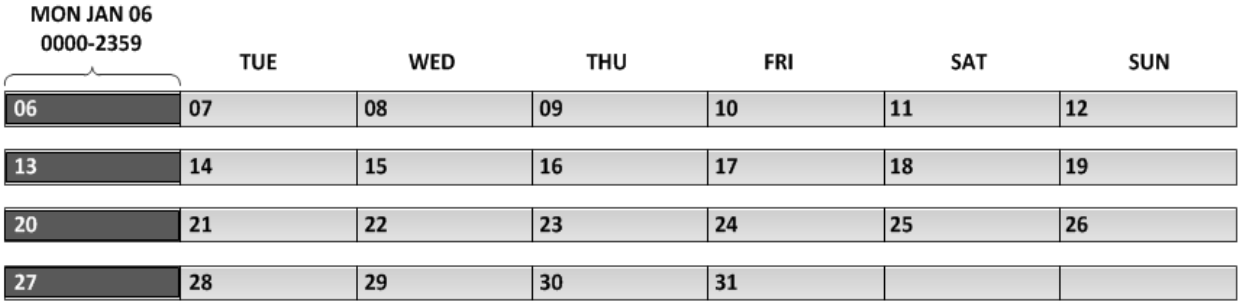
D) DAILY 0700-1000



Example 2: **Repetitive event active on a certain weekday:**

B) 1401060000 C) 1401272359

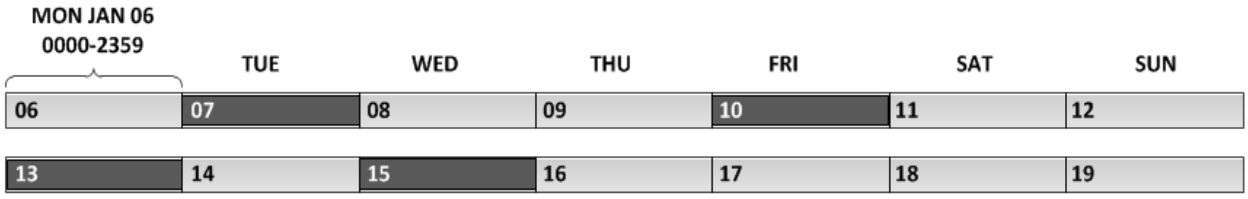
D) EVERY MON H24



Example 3: **Activity only on specific days within the period**:

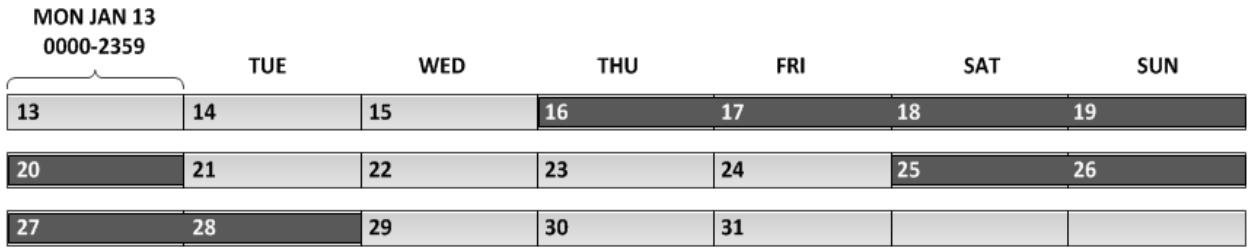
B) 1401070000 C) 1401152359

D) 07 10 13 15 H24



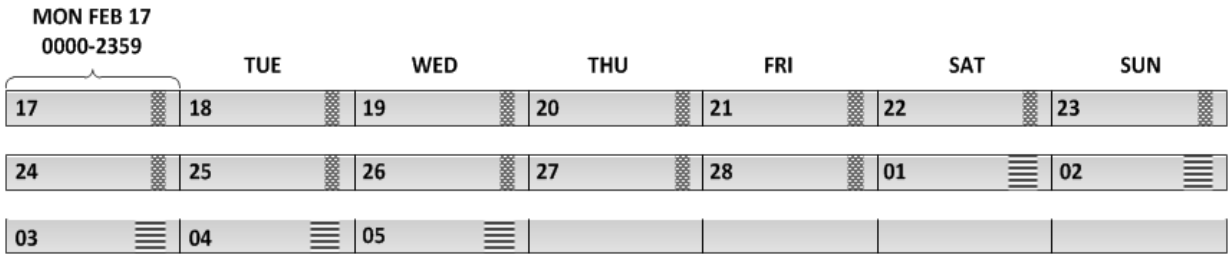
Example 4: **Various day-periods explained by FROM-TO:**

D) 16-20 25-28 H24

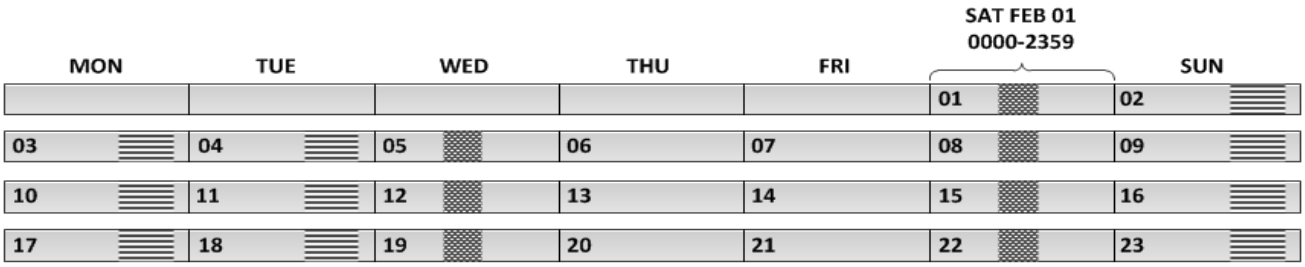


Example 5: **Combination of day-periods and time-periods:**

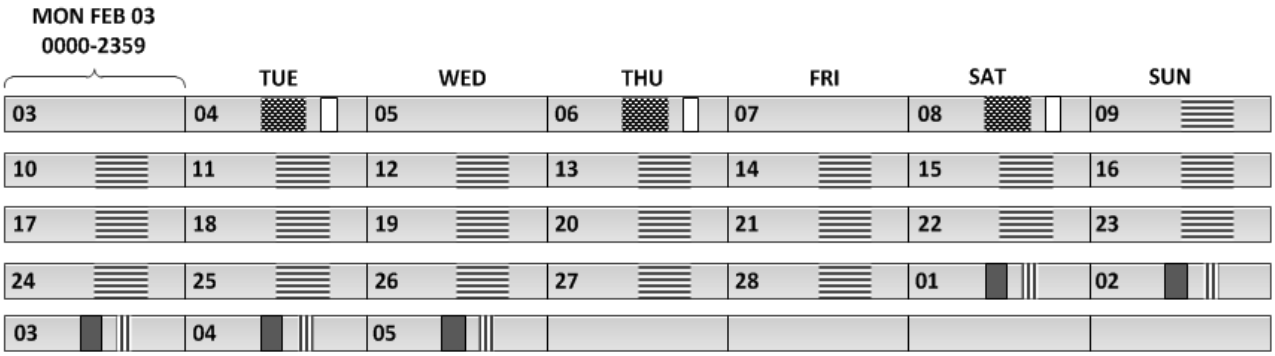
D) FEB 17-28 2000-2200, MAR 01-05 1800-2200



D) WED SAT 0900-1400, SUN-TUE 1500-2200



D) FEB 04 06 08 1000-1600 1800-2000, 09-28 1200-1900, MAR 01-05 1000-1300 1500-1700



Example 6: **Combination of whole day-periods (H24) with part day periods:**

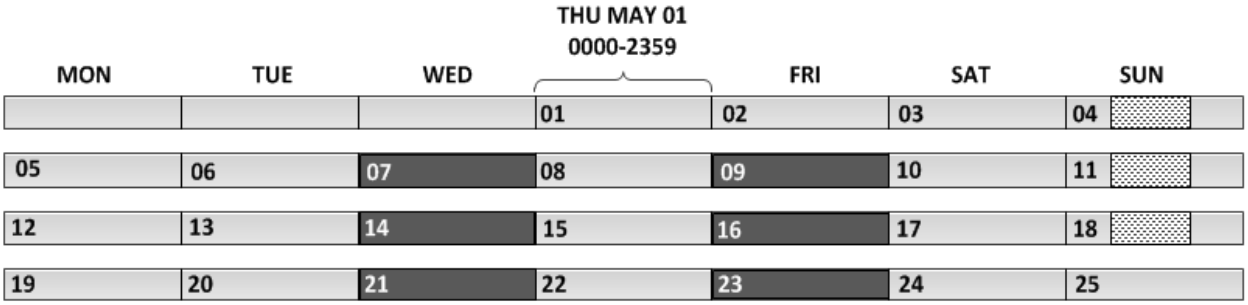
Activity H24 on WED and FRI, and from 0600 to 1700 on SUN:

B) 1405040600 C) 1405232359

D) SUN 0600-1700, WED FRI H24

or

D) 04 11 18 0600-1700, 07 09 14 16 21 23 H24



Si

Example 7: **Day-period and time-period with specific exceptions**:

```
B) 1409060700 C) 1410261800
D) SAT-SUN 0700-1800 EXC SEP 20 OCT 05
```

September 14						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 14						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Day period and time-period with specific exception when alternative times apply on the exception date:

NOTAM 1:

```
B) 1409010300 C) 1409261200
D) MON-FRI 0300-1200 EXC 11
```

NOTAM 2:

```
B) 1409111400 C) 1409111600
```

September 14						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Avoid using "except every and Sundays"

B) 1409301600

D) TUE-SUN

Instead of:

D) 0600-1600

September 14						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

"recurrent" exceptions such as Monday" or "except Saturdays

1409020600 C)

0600-1600

EXC EVERY MON

Exceptions with periods spanning midnight:

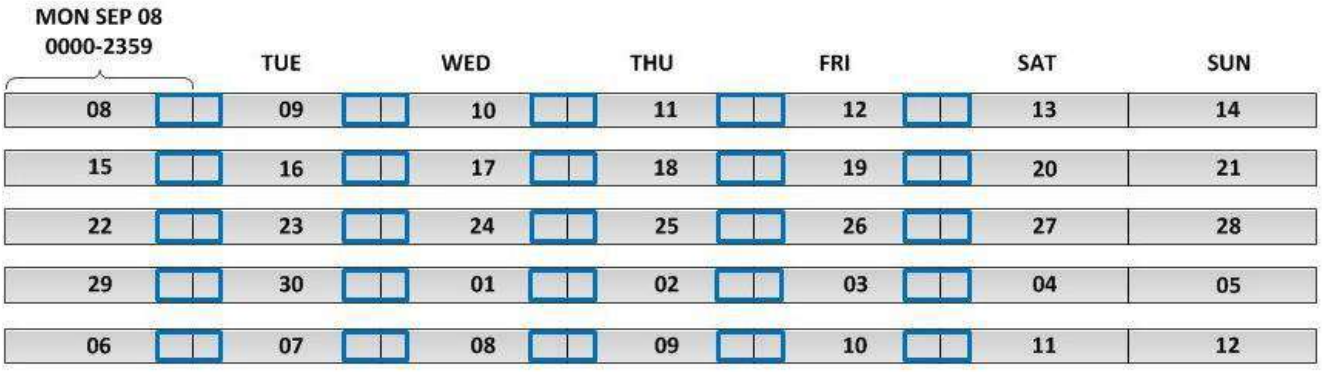
B) 1409081800 C) 1410110700

D) MON 1800-2359, TUE-FRI 0000-0700 1800-2359, SAT 0000-0700

or

B) 1409081800 C) 1410110700

D) MON-FRI 1800-0700



Example 8: Activity from WED 1900 to FRI 0600, during two consecutive weeks.

