



Australian Government

AVIE3003 Complete a Notice to Airmen

Release: 1

AVIE3003 Complete a Notice to Airmen

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 of the Civil Aviation Safety Authority (CASA) 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 recreational, 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.

Use for Defence Aviation is to be in accordance with relevant Defence Orders, Instructions, Publications and Regulations.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Prepare a Notice to Airmen (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 Notice to Airmen (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.

NOTAM must be issued for one or more of the following situations:

- 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

- Information in a NOTAM must include:
- 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
 - date of issue of the NOTAM
 - name of aerodrome
 - period of validity
 - purpose of the NOTAM

Unit Mapping Information

This unit replaces and is equivalent to AVIE3003B Complete a Notice to Airmen (NOTAM).

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>