



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**COMMON OPERATIONAL PROCEDURES MANUAL FOR AN INTEGRATED  
AUTOMATED AIS SYSTEM  
IN THE CAR/SAM REGION  
(COPM CAR/SAM)**

**SECOND EDITION (PROVISIONAL) - 2000**

**CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP  
(GREPECAS)**

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# Common Operational Procedures Manual for an Integrated Automated AIS System in the CAR/SAM Region (COPM CAR/SAM)

*CAR/SAM Regional Planning and Implementation Group (GREPECAS)*

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## **INTRODUCTION**

The Common Operational Procedures Manual (COPM C) describes the operational procedures for the functioning of an AIS automated integration system for the CAR/SAM Region, based on the “Concept of an AIS automated integrated system for the CAR/SAM Region” contained in the Air Navigation Plan CAR/SAM, recently approved by the RAN/CAR/SAM/3.

The objective of this document is to detail the necessary procedures for the NOTAM processing at NOF and NASC level.

With regard to NOTAM processing, this document will describe procedures and criteria that should be considered in the production of NOTAM at NOF and NASC levels up to its introduction into Databases.

The NOTAM Database operators should give emphasis to *normalization*, that is to say, the application of standard procedures that should be strictly observed so that the system works in an orderly manner.

Standards, formats and abbreviations established by ICAO should be considered and be strictly applied.

The procedures contained in this document should be known and used by all CAR/SAM states in any variant adopted from those foreseen in the concept of an AIS automated integrated system.

## ABBREVIATIONS

AD	Aerodrome
AFS	Aeronautical Fixed Service
AFTN	Aeronautical Fixed Telecommunication Network
AIP	Aeronautical Publication Service
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Services
AIC	Aeronautical Information Circular
ANM	Anticipated Notification Messages
ASHTAM	NOTAM for notification of volcanic ashes activity
ATS	Air Traffic Services
APROX DUR	Approximated Duration
BIRDTAM	NOTAM for notification of birds activity hazards
CAR/SAM	Caribbean and South America Regions
COM	Communications
DTG	Date-Time Group
EST	Estimate or estimated ( <i>type of message designator</i> )
FIR	Flight Information Region
FLOWTAM	Message for notification of air traffic flow
GREPECAS	CAR/SAM Regional Planning and Implementation Group
H-24	Continuous day and night Service (24 Hours)
INTERNET	Intercommunications Network
LOW/UP	Lower and Upper level
MET	Meteorology
NASC	National Automated AIS Center
NOF	International NOTAM Office
NOTAM	A notice containing information concerning the establishment, condition or change in any aeronautical facility, service procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations
OACI	International Civil Aviation Organization
PIB	Pre- Flight Information Bulletin
RQA	Request for Bulletin by Aerodrome
RQH	Request for Help.
RQL	Request for Checklist
RQN	Request for NOTAM
SAR	Search and Rescue
SNOWTAM	Special series NOTAM which notify the presence or removal of hazardous conditions on the movement area due to snow, ice, or water associated with these conditions
SUP	Supplement ( <i>AIP Supplement</i> )
UFN	Until Further Notice
TRIGGER NOTAM	NOTAM activating an AIP Amendment or Supplement published in accordance with AIRAC procedures

## **CHAPTER 1**

### **CRITERIA FOR THE STORAGE AND UPDATING OF NOTAM IN NOTAM DATABASES**

#### **1.1 CRITERIA FOR STORAGE OF VALID NOTAMs**

1.1.1 Valid NOTAMs are stored from the day of arrival until the end of their validity. At the end of their validity, they are cancelled automatically or manually, depending on the system used, and will no longer appear in the Bulletins and Checklists.

1.1.2 Furthermore, all NOTAMs are to be stored in the database minimum for another 30 days after their period of validity ends.

#### **1.2 CRITERIA FOR THE STORAGE OF “EST” NOTAMs**

1.2.1 In accordance with ICAO’s Doc. 8126, “EST” NOTAMs are those used when the originator of the information is not sure of the hour when the situation will end, making it necessary for their replacement or cancellation before the “EST” time stated in field C) is reached.

1.2.2 For the CAR/SAM Region, the technical service originator of the information for an “EST” NOTAM is the only responsible party for informing the NOF/NASC about the status of the situation so that the “EST” NOTAM can be replaced or cancelled, as appropriate. To that effect, notification must be made within 48 hours before reaching the “EST” time stated in the NOTAM field C).

1.2.3 If there is no notification, the NOTAM will be cancelled by the NOF/NASC according to the date/time group of field C), and the technical service will be held legally responsible for any possible consequences.

#### **1.3 CRITERIA FOR THE HISTORICAL STORAGE OF PUBLISHED NOTAMs**

1.3.1 When NOTAMs and other messages are no longer valid for operational use in a database (i.e. Bulletin production), storage is still required to comply with legal obligations.