B) 1406041900 C) 1406130600

D) WED 1900-FRI 0600

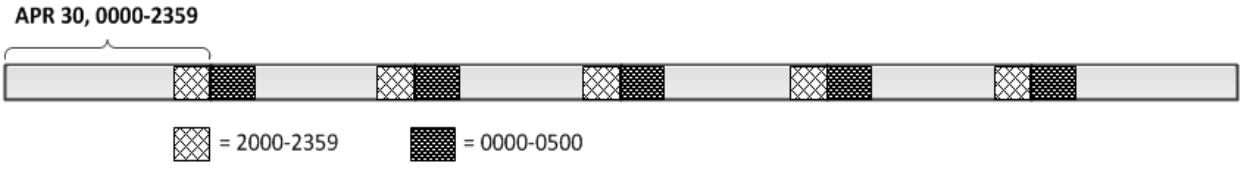
or

D) 04 1900-06 0600, 11 1900-13 0600

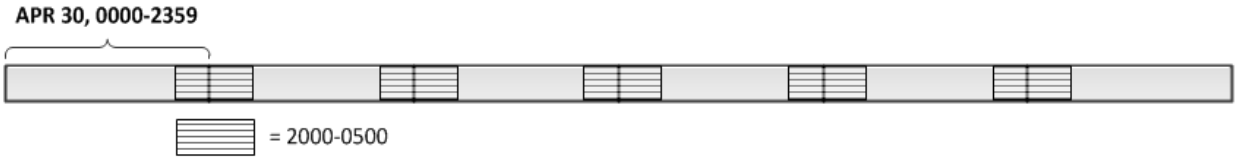
Example 9: The activity takes place every day between 2000 and 0500. The periods start on April 30 at 2000 and ends on May 05 at 0500:

B) 1404302000 C) 1405050500

D) APR 30 2000-2359, MAY 01-04 0000-0500 2000-2359, 05 0000-0500



or



Instead of:

D) APR 30-MAY 04 2000-0500

Example 10: a) First period of activity starts on May 06 at 2000 and ends on May 07 at 0500 and a series of subsequent 2000-0500 periods start on May 10 at 2000 and ends on May 15 at 0500:

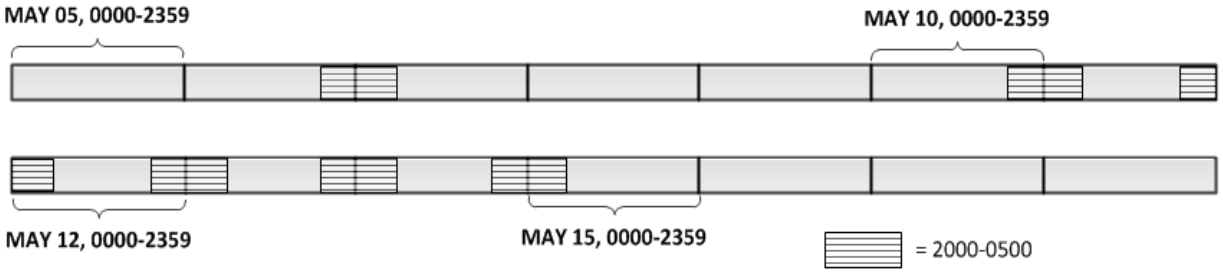
B) 1405062000 C) 1405150500

D) 06 2000-2359, 07 0000-0500, 10 2000-2359, 11-14 0000-0500 2000-2359, 15 0000-0500

or

B) 1405062000 C) 1405150500

D) 06 10-14 2000-0500



b) A series of 2300-0500 periods' starts on May 06 at 2300 and ends on May 10 at 0500 and the final period starts on May 10 at 2200 and ends on May 11 at 0600:

```
B) 1405062300 C) 1405110600
D) 06 2300-2359, 07-09 0000-0500 2300-2359, 10 0000-
0500 2200-2359, 11 0000-0600
```

or

```
B) 1405062300 C) 1405110600
D) 06-09 2300-0500, 10 2200-0600
```

Example 11: If the more descriptive schedule is used, the periods of activity may have to be split into several NOTAM:

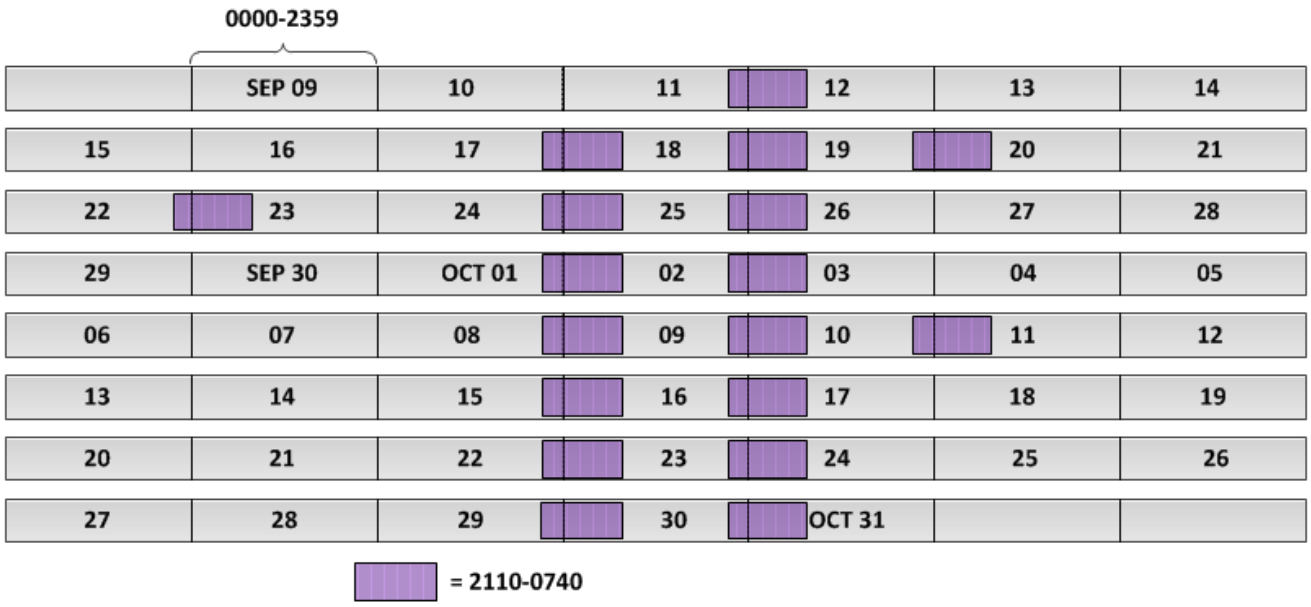
```
B) 1405062300 C) 1405101300
D) 06-09 2300-1300
```

or

```
B) 1405062300 C) 1405101300
D) 06 2300-2359, 07-09 0000-1300 2300-2359,10 0000-
1300
```

and

```
B) 1409112110 C) 1410310740
D) SEP 11 17-19 22 24 25 OCT 01 02 08-10 15 16 22 23
29 30 2110-0740
```



or

NOTAM 1:

B) 1409112110 C) 1409242359

D) 11 2110-2359, 12 0000-0740, 17 2110-2359, 18-19 0000-0740 2110-2359, 20 0000-0740, 22 2110-2359, 23 0000-0740, 24 2110-2359

NOTAM 2:

B) 1409250000 C) 1410110740

D) SEP 25 0000-0740 2110-2359, 26 0000-0740, OCT 01 2110-2359, 02 0000-0740 2110-2359, 03 0000-0740, 08 2110-2359, 09-10 0000-0740 2110-2359, 11 0000-0740

NOTAM 3:

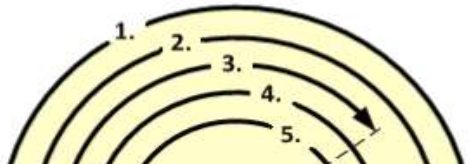
B) 1410152110 C) 1410310740

D) 15 2110-2359, 16 0000-0740 2110-2359, 17 0000-0740, 22 2110-2359, 23 0000-0740 2110-2359, 24 0000-0740, 29 2110-2359, 30 0000-0740 2110-2359, 31 0000-0740

Instead of:

D) SEP 11 17-19 22 24 25 OCT 01 02 08-10 15 16 22 23 29 30 2110-2359, SEP 12 18-20 23 25 26 OCT 02 03 09-11 16 17 23 24 30 31 0000-0740

Example 12: Activity relative to Sunrise and/or Sunset:

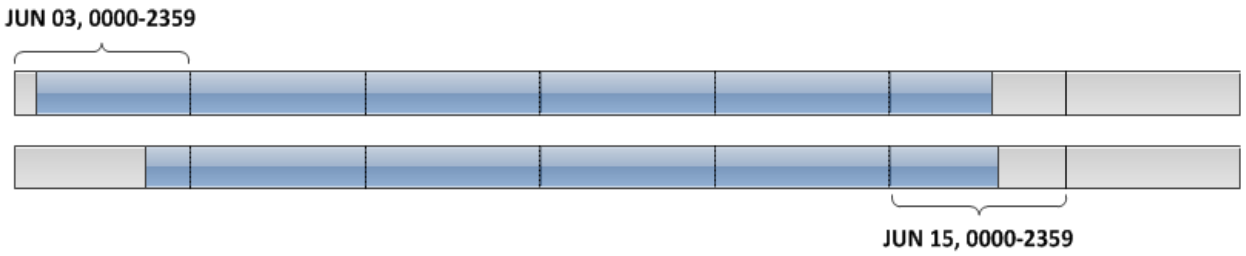


```
1: D) SR-SS
2: D) SR MINUS30-SS
3: D) SR MINUS30-1500
4: D) 0800-SS
5: D) 0800-SS PLUS30
```

Example 13: Periods of activity longer than 24 hours:

```
B) 1406030300 C) 1406151450
D) 03 0300-08 1400, 10 1800-15 1450
```

This Item D) indicates two periods of continuous activity: the first starting on the 3rd at 0300 and ending on the 8th at 1400; the second from the 10th at 1800 to the 15th at 1450.



Example 14 Repetitions of a date are not allowed to avoid that any activities following later for the same date are overlooked:

```
B) 1405050800 C) 1405231500
D) 05-08 0800-1100, 09 10 0800-1100 1300 1500, 11-20 1330-1500,
21-23 0800-1100 1330-1500
```

Instead of:

D) 05-10 0800-1100, 11-20 1330-1500, 21-23 0800-1100 1330-1500, 09 10 1300-1500

3.3.22 Item E) – NOTAM Text

3.3.22.1 Item E) is free text in plain language and shall not contain NOTAM Code.

3.3.22.2 In NOTAM intended for international distribution the plain language text shall be in English. For the creation of the plain language text, the decoded standard expressions contained in the NOTAM Selection Criteria shall preferably be used.

Examples:

```
E) ILS RWY 14 U/S.
E) ILS RWY 14, DME PART U/S.
E) DVOR/DME ZUE 112.650MHZ/CH75X U/S.
```

E) NDB MUR 310.5KHZ FREQ CHANGED TO 312KHZ.
E) RWY 10/28 CLSD.
E) RWY 07L/25R CLSD.
E) TWY A, B AND T CLSD.
E) ALS RWY 10 U/S.
E) EDGE LGT RWY 10/28 U/S.
E) CL LGT TWY A U/S.
E) DME CVA CH57Y U/S.

When one part of a collocated Navigation Aid is unserviceable, use the following:

E) DVOR/DME ZUE 112.650MHZ/CH75X, DME PART U/S.
E) TACAN BNK CH47X U/S.

3.3.22.3 Item E) text should be kept as short and concise as possible and compiled in such a way that its meaning is clear without the need to refer to another document.

