

Assessment, Measurement and Reporting of Runway Surface Conditions for Certificated Aerodromes (Applicable 4 November 2021)

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ADR.OPS.A.057 Origination of NOTAM

- (a) The aerodrome operator shall:
- (1) establish and implement procedures in accordance with which it originates a NOTAM issued by the relevant aeronautical information services provider:
 - (i) that contains information on the establishment, condition, or change of any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel involved with flight operations;
 - (ii) that contains information of a temporary nature and of short duration or that concerns operationally significant permanent changes or temporary changes of long duration that are made at short notice, except for extensive text or graphics, or both;
 - (2) designate aerodrome personnel, who have successfully completed relevant training and demonstrated their competence, to originate NOTAM and provide relevant information to the aeronautical information service providers with which it has arrangements;
 - (3) ensure that all other aerodrome personnel whose duties involve the use of NOTAM have successfully completed relevant training and demonstrated their competence to do so.
- (b) The aerodrome operator shall originate a NOTAM when it is necessary to provide the following information:
- (1) establishment of, closure of, or significant changes in the operation of aerodromes or heliports or runways;
 - (2) establishment of, withdrawal of, or significant changes in the operation of the aerodrome services;
 - (3) establishment of, withdrawal of, or significant changes in the operational capability of radio navigation and air-ground communication services for which the aerodrome operator is responsible;
 - (4) unavailability of backup and secondary systems, having a direct operational impact;
 - (5) establishment of, withdrawal of, or significant changes to visual aids;
 - (6) interruption of, or return to operation of, major components of aerodrome lighting systems;
 - (7) establishment of, withdrawal of, or significant changes to procedures for air navigation services for which the aerodrome operator is responsible;
 - (8) occurrence or correction of major defects or impediments in the manoeuvring area;
 - (9) changes to, and limitations on, the availability of fuel, oil and oxygen;
 - (10) establishment of, withdrawal of, or return to, operation of hazard beacons marking obstacles to air navigation;
 - (11) planned laser emissions, laser displays and search lights in the aerodrome surroundings, if pilots' night vision is likely to be impaired;

- (12) erecting or removal of, or changes to, obstacles to air navigation in the takeoff, climb, missed approach, approach areas, as well as on the runway strip;
 - (13) changes in aerodrome or heliport rescue and firefighting category;
 - (14) presence of, 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;
 - (15) presence of a runway or portion thereof which is slippery wet;
 - (16) presence of a runway which is not available due to runway marking works; or information about the time lag required for making the runway available, if the equipment used for such works can be removed, when necessary;
 - (17) presence of hazards that affect air navigation, including presence of wildlife, obstacles, displays and major events.
- (c) For the purposes of point (b), the aerodrome operator shall ensure that:
- (1) NOTAM is originated with sufficient lead time for the affected parties to take any required action, except in the case of unserviceability, release of radioactive material, toxic chemicals and other events that cannot be foreseen;
 - (2) a NOTAM notifying unserviceability of associated facilities, services and navigation aids at the aerodrome, provides an estimate of the unserviceability period or of the time at which restoration of service is expected;
 - (3) within three months from the issuance of a permanent NOTAM, the information contained in the NOTAM is included in the aeronautical information products affected;
 - (4) within three months from the issuance of a temporary NOTAM of long duration, the information contained in the NOTAM is included in an AIP supplement;
 - (5) when a NOTAM with an estimated end of validity unexpectedly exceeds the three-month period, a replacement NOTAM is originated unless the condition is expected to last for a further period of more than three months; in that case, the aerodrome operator shall ensure that the information is published in an AIP supplement.
- (d) In addition, the aerodrome operator shall ensure that:
- (1) except as provided for in point (d)(4), each NOTAM it originates contains the applicable information in the order shown in the NOTAM Format set out in Appendix 1 to this Annex;
 - (2) NOTAM text is composed of the significations or uniform abbreviated phraseology assigned to the ICAO NOTAM Code, complemented by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language;
 - (3) a NOTAM is originated in the English language or the national language, as agreed with the relevant aeronautical information services provider;
 - (4) information concerning snow, slush, ice, frost, standing water or water associated with snow, slush, ice or frost on the movement area is disseminated by means of SNOWTAM and contains the information in the order shown in the SNOWTAM Format set out in Appendix 2 to this Annex;

- (5) when an error has occurred in a NOTAM, a NOTAM with a new number is originated to replace the erroneous NOTAM or the erroneous NOTAM is cancelled and a new NOTAM is originated;
 - (6) when a NOTAM is originated to cancel or replace a previous NOTAM:
 - (a) the series and number/year of the previous NOTAM are indicated;
 - (b) the Location Indicators and subject of both NOTAM are the same;
 - (7) only one NOTAM is cancelled or replaced by a new NOTAM;
 - (8) each originated NOTAM deals with only one subject and one condition of the subject;
 - (9) each originated NOTAM is as brief as possible and compiled so that its meaning is clear without the need to refer to another document;
 - (10) an originated NOTAM containing permanent or temporary information of long duration includes appropriate references to the AIP or AIP supplement;
 - (11) the ICAO Location Indicator included in the text of an originated NOTAM for the aerodrome is the one contained in the Location Indicators. A curtailed form of such indicators shall not be used.
- (e) The aerodrome operator shall, following the publication of a NOTAM that it has originated, review its content to ensure its accuracy, and ensure the dissemination of the information to all relevant aerodrome personnel and organisations at the aerodrome.
- (f) The aerodrome operator shall maintain records:
- (1) of the NOTAM it originated and those that were issued;
 - (2) regarding the implementation of points (a)(2) and (3).';