1.3.2 Long-term storage is possible on various supports, i.e.: Databases, paper, magnetic tapes, diskettes, and microfilms. The duration of the storage will vary from one Administration to another depending on the established national requirements, on the memory capacity and on stored data volume.

#### **1.4 CRITERIA FOR THE UPDATING OF NOTAM WITH ERRORS**

1.4.1 Every NOTAM with format errors shall be corrected in the least possible time in order to guarantee that they will be validated and processed for the system.

1.4.2 NOTAMs with errors shall not accumulate, due to the implications that this may cause to the pre-flight information service.

## CHAPTER 2

### NOTAM PROCESSING AT NOF AND NASC LEVEL

#### 2.1 GENERAL

2.1.1 The ICAO NOTAM format has been an international standard since the publication of the 8<sup>th</sup> Edition of ICAO Annex 15, on 14th November 1991, and is the reference format for NOTAM. For the purposes of this Document, the term NOTAM will refer to the NOTAM format system unless otherwise stated. These NOTAMs are:

NOTAMN	(New NOTAM)
NOTAMR	(Replacement NOTAM)
NOTAMC	(Canceling NOTAM)
Checklists	(Monthly)

*Note: In the future, it is possible that will be required the definition of other messages to be included in the Bulletin. These messages could be provided in a similar format as the NOTAM format. They are:*

- *SNOWTAM.*
- *BIRDTAM.*
- *ASHTAM*
- *Flow messages (flow restriction messages including FLOWTAM).*
- *Advanced notification messages (ANM).*
- *Any other useful messages for inclusion in the Bulletin.*

2.1.2 This Chapter covers common procedures to be applied in the production and reception of NOTAM at NASC and NOF level, and provides:

1. Basic rules for NOTAM production and reception (2.2 and 2.3).
2. Basic verifications to be performed (2.4).
3. Detailed procedures concerning each NOTAM field (2.5 onwards).

#### 2.2 BASIC RULES FOR NOTAM PRODUCTION

2.2.1 The following basic rules apply to the production of NOTAM:

- A NOTAM will deal with only one subject and with only one condition of that subject and will be as concise as possible.
- NOTAM are basically qualified according to the Selection Criteria published in the ICAO AIS Manual (Doc. 8126 - AN/872).
- Deviations from the Selection Criteria should be avoided, but may be required in some cases. Therefore, overwriting of the qualifiers must be possible in manual and automated systems. These cases are explained in paragraph 2.6, NOTAM Qualification.
- Field B) contains the start of validity of the NOTAM as a DTG of 10 figures. For NOTAMC, no future start of validity is permitted.

- The use of WIE or APROX DUR in the B) field is not allowed.
- The issue of a NOTAMR may be replaced by the successive issue of a NOTAMC and a NOTAMN (or by the successive issue of a NOTAMN and a NOTAMC).
- Field C) contains the end of validity of the NOTAM as a DTG of 10 figures for NOTAM having a precise duration.
- "EST" may be added to the DTG for NOTAM having an estimated period of validity. "EST" NOTAM require later issue of a NOTAMR or NOTAMC.
- Field C) will contain "PERM" in NOTAM containing information to be incorporated in the AIP. These NOTAMs must be cancelled by another NOTAMs when the AIP is updated.
- Use of UFN in field C) is not allowed.
- Field D) (dayschedule) is a free text. If field D) contains a long and/or complicated description, its contents are to be incorporated into field E) for manual operation only.
- Field E) is free text and does not contain the NOTAM code. The code is to be translated into plain text in accordance with the standard abbreviated phraseology stipulated in the NOTAM Code. Text can contain ICAO abbreviations.
- In the case of a TRIGGER NOTAM, field E) will contain a reference to the AIP Amendment or Supplement.
- NOTAMs containing errors are to be replaced or cancelled and a new NOTAM published.
- A NOTAMC cancels only one NOTAM.
- A NOTAMC needs no field C), which will produce an immediate cancellation.

## 2.3 BASIC RULES FOR NOTAM RECEPTION

2.3.1 NOTAMs are accepted as received for their direct introduction to a database. However, if necessary, the system should allow a subsequent processing, depending on the mistake detected.

*Note: The System should be able to recognize the originator of the NOTAM received.*

2.3.2 The following basic rules are applied in the reception of foreign NOTAM received in an incorrect format:

- NOTAMs should be verified when received.
- NOTAM qualifiers will be corrected in accordance with the Selection Criteria, ICAO Doc. 8126, for which the NOTAM Code should be identified.
- For NOTAMs received without Line Q), the operator should have to identify the subject in field E) and select and apply the corresponding NOTAM Code.
- If field B) contains a WIE term, the automated system will automatically replace it with a 10 digit DGT representing the NOTAM publication date.
- If field B) contains a previous date of that hour/date in which the message was originated, it will be accepted as it is.
- APROX DUR in field C) will be automatically transformed by the system by the term "EST".
- If there is no DGT and the NOTAM is not a NOTAMC, the letters "PERM" or "UFN" will be accepted if present.



