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## Advisory Circular

**DCA-AC-AIS04**

1 January 2009

### Notice to airmen (NOTAM)

#### 1. PURPOSE

This Advisory Circular (AC) provides guidelines on the standard procedures for the origination, distribution, and specifications of NOTAM which are clearly set out in MCAR Part VII Chapter 6, and defined as a notice distributed by means of telecommunication 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.

#### 2. REFERENCES

- 2.1. Civil Aviation Requirements Part VII & VIII
- 2.2. Doc 8126 - AIS Manual
- 2.3. Doc 8697 - Aeronautical Chart Manual
- 2.4. Advisory Circular DCA-AC-AIS01
- 2.5. Advisory Circular DCA-AC-AIS02
- 2.6. Advisory Circular DCA-AC-AIS03

#### 3. GUIDANCE AND PROCEDURES

##### 3.1 Origination

3.1.1 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.

3.1.2 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 shall be received by the addressee in sufficient time for any required action to be taken.

3.1.3 The value of a NOTAM lies in its "news content" and its residual historical value is therefore minimal.

3.1.4 NOTAM should not remain in force for more than three months.

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

3.1.6 When a temporary change in AIP information issued by NOTAM unexpectedly exceed 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.

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

3.1.8 NOTAM are issued when it is necessary to distribute information of direct operational significance which is:-

- a) of short duration, or
- b) appropriate for inclusion in the AIP but needs immediate distribution.

3.1.9 Information to be promulgated by NOTAM may be found in Appendix 1.

3.1.10 Information relates to an aerodrome and its vicinity and does not affect its operational status does not require promulgation by NOTAM.

3.1.11 Such information in 3.1.10 should be given local distribution during pre-flight or in-flight briefing or other local contact with operators or pilots.

3.1.12 Information not to be promulgated by NOTAM may be found in Appendix 2.

3.1.13 Basic rules for NOTAM origination may be found in Appendix 3 for AIS personnel.

3.1.14 The Head of technical branch/division concerned and General Manager as in the case of airport authority shall be responsible for the origination of raw information planned or unforeseen events/circumstances, and shall take all reasonable measure to ensure that the raw information it provides is adequate, accurate and in timely manner.

3.1.15 The Head of technical branch/division concerned and General Manager as in the case of airport authority shall also be responsible for notifying in advance the International NOTAM Office (NOF) for the revision or cancellation of their respective NOTAM.

3.1.16 Request for NOTAM promulgation accords to AIS Circular DCA-AC-AIS02.

3.1.17 The use of "UFN" or "UFA" in NOTAM to indicate the expiration date is not allowed. The related branch/division instead shall provide the NOF of an estimate of the period of activity expected.

3.1.18 Information with graphic, extensive text, procedures and/or diagram/charts/map shall not qualify for NOTAM promulgation. Instead, an AIP Supplement shall be published following AIRAC system as per AIS Circular DCA-AC-AIS03.

3.1.19 The designated NOTAM Officer shall check, record and edit as to the adequacy, accuracy and timeliness of the raw information/data in order to promulgate the information in standard format, but in no instance, shall he/she alter the "news content" or essence of the information.

3.1.20 The designated NOTAM Officer shall be responsible for processing, promulgation, and dissemination of NOTAM via AFS/AFTN to the respective addressee indicators or intended recipients.

### **3.2 Distribution**

3.2.1 A NOTAM shall be distributed on the basis of a request.

3.2.2 To the extent practicable, NOTAM shall be distributed via the AFS and each NOTAM shall be transmitted as a single telecommunication message.

3.2.3 The priority accorded to messages sent over the AFS is GG.

3.2.4 As the Yangon International NOTAM Office (NOF) is the focal point within Yangon FIR for the receipt and dispatch of NOTAM, it shares the responsibility for checking incoming NOTAM with the aerodrome AIS units to which NOTAM are destined. Its responsibility here is mainly one of liaison.

3.2.5 It does not relieve the ultimate addressee, to whom the NOTAM has been channelled and who is most affected by any lack of timeliness, accuracy or completeness in the information it contains, from also checking for obvious errors.

3.2.6 At least seven days' advance notice shall be distributed of the activation of established danger, restricted or prohibited areas and of activities requiring temporary airspace restrictions other than for emergency operations.

3.2.7 At least 24 hours' advance notice is to be distributed, to permit timely completion of the notification process and to facilitate airspace utilization planning.

### **3.3 Specifications for NOTAM**

3.3.1 Each NOTAM shall be allocated a series identified by a letter and a four-digit serial number followed by a stroke and a two-digit number for the year which must be consecutive and based on the calendar year, so that addressees may check continuity.

3.3.2 One of the following message identifiers is to be used as appropriate:-

3.3.2.1 "NOTAMN" if it concerns a NOTAM containing new information.