AMC1 ADR.OPS.A.057(a)(1) Origination of NOTAM

GENERAL

The procedures should as a minimum:

- (a) define the way and means that the aerodrome operator may use to request the issuance of a NOTAM, in accordance with the arrangements that the aerodrome operator has with the aeronautical information service (AIS) provider(s). The procedures should clearly indicate the names of the aerodrome operator's personnel that have the authority to originate a NOTAM, and which should be included in the arrangements with the AIS provider.
- (b) contain instructions regarding the:
 - (1) cases where a NOTAM should be originated by the aerodrome operator;
 - (2) cases where a NOTAM should not be originated by the aerodrome operator; and
 - (3) completion of the NOTAM form (including the use of relevant electronic applications, if applicable) by the personnel designated by the aerodrome operator as NOTAM originators;

- (c) specify the cases in which coordination with the competent authority is needed prior to the origination of the NOTAM, and the way to inform the competent authority about the issuance of a NOTAM.

AMC1 ADR.OPS.A.057(a)(2);(3) Origination of NOTAM

INITIAL TRAINING FOR AERODROME PERSONNEL INVOLVED IN NOTAM ORIGATION AND OTHER AERODROME PERSONNEL

- (a) The theoretical part of the training of a person to be designated as a NOTAM originator should, as a minimum, cover the following areas:
- (1) regulatory framework governing NOTAM origination and issuance, and its relationship with other aeronautical data products, including:
 - (i) cases where the origination of a NOTAM is required;
 - (ii) cases where a NOTAM should not be originated.
 - (2) NOTAM form completion, including word abbreviations and phrase contractions applicable to NOTAMs;
 - (3) NOTAM types and understanding of NOTAM;
 - (4) use of electronic applications for initiating a NOTAM (if applicable); and
 - (5) aerodrome procedures for origination and internal dissemination of a NOTAM.
- The theoretical training should be followed by an assessment of the trainees (see AMC1 ADR.OR.D.017(c)).
- (b) Following the successful completion of the theoretical training, the practical part of the training should, as a minimum, include familiarisation with the origination of NOTAM and implementation of the relevant aerodrome operating procedures for the persons to be designated as NOTAM originators. Upon completion of the practical training, and the successful competency assessment of the trainee in practical terms, the person may be designated as a NOTAM originator.
- (c) For other aerodrome personnel, whose duties require only the understanding of a NOTAM, the theoretical part of the training should be adjusted to their needs and need not include (a)(4) and (a)(5) above, while the practical training should include practical examples to assess the level of their understanding. Both the theoretical and the practical training should be followed by an assessment of the person concerned (see AMC1 ADR.OR.D.017(c)).

GM1 ADR.OPS.A.057(a)(2);(3) Origination of NOTAM

RECURRENT, REFRESHER AND CONTINUATION TRAINING

ADR.OR.D.017 point (d) regulates the provision of training following the completion of the initial training, as part of the aerodrome operator's training programme. For the process that needs to be followed to ensure the continued competence of the personnel involved in NOTAM origination and use, see ADR.OR.D.017(d) and AMC1 ADR.OR.D.017(d).

GM1 ADR.OPS.A.057(c) Origination of NOTAM

NON-ORIGINATION OF NOTAM

Promulgation of information through NOTAM is required under certain circumstances. In such cases, the responsible organisation (e.g. competent authority, aerodrome operator, ATS provider, etc.) originates a NOTAM, which is finally issued by the AIS provider. ADR.OPS.A.057 defines the responsibilities of the aerodrome operator with respect to the NOTAM origination process, while its point (c) requires the origination of a NOTAM by the aerodrome operator in the cases prescribed in it.

On the other hand, for a variety of reasons (e.g. prevention of information overflow), not all kind of information is eligible for promulgation through NOTAM.

To avoid such situations, the aerodrome operator needs:

- (a) to ensure that the relevant aerodrome operator's personnel are adequately trained in the relevant regulatory framework regarding both the origination and issuance of NOTAM;
- (b) develop robust procedures regarding NOTAM origination by its personnel; and
- (c) maintain close cooperation with the relevant AIS provider.

