

**NPM TASK LIST**

1. Manage the State RVSM monthly data returns to ARMA i.e. :
  - F1 – Large Height Deviations
  - F2 – Monthly Movements
  - F3 – Other Operational Considerations
  - F4 – Aircraft Traffic Flow Data
  
2. Assist ARMA with maintaining Civil Aviation Co-ordination Points of Contact for :
  - Civil Aviation Authority Operational Approvals (Airworthiness and Flight Operations)
  - Managing Height Monitoring Targets
  - Notification of Height Monitoring Results ASE
  - Investigating Large Height Deviation Reports
  - Military Related Large Height Deviations and RVSM non compliance
  
3. Assist ARMA with Aircraft Operator Co-ordination Points of Contact for
  - Scheduling Height Monitoring Flights
  - Notification of Height Monitoring Result ASE
  
4. RVSM Safety Administration
  - Receiving copies of any RVSM meeting invitation and respond
  - Receiving and distributing any ARMA safety reports within the State to the relevant recipients
  - On request by ARMA provide requested flight plan in support of LHD or RVSM Non Compliance
  - Inform ARMA of any current or predicted RVSM “Hot Spots” or RVSM anomalies and vice versa
  - Ensure that NPM contact details are always current
  - Periodically peruse the ARMA webpage for relevant RVSM information
  - Be available for any telephone conference that might be called
  - Assist with any Safety Assessment queries made by ARMA

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