Example 1:

….. C) PERM
E) MILAN LINATE CTR. SPECIAL VFR HEL OPS MET MINIMA REQUIREMENTS CHANGED: SPECIAL VFR HEL OPS ACCEPTED IF GND VIS IS NOT LESS THAN 3KM. REF AIP ENR 2.1.2.23-2 ITEM 7.3.

Note: Reference to AIP as NOTAM is of permanent character.

Instead of:

E) REF AIP ENR 1-1-4.3 ITEM 6.3. MILAN CTR. CANCEL THE REMARK.

Example 2:

….. C) PERM
E) CARRIAGE OF 8.33 CHANNEL SPACING RDO EQPT MANDATORY FOR ACFT OPR ABV FL195. REF AIP GEN 1.5-1 ITEM 3.

Instead of:

E) PLEASE MAKE HAND AMENDMENT IN AIP ON PAGE GEN 1.5-1 ITEM 3. RADIO EQUIPMENT REQUIREMENTS. DELETE: 'AND FURTHER TO THE EUROCONTROL DELAY DECISION AGREED ON 23 JUL 98' AND AMEND TO READ: 'CHAPTER 4.0 ON AIR-GROUND COMMUNICATIONS AND IN-FLIGHT REPORTING' DELETE: 'AS OF 7 OCT 99 FOR AIRCRAFT OPERATING ABOVE FL245' AND AMEND TO READ: 'AS OF 15 MAR 07 FOR AIRCRAFT OPERATING ABOVE FL195' LAST PARAGRAPH CHANGE, DELETE: 'FL245' AND AMEND TO READ: 'FL195'.

Example 3:

….. C) PERM

E) MISSED APCH **PROC** FOR **RWY 34 LOCALIZER** AND **ILS** APCH **CHANGED** AS FOLLOWS: CLIMB STRAIGHT AHEAD. INITIAL CLIMB TO 5000FT AMSL. AT DME 5.5 IZS PAST THE STATION TURN LEFT. CONTINUE CLIMB TO 7000FT AMSL. INTERCEPT RDL 261 FROM ZUE. PROCEED TO GIPOL. REF AIP AD LSZH 2.24.10.9-1 AND 2.24.10-1.

Instead of:

….. C) PERM

E) REF AIP PAGE LSZH AD 2-24.10.9-1 AND 2-24.10.10-1. MISSED APPROACH TO READ AS FOLLOWS: CLIMB STRAIGHT AHEAD. INITIAL CLIMB TO 5000FT. AT D5.5 IZS PAST THE STATION TURN LEFT. CONTINUE CLIMB TO 7000FT. INTERCEPT R261 FROM ZUE. PROCEED TO GIPOL

3.3.22.4 Publishing NOF should endeavour not to exceed 300 characters; whilst ensuring that all essential information needed for the safe conduct of flight is included.

3.3.22.5 Consider avoiding unnecessary information such as rationale, background information and other text additions with no direct impact on aircraft operations or not containing any flight restrictions or other clear limitation.

Example:

E) ACFT STANDS 25 TO 30 AND 37 TO 40 CLSD.

Instead of:

E) USE CAUTION WHEN TAXIING DUE TO WIP BEHIND ACFT STANDS 37 AND 40 AND FM 30M EAST OF TWY E TO STAND 20. WIP ALSO BTN ACFT STANDS 25 AND EAST OF STAND 27 ON APRON 1. APRON 2 NOT AFFECTED. ACFT STANDS 25 TO 30 AND 37 TO 40 CLSD AS CONSEQUENCE

3.3.22.6 The essentials of the information (i.e. translated and amplified NOTAM code Subject and Condition) shall be given in the beginning of the Item E).

Example:

E) ACFT STANDS 25 TO 30 AND 37 TO 40 CLSD DUE TO WIP ON APRON 1.

Instead of:

E) DUE TO WIP ON APRON 1, ACFT STANDS 25 TO 30 AND 37 TO 40 CLSD.

3.3.22.7 Insert the type of equipment instead of the name of the equipment or manufacturer.

Example:

E) ANEMOMETER U/S.

Instead of:

E) VAISALA U/S.

3.3.22.8 Item E) text shall be related to one NOTAM subject only. (Except in case of a Trigger NOTAM, ref paragraph 3.7.2.10 - 3.7.2.12).

Example 1:

NOTAM 1: E) PJE WILL TAKE PLACE ….

NOTAM 2: E) AWY G5 MINIMUM USABLE FL RAISED TO FL070.

Instead of:

E) PJE WILL TAKE PLACE WITHIN RADIUS 5KM CENTRED AT 4608N 00751E (HUTTWIL). AWY G5 MINIMUM USABLE FL RAISED TO FL070.

Example 2:

NOTAM 1:

….. C) PERM
E) MINIMUM SECTOR ALTITUDE SW SECTOR RAISED TO 1700FT AMSL.
REF AIP AD 2-9.

NOTAM 2:

….. C) PERM
E) DECLARED DIST RWY 09 CHANGED:
TORA 2450M
TODA 2450M
ASDA 2450M
TKOF FROM INTERSECTION WITH TWY C.
REF AIP AD 2-13.

Note: Reference to AIP as the NOTAM is of permanent character.

Instead of:
….. C) PERM
E) MINIMUM SECTOR ALTITUDE SW SECTOR RAISED TO 1700FT AMSL
PLS ADD IN AIP XXXXXXXX, ON PAGE ZZZZ AD 2-9, ITEM ZZZZ AD 2.13(TABLE FOR DECLARED DISTANCES)
A NEW ROW WITH FLW DATA:
COLUMN 1- RWY 09
COLUMN 2- TORA(M) 2450
COLUMN 3- TODA(M) 2450
COLUMN 4- ASDA(M) 2450
REMARKS: TAKE-OFF FROM INTERSECTION WITH TWY C

3.3.22.9 Item E) may contain ICAO abbreviations (Doc 8400, Ref. [3]). For abbreviations used for directions and units of measurements (e.g. N, SE, FT, GND, AMSL, NM, DEG etc.), there shall be no blank between the value and the unit of measurement (e.g. 3000FT). A reference datum shall be separated from the unit of measurement by a blank (e.g. 3000FT AMSL). No other character (e.g. '/', '-'...) shall be used.

Non-common abbreviations and those abbreviations listed at GEN 2.2 in AIP but marked as 'not included in Doc 8400' shall not be used in item E).

The NOTAM users' understanding of the text in Item E) shall always be considered, by which inclusion of rarely used abbreviations shall be avoided or the use of abbreviation that is likely to result in confusion/queries, e.g. 'CW' and 'CCW' for 'clockwise' and 'counterclockwise'.In these cases, spelled out text in Item E) is preferred.

Examples:

E) ILS RWY 25R U/S.

E) CRANE PSN 500545.12N 0141556.19E ERECTED 190M S OF RWY 13/31 AXIS, 1300M BEHIND THR RWY 31, MAX ELEV 390.3M, MAX HGT 20.7M AGL.

3.3.22.10 The cardinal points and their combinations shall not be abbreviated when there is an imminent risk of misunderstanding, e.g. in connection with TWY using letters as designators.

Example:

E) TWY A **EAST** OF RWY 10/28 CLSD.

Instead of:

E) TWY A E OF RWY 10/28 CLSD.

3.3.22.11 The coordinates of known subjects shall not be provided. In the case of relocations, realignments and new installations the location is usually provided by coordinates. For these cases the coordinates shall be indicated in degrees, minutes and, if required, seconds. Degrees shall always be indicated by 2 digits for N/S and 3 digits shall be used for W/E.

Minutes and seconds are displayed in 2 digits. If more precision is required, the seconds are followed by a dot and tenth of seconds. The resolution shall be in accordance with the minimum requirements in Annex 15 Appendix 7 *Aeronautical data publication resolution and integrity classification – Latitude and Longitude.*

Examples 1:

P-area outside CTA (resolution 1 min): 4635N 00825E

ARP position (resolution 1 sec): 463542N 0082537E

En-route VOR (resolution 1 sec): 463542N 0082537E

Localizer position (resolution 1/10 sec): 463542.3N 0082537.8E

Note: Assure that North/South and East/West coordinate-pair is not separated by the automatic carriage return.

Coordinates shall be converted to degrees, minutes and seconds for the publication in order to prevent misunderstanding.

Example 2:

4635**42N**

Instead of: 4635.7N

3.3.22.12 Areas are described by coordinates. Coordinates are separated by hyphens and may be accompanied by location indicators, navigation aids and geographical indications. Geographical indications may be indicated only as displayed on aeronautical chart.

3.3.22.13 Geographical coordinates for the lateral limits of an area are expressed in accordance with Annex 15 minimum requirements for aeronautical data:

– if inside CTA/CTR, with resolution of 1 second; e.g. 445600N 0200941E

– if outside CTA/CTR, with resolution of 1 minute; e.g. 4456N 02010E

3.3.22.14 If coordinates of an area are published in AIP or AIP SUP, the lateral limits shall not be repeated in Item E), the name of this area should be referred to, instead.

Example:

E) DANGER AREA LYD12 ACT.

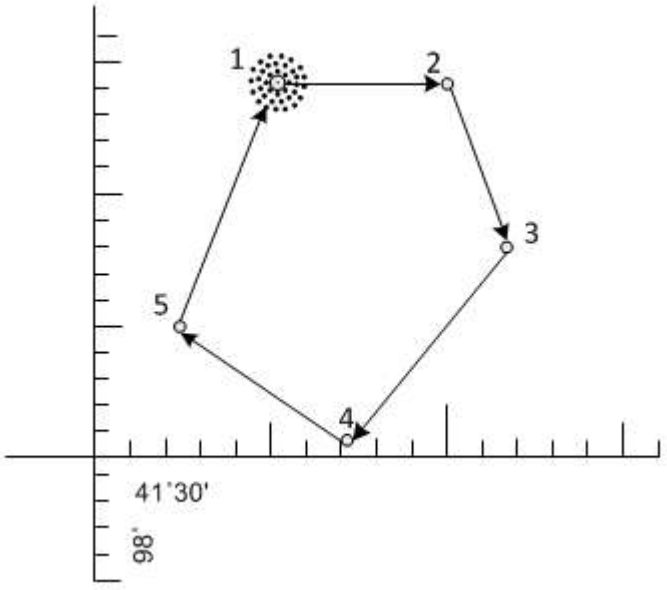
Instead of:

E) DANGER AREA LYD12 PLACED WITHIN LATERAL LIMITS: 451700N 0201141E - 451600N 0201641E - 451300N 0201941E- 451400N 0201241E - 451700N 0201141E ACTIVE.

3.3.22.15 If coordinates of an area are not published in AIP or AIP SUP, the lateral limits should be expressed in accordance with the following:

a) Polygon

Points defining lateral limits of an area shall be enumerated in clockwise order, each point separated by a hyphen. The last and the first points of the list shall be the same. Coordinates may be followed, when available,by geographical indications between brackets (see paragraph 3.3.22.9).



Example:

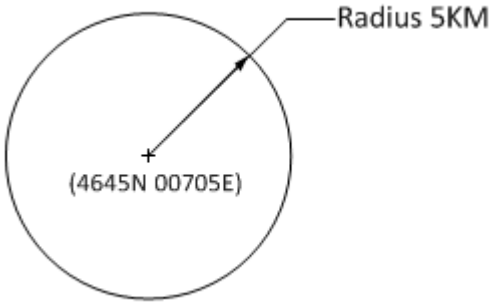
E) AIR DISPLAY WILL TAKE PLACE WITHIN:

414407N 0975500W (NDB JUH) - 414407N 0975000W - 413800N 0974815W (MOUNT HABBS) - 413042N 0975251W - 413458N 0975740W - 414407N 0975500W (NDB JUH).

b) Circular shape

A circular shape is defined by the value of the radius and its abbreviated unit of measurement, followed by the word 'RADIUS', followed by the words 'CENTRED ON', followed by coordinates of the centre of the circle.

