



CIVIL AVIATION SAFETY AUTHORITY OF PNG

PNG

Civil Aviation Rules

Part 175

Aeronautical Information Service Organisations — Certification

Effective 1 May 2016.

DESCRIPTION

Part 175 prescribes the regulatory requirements for persons or organisations providing aeronautical information services in support of the Port Moresby flight information region and areas of oceanic flight information regions (if any) for which PNG has a responsibility.

Bulletin

This Part first came into force on 1 January 2004 and now incorporates the following amendments:

Amendment	Effective Date
Amendment 1	1 May 2016

Summary of amendments:

Amendment 1:

(Docket 15/175/1)

New Rule 175.54 is inserted to prescribe new requirement for an applicant to establish a security programme.

Rule 175.61 is amended to improve wording of the rule.

Rule 175.67 is amended to prescribe requirements for Safety Management System.

Rule 175.69 is amended to prescribe requirements for quality management system.

Rule 175.69 is renumbered to rule 175.71 and accommodate requirements for SMS, QMS and security programme.

Rule 175.103(a)(1) is amended to reflect PNGAIP for consistency in the rule part.

Rule 175.107 is amended to specifically state personnel requiring pre-flight information service.

Rule 175.151 (a) is amended to correct the anomalies within the rule replacing Papua New Guinea with Port Moresby.

Rule 175.153(a)(ii) is amended to state that the certificate is issued by the Director rather than the Civil Aviation Authority.

Rule 175.251 is amended to correct grammars only.

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Subpart A — General

175.1 Purpose

This Part prescribes—

- (1) rules governing the certification and operation of organisations providing an aeronautical information service for Papua New Guinea on behalf of the Authority; and
- (2) the requirements for the Papua New Guinea Aeronautical Information Publications, Aeronautical Information Circulars and NOTAM.

175.3 Requirement for certificate

No person shall provide an aeronautical information service for the Papua New Guinea FIR except under the authority of, and in accordance with, the provisions of an aeronautical information service certificate issued under this Part.

175.5 Application for certificate

An applicant for the grant of an aeronautical information service certificate shall complete form CAA 175/01 and submit it to the Director with—

- (1) the exposition required by 175.71; and
- (2) a payment of the appropriate application fee prescribed by regulations made under the Act.

175.7 Issue of certificate

An applicant is entitled to an aeronautical information service certificate if the Director is satisfied that—

- (1) the applicant meets the requirements of Subpart B; and
- (2) the applicant, and the applicant's senior person or persons required by 175.51(a)(1) and (2) are fit and proper persons; and
- (3) the granting of the certificate is not contrary to the interests of aviation safety.

175.9 Privileges of certificate

The aeronautical information service certificate specifies the aeronautical information services that the certificate holder is authorised to provide.

175.11 Duration of certificate

- (a) An aeronautical information service certificate remains in force until it expires or is suspended or revoked.
- (b) The holder of an aeronautical information service certificate that expires or is revoked shall forthwith surrender the certificate to the Director.
- (c) The holder of an aeronautical information service certificate that is suspended, shall forthwith produce the certificate to the Director for appropriate endorsement.

175.13 Renewal of certificated

The application shall be submitted to the Director before the application renewal date specified on the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

Subpart B — Certification Requirements

175.51 Personnel requirements

An applicant for the grant of an aeronautical information service certificate shall employ, contract or otherwise engage—

- (1) a senior person identified as the Chief Executive, who—
 - (i) has the authority within the applicant's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements and standards prescribed by this Part; and
 - (ii) is responsible for ensuring that the organisation complies with the requirements of this Part; and
- (2) senior person(s) who are responsible for ensuring that the applicant's organisation complies with the requirements of this Part. Such senior persons shall ultimately be responsible to the Chief Executive.
- (3) sufficient personnel to collect, collate, check, coordinate, edit, and publish aeronautical information for the aeronautical information services listed in the applicant's exposition; and
- (4) establish a procedure to initially assess the competence of those personnel authorised by the applicant to check, edit, and publish aeronautical information for the aeronautical information services listed in their exposition; and
- (5) establish a procedure to maintain the competence of those authorised personnel; and
- (6) provide those authorised personnel with written evidence of the scope of their authorisation.

175.53 Facility requirements

An applicant for the grant of an aeronautical information service certificate shall establish offices and facilities that—

- (1) are appropriate for the aeronautical information services listed in their exposition; and
- (2) meet the applicable requirements of 175.103(b) and 175.105.

