

COVID Aeronautical Information Publication Guidance and NOTAM Templates

Edition 1

1. Introduction

The Global COVID-19 pandemic has brought to the fore the criticality of timely, accurate and harmonised aeronautical information. Going into the pandemic, the publication of crucial information and restrictions related to the aviation sector illustrated a fundamental lack in understanding the requirements of publishing aeronautical information in a harmonized, timely manner by role players traditionally outside of, and occasionally those inside of the aeronautical information value chain.

This publication is born of the key activities of the MID RPFT to provide aeronautical information publishers with guidance and recommended NOTAM Format Templates for the harmonised publication of COVID-19 related information for the current restricted operations and the return to normal operations. This guidance not only supports the aeronautical information service provider but can also be provided to the originators of information, to support their decision making and drafting of information to be published.

For information to support ongoing essential and the full recovery of flight operations it is crucial that published aeronautical information is timely, harmonised and well-articulated. This document seeks to provide examples for as many situations as possible to ensure standardization and encourages originators and publishers to use this resource as far as possible.

Where this document does not provide guidance for a situation, the RPFT AIM subject matter experts encourage a collaborative approach and would be pleased to assist.

2. General Considerations for the publication of COVID Aeronautical Information

For business continuity, restart and recovery phases, NOTAM can be divided into the following categories:

- NOTAM with COVID-19 restrictions
- NOTAM with COVID-19 requirements
- NOTAM with COVID-19 procedures
- Resumption of Normal (or Limited) Operations.

Each of these categories may be applicable in one or more of the following environments:

- Flight operations
- Passenger
- Crew (including flight and ground crew)
- Cargo
- Aerodrome
- Airspace

- Air traffic management

It is essential that, when aeronautical information is published in NOTAM, each NOTAM:

- Contains only one subject
- The text is well articulated yet concise – avoid multi-part NOTAM
- Only ICAO abbreviations are used in the text of the NOTAM (Refer ICAO Document 8400)
- Item E begins with a COVID-19 header
 - COVID-19 Restriction
 - COVID-19 Requirement
 - COVID-19 Procedure
 - COVID-19 resumption of normal/limited operations

NOTAM with extended text should be avoided, where detailed process information is required, this should be published in AIC.

When COVID-19 information is published in AIC or other government publications or circulars, that these are notified to airspace users through NOTAM and are made easily accessible.

3. NOTAM Templates COVID-19 Restrictions

NOTAM text in blue should be adapted to the specific requirement of the aeronautical information publisher

Flight Restriction

- E) COVID-19 FLIGHT RESTRICTIONS
1. [NAME AND CODE] AIRPORT/S IS/ARE CLOSED TO ALL INBOUND INTL FLIGHTS DUE TO COVID-19 INFECTION PREVENTION. THIS RESTRICTION DOES NOT AFFECT THE FOLLOWING FLIGHTS:
 - a) ACFT IN STATE OF EMERGENCY
 - b) CARGO FLIGHTS
 - c) TECHNICAL LANDING
 - d) HUMANITARIAN/MEDEVAC/REPATRIATION FLIGHTS
 - e) UNITED NATIONS FLIGHTS
 2. EXCEPT ACFT IN EMERGENCY THE EXEMPTED FLIGHTS ARE TO SEEK PRE-AUTHORISATION FROM THE [NAME] AUTHORITIES [DETAILS] (or IN ACCORDANCE WITH [STATE NAME] AIP GEN 1.2.
 3. ENR ATS IS NORMAL.
 4. AIR OPERATORS ARE ABLE TO FILE [AERODROME NAMES] AS ALTERNATE AERODROMES.

Passenger Restrictions

E) COVID-19 – PASSENGER RESTRICTIONS
PASSENGERS ARRIVING ON EXEMPTED FLIGHTS AT [XXXX, XXXX and XXXX] AERODROMES SHALL NOT BE PERMITTED TO DISEMBARK WITHOUT PRIOR AUTHORIZATION.

E) COVID-19 – PASSENGER RESTRICTIONS
PASSENGERS ARRIVING AT [XXXX, XXXX and XXXX] AERODROMES SHALL:
1. PRESENT A NEGATIVE PCR TEST CERTIFICATE, NOT OLDER THAN [XX DAYS/WEEKS/MONTHS]
2. PASSENGERS WITHOUT THE REQUIRED NEGATIVE PCR TEST CERTIFICATE SHALL BE SUBJECTED TO COVID-19 TESTING ON ARRIVAL AND SHALL BE SUBJECT TO MANDATORY QUARANTINE IN STATE SANCTIONED FACILITY AT THEIR OWN COST PENDING TEST RESULTS.

