

Australian Government
Civil Aviation Safety Authority

ADVISORY CIRCULAR
AC 139.C-05 v2.1

Aeronautical information reporting and monitoring

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Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

Artwork: James Baban.

Advisory circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.

Advisory circulars should always be read in conjunction with the relevant regulations.

Audience

This advisory circular (AC) applies to:

- aerodrome owners/operators
- Airservices Australia (Airservices)
- the Civil Aviation Safety Authority (CASA).

Purpose

This AC provides guidance on:

- what information must be reported to the Aeronautical Information Service (Airservices)
- who is responsible for reporting it
- how changes are communicated to pilots
- how airport operators keep information accurate.

For further information

For further information or to provide feedback on this AC, visit CASA's contact us page.

Unless specified otherwise, all subregulations, regulations, Divisions, Subparts and Parts referenced in this AC are references to the *Civil Aviation Safety Regulations 1998 (CASR)*.

Status

This version of the AC is approved by the National Manager, Flight Standards Branch.

Note: Changes made in the current version are annotated with change bars.

Table 1: Status

Version	Date	Details
v2.1	October 2026	• Additional information on aerodrome operator obligations in section 2.3. • Increased clarity on changes to published information in subsection 3.1.
v2.0	September 2026	Complete rewrite of the AC to align with best practices.
v1.1	July 2023	Adding a reference to ICAO PANS-Aerodromes and updating some Airservices Australia URL links.
v1.0	September 2020	Initial release of this AC.

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1 Reference material

1.1 Acronyms

The acronyms and abbreviations used in this AC are listed in the table below.

Table 2: Acronyms

Acronym	Description
AC	Advisory Circular
ADO	Aeronautical Data Originator
AIP	Aeronautical Information Publication
AIP-ERSA	Aeronautical Information Publication - En Route Supplement of Australia
AIP SUP	AIP Supplement
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Service
CASA	Civil Aviation Safety Authority
CASR	*Civil Aviation Safety Regulations 1998*
DPS	Data Product Specification
IAIP	Integrated Aeronautical Information Package
ICAO	International Civil Aviation Organization
MOS	Manual of Standards
NAIPS	National Aeronautical Information Processing System
NOF	NOTAM Office
RMP	Risk Management Plan
SMS	Safety Management System

1.2 Definitions

Terms that have specific meaning within this AC are defined in the table below. Where definitions from the civil aviation legislation have been reproduced for ease of reference, these are identified by 'grey shading'. Should there be a discrepancy between a definition given in this AC and the civil aviation legislation, the definition in the legislation prevails.

Table 3: Definitions

Term	Definition
aeronautical data originator	a person who has been given a data product specification under regulation 175.160 that is in force.

Term	Definition
aerodrome	means an area of land or water (including any buildings, installations and equipment), the use of which as an aerodrome is authorised under the regulations, being such an area intended for use wholly or partly for the arrival, departure or movement of aircraft.
aeronautical data	A representation of aeronautical facts, concepts or instructions in a formalised manner suitable for communication, interpretation or processing.
Aeronautical Information Service	A service established within the defined area of coverage responsible for the provision of aeronautical data and aeronautical information necessary for the safety, regularity and efficiency of air navigation.
AIRAC	Signifying a system aimed at advance notification, based on common effective dates, of circumstances that necessitate significant changes in operating practices.
AIP responsible person	For an aeronautical data originator, means a person appointed by the aerodrome data originator's organisation as an AIP responsible person in accordance with regulation 175.445.
AIS provider	A person who holds a certificate under regulation 175.055 of CASR (Airservices Australia)
Data Product Specification	Detailed description of a data set, including aerodrome data, together with additional information that will enable it to be created, supplied to and used by another party. A Data Product Specification (DPS) also includes the data quality requirements that must be met.
NOTAM	NOTAM is a notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to persons concerned with flight operations.
NOTAM authorised person	For an aeronautical data originator, means a person appointed by the originator as a NOTAM authorised person under regulation 175.445.