The following are example cases where the aerodrome operator should not originate a NOTAM:

- (a) routine maintenance work on aprons and taxiways that does not affect the safe movement of aircraft;
- (b) temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft;
- (c) partial failure of aerodrome/heliport lighting facilities where such a failure does not directly affect aircraft operations;
- (d) partial temporary failure of air-ground communications when suitable alternative frequencies are available and are operative;
- (e) lack of apron marshalling services, road traffic closures, limitations and control;
- (f) unserviceability of location, destination or other instruction signs on the aerodrome movement area;
- (g) training activities performed by ground units;
- (h) unavailability of backup and secondary systems if these systems do not have an operational impact;
- (i) limitations to aerodrome facilities or general services with no operational impact;
- (j) announcements or warnings about possible/potential limitations with no operational impact;
- (k) general reminders on already published information;
- (l) availability of equipment for ground units, without information on the operational impact on airspace and facility users;
- (m) information about laser emissions with no operational impact and about fireworks below the minimum flying heights;

- (n) closure of parts of the movement area in connection with locally coordinated, planned work of duration of less than one hour;
- (o) closure, changes, unavailability in the operation of aerodrome(s)/heliport(s) other than in the aerodrome(s)/heliport(s) operation hours; and
- (p) other non-operational information of a similar temporary nature.

Information which relates to an aerodrome and its vicinity and which does not affect its operational status may be distributed locally during pre-flight or in-flight briefing or other local contact with flight crews. Thus, in case of need, the aerodrome operator may disseminate such type of information through the AIS provider it has arrangements with.

GM2 ADR.OPS.A.057(c) Origination of NOTAM

PRESENCE OF WILDLIFE

The permanent presence of wildlife is to be contained in the AIP, whereas the notification of hazardous wildlife activity at short notice needs to be promulgated by NOTAM.

When originating such a NOTAM, specific bird-related abbreviations should be avoided to facilitate readability and to prevent queries.

GM1 ADR.OPS.A.057(d)(1) Origination of NOTAM

NOTAM FORMAT

Information on the completion of a NOTAM format may be found in Chapter 6 of the ICAO Aeronautical Information Services Manual (Doc 8126).

Information on the ICAO NOTAM code and abbreviations to be used may be found in the ICAO Procedures for Air Navigation Services - ICAO Abbreviations and Codes (PANS ABC - Doc 8400).

GM1 ADR.OPS.A.057(d)(4) Origination of NOTAM

SNOWTAM FORMAT

The way to complete correctly a SNOWTAM format when initiating a SNOWTAM is indicated below.

1. General

- (a) When reporting on more than one runway, repeat Items B to H (aeroplane performance calculation section).
- (b) The letters used to indicate items are only used for reference purposes and should not be included in the messages. The letters M (mandatory), C (conditional) and O (optional) mark the usage and information and should be included as explained below.
- (c) Metric units should be used, and the unit of measurement shall not be reported.
- (d) The maximum validity of SNOWTAM is 8 hours. A new SNOWTAM should be issued whenever a new RCR is received.
- (e) A SNOWTAM cancels the previous SNOWTAM.

- (f) The abbreviated heading 'TTAAiiii CCCC MMYYGg (BBB)' is included to facilitate the automatic processing of SNOWTAM messages in computer databanks. The explanation of these symbols is:

TT = data designator for SNOWTAM = SW;

AA = geographical designator for Member States, e.g. LF = FRANCE, EG = United Kingdom;

iiii = SNOWTAM serial number in a four-digit group;

CCCC = four-letter location indicator of the aerodrome to which the SNOWTAM refers;

MMYYGg = date/time of observation/measurement, whereby:

MM = month, e.g. January = 01, December = 12;

YY = day of the month;

Gg = time in hours (GG) and minutes (gg) UTC;

(BBB) = optional group for:

Correction, in the case of an error, to a SNOWTAM message previously disseminated with the same serial number = COR.

Brackets in (BBB) should be used to indicate that this group is optional.

When reporting on more than one runway and individual dates/times of observation/assessment are indicated by repeated Item B, the latest date/time of observation/assessment should be inserted in the abbreviated heading (MMYYGg).

- (g) The text 'SNOWTAM' in the SNOWTAM Format and the SNOWTAM serial number in a four-digit group should be separated by a space, e.g. SNOWTAM 0124.
- (h) For readability purposes for the SNOWTAM message, a linefeed should be included after the SNOWTAM serial number, after Item A, and after the aeroplane performance calculation section.
- (i) When reporting on more than one runway, repeat the information in the aeroplane performance calculation section from the date and time of assessment for each runway before the information in the situational awareness section.
- (j) Mandatory information is:
- (1) AERODROME LOCATION INDICATOR;
 - (2) DATE AND TIME OF ASSESSMENT;
 - (3) LOWER RUNWAY DESIGNATOR NUMBER;
 - (4) RUNWAY CONDITION CODE FOR EACH RUNWAY THIRD; and
 - (5) CONDITION DESCRIPTION FOR EACH RUNWAY THIRD (when RWYCC is reported 1-5)

2. Aeroplane performance calculation section

Item A — Aerodrome location indicator (four-letter location indicator).