## 2.4 BASIC CHECKING RULES

2.4.1 The high quality standard of production (and reception) of NOTAMs requires the application of both syntax and semantic verifications.

2.4.2 Depending on the sophistication of an AIS system, the verification can be performed automatically by the computer software. Even with a high level of automation, the contents of some Fields must be verified manually. In the following paragraphs the main verification rules are pointed out.

### 2.4.2.1 Syntax verifications

*Note:* (M)- stands for Manual checking.  
(A)- stands for Automatic checking

- Field length for each Field (A). The lengths of Fields D), E), F) and E) are to be determined (M). If Field D) is longer than 3 lines or very complicated, its contents may be given in Field E) (M).
- Field data for all fields except D), F) and G), as well as field C) for NOTAMC.
- Field data corresponds to type of field data for all Fields except D), E), F) and G), which are free texts.

### 2.4.2.2 Semantic verifications

*Note:* (M)- stands for Manual checking.  
(A)- stands for Automatic checking.

- Originator code identified.
- NOTAM series/number/year are valid and in ascending sequence.
- NOTAM Type, only N, R and C are allowed.
- NOTAM number referred to in a NOTAMR or NOTAMC is a valid NOTAM.
- Field A) in NOTAMR or C is identical to Field A) in the NOTAM referred to.
- Line Q):
  - ✓ FIR is valid for the country of origin and/or originating NOF or NASC.
  - ✓ NOTAM code is contained in Selection Criteria.
  - ✓ Traffic, Purpose and Scope correspond to those provided in the Selection Criteria.
  - ✓ If they do not correspond, the NOTAM is accepted as such or a request might be formulated to the related NASC.
  - ✓ LOWER and UPPER limits (given in flight levels - FL) are logical --the LOW is equal to or less than the UP.
- Field A):
  - ✓ A given FIR is a valid FIR of a country or a valid FIR for the originator.
  - ✓ If more than 1 FIR belonging to the same country is given, the FIR in line Q must be an ICAO two-letter ICAO country code and XX.
  - ✓ For supraregional information, i.e. more than 1 FIR belonging to several countries, the originating unit must be stated in the FIR of the Q-line.
  - ✓ A given aerodrome is a valid aerodrome situated in the FIR of line Q).

- Field B): (Start of validity)
  - ✓ NOTAM "N", 10 figure date/time group equal to or greater than actual date (of production of the NOTAM only).
  - ✓ NOTAM "R" AND "C", 10 figure date/time group equal to actual date of production of the NOTAM.
- Field C): (End of validity)
  - ✓ 10 figure date/time group greater than Field B), except for NOTAMC, in which Field C) is not transmitted.
  - ✓ Letters "EST" are accepted if present.
  - ✓ If no DTG is given and the NOTAM is not a NOTAMC, the letters "PERM" must be present.
- Field D): (Day schedule - active times)
  - ✓ Months, days and hours must be situated inside limits of Start and End of Validity (M).
- Field E): (Text)
  - ✓ Significations/uniform abbreviated phraseology of ICAO NOTAM code (A) complemented with ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain english language (M).
- Fields F) and G): (At NAV Warning limits for Bulletin entry)
  - ✓ Values verified for correctness and logic (M) and whether the indicated data correspond to the values entered in qualifiers LOWER and UPPER in the Q-line.
- If Fields F) and G) are present, qualifier SCOPE must be "W" (or "AW", see 2.11.1).

## 2.5 NOTAM IDENTIFICATION

### 2.5.1 Origin

- NOTAM origin for production at NOF and NASC level does not require the development of special procedures. The originator's abbreviation (AFTN address) is given in the message introduction as stipulated in ICAO Annex 10 provisions.

### 2.5.2 NOTAM Series Assignment

- Letters from A to Z (1 character), except S (reserved for SNOWTAM) may be used to allocate NOTAM Series. Its allocation will vary from one Administration to another depending on national requirements.

### 2.5.3 NOTAM Number

- NOTAM Number/Year (4 digit/2 digit).
- Each Series will start on January 1<sup>st</sup> of each year at 0001.
- The NOTAM is issued in ascending and continuous sequence.

### 2.5.4 NOTAM Type

- The letters N (new), R (replacement) and C (cancellation) are allocated to a NOTAM in accordance with the original NOTAM.