175.54 Security Programme

(a) An applicant for the grant of an aeronautical information service certificate shall establish a security programme for the facilities listed in their exposition.

(b) The security programme required by paragraph (a) shall specify the physical security requirements, practices and procedures that may be necessary-

- (1) to minimise the risk of destruction, damage, or interference, to the certificate holder's facilities if such an act to a facility is likely to endanger the safety of air navigation; and
 - (2) to prevent unauthorised access to a facility; and
 - (3) for personnel to follow in the event of a bomb threat or other threat of violence at a facility; and
 - (4) to monitor unattended facilities to detect unauthorised intrusion or interference at a facility.
 - (5) to protect critical information and communications technology systems from interference that may jeopardise the safety of air navigation services.
- (c) The security programme required under paragraph (a) shall include procedures to notify, investigate and report security incidents to the Director in accordance with rule Part 12.

175.55 Scope of pre-flight information service

An applicant for the grant of an aeronautical information service certificate for a pre-flight information service shall, for the pre-flight services listed in their exposition, specify—

- (1) the geographic area; and
- (2) the aerodromes and the air routes originating from those aerodromes.

175.57 Documentation

- (a) An applicant for the grant of an aeronautical information service certificate shall—
- (1) document the format and standards for the aeronautical information published under the authority of their certificate; and
 - (2) ensure that the format and standards take into account the circumstances under which the information will be used; and
 - (3) hold copies of relevant reference material, standards, practices and procedures, and any other documentation that is necessary for the aeronautical information services listed in their exposition.
- (b) The applicant shall establish a procedure to control all the documentation required by paragraph (a), to ensure that—
- (1) the documentation is reviewed and authorised by appropriate personnel before issue; and
 - (2) current issues of relevant documentation are available to staff at all locations where they need access to such documentation for the aeronautical information services listed in their exposition; and
 - (3) all obsolete documentation is promptly removed from all points of issue or use; and
 - (4) changes to documentation are reviewed and approved by appropriate personnel; and
 - (5) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

175.59 Collection of information

- (a) An applicant for the grant of an aeronautical information service certificate shall establish procedures to collect and collate the information required for the aeronautical information services listed in their exposition.
- (b) The procedures shall ensure that—
 - (1) applicable information is obtained from organisations that provide services in support of the Papua New Guinea air navigation system; and
 - (2) applicable information is obtained from the aeronautical information services of other States relevant to the requirements of international aircraft operators operating on international air routes originating from Papua New Guinea; and
 - (3) arrangements for the timely provision of information are made with the information originators prescribed in paragraph (b)(1) and (2); and
 - (4) information received from the information originators prescribed in paragraph (b)(1) is certified as accurate by a person identified by the originator to be responsible for the accuracy of that information.
- (c) the procedures for the NOTAM service shall, in addition to paragraph (b), ensure that any originator's request for the issue of a NOTAM does not require the NOTAM to be effective for more than 3 months.

175.61 Publication of aeronautical information

- (a) An applicant for the grant of an aeronautical information service certificate shall establish procedures for checking, coordinating, editing, publishing and disseminating aeronautical information for the services listed in applicant's exposition.
- (b) The applicant must ensure that the procedures established under paragraph (a) provide for the following—
 - (1) the information received under 175.59 to be checked against available information is verified as accurate before its publication; and
 - (2) the information received under 175.59 to be edited, accurately published, and disseminated—
 - (i) in the format applicable to the operational significance of the information; and
 - (ii) where applicable, in accordance with Subparts D, E, or F; and
 - (iii) is in a format that takes account of the circumstances under which the information will be used; and
 - (3) except for paragraph (b)(4), permanent publications and long-term temporary publications to be clearly identified as being published under the authority of the applicant's aeronautical information service certificate; and
 - (4) if aeronautical information obtained from the aeronautical information services of other States under 175.59(b)(2) is disseminated, that information to be clearly identified as having the authority of the originating State; and