1.3 References

Legislation

Legislation is available on the Federal Register of Legislation website https://www.legislation.gov.au/

Table 4: Legislation references

Document	Title
Part 139 of CASR	Aerodromes
Part 175 of CASR	Aeronautical information management
Part 139 Manual of Standards	Aerodromes

Advisory material

CASA's advisory materials are available at https://www.casa.gov.au/publications-and-resources/guidance-materials

Table 5: Advisory material references

Document	Title
AC 139.C-01	Aerodrome manual
AC 139.C-02	Aerodrome personnel
AC 139.C-03	Serviceability inspections
AC 139.C-04	Aerodrome technical inspections and aerodrome manual validations
AC 139.C-06	Skid resistance of aerodrome pavements
AC 139.C-07	Strength rating of aerodrome pavements
AC 139.C-13	Apron safety management
AC 139.C-14	Airside vehicle control
AC 139.C-15	Safe planning and conduct of aerodrome works
AC 139.C-16	Wildlife hazard management
AC 139.C-18	Aerodrome emergency planning
AC 139.C-20	Disabled aircraft removal
AC 139.C-26	Safety management systems for aerodromes
AC 139.C-27	Risk management plans for aerodromes
Multi-part AC 139.E-01 and AC 175.E-02	Objects and structures that affect aviation safety

International Civil Aviation Organization documents

International Civil Aviation Organization (ICAO) documents are available for purchase from http://store1.icao.int/

Many ICAO documents are also available for reading, but not purchase or downloading, from the ICAO eLibrary (https://elibrary.icao.int/home).

Table 6: ICAO references

Document	Title
ICAO International Standards and Recommended Practices	Annex 4 to the convention on International Civil Aviation - Aeronautical Charts
ICAO International Standards and Recommended Practices	Annex 14 Volume I to the convention on International Civil Aviation - Aerodromes
ICAO International Standards and	Annex 15 to the convention on International Civil Aviation - Aeronautical Information Services

Document	Title
Recommended Practices	
ICAO Procedures for Air Navigation Services	Aeronautical Information Management (Doc 10066)
ICAO Procedures for Air Navigation Services	Aerodromes (Doc 9881)
ICAO Doc 9774	Manual on Certification of Aerodromes (AN/969)

2 Published aeronautical information

2.1 Introduction

2.1.1 Accurate aeronautical information is essential to ensure:

- safety of aircraft operations
- situational awareness for pilots and operators.

2.1.2 Aeronautical information is contained and published in a document suite commonly referred to as the Integrated Aeronautical Information Package (IAIP). It consists of the following:

- Aeronautical Information Publication (AIP), including En Route Supplement Australia (ERSA) and Departure and Approach Procedures (DAPs)
- AIP Amendments
- AIP Supplements (SUP)
- NOTAM
- Aeronautical Information Circulars.

2.1.3 The information that is required by the Part 139 Manual of Standards (MOS) to be provided to the Aeronautical Information Service (AIS) provider for publication in the AIP must be included in the aerodrome manual when operators are seeking to certify an aerodrome.

2.2 Publication of aeronautical information

2.2.1 Airservices is the certified AIS provider and is responsible for:

- publication of aeronautical information
- data validation and dissemination
- NOTAM issuance and management.

2.2.2 Subpart 175.B of CASR requires the approved AIS provider to publish aeronautical data and aeronautical information in accordance with the international civil aviation standards. This includes:

- data and information published in the AIP and on aeronautical charts (for example, Aerodrome Obstacle Charts and Precision Approach Terrain Charts)
- the promulgation of any significant change to that data or information by NOTAM where the change is of direct significance to the operation of aircraft.

2.2.3 Under Subpart 175.E of CASR, Airservices also has the authority to contact aerodrome operators to request information about objects and structures that may affect aviation safety. Typically, the objects or structures are those which penetrate the obstacle limitation surface or are on an aerodrome obstacle chart Type A or Type B.