Example: A0123/00 NOTAMN

*Note: The following procedures in this Chapter refer to NOTAMN and many of them are also applicable to NOTAMR and NOTAMC. However, some particular aspects of NOTAMR (replacement NOTAM) and NOTAMC (cancellation NOTAM) processing are described after the NOTAM “N” procedures.*

## **2.6 NOTAM QUALIFIERS (LINE Q)**

### **2.6.1 General Rules**

- The NOTAM Selection Criteria are the basis for NOTAM qualification. They are published in the AIS Manual (Doc. 8126-AN/872) and generally have to be applied for NOTAM processing (production and verification). These specific criteria will be proposed by automated (computer-aided) systems for inclusion in the Q-line of the proposed NOTAM.
- Overwriting of the proposed qualifiers should, however, still be possible even in a computer-aided system when:
  - ✓ The Selection Criteria do not make operational sense for the combination of the subject and the condition referred to in the NOTAM.
  - ✓ The so-called "Q..XX" procedure (see 2.8 Qualifier NOTAM Code) is applied, allowing operators in this case to choose qualifiers at their discretion.
  - ✓ Checklists are produced.
- In a manual environment, the same rules for variation from the Selection Criteria are applied.

## **2.7 FIR QUALIFIER**

2.7.1 ICAO location indicator of the FIR in question. If there is more than one FIR involved, the ICAO country indicator (example: SB) plus XX will be inserted instead of a FIR. In this case, the ICAO location indicators of all FIRs concerned will be listed in NOTAM Field A), 7 location indicator will be accepted.

Example:        Q)SBXX/QWELW/...  
                  A)SBBL SBBS SBRE...

## **2.8 NOTAM Code Qualifier**

2.8.1 This field contains the NOTAM Code.

2.8.2 The NOTAM Code is assigned on the basis of the Selection Criteria. The selection criteria provide a subject-related association of NOTAM with the qualifiers "TRAFFIC," "PURPOSE" and "SCOPE".

2.8.3 NOF or NASC will basically use the NOTAM Code provided in the Selection Criteria. In the case of a NASC, it will therefore make sure that their NOTAM Data bases will process the NOTAM Code information as published in the Selection Criteria. This will preferably be done automatically.

2.8.4 If the NOTAM Selection Criteria do not contain an appropriate NOTAM Code, the so-called "Q..XX" procedure will be used and free association will be allowed in accordance with the following procedures:

2.8.5 If the information to be divulged by NOTAM message does not have a subject related (2nd and 3rd letters) contained in the NOTAM Code list, the following Codes will be used in accordance with the NOTAM contents/subject:

QAGXX = AGA  
QCOXX = COM  
QRCXX = RAC  
QXXXX = OTHER

2.8.6 When these Codes are inserted, free association of the qualifiers "TRAFFIC," "PURPOSE" and "SCOPE" is allowed.

Example:

NOTAM Code: QAGXX (AGA information)

Q-line: Q)MHTG/QAGXX/IV/NBO/A/000/999/1402N08714W003

NOTAM text: E)DELAYS TO/FROM MHTG TO BE EXPECTED DUE TRAFFIC  
CONGESTION.

2.8.7 The QXXXX is to be used only if no other Code is applicable.

2.8.8 If the condition of the subject (4th and 5th letters) is not included in the Selection Criteria, the letters XX will be inserted as the 4th and 5th letters.

## 2.9 "TRAFFIC" Qualifier

2.9.1 This qualifier relates the NOTAM to a type of traffic:

"TRAFFIC" entries:

I = IFR Traffic  
V = VFR Traffic  
IV = IFR and VFR Traffic

## 2.10 "PURPOSE" QUALIFIER

2.10.1 This qualifier relates the NOTAM to certain purposes (intentions) and thus allows retrieval in accordance with the requirements of the user. In addition, the letter "N" is used to indicate that the NOTAM will be subject to "Immediate notification."

“PURPOSE” entries:

- N = Immediate Notification, the NOTAM requires immediate notification, i.e. the NOTAM is to be immediately distributed selectively to defined users.
- B = Bulletin, the NOTAM will appear in a Bulletin containing all important messages.
- O = Operational significance, the NOTAM will appear in a Bulletin containing only items of special operational significance.
- M = The NOTAM is about a miscellaneous item and will not appear in a Pre-flight Information Bulletin, unless specifically requested.

2.10.2 The following combinations of letters are possible (one to three letters in the indicated order):

NBO, NB, BO, B, M.

## 2.11 "SCOPE" Qualifier

2.11.1 This qualifier relates the NOTAM to a specified scope. The qualifier is used to determine under which category a NOTAM is presented in a pre-flight Bulletin, i.e. "Aerodrome," "En-route" or "Nav-warning".