The point defining the centre of the circle may be complemented (in brackets) by geographical indications (see paragraph 3.3.22.12).



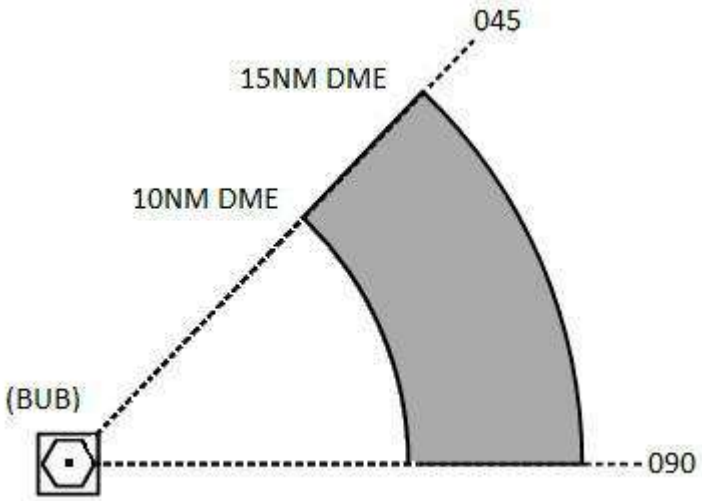
Example:
E) AIR DISPLAY WILL TAKE PLACE WITHIN:
5KM RADIUS CENTRED ON 4645N 00705E (ECUVILLENS AD).

The lateral limits of the affected area can also be defined by the appropriate radial and distance from a navigation aid.

c) Circle Sector

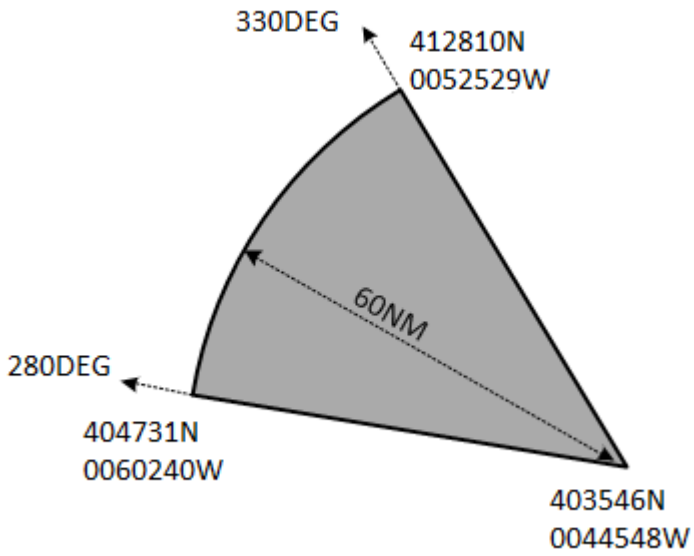
A circle sector is a part of a disc between two specified angular values and between an inner and outer arc of a circle.

Example 1:



E) EXERCISE X WILL TAKE PLACE WITHIN A SECTOR DEFINED BY: 505407N 0043217E (BUB VOR/DME) BETWEEN BUB RDL 045 BUB AND RDL 090, INNER ARC 10NM RADIUS OUTER ARC 15NM RADIUS CLOCKWISE.

Example 2:

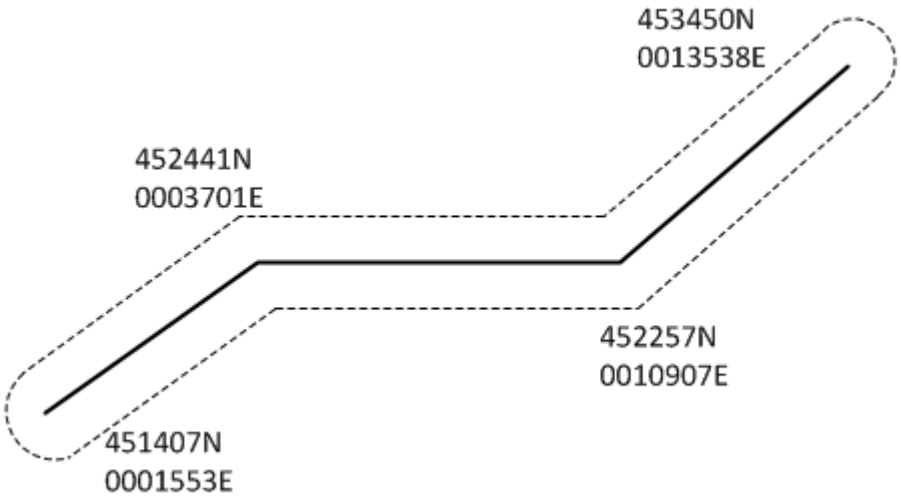


E) EXERCISE X WILL TAKE PLACE WITHIN A SECTOR CENTRED ON 403546N 0044548W BTN BRG 280 AND 330DEG AND ARC 60NM RADIUS CLOCKWISE.

d) Corridor

A corridor is a type of polygon defined by a line between points and a lateral distance on either side of the line. The lateral limits are at the end points connected by arcs of circle.

Example:



E) SAR EXERCISE WILL TAKE PLACE WITHIN AREA 5NM EITHER SIDE OF A LINE: 451407N 0001553E – 452441N 0003701E – 452257N 0010907E – 453450N 0013538E.

3.3.22.16 Description of an area by the use of geographical or administrative features, such as State borders, rivers, sea shores etc. is not recommended. If operationally necessary, this can be defined by describing a simplified larger area, and exclude the excessive airspace.

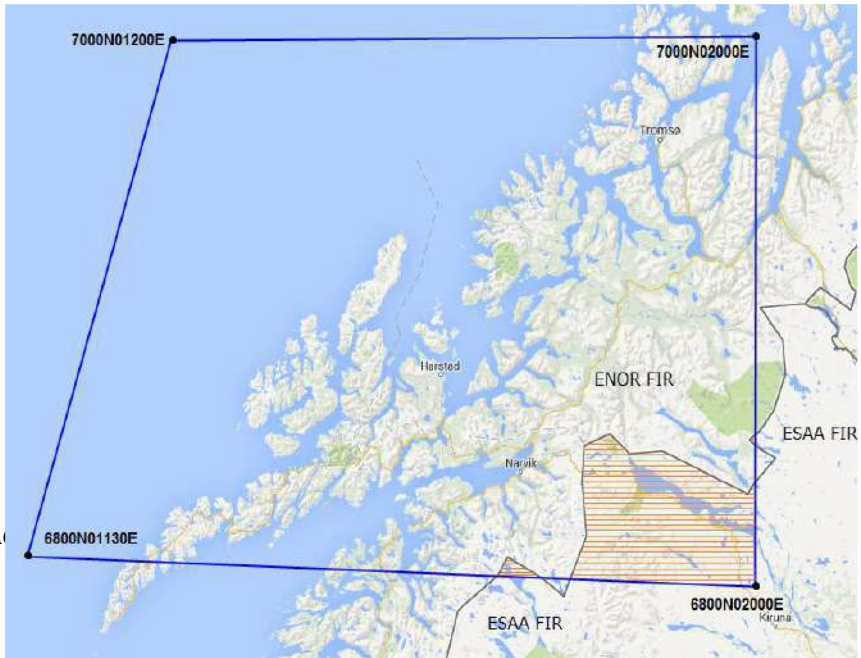
Example 1:

E) PJE WILL TAKE PLACE WITHIN:
20KM RADIUS CENTRED ON 460939N 0085243E (LOCARNO) EXCLUDING CTR LSZL AND CTR LSZA AND FIR LIMM.

Example 2:

E) TEMPORARY DANGER AREA ESTABLISHED WITHIN:
7000N 01200E – 7000N 02000E – 6800N 02000E – 6800N 01130E – 7000N 01200E EXCLUDING FIR ESAA.

Instead of: TEMPORARY DANGER AREA ESTABLISHED WITHIN:
7000N 01200E – 7000N 02000E – 6820N 02000E ALONG NORWEGIAN/ SWEDISH BORDER TO 6800N 1700E – 6800N 01130E – 7000N 01200E.



3.3.22.17 The position of an obstacle or a group of obstacles is indicated by means of a single coordinate, a set of coordinates forming a polygon or line or by a circle radius.

Examples:

E) CRANE (CONSTRUCTION):
492623N 0073604E ELEVATION 858FT AMSL (HEIGHT 85FT AGL). LIGHTED.

E) CRANE LOCATED AT 3.2KM 236DEG GEO ARP LSGP:
462324.1N 0061324.1E ELEVATION 497.6M/1632.5FT AMSL, (HEIGHT 77.0M/252.7FT AGL). LIGHTED AND MARKED.

E) WIND FARM (72 TURBINES UNDER CONSTRUCTION) WITHIN AREA:
513922N 0025425E - 513733N 0025756E - 513534N 0025244E - 513922N 0025425E. ELEVATION 1000FT AMSL. LIGHTED RED OBST LGT.

E) MOBILE CRANE WITHIN SAFETY ZONE OF AD KLAGENFURT NE OF THR RWY 01L:
463853N 0141949E - 463853N 0141948E – 463852N 0141951E - 463853N 0141919E. ELEVATION 1614FT AMSL (HEIGHT 492M AGL). MARKED.

E) CABLEWAY GROEBMING ALONG A LINE:
472642N 0135121E ELEVATION 975M/3198FT AMSL (HEIGHT 102M/335FT AGL) - 472645N 0135037E ELEVATION 1244M/4081FT AMSL (HEIGHT 102M/335FT AGL) - 472714N 0134943E ELEVATION 1551M/5090FT AMSL. OBST DAY MARKED.

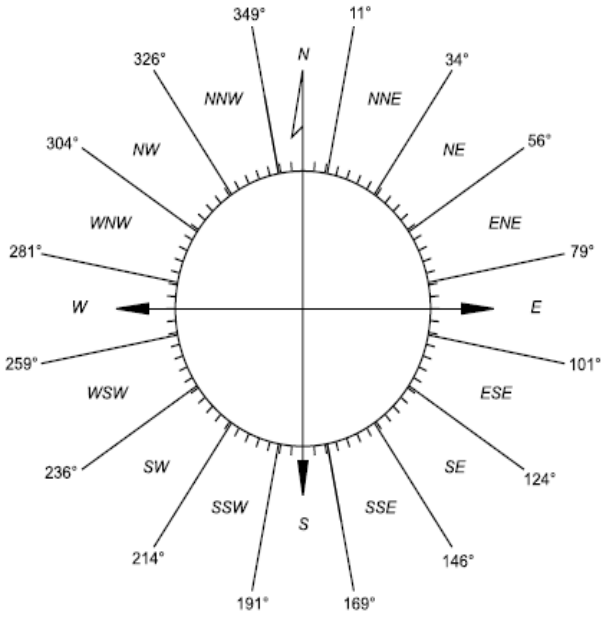
3.3.22.18 In addition to obstacle coordinates (e.g. for visualisation), a descriptive relative location may be inserted, as directional and distance information from a known reference point:

Examples:

- 500FT SOUTH OF TWR.
- 250M 023DEG FM ARP.
- 3.5KM NE OF ARP LSPV.

