

How to Use the AIS Web Site to Obtain Current NOTAM Listings.

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1. Registration

You must register before using the AIS web site.

The site is at **www.ais.org.uk**

Ensure that you have Java script and cookies enabled on your PC before attempting to use the site. To register:

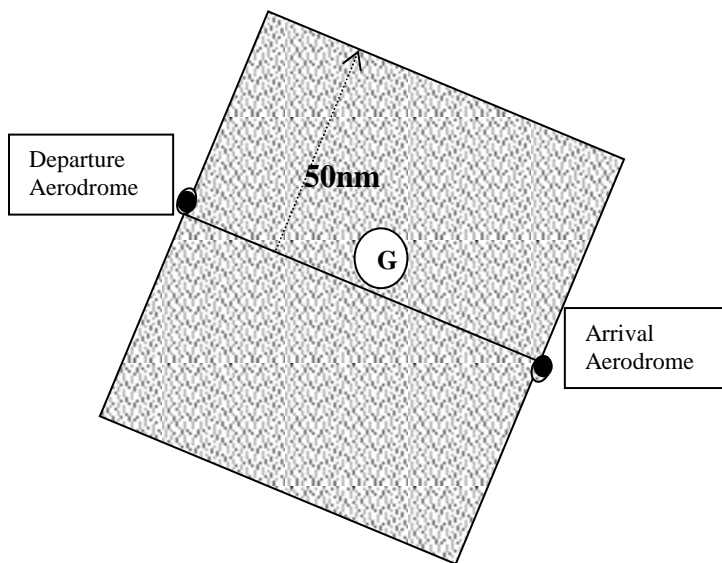
1. Click on the "Register here" button in the table on the left of the screen and then accept the conditions for the "UK and Foreign States Service". (this is important)
2. On the next screen, enter the information requested. You can use any "User name" you like, e.g. M Mouse, and any password but they must each be at least 5 characters in length. Where you are asked for the purpose of your registration, enter "other" as the "purpose" as gliding is not a listed choice. The registration process asks for an email address. If you do not have one, make one up – there does not appear to be any validation of the address entered and it does not appear to be used for anything. When you have entered all the requested information, press the "Register" button.

2. Obtaining a Selective Listing of NOTAMs for the area around a gliding site.

There are two methods of doing this. The method that follows is the most generally applicable; the alternative method specified in Appendix 2 is useful when you need to provide for flights above FL120.

To obtain a selective listing of NOTAMs for the region appropriate to your gliding operation, carry out the following steps: (technically, you are producing a PIB – Preflight Information Bulletin - which is a plain language representation of a NOTAM, but we will use the terms interchangeably in this document)

1. Login to the system from the AIS home page at **www.ais.org.uk** using the name and password that you specified when you registered. Then click on the button next to the phrase "I have read and understood the above liability statement and wish to continue".
2. On the next page, move the pointer (using mouse) over the "NOTAM" heading and see it show a drop-down menu which includes "UK Narrow Route briefing". Click on that.



You want to see NOTAMs relevant to your area. To do this, you need to define the area as an imaginary box. This is done by specifying a route (straight line) between two aerodromes and the width of the band between them. For example, to find all information for an area of approx 50nm radius around a gliding site, select licensed airfields each approx 100nm miles apart where the route connecting them passes close to the site. Choose a band width of 50nm. See the diagrammatic representation opposite.

Aerodromes are specified using their ICAO designator. All licensed airfields (those with an ATZ) and most military airfields have a four letter designator code – in the UK they all begin with EG. The AIS site provides a search capability if you don't know the ICAO designator. In addition, many additional sites including almost all gliding sites have been given local (non ICAO) designators which can also be used. For gliding sites, the format of the locator is usually the BGA Trigraph plus a preceding "X". For example, XABO is Aboyne, XGRL is Gransden lodge, etc. Appendix One has more details about local designator codes.

The width of the band between the airfields can be up to 99 nautical miles on either side of the line.

3. Fill in the boxes as follows (all yellow boxes are mandatory fields, and in addition a lot of the white ones must also be addressed):

Briefing ID - Enter a meaningful name in the Briefing ID field. This name will be added to your list of stored briefings (your 'Briefing Handbook'). You can therefore store commonly required briefings (for example, for an area around your gliding site, for your standard 50km task, etc) and re-process these whenever required without having to enter details every time)

Click on the "**snowtam**" and "**birdtam**" ticks to delete their selection. The boxes next to them should no longer show a tick.

Departure Aerodrome – enter the ICAO designator, or gliding site Trigraph plus a preceding X. If you do not know the ICAO designator, click on the down arrow next to the box, to bring up a search facility to find ICAO designators.