2.3 Responsibilities of the aerodrome operator

2.3.1 An aerodrome operator is an aeronautical data originator under Subpart 175.D of CASR in relation to data for the aerodrome that is published in the IAIP.

2.3.2 The AIS provider must give an aeronautical data originator written Data Product Specifications (DPS) for aeronautical data or aeronautical information that the AIS provider has published or will publish.

2.3.3 The aerodrome operator, as an aeronautical data originator, is responsible for:

- the accuracy and timeliness of the aerodrome data and information forwarded to the AIS provider for publishing and ensuring data complies with applicable DPS
- maintaining the currency of that data and information and notifying any changes, including changes to operational data and status of the aerodrome
- maintaining data currency through risk-based review and change management processes.

2.3.4 To meet its obligations, an operator seeking to certify their aerodrome is required to:

- appoint a single senior manager as the Aeronautical Information Publication (AIP) responsible person for their aerodrome[1]
- tell the AIS Provider the name of, or any change to, the AIP Responsible Person and the names of, or any changes to, any NOTAM Authorised Persons for the operator[2]
- provide specific information that satisfies Part 139 and Part 175[3] of CASR to the AIS provider for publication in the AIP.

2.3.5 These responsibilities form part of the operator's Safety Management System (SMS) and Risk Management Plan (RMP) safety assurance processes.

2.3.6 The AIP responsible person should be a person with the required knowledge and competence to carry out the responsibilities of this position.

2.3.7 The appointed AIP responsible person is responsible for the provision of aeronautical data or aeronautical information submitted on behalf of the aerodrome operator[4]. This includes:

- carrying out regular reviews or ensuring reviews are performed
- updating Airservices with information when the published information has changed
- updating the aerodrome manual or ensuring the update of information in the manual.

2.3.8 The information required to be published for a certified aerodrome is prescribed in the MOS and is included in the Data Product Specification (DPS) along with any additional information required by Part 175 of CASR[3].

2.3.9 Prior to an aerodrome becoming certified, it is advisable the aerodrome operator contacts Airservices to inform it of the intention to certify the aerodrome. This initial contact will ensure that Airservices can provide the aerodrome operator with the appropriate DPS outlining all information required to be submitted, including the data quality requirements for submission of that information (the DPS).

2.3.10 This will also allow adequate time for Airservices to verify and validate the accuracy, resolution and integrity of the data submitted by the aerodrome operator in preparation for certification, and for processing the publication of that information. Wherever possible, publication should be in accordance with the International Civil Aviation Organization (ICAO) Annex 15 Aeronautical Information Regulation And Control (AIRAC) publication cycle.

2.3.11 The aerodrome operator needs to confirm the aerodrome location identifier (Y code) and the aerodrome naming with Airservices before certification.

2.3.12 The aerodrome operator will also be required to appoint NOTAM authorised person(s) who are responsible for requesting the issue, review and cancellation of NOTAMs. NOTAM authorised persons cannot be assigned in the Airservices' NOTAM system until the aerodrome is certified.

1 Refer to regulation 175.445 of CASR.
2 Refer to regulation 175.450 of CASR.
3 Refer to regulation 175.460 of CASR.
4 Refer to regulation 175.465 of CASR.

Summary:

Airport operators must:

- appoint a person responsible for aeronautical information
- provide accurate aeronautical information
- report changes promptly
- review published information regularly
- ensure published information is current and correct.

2.4 Registering with Airservices Australia

2.4.1 An aerodrome owner/operator seeking to publish their aerodrome information in the AIP is required to register with Airservices.

2.4.2 More information is available on the Airservices website: Civil Aviation Safety Regulation Part 175 — Airservices and You - Airservices (airservicesaustralia.com).

