



Guidelines for NOTAM Workflow and Allocation of Responsibilities



INDEX

1- MAIN OBJECTIVES	1
2- ORIGINATION OF NOTAM	1
3- VALUE OF A NOTAM	3
4- DURATION OF NOTAM	4
5- THE AERONAUTICAL DATA CHAIN	4
7- ALLOCATION OF RESPONSIBILITIES	8



1- Main objectives

The main principles relating to the origination of NOTAM are clearly set out in 5.1.1 of Annex 15 which states:

“A NOTAM shall be originated and issued promptly whenever the information to be distributed is of a **temporary nature and of short duration** or when **operationally significant permanent changes or temporary changes of long duration are made at short notice**, except for extensive text and/or graphics.”

NOTAM are therefore intended to supplement AIP and serve as a fast medium for distributing information whenever it is necessary to give due warning of any change or occurrence, at short notice. Information of short duration containing extensive text and/or graphics must be published as an AIP Supplement.

Note 1 — operationally significant changes concerning circumstances listed in Appendix 4, Part 1, are issued under the Aeronautical Information Regulation and Control (AIRAC) system.

Note 2 — Information of short duration containing extensive text and/or graphics is published as an AIP Supplement.

2- Origination of NOTAM

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

- a) establishment, closure or significant changes in operation of aerodrome(s)/heliport(s) or runways;
- b) Establishment, withdrawal and significant changes in operation of aeronautical services (AGA, AIS, ATS, CNS, MET, SAR, etc.);
- c) Establishment, withdrawal and significant changes in operational capability of radio navigation and air-ground communication services.

This includes: interruption or return to operation, change of frequencies, change in notified hours of service, change of identification, change of orientation (directional aids), change of location, power increase or decrease amounting to 50 per cent or more, change in broadcast schedules or contents, or irregularity or unreliability of operation of any radio navigation and air-ground communication services;

- d) establishment, withdrawal or significant changes made to visual aids;
- e) Interruption of or return to operation of major components of aerodrome lighting systems;
- f) Establishment, withdrawal or significant changes made to procedures for air navigation services;



- g) Occurrence or correction of major defects or impediments in the maneuvering area;
- h) Changes to and limitations on availability of fuel, oil and oxygen;
- i) Major changes to search and rescue facilities and services available;
- j) Establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation;
- k) Changes in regulations requiring immediate action, e.g. prohibited areas for SAR action;
- l) Presence of hazards which affect air navigation (including obstacles, military exercises, displays, races and major parachuting events outside promulgated sites);
- m) Erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;
- n) Establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas;
- o) Establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of guard on the VHF emergency frequency 121.5 MHz is required;
- p) Allocation, cancellation or change of location indicators;
- q) Significant changes in the level of protection normally available at an aerodrome/heliport for rescue and firefighting purposes. NOTAM shall be originated only when a change of category is involved and such change of category shall be clearly stated (see Annex 14, Volume I, Chapter 9, and Attachment A, Section 17);
- r) 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;
- s) Outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures;
- t) Forecasts of solar cosmic radiation, where provided;
- u) 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;
- v) 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;
- w) 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



x) Implementation of short-term contingency measures in cases of disruption, or partial disruption, of air traffic services and related supporting services.

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, when controlled, at promulgated sites or within danger or prohibited areas;
- i) Other information of a similar temporary nature.

3- Value of a NOTAM

The basic purpose of NOTAM is the distribution of information in advance of the event to which it relates, except in the case of unserviceabilities that cannot be foreseen. Thus, to realize its purpose a NOTAM must be received by the addressee in sufficient time for any required action to be taken. (The value of a NOTAM lies in its “news content” and its residual historical value is therefore minimal.)