- (5) if information that has not been certified as required under 175.59(b)(4) is disseminated, that information must be clearly identified as being unverified; and
 - (6) any permanent change to published information to be coordinated with other applicable information originators before the change is published; and
 - (7) temporary information that is published without a defined expiry date to be reviewed at an appropriate time to ensure that the originator takes the required action to cancel or reissue the information; and
 - (8) the aeronautical information is published in the English language; and
 - (9) place names to be spelt according to local usage, transliterated when necessary into the Latin alphabet; and
 - (10) units of measurement are consistent with those prescribed in Part 1; and
 - (11) abbreviations, consistent with those prescribed in Part 1, to be used in the published aeronautical information when—
 - (i) their use is appropriate; and
 - (ii) their use facilitates the dissemination of the information; and
 - (12) any of the aeronautical information published to be promptly made available to the aeronautical information services of other States, upon request by those States; and
 - (13) the aeronautical information to be made available in a form that is suitable for the operational requirements of—
 - (i) flight operations personnel, including flight crew members and the services responsible for pre-flight briefing; and
 - (ii) the air traffic service units responsible for flight information services.
- (c) The applicant must ensure that the procedures for the PNGAIP service must, in addition to paragraph (b), require—
- (1) aeronautical charts, and operationally significant information published in AIP Amendments and AIP Supplements, are published in accordance with the AIRAC system; and
 - (2) the information published under the AIRAC system to be clearly identified with the acronym AIRAC; and
 - (3) the information published under the AIRAC system to be distributed so that recipients receive the information at least 28 days before its effective date; and
 - (4) the information published under the AIRAC system to not changed for at least 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period; and
 - (5) if an AIP Supplement is published to replace a NOTAM, the supplement includes a reference to the serial number of the NOTAM; and
 - (6) if an AIP Amendment or AIP Supplement is published under the AIRAC system, a NOTAM to be originated giving a brief description of the operationally significant

contents, the effective date and the reference number of each amendment or supplement. The NOTAM must—

- (i) come into force on the same effective date as the amendment or supplement; and
 - (ii) remain in force for a period of 14 days; and
- (7) if there is no applicable information to be published by the AIRAC date, a NIL notification to be issued; and
 - (8) a NOTAM to be originated if information to be published as an AIP Amendment or AIP Supplement takes effect prior to the effective date of the amendment or supplement.

175.63 Error correction in published information

- (a) An applicant for the grant of an aeronautical information service certificate shall establish procedures to record, investigate, correct, and report any errors that are detected in the aeronautical information published under the authority of their certificate.
- (b) The procedures shall ensure that—
 - (1) the error is corrected by the most appropriate means relative to the operational significance of the error; and
 - (2) the correction is clearly identified in the republished information; and
 - (3) the source of the error is identified and, where possible, eliminated; and
 - (4) the Director is notified of a promulgated information incident in accordance with Part 12.

175.65 Records

- (a) An applicant for the grant of an aeronautical information service certificate shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the aeronautical information services listed in their exposition.
- (b) The procedures shall ensure that—
 - (1) there are records enabling all incoming and outgoing aeronautical information to be readily identified by serial number and date, and that supplementary information can be similarly verified and, where necessary, authenticated; and
 - (2) there is a record of each person who is authorised by the applicant to check, edit, and publish aeronautical information; and
 - (3) there is a record of each occurrence of error correction under the procedures required by 175.63; and
 - (4) there is a record of each internal quality assurance review of the applicant's organisation carried out under the procedures required by 175.67; and
 - (5) all records are legible and of a permanent nature; and
 - (6) all records are retained for at least 5 years except NOTAM, AIP Supplements and Aeronautical Information Circulars, which need only be retained for 30 days after cancellation.

175.67 Safety Management System

An applicant for the grant of an aeronautical information service certificate shall establish and implement a safety management system which meets the requirements of Part 100.

175.69 Quality Management System

An applicant for the grant of an aeronautical information service certificate shall establish and implement a quality management system which meets the requirements of Part 100.

175.71 Organisation exposition

- (a) An applicant for the grant of an aeronautical information service certificate shall provide the Director with an exposition containing—
- (1) a statement signed by the Chief Executive on behalf of the applicant's organisation confirming that—
 - (i) the exposition and any included manuals define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Part; and
 - (ii) the exposition and any included manuals will be complied with at all times; and
 - (2) the titles and names of the senior person or persons required by 175.51(1) and (2); and
 - (3) the duties and responsibilities of the senior persons specified in paragraph (a)(2) including matters for which they have responsibility to deal directly with the Director or the Authority on behalf of the organisation; and
 - (4) an organisation chart showing lines of responsibility of the senior persons specified in paragraph (a)(2); and
 - (5) a summary of the applicant's staffing structure for each aeronautical information service listed under paragraph (a)(6); and
 - (6) a list of the aeronautical information services to be covered by the certificate; and
 - (7) for a pre-flight information service, details of the area, aerodromes and air routes required by 175.55; and
 - (8) the location and address details of the applicable offices required by 175.103(b)(1) and 175.105(1); and
 - (9) details of the applicant's format and standards required by 175.57(a)(1) for their published aeronautical information; and
 - (10) details of the applicant's procedures required by—
 - (i) 175.51(4) regarding the competence of personnel; and
 - (ii) 175.55 regarding the applicant's security programme; and
 - (iii) 175.57(b) regarding the control of documentation; and
 - (iv) 175.59(a) regarding the collection of information; and
 - (v) 175.61(a) regarding the publication of aeronautical information; and