2.5 Data and information to be provided

2.5.1 The aerodrome data and information to be provided is contained in Chapter 5 of Part 139 MOS and in the DPS. When preparing to make an initial submission for publication, and for the ongoing maintenance of published information, the AIP responsible person should ensure they have received a DPS from Airservices.

2.5.2 The information required in Chapter 5 of Part 139 MOS is also required to be recorded in the operator's aerodrome manual[5].

2.5.3 Where requested, information on a person or organisation that owns, controls or operates an object or structure that affects aviation safety needs to be provided in accordance with 2.4.1 of this AC.

2.6 Accuracy and format of information

2.6.1 Before any information is provided to Airservices for publication, the aerodrome operator is responsible for ensuring that the information is complete and accurate in its detail.

2.6.2 Data must be submitted in accordance with the quality requirements as described in the DPS.

2.6.3 The appointed AIP responsible person is responsible for:

- the accuracy and timeliness of the aerodrome data and information forwarded to the AIS provider for publishing
- maintaining the currency of that data and information and notifying any changes, including changes to operational data and status of the aerodrome.

2.7 Integration with aerodrome operator SMS

2.7.1 It is recommended that aeronautical information processes form part of the aerodrome operator’s SMS, including:

[5] Refer AC 139.C-01 - Aerodrome Manual.

- hazard identification
- risk assessment
- safety assurance
- change management.

2.8 Timetable for publication - ICAO AIRAC

2.8.1 AIRAC is a globally standardised system used to ensure that significant changes to aeronautical information are published on fixed dates, giving pilots, airlines, air traffic services and navigation database providers enough notification time to prepare before the changes take effect. AIRAC operates on a 28-day cycle, with changes becoming effective on designated AIRAC dates worldwide.

2.8.2 Airservices incorporate new and amended information approximately four times each year on designated effective dates in accordance with the ICAO AIRAC cycle. Details of the amendment cycle can be found on the Airservices Australia website.

2.8.3 A cut-off date is published to allow for new or changed information to be verified by the AIS Provider against the DPS before the information can be published.

2.8.4 When introducing changes that effect information published in the IAIP, such as the introduction or amendment of any infrastructure, aerodrome operators are required to consider the AIRAC amendment cycle. This planning will allow for a planned proposed change to become effective on a publication date and avoid unnecessary NOTAM. For example, for matters to be included in the ERSA in March 2027, the cut-off date is November 2026[6].

[6] Refer to Airservices Aeronautical Information Management / Document Amendment Calendar

3 Making a change to aeronautical information that is published

3.1 Notifying Airservices of a change to published information

3.1.1 To satisfy regulation 175.455 of CASR, changes to published information must be made as soon as practicable after an operator is aware of the change.

3.1.2 The AIP responsible person should consult with the relevant aviation organisations and relevant service providers that may be impacted by the change.

3.1.3 Aerodrome operators can seek a change to their published information by submitting a data change request via Airservices' Aeronautical Data Originator (ADO) portal.

3.1.4 A NOTAM is an immediate means to advise pilots and other persons about significant matters which may affect the safety of aircraft or where there is a change to the condition of the aerodrome facility contrary to the published information.

3.1.5 To satisfy regulation 175.470 of the CASR, the request to issue a NOTAM must be made as soon as practicable after becoming aware of the circumstances that necessitate its issue.

3.1.6 Table 7 demonstrates the types of change to published information, and the method for making the change.

Table 7: Published information change notification matrix

Change type	Method
Immediate safety impact	NOTAM
Temporary change	NOTAM
Permanent planned change	AIRAC submission

3.1.7 A list of NOTAM reportable circumstances is prescribed in section 3.2 below. Changes to the aerodromes infrastructure or operating procedures should be considered in advance and where appropriate planned to coincide with the AIRAC cycle publication dates.

3.2 Reporting changes via a NOTAM

3.2.1 Procedure

3.2.1.1 Only a NOTAM authorised person that has been appointed and is registered in the NOTAM system may request a NOTAM to be issued, reviewed or cancelled.