4- Duration of NOTAM

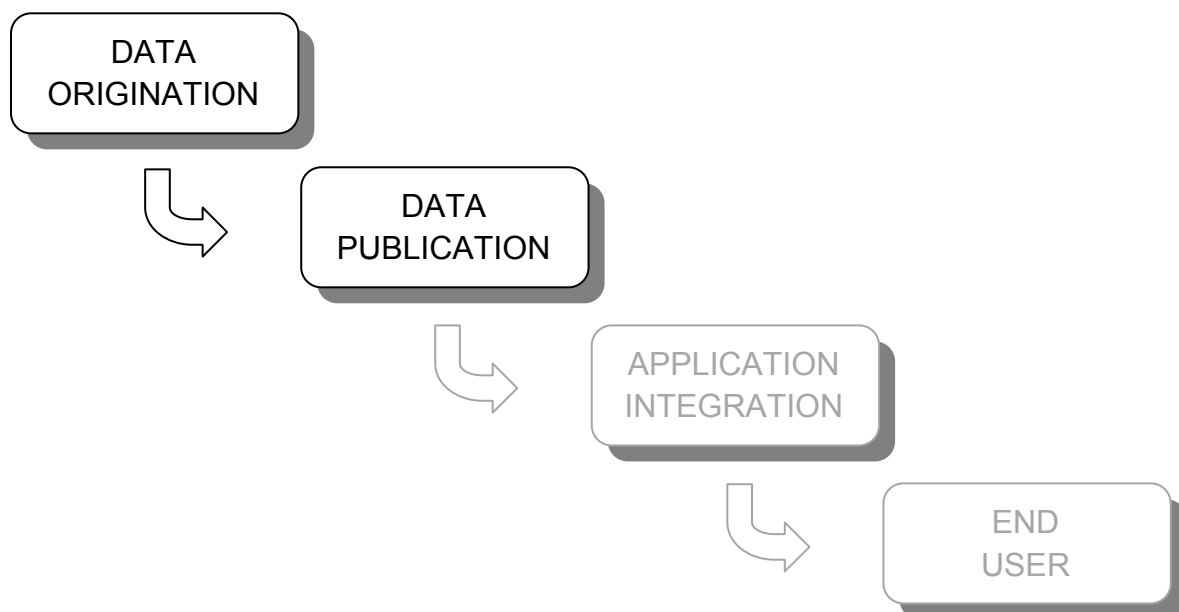
Although not directly specified in Annex 15, **NOTAM should not remain in force for more than three months.**

If the circumstances to be notified are expected to exceed three months, an AIP Supplement must be published.

When a temporary change in AIP information issued by NOTAM unexpectedly exceeds the three month period, a new or replacement NOTAM may be issued, but only in those cases where a condition is expected to last **for a further period of a maximum of one to two months.**

If it is expected that the condition will last for a longer period of time, an AIP Supplement must be issued.