- (vi) 175.63(a) regarding the correction of errors in published information; and
 - (vii) 175.65(a) regarding the identification, collection, indexing, storage, maintenance, and disposal of records; and
 - (viii) 175.67 regarding safety management system; and
 - (ix) 175.69 regarding quality management system; and
- (11) procedures to control, amend and distribute the exposition.
- (b) The applicant's exposition must be acceptable to the Director.

Subpart C — Operating Requirements

175.101 Continued compliance

The holder of an aeronautical information service certificate shall—

- (1) hold at least one complete and current copy of their exposition at each office listed in their exposition; and
- (2) comply with all procedures and standards detailed in their exposition; and
- (3) make each applicable part of their exposition available to personnel who require those parts to carry out their duties; and
- (4) continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and
- (5) notify the Director of any change of address for service, telephone number, or facsimile number required by form CAA 175/01 within 28 days of the change.

175.103 AIP service

- (a) The holder of the aeronautical information service certificate for the AIP service shall publish—
- (1) the PNGAIP in accordance with Subpart D; and
 - (2) AIP Amendments in accordance with 175.155; and
 - (3) AIP Supplements in accordance with 175.157 for notification of—
 - (i) temporary changes that are effective for 3 months or longer; and
 - (ii) information of less than 3 months duration which contains extensive text or graphics; and
 - (4) the Aeronautical Information Circular (AIC) in accordance with Subpart E.
- (b) The certificate holder shall, in addition to paragraph (a)—
- (1) designate an office as Papua New Guinea's point of contact with the aeronautical information services of other States for the interchange of the Integrated Aeronautical Information Package, except NOTAM; and

- (2) make the PNGAIP, AIP Amendments, AIP Supplements and AIC available to any person upon payment of a charge that may apply to the supply of the publications; and
- (3) establish a system to disseminate the PNGAIP, AIP Amendments, AIP Supplements, aeronautical charts, and AIC in accordance with 175.61(c)(3); and
- (4) ensure that all aeronautical charts published as part of the PNGAIP conform to the applicable standards for the charts; and
- (5) coordinate the input of all aeronautical information from the originators prescribed in 175.59(b)(1), except—
 - (i) information which is of immediate operational significance necessitating the immediate issue of a NOTAM; and
 - (ii) temporary information of a duration of less than three months, that only requires the issue of a NOTAM.

175.105 NOTAM service

The holder of the aeronautical information service certificate for the NOTAM service shall—

- (1) designate a International NOTAM Office (NOF) for Papua New Guinea; and
- (2) operate the NOF on a 24-hour basis; and
- (3) establish agreements with other international NOTAM offices for the exchange of NOTAM; and
- (4) ensure that—
 - (i) the NOF is connected to the AFTN; and
 - (ii) the AFTN connection provides for printed communication; and
 - (iii) the NOF has appropriate facilities to issue and receive NOTAM distributed by means of telecommunication; and
- (5) promptly issue a NOTAM that is in accordance with Subpart F, whenever information received under 175.59 requires the issue of a NOTAM; and
- (6) at intervals of not more than one month, issue a checklist over the AFTN of the NOTAM that are currently in force.

175.107 Pre-flight information service

- (a) The holder of an aeronautical information service certificate for a pre-flight information service shall make available to flight operations personnel and flight crew members, aeronautical information that—
 - (1) is essential for the safety, regularity and efficiency of air navigation; and
 - (2) relates to the geographic area, aerodromes and air routes listed in their exposition.
- (b) The aeronautical information provided under paragraph (a) shall include, where applicable—

