

Title	Issue a NOTAM for airport operations services		
Level	5	Credits	5

Purpose	People credited with this unit standard are able to: describe the codes and abbreviations used in NOTAMs; issue a NOTAM; and process a NOTAM.
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Classification	Aviation > Airport Operations
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Available grade	Achieved
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Guidance Information

1 Definitions

Aeronautical Information Publication New Zealand (AIPNZ) is a regularly published record of information related to air navigation in New Zealand. It has occasional supplements.

International Civil Aviation Organization (ICAO) is a specialised agency of the United Nations, formed to promote the safe and orderly development of international civil aviation throughout the world. It sets standards and regulations necessary for aviation safety, security, efficiency and regularity, as well as for aviation environmental protection.

NOTAM is 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. The term *airport* refers to aerodrome as per Civil Aviation Rules.

- 2 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 1990, relevant Civil Aviation Rules, New Zealand Defence Force (NZDF) Policy.

Outcomes and performance criteria

Outcome 1

Describe the codes and abbreviations used in NOTAMs.

Performance criteria

- 1.1 The description details how and why NOTAM codes are used in accordance with enterprise procedures.

- 1.2 The description details the ICAO abbreviations used and the reasons for their use.
- 1.3 The description details the aviation phonetic alphabet and how it is used in NOTAMs, consistent with AIPNZ.

Outcome 2

Issue a NOTAM.

Performance criteria

- 2.1 Situations requiring a NOTAM to be issued are identified.
- Range may include but is not limited to – temporary or permanent changes to published information; obstacle limitation surfaces, wildlife hazards, new obstacles, changes affecting safety of aircraft and airport operations.
- 2.2 A NOTAM is issued with serial numbers in accordance with enterprise procedures.
- 2.3 The validity and/or time schedule of the NOTAM issued is composed in accordance with enterprise procedures.

Outcome 3

Process a NOTAM.

Performance criteria

- 3.1 The distribution of NOTAM within New Zealand is in accordance with enterprise procedures.
- 3.2 The NOTAM is filed and registered in accordance with enterprise procedures.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 November 2008	31 December 2016
Review	2	24 October 2014	31 December 2023
Review	3	29 July 2021	N/A

Consent and Moderation Requirements (CMR) reference	0028
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact ServiceIQ qualifications@serviceiq.org.nz if you wish to suggest changes to the content of this unit standard.