[To use the search facility, type the name of the aerodrome in the "Name" field and press "search". The ICAO designator should be returned on screen. Press the "Select Item from Aerodrome" icon to the left of the aerodrome details. This will place the ICAO identifier in the Departure Aerodrome field and return you to the previous form.]

Arrival Aerodrome. Complete this in the same way as for the departure aerodrome.

Traffic. Click on the arrow next to the box saying IFR/VFR and see it show a drop-down menu which includes "VFR". Click on that. (If you don't, you will get loads of NOTAMs you don't want, e.g. problems flying to Iraq. Trust us!)

UTC Validity Period (from). Insert the date for the start of the briefing period, in the format yymmdd, in the "from" box. For example, "070904" for 4th September 2007 (this is standard ICAO format). Insert the time for the start of the briefing period in the time box, e.g.1000 for 10.00a.m. Note that this is UTC time, like old Greenwich Mean Time - not BST.

UTC Validity Period (to). Insert the date and time for the end of the briefing period in the same way, e.g. "070904" and "2000" for 4th September 2007 20.00 hours (8.00 p.m.).

Purpose. Leave the "purpose" as the default ("General + Misc") and leave the "exclude NOTAMs with effective date earlier than days" box blank. **If you get rid of Misc you will NOT get Nav Warnings such as RA(T)s.**

Flight Level. In most cases, the value in here is irrelevant as the system will generate NOTAMs affecting surface to FL120. However, if you use the second alternative method of defining your "box" specified in Appendix 2, this box becomes important. See the instructions in Appendix 2. For flights above FL120, see Appendix 3.

Narrow Route Width. Change this from the default of "10" NM to whatever figure is appropriate for you. In the example above, you would enter 50. This will

A PIB (list of NOTAMs) for your selected area will be produced from the latest available information and displayed on the screen. This can amount to 3-6 pages including headings etc.

You can copy the resulting text from the AIS website to a word processing program. You may obtain better results using a simple text processing program (e.g. Microsoft Notepad) and then, if required, cutting and pasting from there into your word processing program. You can then filter out things not relevant to the real area of interest or to gliding. This requires a modest effort; however, a recent demonstration showed that the whole exercise from log in to saving the edited PIB document took only 6 minutes for a typical large gliding club's area.

All of the above may seem all a bit long winded. However, these selection parameters are saved as part of your user profile. Next time you log on, select NOTAM followed by the sub menu item BRIEFING HANDBOOK. This will display your last few selections and you can choose one and re-run it **by clicking on the "Use" (NOT the "update") function. You can then insert** a new date and time (note that the system will default to the current date and time).

When you are familiar with how the website works, you can set up more complicated narrow routes such as triangular areas, long out-and-return routes, etc. These will also be saved automatically in the BRIEFING HANDBOOK for future use.

Remember the AIS Freephone for last minute briefing is still available on 0500 354802. If more help is required, you can contact AIS on 0208 745 3464.

3. Obtaining a NOTAM Listing in advance, e.g. for a long Cross Country Flight.

This is very similar to above in principle to the method detailed above, but the start point will probably be your own gliding site or the most extreme turnpoint in one direction, and the finish point will be the most extreme turnpoint in the opposite direction. Again, if these are not licensed aerodromes or gliding sites, use convenient ones just beyond the boundaries of your anticipated route. For an out-and-return, or folded multi-point route, select a suitable width which includes an allowance for going off track by 20 or 30 miles, or more if you want to allow for wider digressions.

You can do this several days before the intended flight and study the NOTAMs at your leisure. You may want to produce several alternative briefings, one for each task that you are considering to allow for final a final task selection on the day of your flight.

On the morning of the flight, it takes only a minute or so to look up the last saved version of the briefing appropriate to your chosen flight up in your HANDBOOK and click on "Update" (not the "use") function. This quickly gives you any CHANGES in the previously studied PIB – there usually won't be any but somebody may have added a new NOTAM at the last minute so you should always check. Note that your saved briefings must have the "NOTAM effective times" set to the day of the flight.

4. Adding Other Information to your PIB Reports

It saves time and aids your members' comprehension if you provide ready explanations of, for example, items that regularly appear in your PIB reports, for example, Danger Area codes, aerodrome identifiers in your local area, etc. These can be added when you edit the report produced by the AIS web site.

