



Australian Government

Department of Education, Employment and Workplace Relations

AVIE3003B Complete a Notice to Airmen (NOTAM)

Revision Number: 1

AVIE3003B Complete a Notice to Airmen (NOTAM)

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to complete a Notice to Airmen (NOTAM), including preparing and processing the required NOTAM. Required performance includes compliance with all relevant regulatory requirements, conventions and protocols. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant air traffic control regulatory requirements of the Civil Aviation Safety Authority.

Use for ADF Aviation is to be in accordance with relevant Defence Orders and Instructions and applicable CASA compliance.

Work is performed under limited supervision.

Work involves the application of relevant communication principles, regulations, conventions, protocols and procedures when completing a NOTAM as part of commercial activities across a variety of operational contexts within the Australian aviation industry.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Prepare a Notice to Airmen (NOTAM)

- 1.1 Situations requiring the issue of a NOTAM are identified
- 1.2 Specific information required for inclusion in the NOTAM is calculated or otherwise identified in accordance with workplace procedures
- 1.3 NOTAM containing appropriate information, formatting, terminology and abbreviations for the notifiable situation is raised and issued to relevant authorities or organisations in accordance with workplace procedures and regulatory requirements

2 Process NOTAM

- 2.1 The prepared NOTAM is filed in accordance with workplace procedures and regulatory requirements
- 2.2 NOTAM is distributed to relevant personnel in accordance with workplace procedures and regulatory requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant sections of Civil Aviation Safety Regulations and Civil Aviation Orders pertaining to the completion of NOTAMs
- Relevant OH&S and environmental procedures and regulations
- Aerodrome operating procedures
- Reporting procedures
- Aircraft schedules and their use in aerodrome inspection and reporting
- Purpose and application of Method of Working Plans (MOWPs)
- Safety hazards and risks that exist when completing a NOTAM and related risk control procedures and precautions
- Problems that may occur when completing a NOTAM and appropriate action that should be taken in each case

Required skills:

- Communicate effectively with others when completing a Notice to Airmen (NOTAM)
- Read and interpret instructions, regulations, procedures and other information relevant to a Notice to Airmen (NOTAM)
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to a Notice to Airmen (NOTAM)
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when completing a Notice to Airmen (NOTAM)
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when completing a Notice to Airmen (NOTAM) in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when completing a Notice to Airmen (NOTAM)
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during the completion of a Notice to Airmen (NOTAM)
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Modify activities dependent on differing workplace contingencies, situations and environments
- Work systematically with required attention to detail without injury to self or others, or

REQUIRED KNOWLEDGE AND SKILLS

damage to goods or equipment

- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Implement OH&S procedures and relevant regulations
- Identify and correctly use equipment required to conduct complete a Notice to Airmen (NOTAM)

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
 - In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- Relevant authorities for reporting NOTAMs may include:
- NOTAM Office (Airservices Australia)
 - Australian Defence Forces Command for military bases
- Aerodromes may include:
- licensed aerodromes
 - unlicensed aerodromes
- Published information may include:
- AIP - En Route Supplement Australia (ERSA)
 - NOTAM
 - Aeronautical Information Publication (AIP) Supplement (AICs)
- Types of NOTAMs may include:
- permanent
 - temporary
 - review
- NOTAMs may be issued for the following situations:
- changes (temporary or permanent) to published information
 - advanced notice of aerodrome works affecting runways or Obstacle Limitation Surfaces (OLS)
 - unserviceable portions of the runway
 - failures in aerodrome lighting or obstacle lighting
 - changes to navigational aids information
 - bird or animal hazards posing a danger to aircraft movements
 - new obstacles
 - other changes of the serviceability of the aerodrome which may affect the safety of aircraft operations
- ERSA information may include:
- aerodrome diagram
 - aerodrome location and administration
 - movement area data
 - lighting data
 - navigation aids data
 - air traffic services
 - traffic advisory frequency
 - ground services
 - unicom
 - aerodrome frequency response unit
 - special procedures
 - notices
 - runway distance supplement

RANGE STATEMENT

- obstacle-clear take-off gradients
 - one directional runways
 - obstacle survey areas
 - Supplementary Take-off Distances (STODA)
 - runway slope
 - runway strip width
- Information in a NOTAM will include:
- name of aerodrome
 - purpose of the NOTAM
 - date of issue of the NOTAM
 - period of validity
- Hazards in the work areas may include:
- aircraft noise
 - aircraft movements
 - other vehicles in the vicinity of the aircraft
 - personnel in the vicinity of the aircraft
 - jet blast
 - fumes and dust
- Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:
- company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
 - standard operating procedures
- Information/documents may include:
- relevant sections of Civil Aviation Safety Regulations and Civil Aviation Orders pertaining to completing NOTAMs
 - aerodrome manuals
 - workplace operating procedures manuals
 - Manual of Standards - Aerodromes (previously Rules and Practices for Aerodromes [RPA])
 - En Route Supplement Australia (ERSA)
 - Runway Distance Supplement (RDS)
 - Departure and Approach Procedures (DAP)
 - airline timetables
 - induction and training materials
- Applicable regulations and legislation may include:
- Civil Aviation Act (1988) and Civil Aviation Regulations and Orders pertaining to the completion of NOTAMs
 - relevant requirements, standards and recommended practices of the International Civil Aviation Organization (ICAO) pertaining to NOTAM completion
 - Manual of Standards - Aerodromes (previously Rules and Practices for Aerodromes [RPA])
 - applicable state, territory and commonwealth regulations concerning:

RANGE STATEMENT

- OH&S
- workplace relations
- workers compensation
- ADG Code and Mines Regulation Act for fuel
- environmental protection
- equal opportunity

Unit Sector(s)

Not applicable.

Competency field

Competency Field E - Communication and Calculation