- (1) a summary of current NOTAM and other information of an urgent character, in a plain text Pre-flight Information Bulletin (PIB); and
- (2) relevant elements of the Integrated Aeronautical Information Package; and
- (3) relevant maps and charts; and
- (4) current information relating to the aerodrome of departure concerning any of the following:
 - (i) construction or maintenance work on or immediately next to the manoeuvring area:
 - (ii) rough portions of any part of the manoeuvring area, whether marked or not, including broken parts of the surface of runways and taxiways:
 - (iii) presence and depth of snow, ice, or water on runways and taxiways, including their effect on surface friction:
 - (iv) parked aircraft or other objects on or immediately next to taxiways:
 - (v) the presence of other temporary hazards including those created by birds:
 - (vi) failure or irregular operation of part or all of the aerodrome lighting system including approach, threshold, runway, taxiway, and obstruction lights, and manoeuvring area unservicability lights, and aerodrome power supply:
 - (vii) failure, irregular operation or changes in the operational status of air navigation facilities including ILS and markers, PSR, SSR, VOR, NDB, VHF aero mobile channels, RVR observing system, and secondary power supply.
- (c) The certificate holder shall make provision for flight crew members to report any concern about the state and operation of air navigation facilities as post-flight information at those aerodromes listed in the holder's exposition.
- (d) The certificate holder shall forward any post-flight information reported by flight crew members under paragraph (c) concerning the state and operation of air navigation facilities, to the operator of the navigation facility.

175.109 Changes to certificate holder's organisation

- (a) The holder of an aeronautical information service certificate shall ensure that their exposition is amended so as to remain a current description of the holder's organisation and services.
- (b) The certificate holder shall ensure that any amendments made to the holder's exposition meet the applicable requirements of this Part and comply with the amendment procedures contained in the holder's exposition.
- (c) The certificate holder shall provide the Director with a copy of each amendment to the holder's exposition as soon as practicable after its incorporation into the exposition.
- (d) Where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the Director is required:
 - (1) the Chief Executive:
 - (2) the listed senior persons:

- (3) the aeronautical information services provided by the holder:
- (4) the format and standards for the aeronautical information published under the authority of their certificate.
- (e) The Director may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (d).
- (f) The certificate holder shall comply with any conditions prescribed under paragraph (e).
- (g) Where any of the changes referred to in this rule requires an amendment to the certificate, the certificate holder shall forward the certificate to the Director as soon as practicable.
- (h) The certificate holder shall make such amendments to the holder's exposition as the Director may consider necessary in the interests of aviation safety.

Subpart D — Papua New Guinea Aeronautical Information Publications

175.151 Contents of PNGAIP

- (a) The PNGAIP shall contain current information, data and aeronautical charts relating to—
 - (1) the regulatory and airspace requirements for air navigation in the Port Moresby FIR in which Papua New Guinea is responsible for air traffic services; and
 - (2) the Papua New Guinea services and facilities that support international air navigation to and from Papua New Guinea; and
 - (3) the services and facilities that support air navigation within the Port Moresby flight information region; and
 - (4) aerodromes operating under an aerodrome operating certificate issued under Part 139.
- (b) The PNGAIP may contain current information, data, and aeronautical charts relating to aerodromes not operating under an aerodrome operating certificate, where—
 - (1) the aerodrome operator provides the holder of the aeronautical information service certificate for the AIP service with the required data and information relating to the aerodrome; and
 - (2) the aerodrome operator accepts responsibility for the accuracy and currency of that data and information.
- (c) The PNGAIP shall include at an appropriate location—
 - (1) a statement to advise which certificated organisations are responsible for the air navigation facilities, services and procedures covered by the PNGAIP; and
 - (2) the general conditions under which those services and facilities are available for use; and
 - (3) a list of the differences with the ICAO Standards, Recommended Practices and Procedures that the Director has filed under Article 38 of the Convention; and
 - (4) a summary of any significant standards, practices and procedures followed by Papua New Guinea, where the ICAO Standards, Recommended Practices and Procedures allow alternative courses of action.

175.153 Specifications for PNGAIP

- (a) Each publication that forms part of the PNGAIP shall—
- (1) specify the purpose of the publication, the geographic area covered and that the publication is part of the PNGAIP; and
 - (2) be self-contained, include a table of contents with page numbers, and be paginated clearly; and
 - (3) specify that it is published—
 - (i) by the holder of the aeronautical information service certificate for the AIP service; and
 - (ii) under the authority of their certificate issued by the Director; and
 - (4) not duplicate information unnecessarily and if duplication is necessary, there shall be no difference in the duplicated information in respect of the same facility, service or procedure; and
 - (5) be dated, or where the publication is in loose-leaf form, each page shall be dated. The date shall consist of the day, month by name, and the year when the aeronautical information becomes effective; and
 - (6) be kept up-to-date by means of AIP Amendments or by reissue at regular intervals; and
 - (7) show clearly the degree of reliability of any unverified information.
- (b) A publication published in loose-leaf form shall—
- (1) specify on each page, which publication the page belongs to and that the page is part of the PNGAIP; and
 - (2) contain a checklist that—
 - (i) gives the current date, and page number or chart title of each page or chart in the publication; and
 - (ii) is issued with each AIP Amendment; and
 - (iii) specifies which publication it belongs to; and
 - (iv) is printed with a page number and the date as prescribed in paragraph (a)(5).