*Amend requirements as applicable to the State concerned

E) COVID-19 – PASSENGER RESTRICTIONS
VISA ON ARRIVAL IS SUSPENDED. THE FOLLOWING ARE EXEMPTED:
1. [INSERT]
2. [INSERT]

Crew Restrictions

E) COVID-19 – CREW RESTRICTIONS
CREW ARRIVING AT [XXXX, XXXX and XXXX] AERODROMES SHALL:
1. PRESENT A NEGATIVE PCR TEST CERTIFICATE, NOT OLDER THAN [XX DAYS/WEEKS/MONTHS]
2. CREW WITHOUT THE REQUIRED NEGATIVE PCR TEST CERTIFICATE SHALL BE SUBJECTED TO COVID-19 TESTING ON ARRIVAL AND SHALL BE RESTRICTED TO CREW REST FACILITIES PENDING TEST RESULTS

E) COVID-19 – CREW RESTRICTIONS
CREW ARRIVING AT [XXXX, XXXX and XXXX] AERODROMES SHALL REMAIN ONBOARD THE AIRCRAFT FOR THE DURATION OF THE ROTATION PERIOD, EXCEPT FOR PURPOSES OF PREFLIGHT SAFETY INSPECTION

Aerodrome Facility and/or Service restrictions

Air Traffic Management Service Restrictions

E) COVID-19 RESTRICTIONS
[ACC/FIS/APP/TWR/AFIS] LIMITED TO [SPECIFY RESTRICTION]

D) [SPECIFY TIMES]
E) COVID-19 RESTRICTIONS
[ACC/FIS/APP/TWR/AFIS/ATFM/AIM] TEMPO HR OF SER.

4. NOTAM Templates for COVID-19 Requirements

Flight Requirements

E) COVID-19 FLIGHT REQUIREMENTS
AIR OPERATORS ARE REQUIRED TO SEND [PASSENGERRECONCILE LIST] TO [E-MAIL/TELEX ADDRESS] AT LEAST [XX] HOURS BEFORE ARRIVAL.

E) COVID-19 FLIGHT REQUIREMENTS
[PRIVATE/BUSINESS AVIATION/SCHEDULED/COMMERCIAL] FLIGHTS OPERATING TO/FROM [STATE NAME] or [XXXX, XXXX AND XXXX] AERODROME ARE REQUIRED TO:

1. APPLY FOR COVID [PERMIT/ CLEARANCE] NUMBER FROM [EMAIL ADDRESS] NOT LESS THAN [XX] HOURS IN ADVANCE OF DEPARTURE.
2. INCLUDE COVID [PERMIT/ CLEARANCE] NUMBER IN ITEM 18 OF THE FLIGHT PLAN AS RMK/.

Passenger Requirements

E) COVID-19 – PASSENGER RESTRICTIONS
PASSENGERS ARRIVING AT [XXXX, XXXX and XXXX] AERODROMES WITHIN [NAME OF STATE] SHALL:

1. COMPLETE THE [PASSENGER HEALTH FORM] ONBOARD BEFORE DISEMBARKATION
2. PRESENT A NEGATIVE PCR TEST CERTIFICATE, NOT OLDER THAN [XX] DAYS/WEEKS/MONTHS] OLD
3. PASSENGERS WITHOUT THE REQUIRED NEGATIVE PCR TEST CERTIFICATE SHALL BE SUBJECTED TO COVID-19 TESTING ON ARRIVAL AND SHALL BE SUBJECT TO MANDATORY QUARANTINE IN STATE SANCTIONED FACILITY AT THEIR OWN COST PENDING TEST RESULTS.

Crew Requirements

E) COVID-19 REQUIREMENTS
DISEMBARKING FOREIGN/NON-RESIDENT CREW SHALL BE SUBJECTED TO COVID-19 SCREENING AND SHALL REMAIN WITHIN THE CONFINES OF THEIR REST FACILITIES

Aerodrome facility / Service Restrictions

E) COVID-19 REQUIREMENTS

Airspace / AFTM Restrictions

E) COVID-19 REQUIREMENTS

5. NOTAM Templates for COVID-19 Procedures

Flight Procedures

E) COVID-19 PROC
FLIGHTS OPERATING AS [INTERNATIONAL/DOMESTIC] PASSANGER OPERATIONS SHALL COMPLY WITH THE FOLLOWING:
1.