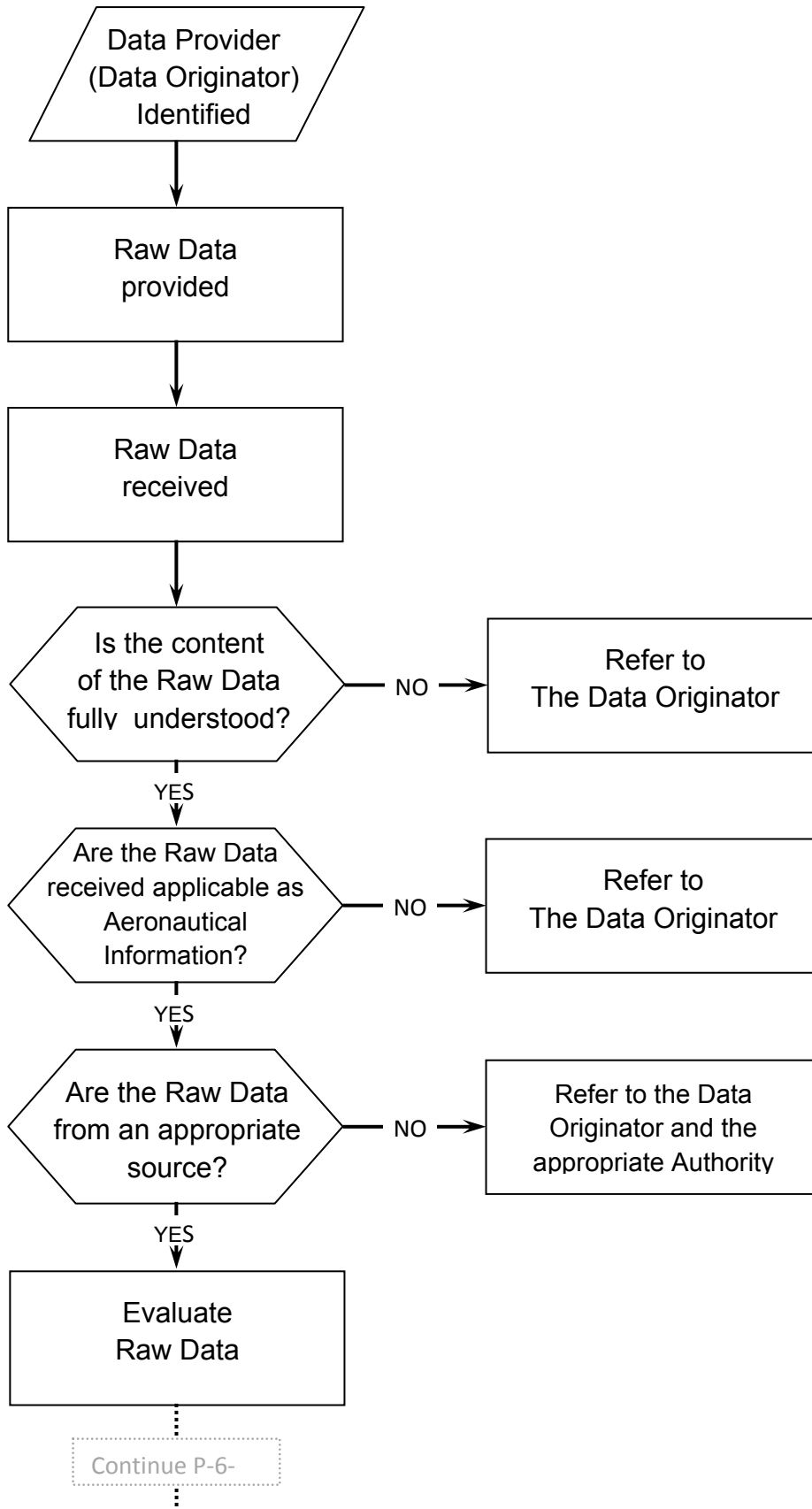
5- The Aeronautical Data Chain





6- The Workflow

