

 <p>NCAA NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF NAMIBIA</p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p>AERONAUTICAL INFORMATION CIRCULAR</p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
<p>Tel: +264 61 702082 Fax +264 61 702088</p> <p>e-mail: ajp@dca.com.na</p> <p>AFTN: FYWHYNYX</p>		<p>AIC Series A 18/17 18 December 2017</p>

PROMULGATION OF INFORMATION WITH REGARD TO THE NOTAM AND AIC SYSTEM

1. In compliance with the International Civil Aviation Organization (ICAO) Doc 8126, Namibia classifies and issues NOTAM as follows:
 - A** – NOTAM containing information of concern to long-haul international flights, facilities, aerodromes and navigational warnings above FL195.
 - B** – NOTAM containing information on aerodromes facilities and procedures available for use in international Civil Aviation and given international distribution to adjacent States and other States on request.
 - C** – NOTAM containing information of concern to aircraft other than those engaged in international civil aviation and given a domestic distribution.
 - V** – NOTAM published in the ASHTAM format concerning the occurrence of pre-eruption volcanic activity, or an operationally significant change in volcanic activity, the location, date and time of volcanic eruptions and horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected.
2. Following are the information for which a NOTAM should be requested/originated and issued:
 - a) Establishment, closure or significant changes in operation of aerodrome(s)/heliport(s) or runways;

- b) Establishment, withdrawal and significant changes in operation of aeronautical services (AGA, AIS, ATS, CNS, MET, SAR, etc.);
- c) Establishment, withdrawal and significant changes in operational capability of radio navigation and air-ground communication services. This includes: interruption or return to operation, change of frequencies, change in notified hours of service, change of identification, change of orientation (directional aids), change of location, power increase or decrease amounting to 50 per cent or more, change in broadcast schedules or contents, or irregularity or unreliability of operation of any radio navigation and air-ground communication services;
- d) Establishment, withdrawal or significant changes made to visual aids;
- e) Interruption of or return to operation of major components of aerodrome lighting systems;
- f) Establishment, withdrawal or significant changes made to procedures for air navigation services;
- g) Occurrence or correction of major defects or impediments in the manoeuvring area;
- h) Changes to and limitations on availability of fuel, oil and oxygen;
- i) Major changes to search and rescue facilities and services available;
- j) Establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation;
- k) Changes in regulations requiring immediate action, e.g. prohibited areas for SAR action;
- l) Presence of hazards which affect air navigation (including obstacles, military exercises, displays, races and major parachuting events outside promulgated sites);
- m) Erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip;

- n) Establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas;
- o) Establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of guard on the VHF emergency frequency 121.5 MHz is required;
- p) Allocation, cancellation or change of location indicators;
- q) Significant changes in the level of protection normally available at an aerodrome/heliport for rescue and fire fighting purposes. NOTAM shall be originated only when a change of category is involved and such change of category shall be clearly stated in the AIP
- r) Presence or removal of, or significant changes in, hazardous conditions, runway contaminants due to water, dust, sand, radioactive material, toxic chemicals, or water on the movement area;
- s) Outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures;
- t) Forecasts of solar cosmic radiation, where provided;
- u) Release into the atmosphere of radioactive materials or toxic chemicals following a nuclear or chemical incident, the location, date and time of the incident, the flight levels and routes or portions thereof which could be affected and the direction of movement;
- v) Establishment of operations of humanitarian relief missions, such as those undertaken under the auspices of the United Nations, together with procedures and/or limitations which affect air navigation;
- w) Implementation of short-term contingency measures in cases of disruption, or partial disruption, of air traffic services and related supporting services; and
- x) Any other circumstance which may affect the operation of aircraft, the NOTAM requesting persons may contact NCAA's Aeronautical

Information Services (briefing/NOTAM office) to ascertain whether the circumstance requires NOTAM request if unsure.

3. The need for origination of a NOTAM must be considered in any other circumstance which may affect the operations of aircraft and the following conditions applies:
 - 3.1 Whenever possible, at least 24 hours' advance notice is desirable, to permit timely completion of the notification process and to facilitate airspace utilization planning.
 - 3.2 At least seven days' advance notice must be given of the activation of established danger, restricted or prohibited areas and of activities requiring temporary airspace restrictions other than for emergency operations.
 - 3.3 Notice of any subsequent cancellation of the activities or any reduction of the hours of activity or the dimensions of the airspace must be given as soon as possible.
 - 3.4 NOTAM notifying unserviceability of air navigation aids and facilities or communication services must give an estimate of the period of unserviceability or the time at which restoration of service is expected.
4. The following information which relate to an aerodrome and its vicinity and which do not affect its operational status **do not** require to be notified by NOTAM:
 - a) routine maintenance work on aprons and taxiways which does not affect the safe movement of aircraft;
 - b) runway marking work, when aircraft operations can safely be conducted on other available runways, or the equipment used can be removed when necessary;
 - c) temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft;

- d) partial failure of aerodrome/heliport lighting facilities where such failure does not directly affect aircraft operations;
- e) partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative;
- f) the lack of apron marshalling services and road traffic control;
- g) the unserviceability of location, destination or other instruction signs on the aerodrome movement area;
- h) parachuting when in uncontrolled airspace under VFR when controlled, at promulgated sites or within danger or prohibited areas; and
- i) other information of a similar temporary nature.

5. An AIC must be originated whenever it is necessary to promulgate aeronautical information which does not qualify:

- a) Under the specifications for inclusion in the AIP; or
- b) Under the specifications for the origination of a NOTAM.

5.1 Following are the information for which an AIC is originated whenever it is desirable to promulgate:

- a) a long-term forecast of any major change in legislation, regulations, procedures or facilities;
- b) information of a purely explanatory or advisory nature liable to affect flight safety;
- c) information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters. This must include:
 - forecasts of important changes in the air navigation procedures, services and facilities provided;
 - forecasts of implementation of new navigational systems;

- significant information arising from aircraft accident/ incident investigation which has a bearing on flight safety;
- information on regulations relating to the safeguarding of international civil aviation against acts of unlawful interference;
- advice on medical matters of special interest to pilots;
- warnings to pilots concerning the avoidance of physical hazards;
- effect of certain weather phenomena on aircraft operations;
- information on new hazards affecting aircraft handling techniques;
- regulations relating to the carriage of restricted articles by air;
- reference to the requirements of, and publication of changes in, national legislation;
- aircrew certification arrangements;
- training of aviation personnel;
- application of, or exemption from, requirements in national legislation;
- advice on the use and maintenance of specific types of equipment;
- actual or planned availability of new or revised editions of aeronautical charts;
- carriage of communication equipment;
- explanatory information relating to noise abatement;
- selected airworthiness directives;
- changes in NOTAM series or distribution, new editions of AIP or major changes in their contents, coverage or format; and
- other information of a similar nature.

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