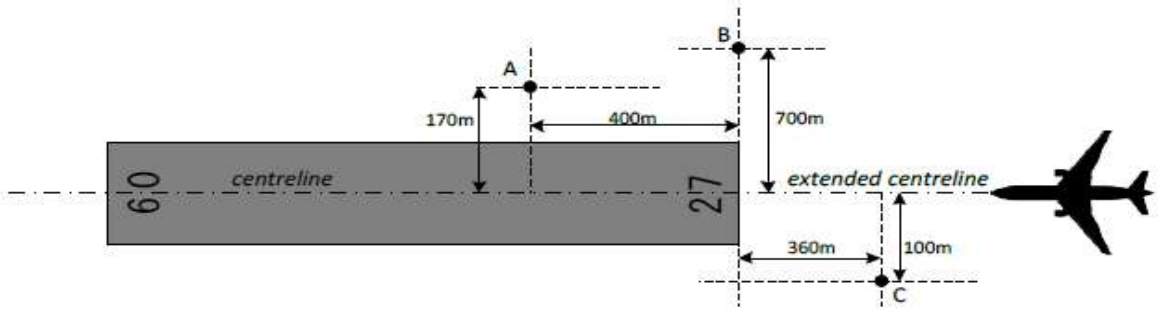
Guidance for direction information:

a) indicating the exact number of degrees for direction
b) using terms in accordance with the compass rose, e.g. NORTHNORTH- EAST (or NNE), used between 11 and 34 degrees.



c) only if the viewing direction is clear for the user, can the terms 'BEYOND', 'BEFORE', 'ABEAM' runway threshold be used. Otherwise indication by compass rose or by degrees should be used.

The graphic below illustrates how to use the terms beyond, before and abeam threshold, when describing the relative location of an obstacle. The location is described in relation to the closest threshold seen from an aircraft on final approach.



Obstacle A: '400M BEYOND THR 27, 170M NORTH OF CENTERLINE.'

Obstacle B: 'ABEAM THR 27, 700M NORTH OF CENTERLINE.'

Obstacle C '360M BEFORE THR 27, 100M SOUTH OF EXTENDED CENTERLINE.'

3.3.22.19 Whenever an airspace is affected (relevant scopes AE, E, AW and W), the location reference (e.g. aerodrome, identification, area) has to be mentioned in Item E.

3.3.22.20 For airspace organisation subjects, the name of airspace organisation has to be present whenever it is intended also as En-route NOTAM (scope E and AE).

Examples:

```
E) TMA 14 ZURICH DEACTIVATED.
E) CTR 12 ZURICH ACTIVATED.
```

E) APP GENEVA 131.325MHZ HOURS OF SERVICE ARE NOW…
E) AWY G5 CLOSED BTN WIL AND FRI.
E) RNAV RTE N850 CLOSED BTN GERSA AND ODINA.

3.3.22.21 GPS RAIM and EGNOS NOTAM and procedures based on GNSS.

Examples for events of GPS and EGNOS signal non-availability predictions:

Q) LSAS/**QGAAU**/I/NBO/A/000/999/4729N00933E005
A) LSZR B) 1401071300 C) 1401071458
E) EGNOS IS NOT AVAILABLE FOR LPV.
Q) LSAS/**QGAAU**/I/NBO/A/000/999/4711N00725E005
A) LSZG B) 1312032116 C) 1312040532
D) 03 2116-2122, 04 0329-0338 2112-2118, 05 0325-0333
E) GPS RAIM IS NOT AVAILABLE FOR LNAV

Example of (GNSS) instrument procedures change:

Q) LFMM/**QPIAU**/I/NBO/A/000/999/4345N00425E005
A) LFTW B) 1401010000 C) 1406302359
E) IAP RNAV (GNSS) RWY 36 NOT AVAILABLE WHEN CTA RHONE 3 AND 3.1 ACT.

3.3.22.22 GNSS Radio Frequency Interference (RFI) events notified by NOTAM

Example:

Q) EGGX/QGWAU/IV/NBO/E /000/400/5800N01413W186
A) EGGX B) 1411181100 C) 1411181500
E) GPS UNRELIABLE AND MAY BE UNAVAILABLE WITHIN: …

The location (area, position) of the event shall be described in accordance with the relevant paragraphs in 3.3.22.

If information is provided on clear situations of interference, insert ‘GPS NOT AVAILABLE’ in Item E) and Q-code QGWAU.

3.3.22.23 Frequencies and channels for navigation aids in Item E) shall display the number of characters as published in States AIP and shall follow ICAO provisions.

Examples:

VHF: 121.025MHZ (Berne TWR), 124.675MHZ (Goteborg CTL)

UHF: 336.400MHZ (Laage TWR)

HF: 5598KHZ, 13306KHZ (Gander RDO)

EMERG: 121.500MHZ (VHF), 243.000MHZ and 406MHZ (UHF) Channels: 38X, 103Y

3.3.22.24 As entries in Items F) and G) are required only for Navigation Warnings –

(NOTAM Codes 'QW' and 'QR') and the 'Lower/Upper' indication in Item Q) is usually not visible in a PIB, inclusion of applicable vertical limits in Item E) shall be considered whenever appropriate, e.g. for changes to the Airspace Organisation (QA subjects).

3.3.22.25 When an e-mail address is included in the Item E) text, the @ symbol shall be represented by the string '(A)'.

3.3.22.26 Item E) should be composed by the Publishing NOF in such a way that it will serve as a direct Pre-flight Information Bulletin entry without requiring additional processing by the receiving Unit.

3.3.22.27 Unclear and/or incomplete NOTAM text shall be avoided.

Example:

```
… C) PERM
E) ULTRALIGHT AREA SAN TEADORA 5048N 09339E COMPLETELY
WITHDRAWN. REF AIP ENR 5.5.3.
```

Instead of:

….. C) PERM

E) WARNING WITHDRAWN REF AIP ENR 4-2-7.3 PARA 6.5.

3.3.22.28 AIP references, in NOTAM other than PERM, should be avoided (paragraph 2.3.22.4 above also refers to this).

Example:

```
E) TACAN ALA CH88X U/S.
```

Instead:

E) TACAN ALA CH88X U/S. REF AIP ENR 4-1.

However, when required, AIP references shall include AIP section/subsection/paragraph numbers and not the page number(s) alone.

3.3.22.29 Dates in Item E) shall be presented in day-month-year sequence DD MMM YYYY (e.g. for Trigger NOTAM, AIRAC NIL NOTAM) as follows:

DD – to designate a day in a month, two digits shall always be used.

MMM – to designate the month with three-letter abbreviation from ICAO Doc 8400: JAN, FEB … NOV, DEC.

YYYY – to designate the year with four digits: 2013, 2014, 2015 etc.

Example:

E) TRIGGER NOTAM - AIRAC AIP SUP 2/14 WEF **06 MAR 2014** UNTIL 03 APR 2014: ANNEX LY TO ROUTE AVAILABILITY DOCUMENT.

3.3.22.30 Schedule inside Item E) shall be presented in accordance with Item D) rules.

Example:

```
E) ATC OPERATING HOURS CHANGED AS FOLLOWS: 01 03 05 1000-1600
02 04 06-31 0800-2200.
```

3.3.23 Items F) and G) – Lower and Upper limit

3.3.23.1 Lower and Upper limits shall be inserted in Items F) and G) only for Navigation Warnings (NOTAM Codes 'QW' and 'QR').

3.3.23.2 If entries are required (ref 3.3.23.1), then both Items F) and G) shall always be included.

3.3.23.3 Items F) and G) shall contain an altitude (Above Mean Sea Level – AMSL) or a height (Above Ground or Sea or Surface Level – AGL) expressed in metres or feet, or a Flight Level (always expressed in 3 digits). In addition, SFC and GND shall be used in Item F) to designate surface and ground respectively, UNL shall be used in Item G) to designate unlimited.

3.3.23.4 Reference datum (AGL or SFC or AMSL) and units of measurement (FT or M) shall be clearly indicated.

3.3.23.5 Only a single entry is permitted in each Item, i.e. G) 10000FT (3048M) AGL shall not be used.

3.3.23.6 There shall be no blank between the value and the unit of measurement (e.g. 3000FT). But a reference datum shall be separated from the unit of measurement by a blank (e.g. 3000FT AMSL).

3.3.23.7 Abbreviations FT or M shall be divided from AGL or AMSL by a blank character. No other character (e.g. '/', '-'...) shall be used. The correct annotation is '3000FT AMSL' (i.e. '3000FT/AMSL' shall not be used).

3.3.23.8 Acceptable entries and formats are therefore as follows:

Item F):	**Item G):**
SFC	UNL
GND	
XXXXXFT AGL	XXXXXFT AGL
XXXXXFT AMSL	XXXXXFT AMSL
XXXXXM AGL	XXXXXM AGL
XXXXXM AMSL	XXXXXM AMSL
FLXXX (see 3.3.23.9)	FLXXX (see 3.3.23.9)

3.3.23.9 The Item Q) default FL values 000 and 999 shall not be used in Items F) and G). The abbreviations GND or SFC shall be used in Item F) and UNL in Item G) instead.

3.3.23.10 The values in the qualifiers 'Lower' and 'Upper' of Item Q) must correspond to the flight levels or altitudes specified in Items F) and G). If Items F) and/or G) are expressed as a height, the values specified in the 'Lower' or 'Upper' qualifiers in Item Q) shall indicate the equivalent FL and may therefore require calculation. For detailed conversion procedures see paragraph 3.3.10.

3.3.23.11 Where an event is notified in a form such as 'ACTIVITY UP TO FL040, AFTER ATC APPROVAL UP TO FL080', the higher value (FL80) shall be used in Item G) and the 'Upper' qualifier in Item Q) shall read '080'.

3.3.23.12 Similarly, where the lower limit of activity is variable, the lowest limit shall be used in Items Q) and F).

3.4 Creation of NOTAMR and NOTAMC

3.4.1 General procedures related to NOTAMR and NOTAMC creation

3.4.1.1 NOTAMR and NOTAMC are issued in the same series as the NOTAM to be replaced or cancelled.

3.4.1.2 NOTAMR and NOTAMC respectively replace and cancel only one NOTAMN or NOTAMR.

Example 1: `A0124/14 NOTAMR A0106/14`

Example 2: `A0234/14 NOTAMC A4567/13`

3.4.1.3 NOTAMR and NOTAMC deal with precisely the same subject as the NOTAM to be replaced or cancelled. Therefore the 2nd and 3rd letters of the NOTAM Code in Item Q) shall be the same as those in the NOTAM to be replaced or cancelled.

3.4.1.4 NOTAMR and NOTAMC have the same Item A) contents as the NOTAM to be replaced or cancelled.

3.4.1.5 The date-time group in Item B) of a NOTAMR or NOTAMC shall be the actual date and time that this NOTAMR or NOTAMC is created. i.e. NOTAMR and NOTAMC shall take effect immediately and no future start of coming into force is permitted. The replaced or cancelled NOTAM cease to be valid from the very moment their replacing NOTAMR or NOTAMC are issued. This is done to assure the correct processing in all systems regardless of their design.

3.4.1.6 One of the following procedures shall be applied instead of issuing a NOTAMR or NOTAMC with Item B) in the future.

3.4.1.7 If the condition described in a NOTAM to be replaced 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 provided the NOTAM to be replaced is in force at the time of replacement. 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).

Example:

```
261637 LIIAYNYX
(B1826/14 NOTAMN
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1401150500 C) 1403311100EST
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)
```

On MAR 01 it is known that DTHR will be 200M only from MAR 07 until about APR 15. NOTAM are issued as follows:

```
011035 LIIAYNYX
(B1893/14 NOTAMR B1826/14
```

```
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1403011035 C) 1403062359
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)

011035 LIIAYNYX
(B1894/14NOTAMN
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1403070000 C) 1404152359EST
E) THR RWY 14 DISPLACED 200M. DECLARED DIST CHANGED: ……)
```

If the NOTAM to be replaced is not in force at the time of replacement, 3.4.1.9 applies.

3.4.1.8 If the condition described in a NOTAM to be cancelled is to remain valid for a period before Item C) is reached, then a NOTAMR shall be issued with the new end time in Item C).