3.2.1.2 To request the issue of a NOTAM, the NOTAM authorised person will log into the NAIPS Internet Service (NIS).

3.2.2 NOTAM reportable occurrences

3.2.3 Section 12.04 of the MOS requires an aerodrome operator to report the following occurrences by NOTAM to the NOF.

Table 8: Situations when NOTAM may need to be requested

Situation	Effect on pilots or operations
Runway changes	may affect the take off or landing of an aircraft
Aerodrome works	activities that include a restriction to aircraft operations
Airport construction works	may create hazards to aircraft operations
Lighting failures	may impact night operations or operations in low visibility conditions
Temporary obstacles	may affect aircraft wingtip and other clearances
Increased wildlife activity	bird or animal strikes that can cause damage or harm to an aircraft
Navigation aid failures	guidance to an aircraft may be lost
Any safety related event	any activity or event that has the potential to affect flight operations

3.2.4 NOTAM quality

NOTAM data quality requirements

3.2.4.1 A NOTAM must:

- be clear, concise, and unambiguous
- use standard ICAO phraseology and abbreviations (in accordance with applicable DPS)
- include:
  - location
  - nature of hazard/change
  - start/end times
  - operational impact
- avoid:
  - free text ambiguity
  - not including coordinates
  - vague timings.

3.3 Promulgating changes to Airservices

3.3.1 Procedure

3.3.1.1 As soon as practicable after becoming aware of the change, a request for a change should be made via the Airservices' ADO Portal.

3.3.1.2 In all instances the aerodrome operator should endeavour to ensure that long-term changes are planned and incorporated into the AIP products. Aeronautical information is updated and published at planned intervals. The Airservices document amendment calendar is published on their website. To help ensure changes are published on time, the deadlines for submissions should be monitored by the organisation's AIP responsible person.

3.4 Document control procedures

3.4.1 To develop and maintain the accuracy of published information in the aerodrome manual, the aerodrome operator must establish document control processes that ensure the aerodrome manual remains:

- current
- traceable (records are maintained for the required period, records remain accessible and identify the individuals or positions responsible for making the change)
- controlled against unintended use.

3.4.2 Acceptable means may include version control, amendment logs, or document management systems.

3.4.3 The operator's aerodrome manual must contain the procedures for notifying any changes of published information and be updated to accurately reflect information provided to the AIS for publication in the AIP.

4 Maintaining the accuracy of published aeronautical information

4.1 Annual review of published information

4.1.1 The aerodrome operator must ensure that published data remains current. To meet the requirements of regulation 175.465 of the CASR and Division 2 in Chapter 12 of the Part 139 MOS, an aerodrome operator is required to review the aeronautical data and aeronautical information published for the aerodrome(s) that operator is responsible for.

4.1.2 The cadence of reviews to ensure published data remains current should be:

- risk-based
- triggered by operational or data changes
- supported by SMS or RMP assurance processes.

4.1.3 An annual review may be used as an acceptable method to achieve minimum compliance. More frequent reviews may be required where determined necessary.

4.1.4 Information published in the AIP must be conducted by a person with sound knowledge and experience of the civil aviation safety legislation applicable to the inspection, reporting, operation and maintenance of aerodromes.

4.1.5 An aerodrome operator is required to maintain evidence of each review and provide that evidence to CASA if requested.

4.1.6 Records of each review must be maintained for a minimum period of 3 years.

4.1.7 Where inaccurate information is identified during the review Airservices should be notified immediately to ensure remediation.

5 Aerodrome charts

5.1 Introduction

5.1.1 The effective use of an aerodrome may be influenced by terrain, or constructed objects inside and outside the boundary of the aerodrome, which may limit the:

- distances available for take-off and landing
- minima for take-off and landing.