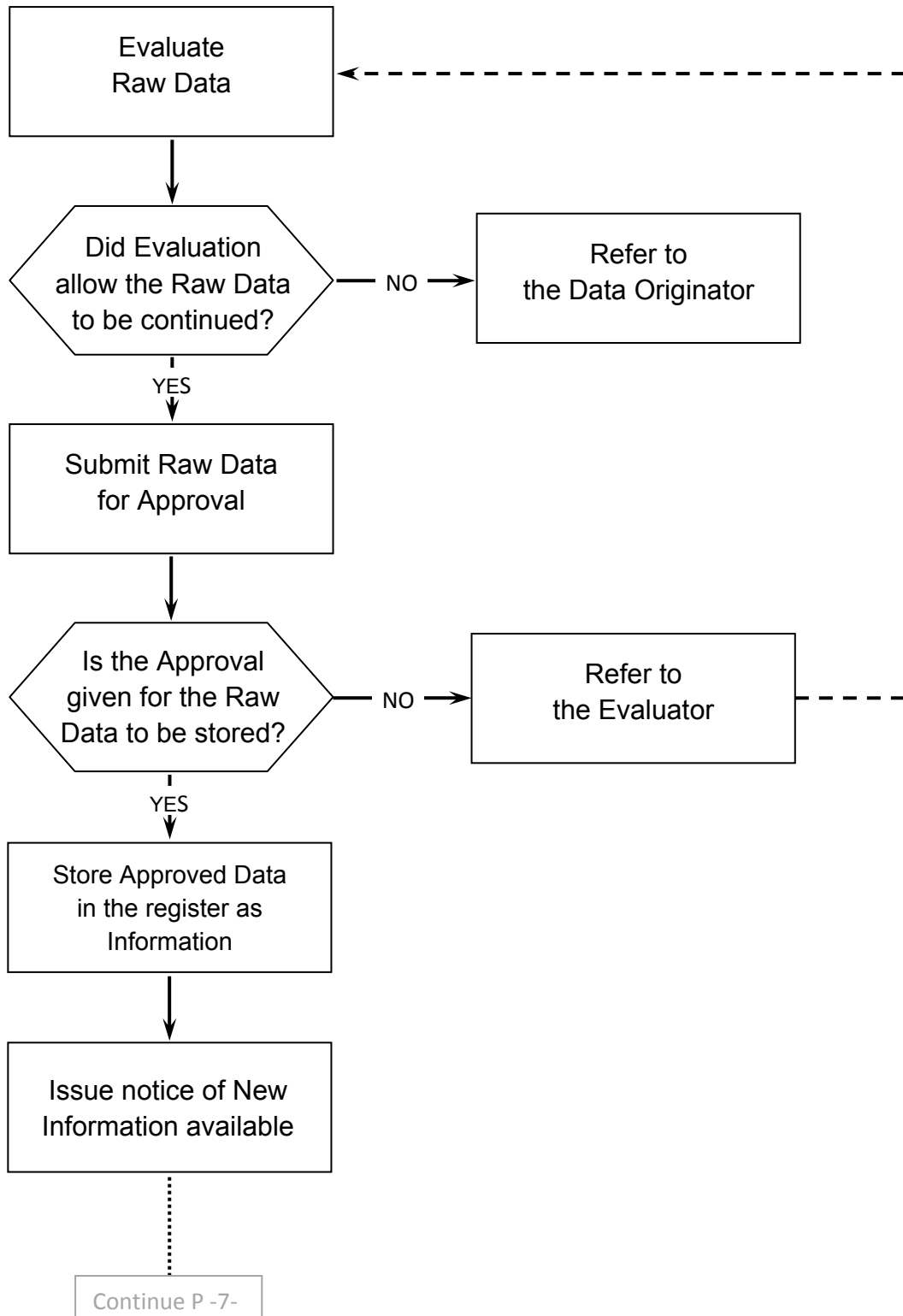
Provision of Data – Receiving Data:





