



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

INFORMATION PAPER

AIM/TF/5 — IP/03Rev
11/28/22

**Fifth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting
(AIM/TF/5)**

Mexico City, Mexico, 28 to 29 November 2022

Agenda Item 5: ICAO activities related to Notice to Airmen (NOTAM) improvement and SNOWTAM applicability

NOTAM VALIDITY TRACKING TOOL TEMPLATE UPDATE

(Presented by the AIM/TF Rapporteur)

EXECUTIVE SUMMARY

This Information Paper is dedicated to support the NOTAM Global Campaign. The Importance of NOTAMs and their Validity, also avoidance of duplicate publication of NOTAMs, has to be monitored by the Data Originator, as well as by the NOF. It is a safety aspect and this responsibility needs better uniformity. NOTAMs are of direct operational significance and could immediately affect aircraft operations Therefore, the NOTAM Validity Tracking Tool has been created.

Action:	States are encouraged to have Airport Operation and other Data Originators as well as the NOF, to use this tool, in order to monitor those NOTAMs which are of importance to the respectful unit.
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<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Strategic Objective 1 – Safety• Strategic Objective 2 – Air Navigation Capacity and Efficiency
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<i>References:</i>	<ul style="list-style-type: none">• Annex 11 – Air Traffic Services• Annex 15 – Aeronautical Information Services• Doc 4444 – PANS-ATM• Doc 8126 – Aeronautical Information Services Manual• ICAO NOTAM Global Campaign
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1. Introduction

1.1 The NOTAM VALIDITY TACKING TOOL TEMPLATE version 1.0 was created in May 2021. The updated version, v 1.1, has been updated 24 NOV 2022 with an additional column on for the NOTAM creator, and the formulas have been corrected accordingly. An easy to use file.

1.2 Recommended: File to be reviewed daily at the beginning and end of every shift and as soon as a NOTAM is published.

This tool includes data on the following (from columns A to K) :

- NOTAM Number
- NOTAM Title and/or Brief Description (Item E)
- Location (ICAO code)
Min. 4 - Max. 8 digits
- Created (Published) date
- Effective date (Item B)
- Expire date (Item C)
- Data Originator
- Total time left to renew/cancel or self-expire
- Created by
- Duration of NOTAM in days
Must not exceed 93 days (3 months based on months and not days)

PUBLISHED NOTAM VALIDITY TRACKING TOOL											
Company Name	Amount of current valid / published NOTAMs	NOTAM Number A#####YY	NOTAM Title and/or Brief Description (Item E)	Location (ICAO code) Min. 4 - Max. 8 digits	Created (Published) date	Effective date (Item B)	Expire date (Item C)	Data Originator	Total time left to renew/cancel or self-expire	Created by:	Duration of NOTAM in days <i>Must not exceed 93 days (3 months based on months and not days)</i>

Zoomed in view:

Company Name		PUBLISHED NOTAM VALIDITY TRACKING TOOL								
Amount of current valid / published NOTAMs	NOTAM Number A#####YY	NOTAM Title and/or Brief Description (Item E)	Location (ICAO code) Min. 4 - Max. 8 digits	Created (Published) date	Effective date (Item B)	Expire date (Item C)	Data Originator	Total time left to renew/cancel or self-expire	Created by:	Duration of NOTAM in days <i>Must not exceed 93 days (3 months based on months and not days)</i>

PUBLISHED NOTAM VALIDITY TRACKING TOOL			
Data Originator	Total time left to renew/cancel or self-expire	Created by:	Duration of NOTAM in days <i>Must not exceed 93 days (3 months based on months and not days)</i>

2. Usage

2.1 It is an easy to use MS Excel file, which is password protected to avoid any formula corruption. Password is shown in the template, and may be changed to fit/ease own use.

2.2 Recommended is that this file is reviewed daily at the beginning and the end of every shift AND as soon as a NOTAM is published by each officer of the NOF.

2.3 Use video tutorial for more detailed information:
<https://u.pcloud.link/publink/show?code=XZSmmWVZogDPByghuklmuAhzBGuLSSHnHX0>.

2.4 Columns: Fill out only sections of:

- a) columns B to H, and
- b) Column J

2.5 Administrative (lower) sections, fill out:

- c) Corresponding Shift – Officer’s code / Initial
- d) Date (dd/mm)
→ this will return the date in YYMmmDD
- e) Fill out the UTC time, use the “:” in between the numbers of HH and mm
→ this will return the time without the “:”!

** Always save the file. This file is a shared format, so simultaneous editing is possible, when shared on a Network.

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ANSP COMPANY		PUBLISHED NOTAM VALIDITY TRACKING TOOL									
Amount of current valid / published NOTAMs	NOTAM Number A####/YY	NOTAM Title and/or Brief Description (Item E)	Location (ICAO code) Min. 4 - Max. 8 digits	Created (Published) date	Effective date (Item B)	Expire date (Item C)	Data Originator	Total time left to renew/cancel or self-expire	Created by:	Duration of NOTAM in days Must not exceed 93 days (3 months based on months and not days)	
1	A0921/22	FIRE DEPT DOWNGRADED	XXXX	24-Nov-22	24-Nov-22	15-Dec-22	NAME / TITLE 22	0 years 0 months 18 days	A8	21	
2	A0915/22	FIR ENTRY PROHIBITION	XXXX	1-Sep-22	1-Sep-22	1-Dec-22	NAME / TITLE 3	0 years 0 months 4 days	A3	91	
3	A0874/22	XXXX ATC TWR OJT	XXXX	21-Oct-22	21-Oct-22	23-Jan-23	NAME / TITLE 21	0 years 1 months 26 days	A11	Insert/Correct item B: 94	
4								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
5								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
6								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
7								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
8								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
9								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
10								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
11								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
12								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
13								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
14								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
15								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
16								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
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26								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
27								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
28								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
29								No time left to CNL or REPLACE / NOTAM EXPIRED		0	
30								No time left to CNL or REPLACE / NOTAM EXPIRED		0	

Form date:	24-Nov-22	SHIFT	Shift 1	Shift 2	Shift 3	Shift 4	Shift 5
Form #:	V1.1	Last Updated by:	A8	A14	A3	A9	A7
		Date updated:	22Nov24	22Nov24	22Nov24	22Nov24	22Nov25
		Time updated:	1458	1848	1700	0248	1510

Company Logo
Here