5.1.2 Where applicable, the aerodrome operator is responsible for providing the necessary surveyed data to the AIS provider in accordance with the data quality requirements in the DPS. The survey should be conducted prior to a runway being put into operation.

5.1.3 To ensure an aircraft operator can comply with the operating limitations of their aircraft, an aerodrome operator may be required to provide aerodrome obstacle information in accordance with Annex 4, Aeronautical Charts to the Chicago Convention. Each chart type and the requirement for their provision is outlined below.

5.2 Type A charts

5.2.1 A Type A chart must be prepared for each runway that is used in scheduled international air transport operations unless the same information is provided in the Aerodrome Terrain and Obstacle Chart - ICAO (Electronic).

5.2.2 The obstacle data collected, and the way the Type A chart is presented, must be in accordance with the standards and procedures set out in Annex 4 to the Chicago Convention.

5.2.3 If no obstacle exists within the take-off flight path area, as specified by Annex 4 to the Chicago Convention, a Type A chart is not required, but a statement to this effect with an explanatory note must be included in the aerodrome manual.

5.2.4 An Aerodrome Terrain and Obstacle Chart – ICAO, can be produced in lieu of a Type A chart.

5.3 Type B charts

5.3.1 An aerodrome operator may prepare a Type B chart. If it does so, the chart must be in accordance with the standards and procedures set out in Annex 4 to the Chicago Convention.

5.3.2 A Type B chart is discretionary but may assist some operators of aircraft with a maximum take-off weight greater than 5 700 kg to identify obstacles around the aerodrome.

5.3.3 If a Type B chart is prepared, obstacle data must be in a digital format and be provided to the AIS Provider in accordance with Subpart 175.E of CASR, and appropriate data product specification.

5.4 Precision approach terrain charts - ICAO

5.4.1 Precision Approach Terrain Charts must be prepared for each runway at an aerodrome that is CAT II, CAT III, SA CAT I, or SA CAT II, unless the same information is provided in the Aerodrome Terrain and Obstacle Charts – ICAO (Electronic).

5.4.2 The Precision Approach Terrain Chart must be prepared in accordance with the standards and procedures in Annex 4 to the Chicago Convention.

5.5 Aerodrome terrain and obstacle charts - ICAO (electronic)

5.5.1 Aerodrome Terrain and Obstacle Charts are optional, unless the runway is CAT II, CAT III, SA CAT I, or SA CAT II and aerodrome operator elects not to utilise the preferred Precision Approach Terrain Charts – ICAO.

5.5.2 Aerodrome Terrain and Obstacle Charts must be prepared in accordance with the standards and procedures set out in Annex 4 to the Chicago Convention.

5.5.3 An Aerodrome Terrain and Obstacle Chart must be revised as soon as possible after any significant change occurs to the relevant terrain profile or obstacles.

Appendix A
Non-NOTAMable circumstances

The Part 139 MOS describes occurrences that require Aerodrome operators to report to the NOTAM Office (NOF). Although it is the responsibility of the aerodrome operators to report matters to the NOF, it is important to note that a NOTAM may not always be promulgated.

To avoid doubt, when the Part 139 MOS requires a NOTAM to be issued, the aerodrome operator should submit a NOTAM request to the NOF.

It is advisable that a record of the request is recorded and a copy of the request is retained for 3 years.

This section should be read in conjunction with the NOTAM Data Quality Requirements for Aerodrome Operators.