Example:

```
261637 LIIAYNYX
(B1826/14 NOTAMN
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1401150500 C) 1403311100EST
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)
```

On MAR 01 it is known that the RWY will be back to normal from MAR 07. NOTAM is issued as follows:

```
011035 LIIAYNYX
(B1893/14NOTAMR B1826/14
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1403011035 C) 1403062359
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)
```

3.4.1.9 If the condition described in a NOTAM to be replaced is a postponement, a correction of Item B), an interruption or a temporary suspension (taking place immediately) of the present situation, then a NOTAMC shall be issued to immediately cancel the NOTAM. This shall be followed by a NOTAMN dealing with the new situation and a new Item B).

Example:

```
(W0280/14 NOTAMN
Q) HECC/QRDCA/IV/BO/W/000/040/3024N03141E003
A) HECC B) 1406111300 C) 1406201500
D) 11-13 1300-1800, 15-20 0800-1500
E) DANGER AREA HED9 ACT.
F) GND G) FL040
```

On JUN 13 at noon D-Area is deactivated immediately and will be active again on Jun 15. NOTAM are issued as follows:

```
131213 HECAYNYX
(W0285/14 NOTAMC W0280/14
Q) HECC/QRDXX/IV/BO/W/000/040/3024N03141E003
A) HECC B) 1406131213
E) DANGER AREA HED9 DEACTIVATED.

121214 HECAYNYX
(W0286/14 NOTAMN
Q) HECC/QRDCA/IV/BO/W/000/040/3024N03141E003
A) HECC B) 1406150800 C) 1406181600
D) 15-18 0800-1600
E) DANGER AREA HED9 ACT.
F) GND G) FL040
```

3.4.1.10 If the condition described in a NOTAM to be replaced is a temporary suspension or change of the present situation for a certain period in the future, then a NOTAMR shall be issued to immediately replace the NOTAM. This shall be followed by a NOTAMN dealing with the temporary change. NOTAMR to specify the dates/times of activation for the periods the situation is as in the replaced NOTAM and NOTAMN to cover dates/times dealing with the different situation. No NOTAMN is issued for a temporary 'back to normal' situation.

Example for a temporary suspension taking place in the future:

```
261637 LIIAYNYX
(B1826/14 NOTAMN
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1401150500 C) 1403311100EST
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)
```

On FEB 27 it is known that the RWY will be made available for normal operations for the next weekend (MAR 01+02):

Option 1 (Item D) including dates after the suspension):

```
271035 LIIAYNYX
(B1893/14 NOTAMR B1826/14
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1402271035 C) 1403312359
D) FEB 27 1035-2359, FEB 28 MAR 03-31 0000-2359
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)
```

Option 2 (Separate NOTAM for dates after the suspension):

```
271035 LIIAYNYX
(B1893/14 NOTAMR B1826/14
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 142271035 C) 1402282359
```

```
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)

271036 LIIAYNYX
(B1894/14 NOTAMN
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1403030000 C) 1403312359EST
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)
```

For Option 2, the second NOTAM should also be issued as soon as possible but may also be done after FEB 27 (latest before Item B).

Depending on how well the situation is known, NOTAMR may deal only with the situation until the change occurs, followed by two NOTAMN; one to cover the period for the changed situation and one for the period afterwards.

Example for a temporary change taking place in the future:

```
261637 LIIAYNYX
(B1826/14 NOTAMN
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1401150500 C) 1403311100EST
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)
```

On FEB27 it is known that the DTHR will be reduced to 150 M for the next weekend (MAR 01+02):

```
Option 1:
271035 LIIAYNYX
(B1893/14 NOTAMR B1826/14
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1402271035 C) 1403312359
D) FEB 27 1035-2359, FEB 28 MAR 03-31 0000-2359
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)

271035 LIIAYNYX
(B1894/14 NOTAMN
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1403010000 C) 1403022359
E) THR RWY 14 DISPLACED 150M. DECLARED DIST CHANGED: ……)
```

```
Option 2:
271035 LIIAYNYX
(B1893/14 NOTAMR B1826/14
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1402271035 C) 1402282359
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)
```

```
271035 LIIAYNYX
(B1894/14 NOTAMN
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1403010000 C) 1403022359
E) THR RWY 14 DISPLACED 150M. DECLARED DIST CHANGED: ……)

271035 LIIAYNYX
(B1895/14 NOTAMN
Q) LIMM/QMDCH/IV/NBO/A/000/999/4525N01019E005
A) LIPO B) 1403030000 C) 1403312359EST
E) THR RWY 14 DISPLACED 300M. DECLARED DIST CHANGED: ……)
```

3.4.1.11 Any NOTAM which includes an 'EST' shall be replaced by NOTAMR or cancelled by NOTAMC before the 'estimated' end date specified in Item C).

3.4.1.12 Refer also to the procedures for handling 'Multipart' NOTAM in Chapter 6.

3.4.2 Specific procedures related to NOTAMR Creation

3.4.2.1 NOTAMR are Replacement NOTAM.

3.4.2.2 NOTAM which are to become invalid before their given End of Validity, or did not have a defined End of Validity (i.e. have 'EST' or 'PERM' in Item C) may be replaced, provided they are 'in force' at the time of replacement.

3.4.3 Specific procedures related to NOTAMC Creation

3.4.3.1 NOTAMC are Cancellation NOTAM.

3.4.3.2 NOTAM which are to become invalid before their given End of Validity, or did not have a defined End of Validity (i.e. have 'EST' or 'PERM' in Item C) may be cancelled at any time.

3.4.3.3 NOTAMC shall be published whenever NOTAM are incorporated in an AIP AMDT (see Chapter 3.6.3).

3.4.3.4 NOTAMC Qualifier 'NOTAM Code' shall be as follows:

Subject: 2nd and 3rd letters shall be identical to the original NOTAM (ref paragraph 3.4.1.3).

Condition: permitted 4th and 5th letters are as follows:

Q - - AK = RESUMED NORMAL OPS

Q - - AL = OPERATIVE (or RE-OPERATIVE) SUBJECT PREVIOUS PUBLISHED LIMITATIONS /CONDITION

Q - - AO = OPERATIONAL

Q - - CC = COMPLETED

Q - - CN = CANCELLED

Q - - HV = WORK COMPLETED

Q - - XX = OTHER (Plain Language – ref paragraph 3.4.3.8)

3.4.3.5 The code Q - - AO is intended for NOTAMC and to be used only to inform that the equipment or service is 'now operational', compared to the previous notified status (e.g. 'unserviceable', 'not available') which the NOTAMC is cancelling. The code is not intended to be used to notify about a new equipment or service in a NOTAM. For this purpose code Q - - CS *Installed* shall be used.

3.4.3.6 The code Q - - CN shall be used when cancelling a planned event published by NOTAM, such as navigation warning, planned exercises or work. The code Q - - CN is not intended to be used as a general code for all NOTAMC. To cancel NOTAM events such as closed RWY the use of Q - - AK or Q - - AL is preferred.

3.4.3.7 The code Q - - HV ('work completed') shall be used when cancelling the condition Q - -HW ('work in progress").

3.4.3.8 NOTAMC Qualifiers 'Traffic', 'Purpose', 'Scope', 'Lower/Upper' and 'Coordinates/Radius' shall be identical to the cancelled NOTAM.

Maintaining the original qualifiers allows additional use of NOTAMC for the preparation of 'Updates' to Pre-flight Information Bulletins.

3.4.3.9 NOTAMC shall not contain Items C), D), F) and G).

3.4.3.10 For all NOTAMC, the text of the decoded NOTAM Code shall be inserted in Item E) together with details of the NOTAM subject.

Example: NOTAM Code = QNVAK

```
Item E) = VOR DKB RESUMED NORMAL OPS.
```

3.4.3.11 In order to facilitate work in manual environments, NOTAMC, which are to be followed immediately by a NOTAMN (instead of a NOTAMR), shall contain XX as the 4th and 5th letters of the NOTAM Code and, at the end of the text in Item E), the remark: 'NEW NOTAM TO FOLLOW'.

Example: NOTAM Code = QMRXX

```
Item E) = RWY 07L/25R NEW NOTAM TO FOLLOW.
```

3.4.3.12 Cancellation of NOTAM solely on the basis of a Checklist is not allowed (ref para **Error! Reference source not found.**).

3.4.3.13 Once the immediate cancellation has been effected, the cancelling NOTAMC ceases to be valid.

3.5 Checklist production

3.5.1 Checklists – General

3.5.1.1 Checklists are issued as a NOTAM in the series that they refer to.

3.5.1.2 A separate Checklist shall be issued for each NOTAM Series.

3.5.1.3 The first Checklist in a new NOTAM series shall be issued as a NOTAMN.

3.5.1.4 Subsequent Checklists shall be issued as NOTAMR, replacing the previous Checklist with immediate effect. Consequently Item B) is the issuing time of the Checklist and supersedes the previous one immediately.

3.5.1.5 Item A) shall contain the FIR, or a list of all FIR, or the location indicator covered by the Checklist. The third and fourth letters 'XX' shall not be used.

3.5.1.6 Item C) shall contain the estimated (EST) end of validity, normally not more than one month after the Checklist is issued.

3.5.1.7 Checklists shall contain the numbers of the NOTAM incorporated in a normal AIP AMDT or AIP SUP until the time that these NOTAM are specifically cancelled by the publication of a NOTAMC.

3.5.2 Checklist qualification – Item Q)

3.5.2.1 Qualifier 'FIR' shall be either:

- the FIR indicator, or
- the country nationality letters followed by 'XX' (or "XXX") if there is more than one FIR concerned, or
- the country nationality letters of the Publishing NOF followed by 'XX' if publishing for FIR in different countries.

3.5.2.2 Qualifier 'NOTAM Code' shall be the special dedicated code 'QKKKK'.

3.5.2.3 Qualifiers 'Traffic', 'Purpose' and 'Scope' shall be given the artificial value 'K'.

3.5.2.4 Qualifiers 'Lower'/'Upper' shall be the default values '000/999'.

3.5.2.5 Qualifier 'Geographical Reference' shall always contain the geographical co-ordinates of the centre of the FIR(s) listed in Item A), followed by the default radius '999'.

Example: `Q) LIXX/QKKKK/K/K/K/000/999/4323N01205E999`

3.5.2.6 Qualifiers 'QKKKK' (NOTAM Code) and 'K' ('Traffic', 'Purpose', 'Scope') are used to allow selective retrieval of the Checklist. This also prevents the Checklist from appearing in a Pre-flight Information Bulletin.

3.5.3 Checklist format – Item E)

3.5.3.1 Item E) shall be divided into two sections.

3.5.3.2 First section, identified by the keyword 'CHECKLIST'

a) This contains the list of the valid NOTAM numbers which have been promulgated in the same series as the Checklist, in a specific format.Note that the list shall not contain the number of the replaced NOTAM checklist nor its own NOTAM checklist number.

b) The text in Item E) shall start with the word 'CHECKLIST'.

c) The numbering of NOTAM is grouped by year (indicated by 4 digits) using the word 'YEAR' plus the '=' sign, followed by the year of publication without blanks (e.g. YEAR=1999).

d) Each NOTAM number (always 4 digits) is separated by a blank with no other punctuation mark.

e) Each indicator of a different year shall start on a new line.

f) If no NOTAM number is valid, insert current year and 'NIL' (e.g. YEAR=2014 NIL)

3.5.3.3 Second section, identified by the keywords 'LATEST PUBLICATIONS'

a) This contains the list of the latest publications issued, in a format suitable for manual processing.

