



Australian Government

AVIE0005 Complete a Notice to Airmen (NOTAM)

Release: 1

AVIE0005 Complete a Notice to Airmen (NOTAM)

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to complete a Notice to Airmen (NOTAM) in compliance with relevant regulatory requirements and national operating standards.

It includes preparing a NOTAM and processing a NOTAM.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to aviation safety duties of aviation personnel and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of commercial and military aircraft activities across a variety of operational contexts within the Australian aviation industry.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Work is performed independently or under limited supervision within a single-pilot or multi-crew environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

1 Prepare a NOTAM

1.1 Situations requiring the issuing 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 and/or organisations in accordance with workplace procedures and regulatory requirements

2 Process a NOTAM

2.1 Issued 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

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to AVIE3003 Complete a Notice to Airmen.

Links

AVI Training Package Companion Volume Implementation Guide available on VET Net: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>

Assessment Requirements for AVIE0005 Complete a Notice to Airmen (NOTAM)

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with standard operating procedures (SOPs)
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- implementing contingency plans
- implementing work health and safety (WHS) procedures and relevant regulations
- interpreting and following operational instructions and prioritising work
- modifying activities depending on workplace contingencies, situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting accurate information within National Aeronautical Information Processing System (NAIPS) system
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- aerodrome operating procedures
- Aeronautical Information Package, including:
 - aerodrome diagram
 - aerodrome frequency response unit
 - aerodrome location and administration
 - air traffic services
 - ground services
 - lighting data
 - movement area data
 - navigation aids data
 - notices
 - obstacle-clear take-off gradients
 - obstacle survey areas
 - one directional runways
 - runway distance supplement
 - runway slope
 - runway strip width
 - special procedures
 - supplementary take-off distances (STODA)
 - traffic advisory frequency
 - unicom
- aircraft schedules and their use in aerodrome inspection and reporting
- issue of Notice to Airmen (NOTAM) for situations, including:
 - advanced notice of aerodrome works affecting runways or obstacle limitation surfaces (OLS)
 - bird or animal hazards posing a danger to aircraft movements
 - changes to navigational aids information
 - changes (temporary or permanent) to published information
 - failures in aerodrome lighting or obstacle lighting
 - hazards in the work area:
 - aircraft noise
 - aircraft movements
 - fumes and dust
 - jet blast
 - other vehicles in the vicinity of the aircraft
 - personnel in the vicinity of the aircraft
 - new obstacles
 - other changes of aerodrome serviceability that may affect the safety of aircraft

- operations
 - unserviceable portions of runway
- general legal responsibilities of NOTAM originating personnel and organisations
- problems that may occur when completing a NOTAM and appropriate action that should be taken in each case
- purpose and application of method of working plans (MOWPs)
- relevant sections of Civil Aviation Safety Regulations (CASRs) and Civil Aviation Orders pertaining to completing a NOTAM
- relevant WHS and environmental procedures and regulations
- reporting procedures and basic operation of the NAIPS system
- safety hazards and risks that exist when completing a NOTAM and related risk control procedures and precautions
- information in a NOTAM request using the Airservices template, including:
 - date of issue of the NOTAM
 - name of aerodrome
 - period of validity
 - purpose of the NOTAM
- 24-hour system or Universal Coordinated Time (UTC).

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry.
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

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