“SCOPE” entries:

- A = Aerodrome, relates the NOTAM to the scope of an aerodrome. Entry of an aerodrome location indicator in Field A) is compulsory in that case.
- E = En-route, relates the NOTAM to the scope of en-route information.
- W = NAV-Warning, relates the NOTAM to the scope of navigation warnings.
- AE= Aerodrome/En-route, relates the NOTAM to both scopes. Entry of an aerodrome location indication in Field A) is compulsory in that case.
- AW= Aerodrome/NAV-Warning, relates the NOTAM to both scopes. Entry of an aerodrome indicator in Field A) is compulsory in that case.

## 2.12 LOWER/UPPER Qualifiers

2.12.1 These qualifiers relate the influence of a NOTAM to a vertical airspace specified by "LOWER/UPPER" limits. This makes possible to specify LOW/UP limits in a request for pre-flight information, and to exclude from pre-flight Bulletins all NOTAM that do not affect an airspace specified by vertical/horizontal limits.

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

Example: 090/330 (FL 090 TO 330).

2.12.3 Default values are for lower = 000, upper - 999.

2.12.4 In the case of NAV-warnings (SCOPE "W" AND "AW"), normally stated in Fields F) and G), it is necessary to make sure that the values specified as LOWER/UPPER correspond to the values given in Fields F) and G) that may be specified in the NOTAM text.

Example: F)2000FT AGL G)7500FT AMSL =LOWER/UPPER= 020/075

## 2.13 "GEOGRAPHICAL REFERENCE" Qualifier

2.13.1 This qualifier allows a NOTAM geographical association with the location referred to with the precision of one nautical mile.

2.13.2 The qualifier is given in one set of coordinates (11 characters), i.e.:

- ! NORTH/SOUTH in 5 characters (e.g. 2310N)
- ! EAST/WEST in 6 characters (e.g. 08445W).
- ! Radius of influence in nautical miles in 3 characters (e.g. 010).

Example: Q)MUHA/QWELW/IV/BO/W/000/310/2310N08245W010

2.13.3 If the NOTAM refers to an area (FIR, country, danger area, etc.), the coordinates represent the reference center of the area with the radius encompassing the total area. Automatic production of the geographical qualifier requires the use of static and dynamic data contained in a data base.

## 2.14 NOTAM Fields

2.14.1 Field A) - FIR/AD Location

2.14.1.1 NOTAM single location

2.14.1.1.1 ICAO location indicator of one aerodrome or FIR concerned.

- In the case of one FIR, the entry must be identical to the FIR qualifier in the Q-line.
- When an aerodrome indicator is given, it must be an aerodrome located in the FIR indicated in the Q-line.
- Countries without ICAO aerodrome location indicators will assign other special aerodrome 4-letter indicators, like those of ICAO, without duplicating established indicators, for publication in the AIP.
- If no 4-letter indicator exists, the 2-letter country code plus XX will be inserted in Field A) and the full name of the aerodrome in Field E).

Examples: A)MUFH (FIR)  
A)MUHA (ICAO location indicator)  
A)MUXX (There is no ICAO location indicator published by Cuba, in this last example, the full name of the aerodrome/location (e.g. LA GRAN PIEDRA) must be stated in Field E).

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2.14.1.2 Multi-location NOTAM

2.14.1.2.1 ICAO location indicator of more than one FIR concerned.

- If more than one FIR is concerned, all indicators will be entered.
- In cases where a NOTAM contains supraregional information covering several FIRs belonging to more than one country, the FIR qualifier will contain the originator's 4-letter abbreviation.

2.14.2 Field B) - Start of validity

2.14.2.1 Ten-figure date/time group, giving year, month, day, hour and minute at which the NOTAM comes into force.

2.14.2.1 Particular aspects

- Use of WIE is not allowed.
- According to ICAO Annex 10, 0000 will be used as start of a validity period when applicable.

Example: B)0007011200 (1st of July of 2000, 1200UTC)

2.14.2.2 For NOTAMR and NOTAMC, the validity of Field B) will correspond to the NOTAM publication date. No start of validity at a future date will be permitted.

2.14.3 Field C) - End of validity

2.14.3.1 Ten-figure date/time group, giving year, month, day, hour and minute at which the NOTAM becomes invalid.

2.14.3.2 Particular aspects

- NOTAMC have no Field C).
- For NOTAM with unknown duration of validity, the time/date group will be followed by the term "EST" (estimate). This type of NOTAM will have to be replaced by NOTAMR or cancelled by NOTAMC.
- The use of "APROX DUR" is not permitted.
- The use of "UFN" is not permitted.
- For NOTAM containing information of permanent validity, the sequence of characters "PERM" is used.
- 2400 will be used in accordance with ICAO Annex 10, when applicable, as the end of a validity period.