175.155 Specifications for AIP amendments

Each AIP Amendment shall—

- (1) clearly identify, by a distinctive symbol or annotation, all changes to the published information, and all new information on a reprinted page; and
- (2) be allocated a serial number, which shall be consecutive and based on the calendar year.

175.157 Specifications for AIP supplements

- (a) Each AIP Supplement shall be allocated a serial number which shall be consecutive and based on the calendar year.

- (b) The AIP Supplement pages shall remain part of the AIP while any part of their contents remain valid.
- (c) A checklist of AIP Supplements currently in force shall be issued with each AIP Supplement or at intervals of not more than one month. The checklist shall be given the same distribution as the supplement.

Subpart E — Aeronautical Information Circulars

175.201 Specifications for an AIC

- (a) An AIC shall—
 - (1) be issued in printed form; and
 - (2) be allocated a serial number which should be consecutive and based on the calendar year.
- (b) An AIC affecting international aircraft operators shall be given the same distribution as the AIP.
- (c) Where AIC are distributed in more than one series, each series shall be separately identified by a prefix letter.
- (d) A checklist of AIC currently in force shall be issued at least once a year and distributed as an AIC.

Subpart F — NOTAM

175.251 Specifications for NOTAM

- (a) A NOTAM must be allocated a serial number by the NOTAM Office in either an A series or a C series. The serial number within each series must be consecutive and based on the calendar year.
- (b) The C series of NOTAM must only contain aeronautical information that—
 - (1) is operationally significant to operators operating within the Port Moresby FIR; and
 - (2) is not published in the A series of NOTAM.
- (c) The A series of NOTAM must contain aeronautical information that is operationally significant to international operators operating in the Port Moresby FIR; and
- (d) Each NOTAM must be brief, deal with only one subject, and be compiled so that its meaning is clear without reference to another document.
- (e) If a NOTAM contains information that requires an amendment to the AIP or an AIP Supplement, the NOTAM must contain a cross-reference to the affected AIP text or AIP Supplement.
- (f) If a NOTAM is issued which cancels or supersedes a previous NOTAM, the serial number of the previous NOTAM must be specified.
- (g) If an error is detected in a NOTAM, a replacement NOTAM which cancels the original must be issued.

- (h) Location indicators included in the text of a NOTAM must conform to those approved by ICAO.
- (i) A curtailed form of location indicator must not be used.
- (j) If no location indicator is assigned to the location, the name of the place, spelt in accordance with 175.61(b)(9), must be entered in the text of the NOTAM.
- (k) The NOTAM checklist required under 175.105(6) must—
 - (1) refer to the latest AIP Amendments, AIP Supplements and the internationally distributed AIC; and
 - (2) have the same distribution as the actual NOTAM series to which they refer and must be clearly identified as a checklist.
- (l) A NOTAM in the A series must be prepared and composed in a manner suitable for international distribution.

175.253 Distribution of NOTAM

- (a) A NOTAM shall—
 - (1) where possible, be transmitted as a single telecommunication message; and
 - (2) be distributed to addressees to whom the information is of direct operational significance, and who would not otherwise have at least seven days prior notification.
- (b) The C series of NOTAM shall be distributed within Papua New Guinea.
- (c) The A series of NOTAM shall be distributed within Papua New Guinea and to those international NOTAM offices with whom agreements have been established under 175.105(3).
- (d) The AFTN shall be employed for NOTAM distribution, whenever practicable.
- (e) When a NOTAM exchanged under the agreement established under 175.105(3), is sent by means other than the AFTN, a six-digit date-time group indicating the date and time of filing the NOTAM and the identification of the originator shall precede the text of the NOTAM.
- (f) A predetermined distribution system for NOTAM transmitted on the AFTN shall be used, whenever possible, subject to the agreements established under 175.105(3) with other international NOTAM offices.