

## 41111 Issue and process a NOTAM for airport operations services

<b>Kaupae   Level</b>	5
<b>Whiwhinga   Credit</b>	5
<b>Whāinga   Purpose</b>	People credited with this skill standard are able to issue and process a NOTAM for airport operations services, ensuring a focus on accuracy, safety, compliance, coordination, and communication.

### Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako   Learning outcomes	Paearu aromatawai   Assessment criteria
1. Issue a NOTAM for airport operations services.	a. Identify situations requiring issue of a NOTAM.
	b. Issue a NOTAM with serial numbers.
	c. Compose the validity and/or time schedule of the NOTAM issued.
2. Process a NOTAM for airport operations services.	a. Distribute a NOTAM.
	b. File and register a NOTAM.

### Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

#### Assessment specifications:

Assessments must be conducted in an active or simulated airport environment to ensure practical application to reflect the standards of an aviation workplace.

Evidence presented for assessment against this skill standard must be in accordance with enterprise procedures.

#### Definitions:

Reference to *enterprise procedures* means that all activities must comply with the requirements contained in the current airport exposition, current airport company manuals and procedures, and any relevant legislative and/or regulatory requirements, which may include but are not limited to: Civil Aviation Act 2023, relevant Civil Aviation Rules, New Zealand Defence Force (NZDF) Policy.

*NOTAM* refers to a Notice to Airmen. It is 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.

### Ngā momo whiwhinga | Grades available

Achieved

**Ihirangi waitohu | Indicative content**

## Context and purpose of NOTAMs

- Role of NOTAMs in aviation safety and operational awareness.
- How NOTAMs fit into the broader aeronautical information system (AIS).
- Stakeholders who rely on NOTAMs (e.g. pilots, air traffic control, airport operators, etc.).

## Regulatory and procedural framework

- Overview of ICAO Annex 15 and relevant Civil Aviation Rules.
- National procedures for NOTAM issuance.
- Legal and operational responsibilities of NOTAM originators.

## Identifying NOTAM worthy events

- Recognising operational changes or hazards that require NOTAMs (e.g. runway/taxiway closures, lighting outages, obstructions, airspace restrictions, temporary facilities).
- Risk assessment and urgency evaluation.

## Composing a NOTAM

- Structure and format of a NOTAM (Q Line, A Line, B/E Lines, etc.).
- Use of ICAO codes, abbreviations, and the phonetic alphabet.
- Writing clear, concise, and unambiguous NOTAM text.
- Time zones, date-time groups (DTGs), and validity periods.

## Tools and systems

- Introduction to NOTAM management systems.
- Using templates or software to generate and submit NOTAMs.
- Version control and tracking of NOTAMs.

## Distribution and communication

- How NOTAMs are disseminated nationally and internationally.
- Ensuring timely delivery to relevant parties.
- Coordination with air traffic services and airport operations.

## Filing, archiving, and review

- Procedures for logging and archiving issued NOTAMs.
- Reviewing and cancelling outdated or superseded NOTAMs.
- Auditing and quality assurance processes.

**Rauemi | Resources**

[AIP New Zealand GEN 3.1 Aeronautical Information Services](#)

[NOTAM Guidelines for Operators and Originators](#)

Enterprise procedures.

**Pārongo Whakaū Kouna | Quality assurance information**

<b>Ngā rōpū whakatau-paerewa  </b> Standard Setting Body	Ringa Hora Services Workforce Development Council
<b>Whakaritenga Rārangi Paetae Aromatawai  </b> DASS classification	Service Sector > Aviation > Airport Operations
<b>Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga  </b> CMR	0112

<b>Hātepe   Process</b>	<b>Putanga   Version</b>	<b>Rā whakaputa   Review Date</b>	<b>Rā whakamutunga mō te aromatawai   Last date for assessment</b>
<b>Rēhitatanga   Registration</b>	1	18 December 2025	N/A
<b>Kōrero whakakapinga   Replacement information</b>	This skill standard replaced unit standard 25200.		
<b>Rā arotake   Planned review date</b>	31 December 2030		

Please contact Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) to suggest changes to the content of this skill standard.