Examples: C)0007022030  
C)0007031230EST  
C)PERM

2.14.4 Field D) - "SCHEDULE"

2.14.4.1 In this field information is to be included about the schedule or the specified periods of time in which the event takes place or the hazard exists. The field is optional and should only be completed when necessary.

2.14.4.2 Particular aspects

- Periods of activity stated in Field D) are enveloped by the times given in Fields B) and C).
- This information is intended for Bulletin entry.
- If Field D) is longer than 3 lines or contains a very complicated description, its contents will be incorporated into Field E).
- If the active time of a NOTAM corresponds to sunrise (SR) or sunset (SS) (+/- 30 min.), the hours corresponding to sunrise and sunset data respectively will be entered in Fields B) and C).

2.14.5 Field E) - NOTAM Text

2.14.5.1 This Field contains information about a hazard, state of functioning or condition of the installations described. Is necessary to complete this field accordingly with the decoding part of the ICAO NOTAM Code (meanings, uniform abbreviated phraseology), completed when necessary with indicators, location identifiers, call signs, frequencies, numbers and plain language.

2.14.5.2 The text of an International distribution NOTAM will be in English.

2.14.5.3 The text can contain ICAO abbreviations and abbreviations used for directions and units of measurement (example: N, SE, FT, GND/AMSL, NM, etc.).

Example: E)RWY 25R ILS LLZ U/S  
E)OBST ERECTED CRANE 1.5 NM W THR RWY 07L 2500 FT S RCL, 07L/25R  
HEIGHT 150 FT AGL 191 FT AMSL

2.14.5.4 As Field E) contains the main information to be provided in a Pre-flight Information Bulletin, it should be composed in such a way that it can be entered directly in the Bulletin and the need for other NOF and/or NASC to recompose the text for their clients is avoided.

2.14.6 Fields F) and G) - Lower and Upper Limits

2.14.6.1 The lower and upper limits in Fields F) and G) must be inserted for NAV-warnings (SCOPE = W, AW) and are intended for Bulletin entry.

2.14.6.2 A variety of heights, altitudes and flight levels can be given. The values must correspond to the flight levels specified in the LOW and UP qualifiers.

Example: F)1500 FT AGL ("LOWER" = 015) G)7500 FT AMSL ("UPPER" = 075)  
F)FL 250 ("LOWER" = 250) G)FL 310 ("UPPER" = 310)



## 2.15 PROCEDURES RELATED TO NOTAMR PRODUCTION

- A NOTAMR is to be issued in the same series as the NOTAM to be replaced.
- A NOTAMR will replace only one NOTAMN or NOTAMR.
- NOTAMR will deal with the same subject as the replaced NOTAM refers to.
- A NOTAMR will have the same Field A) contents as the NOTAM being replaced.
- A NOTAMR may be replaced by the successive issue of a NOTAMC and a NOTAMN, or the successive issue of a NOTAMN and of a NOTAMC.
- A NOTAMR immediately replaces the NOTAMN or NOTAMR referred to.
- A NOTAMR is not permitted to replace an individual part of a multi-part NOTAM.

## 2.16 PROCEDURES RELATED TO NOTAMC PRODUCTION

- A NOTAMC is to be issued in the same series as the NOTAM to be cancelled.
- A NOTAMC will cancel only one NOTAMN or NOTAMR.
- A NOTAMC becomes active at the time of issue and immediately cancel the NOTAM referred to.
- No future start of validity (cancellation) is permitted.
- In the case of cancellation of a multi-part NOTAM, all parts are cancelled by the NOTAMC. Cancellation of individual parts is not permitted.
- A NOTAMC is not intended for Bulletin entry and therefore do not have to have qualifiers identical to those of the NOTAM they cancel. The Codes to be used are as follows:

The 2nd and 3rd letters are identical to the original NOTAM. For the 4th and 5th letters the following entries are permitted:

Q. .AK RESUMED NORMAL OPS

Q. .AO OPERATIONAL

Q. .AL OPERATIVE SUBJECT TO LIMITATIONS/CONDITIONS PREVIOUSLY ISSUED (SUBJ PREVIOUS COND)

Q. .CC COMPLETED (CMPL)

Q. .XX OTHER (PLAIN LANGUAGE)

- For all NOTAMC, the decoded text of the NOTAM code is inserted in Field E), together with details about the NOTAM subject.