3.3.2.2 "NOTAMR" if it concerns a NOTAM replacing a previous NOTAM, followed by the series and number/year of the NOTAM replaced.

3.3.2.3 "NOTAMC" if it concerns a NOTAM canceling a previous NOTAM, followed by the series and number/year of the cancelled NOTAM.

3.3.3 NOTAM shall be promulgated in three series to allow for selective distribution and may be classified as follows.

3.3.3.1 Series A – NOTAM containing information of concern to long- or medium-range flights, and given selected international distribution.

3.3.3.2 Series B – NOTAM containing full information on all aerodromes, facilities and procedures available for use in international civil aviation and given international distribution to adjacent States and other States on request.

3.3.3.3 Series C – NOTAM containing information of concern to aircraft other than those engaged in international civil aviation and given national distribution only.

#### **3.4 Appendices**

Appendix 1.	Information to be promulgated by NOTAM
Appendix 2.	Information not to be promulgated by NOTAM
Appendix 3.	Basic rules for NOTAM origination

**Director General  
Department of Civil Aviation**

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## APPENDIX 1.

**INFORMATION TO BE PROMULGATED BY NOTAM**

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

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|--|---|
| <p>a) establishment, closure or significant changes in operation of aerodrome(s)/heliport(s) or runways;</p>   | <p>guard on the VHF emergency frequency 121.5 MHz is required;</p>  |
| <p>b) establishment, withdrawal and significant changes in operation of aeronautical services (AGA, AIS, ATS, COM, MET, SAR, etc.);</p>  | <p>p) allocation, cancellation or change of location indicators;</p>  |
| <p>c) establishment or withdrawal of electronic and other aids to air navigation and aerodromes/heliports. 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 electronic aid to air navigation, and air-ground communication services;</p> | <p>q) significant changes in the level of protection normally available at an aerodrome 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);</p> |
| <p>d) establishment, withdrawal or significant changes made to visual aids;</p>  | <p>r) presence or removal of, or significant changes in, hazardous conditions due to snow, slush, ice or water on the movement area;</p>  |
| <p>e) interruption of or return to operation of major components of aerodrome lighting systems;</p>  | <p>s) outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures;</p>   |
| <p>f) establishment, withdrawal or significant changes made to procedures for air navigation services;</p>   | <p>t) forecasts of solar cosmic radiation, where provided;</p>  |
| <p>g) occurrence or correction of major defects or impediments in the manoeuvring area;</p>  | <p>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;</p>                                   |
| <p>h) changes to and limitations on availability of fuel, oil and oxygen;</p>  | <p>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;</p>  |
| <p>i) major changes to search and rescue facilities and services available;</p>  | <p>w) establishment of operations of humanitarian relief missions, such as those undertaken under the auspices of United Nations, together with procedures and/or limitations which affect air navigation; and</p>  |
| <p>j) establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation;</p>  | <p>x) implementation of short-term contingency measures in cases of disruption, or partial disruption, of air traffic services and related supporting services.</p>   |
| <p>k) changes in regulations requiring immediate action, e.g. prohibited areas for SAR action;</p>   |   |
| <p>l) presence of hazards which affect air navigation (including obstacles, military exercises, displays, races and major parachuting events outside promulgated sites);</p>   |   |
| <p>m) erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;</p>  |   |
| <p>n) establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas;</p>  |   |
| <p>o) establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of</p>   |   |

APPENDIX 2.

**INFORMATION NOT TO BE PROMULGATED BY NOTAM**

*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 unserviceabilities 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.

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## APPENDIX 3.

**BASIC RULES FOR NOTAM ORIGINATION**

- A NOTAM must deal with only one subject and one condition of that subject.
  - Corrected version of NOTAM must not be issued. Erroneous NOTAM must either be replaced or cancelled and a new NOTAM issued.
  - A NOTAMR must replace only one NOTAM. Both must belong to the same NOTAM series.
  - A NOTAMC must cancel only one NOTAM. Both must belong to the same NOTAM series.
  - NOTAM are basically qualified according to the NOTAM Selection Criteria.
  - Renumbering of existing NOTAM (i.e. containing identical information, but with a new number) is not allowed, nor are NOTAM to be renumbered at the beginning of each year.
  - Publication of several NOTAM in the same AFTN message is not permitted.
  - All published times must be in UTC.
  - For NOTAMR and NOTAMC, no anticipated date in Item B) is permitted.
  - If Item C) contains "EST", the NOTAM requires the later issue of a NOTAMR or NOTAMC.
  - Item C) must contain "PERM" solely for NOTAM information that will be incorporated in the AIP. These NOTAM are cancelled.
  - Item E) should be composed by the NOF in such a way that it will serve for PIB entry without requiring additional processing by the receiving unit.
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