Passenger Requirements

E) COVID-19 PROC

Crew Requirements

E) COVID-19 PROC

Aerodrome facility / Service Restrictions

E) COVID-19 PROC

Airspace / AFTM Restrictions

E) COVID-19 PROC

6. NOTAM Templates for COVID-19 Resumption of Limited/Normal Operations

Due to the nature of the COVID-19 pandemic and the lack of consistent access to consolidated published aeronautical information, the airspace users require positive confirmation of the resumption of the lifting of COVID-19 restrictions, requirements and procedures. Additionally, due to the nature of flight operations and to allow for adequate planning by airspace users, aeronautical information publishers are encouraged to publish the notification of their intention to resume limited or normal operations by NOTAM at least 24 hours before the effective date and to allow the NOTAM to remain effective for at least 96 hours.

Flight operations

E) COVID-19 – RESUMPTION OF NORMAL OPERATIONS.
[FIR NAME/STATE NAME] INTENDS TO LIFT PREVIOUSLY PUBLISHED COVID-19 RELATED FLIGHT RESTRICTIONS EFFECTIVE [DATE/TIME].

E) COVID-19 LIMITED RESUMPTION OF NORMAL OPERATIONS
[Name/code] AD IS/ARE OPEN FOR INTERNATIONAL FLIGHT OPERATIONS STARTING FROM [Date and Time] EXCEPT FOR FLIGHTS FROM [STATES], THIS RESTRICTION DOES NOT AFFECT THE FOLLOWING FLIGHTS:
1-AIRCRAFT IN STATE OF EMERGENCY.
2-CARGO FLIGHTS.
3-TECHNICAL LANDING.
4-HUMANITARIAN/MEDEVAC/REPATRIATION FLIGHTS.
5-UNITED NATIONS FLIGHTS.
6-DOMESTIC FLIGHTS.
ENR ATS IS NORMAL.
AIR OPERATORS ARE ABLE TO FILE [AERODROME NAMES] AS ALTERNATE AERODROMES

Passenger operations

E) COVID-19 – RESUMPTION OF NORMAL OPERATIONS.
[FIR NAME/STATE NAME] INTENDS TO LIFT PREVIOUSLY PUBLISHED COVID-19 RELATED PASSENGER RESTRICTIONS EFFECTIVE [DATE/TIME].

*it is important to ensure that the effective date noted is aligned to the item C) currently published NOTAM.

Crew operations

E) COVID-19 – RESUMPTION OF NORMAL OPERATIONS.
[FIR NAME/STATE NAME] INTENDS TO LIFT PREVIOUSLY PUBLISHED COVID-19 RELATED CREW RESTRICTIONS EFFECTIVE [DATE/TIME].

Aerodrome facility / Service Operations

E) COVID-19 – RESUMPTION OF NORMAL OPERATIONS.
[FIR NAME/STATE NAME] INTENDS TO LIFT PREVIOUSLY PUBLISHED COVID-19 RELATED PASSENGER RESTRICTIONS EFFECTIVE [DATE/TIME].

E) COVID-19 – RESTART COMMERCIAL PASSENGER OPERATIONS
[AIRPORT NAME] AVAILABLE FOR LIMITED PASSENGER OPERATIONS WITH EFFECT FROM [DATE/TIME].

THE FOLLOWING CONDITIONS APPLY:

1. OPERATOR TO APPLY FOR AN AIRPORT SLOT TO [EMAIL ADDRESS] NOT LESS THAN [XX] [HOURS/DAYS] IN ADVANCE OF OPERATION.
2. FREQUENCY OF OPERATION
 - a. FOREIGN OPERATOR - [XX] ARRIVAL AND DEPARTURE PER WEEK (MON-SUN) OR IN A 7 DAY PERIOD
 - b. DOMESTIC OPERATOR – [XX] ARRIVAL AND DEPARTURE PER DAY (24 HOUR PERIOD)

*if no restrictions are applicable specify as may be applicable.

Airspace / AFTM Operations

E) COVID-19 – RESUMPTION OF NORMAL OPERATIONS.
[FIR NAME/STATE NAME] WILL LIFT PREVIOUSLY PUBLISHED COVID-19 RELATED [AIRSPACE/ATFM] RESTRICTIONS EFFECTIVE [DATE/TIME].

7. NOTAM Templates for COVID-19 ADMINISTRATIVE INFORMATION

E) COVID-19 INFORMATION
[INSERT ADMINISTRATIVE INFORMATION CONTENT]

End