Example:

```
A0512/14 NOTAMR A0001/14
Q) LIXX/QKKKK/K/K/K/000/999/4323N01205E999
A) LIBB LIMM LIRR B) 1402010002 C) 1402282359EST
E) CHECKLIST
YEAR=2011 3308
YEAR=2012 1283 4754 4763 5200 5460 5827 5829 6279 6411 7201
YEAR=2013 0908 1242 1303 1313 1444 1520 1885 2345 2436 2442
2597 2657 2873
```

```
YEAR=2014 0004 0005 0331 0332 0333 0334 0444 0445 0451 0452
0453 0454 0455 4915 5128 5194 5204
LATEST PUBLICATIONS
AIP AMDT 1/2014
AIP AIRAC AMDT 1/2014 EFFECTIVE 06 MAR 2014
AIP AIRAC SUP 1/2014 EFFECTIVE 06 MAR 2014
AIC SERIES A2/2014
```

b) Additional possibilities to differentiate between IFR or VFR publications (volumes) can be stated, if so required:

```
AIP AMDT 01/14
AIP SUP 13/13
AIC IFR 08/13
AIP VFR AMDT 01/14
AIP VFR SUP 01/14
AIC VFR 01/13
```

Note: Whenever the numbering of AIP AMDT takes place on a yearly basis, a reference to the year of publication will be added to the number.

3.5.4 Checklist errors

3.5.4.1 When the publication of the Checklist contains an error, the following procedures will apply.

3.5.4.2 Whenever a valid NOTAM number is omitted from the Checklist:

a) if the omitted NOTAM is in force, a NOTAMR shall be issued replacing the omitted NOTAM with the new number;

b) if the omitted NOTAM is not yet in force, a NOTAMC and NOTAMN shall be issued.

This procedure will allow consistency of the data in the database of all recipients, whatever the method of processing of Checklists.

3.5.4.3 Whenever an invalid NOTAM number is erroneously inserted in the Checklist, a revised Checklist (NOTAMR replacing the erroneous Checklist) shall be published without the invalid NOTAM number (no correct version).

3.6 Publication of information by NOTAM, AIP Amendment or AIP Supplement

3.6.1 Permanent information shall not be distributed by means of a NOTAM only. This information shall be incorporated in an AIP Amendment.

3.6.2 Publication of permanent information by NOTAM

3.6.2.1 When the urgency of publication of an Amendment to the AIP is such that the ‘normal’ AIRAC or Non-AIRAC Amendment publication is considered to be unsuitable, the responsible NOF issues a NOTAM ‘PERM’ according to the following rules.

3.6.2.2 Item Q) shall be completed according to the NOTAM Selection Criteria.

3.6.2.3 Item B) of the NOTAM shall contain the effective date of the change.

3.6.2.4 Item C) of the NOTAM shall contain the term ‘PERM’ to indicate that the change itself is of a permanent nature. Note that Item C) shall never include the expected publication date or the effective date of the Amendment.

3.6.2.5 Item E) shall contain the operational changes as for normal NOTAM. Special care shall be taken to assure that the phrasing is clear without AIP consultation. For the benefit of users specifically interested in NOTAM that will later be transferred to the AIP, a reference to the AIP is added at the end of Item E).

AIP references shall include AIP section/sub-section/paragraph numbers, not the page number(s) alone.

For examples refer to paragraphs 3.3.22.3, 3.3.22.8 example 2, 3.3.22.27 and 3.3.22.28.

3.6.2.6 In cases where a NOTAM is issued to correct a mistake in an AIP AMDT, Item E) shall provide a reminder of the operational content of the AMDT and not only of the mistake.

Example text shall read correctly:

E) RWY 08/26 EXTENSION, AIRAC AIP AMDT 10/08 PART AD:EGNX 2-12 RWY 08 READ 1850M INSTEAD OF 1805M.

Instead of:

'E) AIRAC AIP AMDT 10/08 PART AD: EGNX 1-12 RWY 08 READ 1850M INSTEAD OF 1805M'

This allows users to be aware of the subject when reading the PIB and to refer to the AIP AMDT content only if necessary.

3.6.2.7 In cases where a NOTAM is issued to correct a mistake in an AIP AMDT:

- Item B) contains current date and time if the AMDT is already in force.
- In case of a correction to an AMDT not in force yet, Item B) is the effective date of the AMDT.
- Item C) shall be PERM.

3.6.3 Incorporation of NOTAM information in AIP Amendment

3.6.3.1 Permanent information should be incorporated in the AIP within 3 months after NOTAM publication. As re-issuing of NOTAM with the same contents is not permitted, the interim use of an AIP SUP should be considered.(ICAO Doc 8126 Ref. [2] refers).

3.6.3.2 When permanent (PERM) information has been published in a NOTAM, the NOTAM will require cancellation after an appropriate AIP Amendment has been issued to formally amend the AIP (ref paragraph 3.4.3.3).

In this case, the NOF shall issue a NOTAMC which cancels the NOTAM 'PERM', 15 days after the effective date of the AIP Amendment that contains the 'PERM' information.

Note 1: 'Effective date' in this instance can be equal to an AIP Amendment publication date. This broadens the Annex 15 use of this expression which relates currently to AIRAC AIP Amendments only.

Note 2: It is assumed that the AIP Amendments will be available at all receiving units by the time the NOTAMC is sent.

3.6.3.3 The NOTAMC shall contain in Item E) a reference to the AIP Amendment that incorporates the originally published NOTAM.

Example:

'INFORMATION INCORPORATED IN AIP AMDT 4/08 WEF 14 APR 2014.'

3.6.3.4 The numbers of the NOTAM incorporated in the AIP Amendment shall be published on the cover page of the AIP Amendment.

3.6.3.5 The date on which NOTAMC will be issued to cancel NOTAM incorporated in the AIP Amendment shall be published on the cover page of the AIP Amendment.

Example: 'NOTAM incorporated to this AMDT will be cancelled by NOTAMC on the 29 APR 2014.'

3.6.4 Incorporation of NOTAM information in AIP Supplement

3.6.4.1 Publication of an AIP Supplement to replace and/or modify information in an existing NOTAM may occur at any time. A Trigger NOTAMN shall be published to refer to this AIP Supplement (ref paragraph 3.7.4).

3.6.4.2 The previously published NOTAM containing the affected information shall be cancelled by a NOTAMC.

3.7 Trigger NOTAM and related procedures

3.7.1 Trigger NOTAM – Definition

3.7.1.1 NOTAM used to announce the existence and subject contents of AIRAC AIP Amendments or AIP Supplements of operational significance are referred to as 'Trigger NOTAM'.

3.7.1.2 The text of Trigger NOTAM is included in Pre-flight Information Bulletins (PIB) to ensure that pilots and operators are advised or reminded that permanent changes of operational significance take effect from the given date or that details of temporary changes of operational significance are to be found in an AIP Supplement.

3.7.2 Trigger NOTAM – General rules

3.7.2.1 AIRAC AIP Amendments and AIRAC AIP Supplements shall always be triggered by a NOTAM. Note that information concerning any circumstances listed in Annex 15 (Ref. [1]), Appendix 4, Parts 1, 2 and 3 shall be disseminated under the regulated 'AIRAC' system, either as an AIRAC AIP Amendment or as an AIRAC AIP Supplement.

3.7.2.2 The text in Item E) should not exceed 300 characters and must always start with the words 'TRIGGER NOTAM' (followed only in the case of an AIP Amendment by the abbreviation PERM), the reference number of the published AIP Amendment or AIP Supplement concerned, the effective date and a brief description of its contents. Effective time will be omitted in Item E) unless it differs from the default AIRAC effective time of 0000 UTC.

3.7.2.3 Trigger NOTAM must come into force on the effective date and time of the Amendment or Supplement they refer to. The Trigger NOTAM shall be issued as soon as possible, preferably at the publication date of the AIRAC AIP Amendment or the AIP Supplement.

3.7.2.4 Trigger NOTAM shall remain in force for 14 days.

Example:

B) 1402060000 (AIRAC effective date and time)

C) 1402192359 (AIRAC effective date and time + 14 days)

If the effective time of the Trigger NOTAM is defined to the beginning of the day (first minute of the day=0000), use 2359 as end-time to correspond to the end-time rule for a 24 hour period.

If the effective time of the Trigger NOTAM is not at the beginning of the day, the end-time shall equal the start time.

Example:
B) 1403061000 C) 1403201000

3.7.2.5 Trigger NOTAM shall be issued in the appropriate NOTAM series, according to the information to be promulgated.

3.7.2.6 Trigger NOTAM shall follow the normal NOTAM procedures (but see following paragraphs for exceptions).

3.7.2.7 The NOTAM Code 2nd and 3rd letters (= 'Subject') shall be selected from the NSC and shall never be 'XX'. If no suitable 2nd and 3rd letter combination exists then use 'FA' for Aerodrome or 'AF' for FIR.

3.7.2.8 The NOTAM Code for a Trigger NOTAM shall always contain 'TT' as 4th and 5th letters (= 'Condition'). This exclusive 'TT' 'Condition' indicator shall be used with all subjects of the NOTAM Codes, even if not explicitly listed in the NSC tables.

3.7.2.9 The exclusive 'TT' 'Condition' indicator can be used to retrieve specific Trigger NOTAM from any Publishing NOF, and can additionally be used for the inclusion (or non-inclusion) of Trigger NOTAM in PIB, at a specific time before their effective date.

3.7.2.10 In the case of Amendments or Supplements containing information dealing with different subjects and/or locations, a single Trigger NOTAM dealing with multiple subjects and/or locations may be issued [Note exception to Basic Rule – ref. paragraph 3.2.3.

3.7.2.11 For FIR, Publishing NOF may group all the information that relates to one or several FIR, regardless of the subject, in order to reduce the amount of NOTAM to be published [Note exception to Basic Rule – ref. paragraph 3.2.3.

Example:

```
Q) LEXX/QAETT/IV/BO/E/065/660/4229N00152E999
A) LECB LECM B) 1402060000 C) 1402192359
E) TRIGGER NOTAM - PERM AIRAC AIP AMDT 2/14 WEF 06 FEB 2014.
CHANGES TO AIRSPACE CLASSIFICATION AND UPPER LIMIT OF
CONTROLLED AIRSPACE.
```

3.7.2.12 For Aerodromes, a separate Trigger NOTAM shall be issued for each aerodrome. Different subjects relating to the same aerodrome, may nevertheless be grouped in the same NOTAM [Note exception to Basic Rule – ref. paragraph 3.2.3.

Example:

```
Q) EFIN/QPATT/I/BO/A/000/999/6031N02216E005
A) EFTU B) 1402060000 C) 1402192359
E) TRIGGER NOTAM - PERM AIRAC AIP AMDT 2/14 WEF 06 FEB 2014.
CHANGES TO STAR AND TO WGS 84 COORDINATES.
```

3.7.2.13 In the case of Amendments or Supplements containing information about a new location indicator or a changed one, the related Trigger NOTAM has to be issued as FIR information:

Scope E, Item A) location indicator of the FIR affected and Item E) information about the new or changed location indicator. Other information related to this aerodrome and subject to trigger procedures is published in accordance with paragraph 3.7.2.12, Item A) to contain the new location indicator.

3.7.2.14 In the cases described in paragraphs 3.7.2.10-3.7.2.12, the NOTAM qualifiers 'Traffic', 'Purpose' and 'Scope' shall be filled in according to the subject of highest operational importance.

When grouping different subjects it may happen that the subject of highest operational importance does not cover qualifiers 'Traffic' and 'Scope' for all the subjects. For example, the Q-lines for two AD subjects (ILS, VFR APCH PROC) read as follows: …/QICTT/I/BO/A/… and …/QPKTT/V/BO/A…. Whichever is taken as highest, both traffic types (I and V) concerned are never covered. In this special case a deviation from NSC is permitted to guarantee the necessary bulletin entries.