Example:      NOTAM Code              QNVAK  
                  Field E)                VOR DKB OKAY

## 2.17 CHECKLIST PROCESSING

2.17.1 Checklists are issued as a NOTAM in the series to which they refer.

2.17.2 Checklists have the following particular aspects:

- The checklist is issued as a NOTAMR with a validity of 1 month with "EST". Therefore, the next checklist replaces the previous checklist with immediate effect. Consequently, Field B) is issuing the time of the checklist and immediately supersedes the previous one.
- For States with more than one FIR, the "FIR" Field of the Q-line is the two-letter country code followed by XX. The FIR location indicator will be used for States responsible for only one FIR.
- Line – Q qualifiers should be given in such a way that the list does not enter automatically in the pre-flight Bulletins.
- LOW/UP are default values.
- The geographical reference qualifier is omitted.
- Field A) is the two-letter country code followed by XX for States with more than one FIR. The FIR location indicator is to be used for States with only one FIR (identical to "FIR" in the Q-line).
- Field C) is the estimated time of validity, usually the last day of the month (2400 H) followed by "EST".
- Field E) is divided into two parts:
  - 1.- The NOTAM Number part, identified as the "CHECKLIST".  
It contains the valid NOTAM promulgated in a particular series, in a format suitable for automatic and manual processing.
  - 2.- The latest publications part, identified as "LATEST PUBLICATIONS".  
It contains the list of the latest publications, in a format suitable for manual processing only.

Example:

```
(A0091/00 NOT AMR A0037/00
Q)SBXX/QXXXX/ /M/E/000/999/
A)SBXX SBBS SBCW SBGA SBMU SBPH SBRE B)0003010000 C)0003312400EST
E)CHECKLIST
1999: 0101 0104 0347 0601 0653 0674 0687
2000: 0004 0006 0009 0010 0011 0012 0014 0016 0018 0025 0027 0029 0034
0035 0056 0072 0090 0091
```

### LATEST PUBLICATIONS

```
AMDT AIP 413 02 JAN 00
AIRAC AMDT AIP 016 19 JAN 00 (EFF 02 MAR 00)
AIP SUP 001 12 JAN 00
AIC 001 02 JAN 00
NOTAM SUMMARY MAR 01 MAR 00)
```

- Additional possibilities for differentiating between IFR and VFR publications (volumes) can be stated if required:

AIP SUP VFR	001	02 JAN 95
AIP SUP IFR	002	05 JAN 95
AIRAC AIP AMDT IFR	016	19 JAN 95 (EFFECTIVE 02 MAR 95)

- In case of any problem with the checklist, e.g. valid NOTAM not on checklist, NOTAM on checklist not in data base, etc., NOF or NASC will obtain clarification from the originator of the list.

## 2.18 CANCELLATION OF NOTAM

*Note: The rules for cancellation are developed with the aim that no human intervention will be needed in the automated systems for NOTAM cancellation.*

### 2.18.1 Cancellation by end of validity

- All NOTAM (N, R and TRIGGER) with a defined End of validity time (10-figure date/hour group in Field C)) cease to be valid at that time.
- In automated systems these NOTAMs will be automatically removed from the active NOTAM part of the database and will no longer appear in pre-flight Bulletins.
- In manual systems these NOTAMs will have to be removed manually by the operator.

### 2.18.2 Cancellation/Replacement by NOTAM

- NOTAM which are to become invalid before their given end of validity in Field C) or that did not have a defined end of validity (have "EST" or "PERM" in Field C)) can be replaced or cancelled at any time.
- Cancellation by NOTAMC. The original NOTAMN or NOTAMR is cancelled upon reception of the NOTAMC, where Field B) = time of issue of NOTAMC.
- Cancellation by NOTAMR. The original NOTAMN or NOTAMR is replaced upon reception of the NOTAMR (Field B) = time of issue), having the NOTAMR its own validity (See NOTAMR processing).
- No future time of replacement is permitted.

### 2.18.3 Cancellation by AIP Amendment

- Cancellation by AIP Amendment occurs in cases when a NOF or NASC has issued a NOTAM PERM containing information of permanent validity, which must be incorporated into an AIP Amendment.
- As the NOTAM itself has no finite validity (Field C) = "PERM"), the NOF or NASC issues a NOTAMC canceling the NOTAM PERM on the date indicated by its publication service.

2.18.4 Cancellation by AIP Supplement

- Cancellation by incorporation into an AIP Supplement may occur at any time before the end of validity of a NOTAM. The NOF or NASC issues a NOTAMC on the date indicated by its publication service.

2.18.5 Cancellation by Checklist

- Cancellation of a NOTAM solely on the basis of the Checklist is not permitted.
- In case of doubt, the list originator must be consulted before any cancellation.

**2.19 GENERAL MESSAGE HANDLING**

2.19.1 Missing NOTAM

- In the case of missing NOTAM the NOF or NASC requests the missing NOTAM from the originator.
- In order to do so, it formulates a request of NOTAM messages based on Common Interrogation Procedures if it is a NASC, or by a free text message if it is a NOF.