Table 9: NOTAM requirements in 12.04 of Part 139 MOS unlikely to be published in NOTAM

Part 139 MOS 12.04	NOTAM DQR Notamable events	NOTAM DQR Non-NOTAMable	Rationale
Change in published runway information.	Establishment, closure, or significant changes to runways or aerodromes.	Partially (i.e., time limited works less than 10 min recall not NOTAMable)	Minor runway work activities may be excluded if aircraft can operate safely on other runways or equipment can be removed as required.
Aerodrome works affecting manoeuvring area or OLS.	Major defects or impediments in the manoeuvring area.	NOTAM should be published[1]	Routine apron and taxiway maintenance not affecting safe aircraft movement is specifically excluded. Significant works resulting in restriction to aircraft operations remain reportable.
Outage or unserviceability of aerodrome lighting or obstacle lighting.	Interruption or return to operation of major aerodrome lighting systems; status of hazard beacons.	Partially[2]	Partial lighting failures that do not directly affect aircraft operations are excluded. Major outages remain reportable.
Temporary obstacles to aircraft operations.	Presence of hazards affecting air navigation; obstacle changes affecting operational surfaces.	NOTAM should be published[3]	Temporary obstructions that do not affect the safe operation of aircraft are excluded.
New or changed obstacle affecting take-off climb gradient.	Erection, removal, or change of obstacles in take-off, climb, approach, and runway strip areas.	No	The NOTAM DQR only excludes obstructions that do not affect aircraft operations. By definition, a gradient change is likely to have an effect on aircraft operations.

Part 139 MOS 12.04	NOTAM DQR Notamable events	NOTAM DQR Non-NOTAMable	Rationale
Emergence of new obstacles.	Erection or change of obstacles affecting air navigation.	Potentially[4]	If the obstacle does not affect aircraft operations, NOTAM DQR provides an argument for exclusion. Operationally significant obstacles remain reportable.
Any other event affecting the safety of aircraft using the aerodrome.	Broad category of hazards affecting air navigation.	NOTAM should be published only if there is an operational impact[5]	The NOTAM DQR excludes non-operational information, reminders, warnings without operational impact, and limitations with no operational impact. If the safe operations of aircraft is not affected, this exclusion would not apply.

Appendix B
Aerodrome operator NOTAM trigger checklist

Procedures in the aerodrome manual should address the circumstances for when a NOTAM should be published.

The following provides example circumstances of when a NOTAM may be required (to be read with section 3.2.2 of this AC):

- runway status changes
- temporary declared distances
- temporary changes to runway length
- temporary closures
- presence of surface contaminants
- changes to movement area status
- temporary taxiway closures
- lighting unserviceable
- changes to status of published back up power arrangements
- the presence of unassessed obstacles
- temporary obstacles
- significant wildlife hazards
- navigation aid outage
- works in progress that may affect the safe operation of aircraft
- time limited works that require more than 10 minutes to restore normal safety standards
- works related to a Method of Working Plan (MOWP)
- any change that is safety-critical to the operation of aircraft
- fuel availability (where fuel availability is published in the ERSA)
- unusual activities or events that may impact other aerodrome users.

Readers should note the list of non-NOTAMable circumstances in the Aerodrome operator NOTAM DQR for aerodrome operators.

Appendix C
Aerodrome operator NOTAM data quality checklist

NOTAM should be requested by authorised persons in accordance with applicable aerodrome reporting procedures contained in the aerodrome manual.

Before submitting a NOTAM request, the NOTAM authorised person should verify information:

- Accuracy
- Coordinates correct
- Times are accurate
- Clear operational impact
- No ambiguous wording
- Standard abbreviations used
- Completeness
- Start/end times included
- Reference location included
- Scope of impact defined
- Verified data source
- Checked by authorised person
- Matches the procedures in the aerodrome manual.

The NOTAM DQR for aerodrome operators should be considered when requesting NOTAM.

Appendix D
AC cross reference matrix

The AC cross reference matrix intends to provide readers with detail on the system function, the Part 139 MOS reference and the role the system function has in this AC. The matrix identifies which AC the reader should refer to, and the output or the evidence expected out of cross referencing.

The purpose of the cross refence matrix is to reduce content in this AC and provide advice on other guidance material that contains the same or similar information.