Example: In the following case, the 'Traffic' qualifier 'IV' is a combination to cover both subjects (QICTT and QPKTT):

```
Q) EFIN/QICTT/IV/BO/A/000/999/6240N02937E005
A) EFJO B) 1402060000 C) 1402192359
E) TRIGGER NOTAM – PERM AIRAC AIP AMDT 2/14 WEF 06 FEB 2014.
INTRODUCTION OF ILS RWY 28 AND REVISED VFR APCH PROC.
```

3.7.3 Trigger NOTAM relative to AIRAC AIP AMDT

3.7.3.1 AIRAC Amendments represent permanent changes to the AIP on a predefined date.

3.7.3.2 Effective Date: AIRAC AIP Amendments become effective on the AIRAC cycle date. Item B) shall always contain the AIRAC effective date and time.

3.7.3.3 Example:

```
Q) LOVV/QARTT/I/BO/E/245/999/4720N01330E999
A) LOVV B) 1408210000 C) 1409032359
E) TRIGGER NOTAM – PERM AIRAC AIP AMDT 6/14 WEF 21 AUG 2014.
IMPLEMENTATION OF NEW ATS ROUTE UA15.
```

Note that the term 'PERM' is inserted in Item E) to stress that Item C) contains an artificial end-date and that the information is of a permanent nature.

3.7.4 Trigger NOTAM relative to AIP SUP (AIRAC and Non-AIRAC)

3.7.4.1 Whilst current ICAO SARPs do not specify a requirement for Non-AIRAC AIP Supplements to be triggered, Publishing NOF shall trigger all Operationally Significant AIP SUP to ensure that all relevant elements of the integrated aeronautical information package are available for inclusion in PIB.

3.7.4.2 Effective date: AIP Supplements become effective at the date and time stated in the Supplement. Information to be published under the AIRAC system does not always start on an

AIRAC cycle date (e.g. major works, large air exercises, etc. ...). Consequently, both the AIP Supplement and the Item B) of the Trigger NOTAM shall contain the effective date and time of the start of the information.

3.7.4.3 Triggering of AIRAC information in Non-AIRAC Supplements: Due to time constraints, AIP Supplements are sometimes published to promulgate information that should have been published as an AIRAC AIP Supplement. In such exceptional cases, the operational nature of the information shall prevail and a Trigger NOTAM shall be issued for this Non-AIRAC AIP Supplement. The 'Subject' and 'Condition' shall relate the information to at least the 'Purpose' 'BO', according to the NOTAM Selection Criteria.

3.7.4.4 Period of validity: The general rule as stated in paragraph 3.7.2.4 shall apply. However, if the information has a duration that is shorter than 14 days, Item C) shall reflect the date and time when the information published in the AIP Supplement will expire. If the information has a duration that is longer than 14 days, the period for which the SUP is in force shall be indicated in Item E).

Example 1:

```
Q) EFIN/QRDTT/IV/BO/W/000/040/6637N02825E016
A) EFIN B) 1402062200 C) 1402111200
E) TRIGGER NOTAM - AIP SUP 68/14 WEF 06 FEB 2014.TEMPO DANGER
AREA EFD148 SALLA ACT.
F) SFC G) 4000FT AMSL
```

Example 2:

```
Q) EFIN/QRDTT/IV/BO/W/000/040/6637N02825E016
A) EFIN B) 1401172200 C) 1401312200
E) TRIGGER NOTAM - AIP SUP 68/14 WEF 17 JAN 2014 TIL 20 FEB
2014. TEMPO DANGER AREA EFD148 SALLA ACT.
F)SFC G)4000FT AMSL
```

3.7.4.5 Supplements requiring activation: Some (AIRAC) SUP require activation by NOTAM, such as: description of major works at aerodromes, establishment of large-scale military exercise areas or other related (AIRAC) SUP covering work progress or modifications.

These SUP usually cover long periods and are published with remarks such as: 'detailed dates and times of activation will be published by NOTAM', 'individual phases will be activated by NOTAM", 'operational limitations will be published by NOTAM'.

Such (AIRAC) SUP are triggered according to procedures for Trigger NOTAM.

If required, one or more additional activation NOTAM are issued according to NOTAM procedures for the periods the restrictions apply.

3.7.5 Notification of changes to AIP SUP

3.7.5.1 Changes: Any change to an AIP Supplement and its associated Trigger NOTAM, shall be published by the Publishing NOF in such a way that the information itself is always clear and without any ambiguities.

Normally, changes to an AIP Supplement (such as corrections) are announced by replacing the AIP Supplement in due time by another Supplement. The procedure described in paragraph

3.7.5.3 shall be applied to announce the cancellation of the replaced SUP. The new SUP will be triggered according to the normal procedure.

The same procedure applies to Supplements of 'unknown' or 'estimated' duration or in the case of notifications of a postponed end date/time.

If time constraints do not allow a replacement by another SUP, the change is published by NOTAM. Refer to 3.7.5.2 for details.

3.7.5.2 Notification of changes by NOTAM: Changes at short notice as well as temporary suspensions of a SUP are published by NOTAM. The Q-line is completed according to normal NOTAM rules. Item B) is the effective date of the Supplement or current date/time, Item C) the published end of validity of the SUP. If the change is only of a temporary nature, Item C) is limited to the validity of the change. Apart from the change, Item E) contains a reference to the Supplement.

Example:

```
(A0115/14 NOTAMN
Q) ESAA/QMDCH/IV/BO/A/000/999/5739N01217E005
A) ESGG B) 1404120637 C) 1405112359
E) RWY 03/21 TORA 2800M. REF AIRAC AIP SUP 14/14.
```

Long-term changes issued by NOTAM shall be replaced by a SUP in due time.

3.7.5.3 Notification of an earlier end date or time: exceptionally, the original end date specified in the AIP SUP may be changed to an earlier date by NOTAM. If such earlier cancellations are known well in advance they are treated as changes to a SUP and the rules of paragraph 3.7.5.1 apply.

The cancellation of a SUP at short notice is always published by NOTAMN (ref 3.7.5.3.1). If necessary, in addition to the NOTAMN the associated Trigger NOTAM has to be cancelled or replaced (ref 3.7.5.3.2) and the validity of any other existing NOTAM referring to the SUP must be verified (ref 3.7.5.3.3).

3.7.5.3.1 A NOTAMN shall be issued according to NOTAM procedures to announce the cancellation of a SUP at short notice.

Item B) is the new expiring date/time of the SUP.

Item C) is the original end of validity of the SUP or the next AIP SUP checklist or monthly plain-language list of valid NOTAM or AIP GEN 0.3 if it serves as checklist of SUP, whichever is the most suitable means.

Example:

```
NOTAMN 151830 EUECYIYN
A0127/14 NOTAMN
Q) ESAA/QFALT/IV/BO/A/000/999/5739N01217E005
A) ESGG B) 1404230000 C) 1405112359
E) REF AIRAC AIP SUP 14/14 WORKS COMPLETED.RESTRICTIONS ON THE
USE OF AERODROME NO LONGER IN FORCE.
```

Note that Item E) shall always contain text clearly indicating that the planned end date has been brought forward.

Note that if the AIP SUP was not originally triggered, a NOTAMN may also be issued exceptionally to announce the cancellation in accordance with the above validity and Item E) procedures.

Note the use of Condition 'LT' (instead of 'TT') in the NOTAM**N** to indicate more precisely the nature of the information.

3.7.5.3.2 If the Trigger NOTAM is still valid at the time the information about the early cancellation is received, the Trigger NOTAM is cancelled or replaced, depending on the new expiry date/time. The Trigger NOTAM is not affected by the cancellation of the SUP if the new expiry date is later than Item C) of the Trigger NOTAM.

Example:

Original Trigger:

```
A0034/14 NOTAMN
Q) ESAA/QFATT/IV/BO/A/000/999/5739N01217E005
A) ESGG B) 1404100600 C) 1404240600
E) TRIGGER NOTAM – AIRAC AIP SUP 14/14 WEF 10 APR 2014 TIL 11
MAY 2014. USE OF AERODROME RESTRICTED DUE TO MAJOR
CONSTRUCTION WORKS.
```

New end of SUP: after 24 April 2014: Trigger not affected.

New end of SUP: before 24 April 2014: Trigger replaced or cancelled

Example: Notification about early cancellation received 15 APR 2014, SUP cancelled as of 22 APR 2014 2359.

Replacement:

```
(APR 2014)
151828 EUECYIYN
A0126/14 NOTAMR A0034/14
Q) ESAA/QFATT/IV/BO/A/000/999/5739N01217E005
A) ESGG B) 1404151828 C) 1404222359
E) TRIGGER NOTAM – AIRAC AIP SUP 14/14 WEF 10 APR 2014. USE OF
AERODROME RESTRICTED DUE TO MAJOR CONSTRUCTION WORKS. AIP SUP
VALID TIL 22 APR 2014.
```

3.7.5.3.3 If the SUP is subject to a valid activation NOTAM or any other NOTAM referring to it (e.g. temporary suspensions, changes published by NOTAM), the validity of these NOTAM have to be verified. If necessary, these NOTAM are cancelled or replaced depending on the new expiry date and time. If an activation NOTAM or any other NOTAM referring to the SUP is not yet in force at the time the earlier end is known, the activation NOTAM is cancelled and a new one is published reflecting the new date/time.

Example:

```
151830 EUECYIYN
(A0128/14 NOTAMR A0115/14
```

```
Q) ESAA/QMDCH/IV/BO/A/000/999/5739N01217E005
A) ESGG B) 1404151830 C) 1404222359
E) RWY 03/21 TORA 2800M. REF AIRAC AIP SUP 14/14.
```

3.8 NIL notification

3.8.1 A NIL notification to announce that an AIRAC AIP Amendment will not be published at the established interval or publication date, shall be distributed by Trigger NOTAM or by NOTAM checklist or by both (ICAO Annex 15 paragraph 4.3.7, 5.2.13.3 and 6.1.3 - Ref. [1]).

3.8.2 The distribution of a NIL notification shall be done at least 42 days in advance of the AIRAC date (compliant with ICAO Annex 15 paragraph 6.2.1 - Ref [1]).

3.8.3 If the use of a Trigger NOTAM for the distribution of a NIL notification is preferred, this NOTAM shall use:

- NOTAM Code 2nd and 3rd letters 'OA';
- NOTAM Code 4th and 5th letters 'TT' to identify that it relates to information about the announcement of availability (in this case non-availability) of printed publication; and
- Purpose 'M'; and
- Scope 'E'; and
- Item B) shall contain the AIRAC effective date; and
- Duration shall be 14 days as for the regular Trigger NOTAM.

Note: The use of scope E for subject OA as well as purpose M for this type of message is an intentional deviation from the NSC for the benefit of PIB retrieval.

Example: Italian NOTAM issued in August

```
070900 LIIAYNYX
A1000/14 NOTAMN
Q) LIXX/QOATT/IV/M/E/000/999/4323N01205E999
A) LIMM LIBB LIRR B) 1409180000 C) 1410022359
E) AIRAC EFFECTIVE DATE 18 SEP 2014 NIL
```

3.8.4 If the use of a NOTAM checklist for the announcement of a NIL notification is preferred, this notification shall be included in the NOTAM checklist with the following guidance:

- publish at least 42 days before the AIRAC effective date; and
- clearly identify in the text which AIRAC effective dates are affected by the NIL notification

Example: Latvian checklist issued in May

```
010920 EVRAYNYX
(A1000/14 NOTAMR A0890/14
Q) EVRR/QKKKK/K/K/K/000/999/5702N02322E999
A) EVRR B) 1405010920 C) 1406011500EST
```

E) CHECKLIST
YEAR=2014 0016 0021 0023 0024 0025 0028 0029 0032 0036 0040 0042 0043 0044
LATEST PUBLICATIONS
AIRAC AIP AMDT 03/14 WEF 01 MAY 14
AIP AMDT 1/14
AIRAC AIP SUP 01/14 WEF 01 MAY 14
AIP SUP 8/14
AIC A 05/14 01 NOV 14
AIRAC EFFECTIVE DATE 29 MAY 14 – NIL
AIRAC EFFECTIVE DATE 26 JUN 14 – NIL.