2.19.2 Erroneous NOTAM

- Depending on the importance of the error detected, a correction could be required from the originator and with this a clarification could be obtained or a replacement NOTAM is issued (or NOTAMC and N issued successively)

**2.20 TRANSFER TO DISTRIBUTION FUNCTION**

2.20.1 After preparation of a NOTAM with a correct ICAO format, the NOF or NASC will proceed to distribute this NOTAM by appropriate means. International distribution NOTAMs will always be circulated through the AFTN.

## CHAPTER 3

### COMMON PROCEDURES FOR INTERROGATING NOTAM DATA BANKS

#### 3.1 GENERAL

3.1.1 The usefulness of a NASC will require an efficient application of query messages, which will allow a quick search and consultation of NOTAM messages contained in it.

#### 3.2 QUERY TYPES

##### 3.2.1 Query help

RQH – Shows an aid for the application of common processing for interrogating.

##### 3.2.2 Request for NOTAM

###### 3.2.2.1 Request for a single NOTAM:

Format: RQN AAAA SMMMM/YY  
where: AAAA NOF Indicator  
S Series  
MMMM 4 digit indicating the NOTAM number  
/ Separates the number from the year  
YY Year

###### 3.2.2.2 Request for several NOTAMs from the same NOF:

Format: RQN AAAA SMMMM<sub>1</sub>/YY SMMMM<sub>2</sub>/YY ... SMMMM<sub>N</sub>/YY  
where: AAAA NOF Indicator  
S Series  
MMMM<sub>1</sub> 4 digit indicating the first NOTAM number  
MMMM<sub>2</sub> 4 digit indicating the second NOTAM number  
... means other NOTAM requested  
MMMM<sub>N</sub> 4 digit indicating the last NOTAM number  
/ Separates the number from the year  
YY Year

###### 3.2.2.3 Request for several NOTAMs with continuous numbering:

Format: RQN AAAA SMMMM<sub>1</sub>/YY- SMMMM<sub>N</sub>/YY  
where: AAAA NOF Indicator  
S Series  
MMMM<sub>1</sub> 4 digit indicating the first NOTAM number  
MMMM<sub>N</sub> 4 digit indicating the last NOTAM number  
/ Separates the number from the year  
YY Year

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3.2.3	Request for Checklist		
	Format:	RQL AAAA S	
	where:	AAAA	NOF Indicator
		S	Series (only one)
3.2.4	Request for Aerodrome	Bulletin	
	Format:	RQA /FILTERS/AAAA <sub>1</sub> ... AAAA <sub>N</sub>	
	where:	FILTERS referred to:	
	Transit:	IFR	( I )
		VFR	( V )
		Both (I/V)	( G )*
	Objective:	Immediate notification	( N )
		Importance for operations	( O )
		Bulletin subject	( B )
		Miscellaneous	( M )
	Scope:	NAV warning information	( W )
		Aerodrome information	( A )
		Combined information (AE)	( C )*

\* The definition of NOTAM qualifiers does not include these change-over filters, but they are valid in the request format.

AAAA <sub>1</sub>	means initial aerodrome
...	means other aerodromes requested
AAAA <sub>N</sub>	means final aerodrome

## **CHAPTER 4**

### **FALL-BACK PROCEDURES**

#### **4.1 NASC FAILURES**

4.1.1 A NASC should have its own fall-back procedures, to the extent of their technical possibilities, under alternative mechanisms developed by each Administration.

4.1.2 In a NASC failure, in a long period of time (more than 1 hour) where system fall-back procedures can not be applied, other NASC could be used to cover International NOTAM promulgation functions and service provision to users of the failed NASC.

4.1.3 It should be taken into account that the provision of service to users of the failed NASC will be restricted to their international distribution NOTAMs, and, likewise, receive NOTAMs from the main foreign places needed for the Pre-flight information Service.

4.1.4 This fall-back mechanism should be based in accordance with predetermined arrangements, as per the letter of agreement, previewed to these effects by the Coordinated Plan for the Implementation of National Data Bases (NASC) in the CAR/SAM regions.

4.1.5 Agreements among States should be issued by Aeronautical Information Circular (AIC), for the full knowledge of the rest of the states of the CAR/SAM regions with automated systems, with the purpose of helping in the configuration of the respective existing NASCs, and to avoid the processing as NOTAMs with errors, the NOTAMs issued by other states.

## **REFERENCES**

1. Annex 15. Aeronautical Information Services.
2. Annex 10, Volume II. Aeronautical Telecommunications.
3. Doc. 8126. Aeronautical Information Services Manual.
4. Doc. 8400. ICAO Abbreviations. NOTAM Code.
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6. Report of the First Meeting of the CAR/SAM AIS Automated Integrated Systems Implementation, Varadero, Cuba, 24 to 25 June 1999.
7. AIS Automated Plan for the Central Caribbean (AISAP C/CAR) May, 2000.
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