Evaluation of Data – Registering Data:

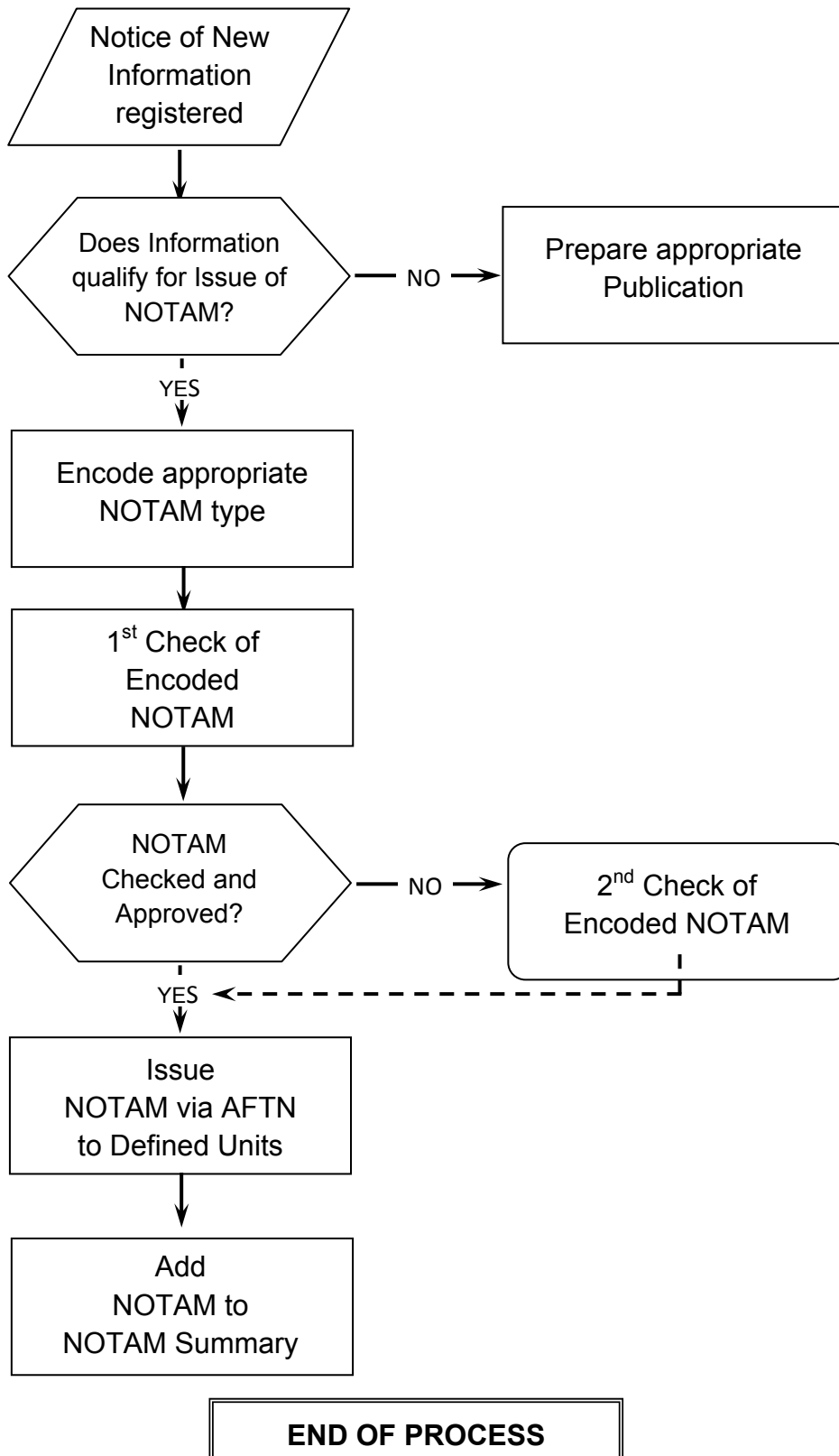
Continued from page -5-





Qualification – Encoding – Checking – Dissemination:

Continued from page -6-





7- Allocation of Responsibilities

The table below gives the origination responsibility allocation for each department for certain events which requires a NOTAM to be published. Air Traffic Services(ATS), Communication-Navigation-Surveillance (CNS), Meteorology (MET) Departments and the Airport Authority (Airt Auth) are the originators of the NOTAMs in the table. However, as a contact point for the external bodies Iraq CAA may be the originator regarding special occasions which are not covered in the table, provided that necessary coordination is conducted with ATS, CNS or Airport Authority.

Black boxes represent the departments responsible for the origination of the NOTAM. If more than one department is involved in the process, the department that identifies the event will coordinate with related parties and initiate the NOTAM process by requesting issuance of a NOTAM from International NOTAM Office (NOF) which is reporting directly to AIS Department. NOF is responsible for the integrity and

Each department should assign a contact person to be responsible for origination of the NOTAM. Due to the nature of shift work, the responsibility should be delegated to appropriate person in the department out of office hours. The originator will be responsible for the coordination between related parties. The contact details of the originators should be distributed to all related parties for coordination purposes.

No	EVENTS	ATS	CNS	Airt Auth	MET
1	Establishment, closure or significant changes in operation of aerodrome(s)/heliport(s) or runways;			■	
2	Establishment, withdrawal and significant changes in operation of aeronautical services (AGA, AIS, ATS, CNS, MET, SAR, etc.);	■	■	■	■
3	Establishment, withdrawal and significant changes in operational capability of radio navigation and 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 communication services;	■	■		



4	Establishment, withdrawal or significant changes made to visual aids;			■	
5	Interruption of or return to operation of major components of aerodrome lighting systems;			■	
6	Establishment, withdrawal or significant changes made to procedures for air navigation services;	■			
7	Occurrence or correction of major defects or impediments in the maneuvering area;			■	
8	Changes to and limitations on availability of fuel, oil and oxygen;			■	
9	Major changes to search and rescue facilities and services available;			■	
10	Establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation;			■	
11	Changes in regulations requiring immediate action, e.g. prohibited areas for SAR action;	■			
12	Presence of hazards which affect air navigation (including obstacles, military exercises, displays, races and major parachuting events outside promulgated sites);	■			
13	Erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;	■		■	
14	Establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas;	■			
15	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;	■			
16	Allocation, cancellation or change of location indicators;			■	
17	Significant changes in the level of protection normally available at an aerodrome/heliport for rescue and firefighting purposes. NOTAM shall be originated only when a change of category is involved and such change of category shall be			■	



	clearly stated (see Annex 14, Volume I, Chapter 9, and Attachment A, Section 17);				
18	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;			■	
19	Outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures;			■	
20	Forecasts of solar cosmic radiation, where provided;				■
21	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;				■
22	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;				■
23	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	■		■	
24	Implementation of short-term contingency measures in cases of disruption, or partial disruption, of air traffic services and related supporting services.	■	■	■	■



8 - NOTAM REQUEST FORM

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

B - NOTAM DETAILS			
NOTAM TYPE	New <input type="checkbox"/>	Cancel <input type="checkbox"/>	Replace <input type="checkbox"/>
Previous NOTAM Number for Cancel or Replace			
A	Location		
B	Valid From Time	UTC/LOCAL	FORMAT:YYMMDDhhmm
C	Valid To Time	UTC/LOCAL	
D	Daily Schedule		
E	NOTAM Text		
F	Lower and Upper Limit		

DATE	
C - AUTHORIZATION	
I declare that the information in this NOTAM request is accurate and authorized for dissemination	
NAME	
SIGNATURE	