Table 10: AC cross reference matrix

System function	MOS reference	AC 139.C-05 role	Supporting CASA AC	Evidence / output
Aeronautical Information Governance	MOS Ch 5	Establish responsibility as data originator under CASR Part 175 and Part 139	AC 139.C-01	• Appointment of AIP responsible person • Governance procedure
Aeronautical Data Origination	MOS Ch 5	Define aerodrome operator responsibility for provision of AIP data	AC 139.C-01	• Aerodrome manual entries aligned with AIP/DPS
Data Quality Management	MOS Ch 12	Establish accuracy, integrity, traceability, timeliness requirements	• AC 139.C-01 • AC 139.C-18	• Data validation/verification records • DQR
Data Product Specification (DPS) Compliance	MOS Ch 5	Ensure all data submitted complies with Airservices DPS	AC 139.C-20	• DPS conformance records • Data submission logs
Aeronautical Information Publication (AIP) Management	MOS Ch 5	Support provision and maintenance of published AIP data	AC 139.C-01	• AIP content • ERSA entries documented submissions
AIRAC Cycle Management	MOS Ch 5	Ensure changes are planned and submitted in accordance with AIRAC	AC 139.C-01	• AIRAC submission schedules • Amendment planning records
Change Notification (Published Information)	MOS Ch 5	Define processes for notifying changes to published information	• AC 139.C-01 • AC 139.C-06	• Change notification logs • Stakeholder coordination records

System function	MOS reference	AC 139.C-05 role	Supporting CASA AC	Evidence / output
NOTAM Governance	MOS 12.04	Define when NOTAM is required and who is authorised	• AC 139.C-14 • AC 139.C-15	NOTAM Governance
NOTAM Trigger Identification	MOS 12.04	Identify safety-critical events requiring NOTAM publication	• AC 139.C-07 • AC 139.C-15	NOTAM Trigger Identification
NOTAM Issuance Process	MOS 12.04	Provide methods for requesting, issuing and cancelling NOTAM	• AC 139.C-14 • AC 139.C-16	• NOTAM requests • NOF submission • Audit trail
Immediate vs Planned Change Determination	MOS Ch 5	Define correct dissemination pathway (NOTAM vs AIRAC vs admin)	AC 139.C-06	Documented decision justification
Temporary vs Permanent Change Handling	MOS Ch 5	Distinguish between temporary (NOTAM) and permanent (AIP) changes	AC 139.C-16	• NOTAM lifecycle records • AIRAC amendments
Aerodrome Works Affecting Published Info	MOS 12.04	Ensure works impacting movement area are notified via NOTAM	AC 139.C-15	• MOWP linkage • Works NOTAMs
Runway and Movement Area Status Reporting	MOS 12.04	Ensure runway/taxiway status changes are promulgated	• AC 139.C-06 • AC 139.C-13 • AC 139.C-14	• Runway closure NOTAM • Condition reports
Wildlife Hazard Reporting	MOS 12.04	Ensure significant wildlife hazards are notified via NOTAM	AC 139.C-15	• Wildlife NOTAMs • Hazard logs
Obstacle and OLS Changes	MOS 12.04	Ensure obstacle changes are reported via NOTAM/AIP	Multi-Part AC 139.E-01 and AC 175.E-02	• Obstacle data submissions • NOTAM records
Risk-Based Data Review	MOS Ch 12	Require periodic and trigger-based review of published data	• AC 139.C-01 • AC 139.C-26 • AC 139.C-27	• Annual review reports • Review schedules

System function	MOS reference	AC 139.C-05 role	Supporting CASA AC	Evidence / output
Annual Information Review	MOS Ch 12	Mandate review of AIP and aeronautical data	AC 139.C-01	Review records (≥3 years retention)
Document Control (Aerodrome Manual)	MOS Ch 5	Ensure alignment between AIP and aerodrome manual	AC 139.C-01	• Version control logs • Amendment records
Data Change Traceability (records)	MOS Ch 12	Enable tracking of changes to published data	AC 139.C-01	• Audit trail • Change logs