An example used by one gliding club is:

- **Notes: UTC, not local time.**
D139: Just west of Clacton
D146: off Southend. [circle, radius 1000m Surface to 3000' alt - Yantlet danger area - an army demolition firing area]
D206 Cardington
D208: N of Thetford.
D215: Rutland Water.
D323 North Sea.
EGSL =Andrewsfield. EGST= Elmsett. EGBG =Leicester.
EGNM=LEEDS BRADFORD. EGMC= SOUTHEND EGSM (BECCLES)
EGBJ Staverton EGSB: Norwich EGUW: Wattisham. EGBK Sywell.
XGRL Gransden Lodge EGSR: Earls Colne.
The Permanently Sited Lasers at Cambridge University are only active on weekdays during hours of darkness.
- AIS Information Line 0500 354802 The info line briefs you on mandatory restrictions like RA(T)s and temporary airspace upgrades. A full NOTAM brief extends to include matters that are informational rather than mandatory. A quick phone call before your return will ensure that you don't fly through an emergency TRA that may have been initiated after you left home a day or two before. These are commonly set up for major incidents like train crashes or police investigations.
- Fax on demand if the AIS website is unavailable: Details of how to obtain Fax briefs are on Page 17 of the AIS user guide. Dial the appropriate number from the fax that you want to receive it on, for a VFR Brief for licensed aerodromes:
 In the London FIR dial: 020 8557 0051
 In the Scottish FIR dial: 020 8557 0052

VFR briefs are updated every 15 minutes, but are unselective and need more editing for gliding use. (Check your own fax user guide regarding Fax on demand.)
- UK AIS TELEPHONE: +44 (0) 20 8745 3464.
- Login reminder: xxxxx (for UK + Foreign) Password: xxxxxx .

Appendix 1 - Non ICAO Aerodrome Designators

Alternative 1

Some users may have difficulty finding airfields with an ICAO Location indicators (EGxx) that allow them to define a suitable “box”. In an attempt to fill in some of the gaps on the map, AIS have now included a number of locations (unlicensed airfields, gliding sites and strips) which can be used as points of departure or destinations for briefing purposes. The AIS do not intend to include every site in the UK, but have included almost all gliding sites, using the BGA Trigraph plus a preceding “X” – e.g., XABO is Aboyne, XGRL is Gransden lodge, etc.

[The inclusion of these sites does not necessarily mean that NOTAM relating to the physical characteristics of the airfield will be issued. However activity such as parachuting, gliding, aerobatics etc may occasionally be notified by NOTAM, but pilots should also be aware that the absence of a NOTAM does not mean that activities notified in the UK AIP (or indicated on charts) are not continuing to take place during the published hours, which may be outside the AD operating hours.]

This facility will only work if you click on “I accept the Conditions of Use (and want to subscribe for the UK and Foreign States service)” when first registering for the service. If you have registered for the UK only service, any attempt to enter the X codes will be rejected. If you want to change your registration to include Foreign States service so that you can access the X codes, the easiest way is to re-register with a different ID. (Your old registration will eventually lapse – AIS deletes them after some months of not being used.)

In addition to gliding sites such as XABO, the following X codes are available and can be entered in the departure/destination box on a briefing request.

| Name | Code | Co-ordinate | |
|-------------------|------|-------------|--------|
| <u>LONDON FIR</u> | - | | |
| Ashcroft | XASH | 5309N | 00234W |
| Badminton | XBAD | 5132N | 00217W |
| Blease Hall | XBLE | 5417N | 00241W |
| Brighton | XBRE | 5348N | 00054W |
| Brimpton | XBRI | 5123N | 00110W |
| Bruntingthorpe | XBRU | 5229N | 00010W |
| Chirk | XCHI | 5257N | 00303W |
| Davidstow Moor | XDAV | 5038N | 00437W |
| Eddefield | XEDD | 5406N | 00027W |
| Elvington | XELV | 5355N | 00059W |
| Falgunzeon | XFAL | 5456N | 00344W |
| Hanley | XHAN | 5217N | 00228W |
| Huddersfield | XHUD | 5337N | 00147W |
| Lavington | XLAV | 5115N | 00203W |
| Ledbury | XLED | 5200N | 00228W |

| | | | |
|------------------|------|-------|--------|
| Little Staughton | XLIT | 5214N | 00021W |
| Locking | XLOC | 5120N | 00256W |
| North Coates | XCOA | 5330N | 00004E |
| Old Warden | XWAR | 5205N | 00019W |
| Ringmere | XRIN | 5054N | 00006E |
| Skegness | XSKE | 5310N | 00020W |

| | | | |
|---------------------|------|-------|--------|
| Wombleton | XWOM | 5414N | 00058W |
| <u>SCOTTISH FIR</u> | | | |
| Broadford | XBRO | 5715N | 00550W |
| Charterhall | XCHA | 5542N | 00222W |
| Dornoch | XDOR | 5752N | 00401W |
| Galewood | XGAL | 5535N | 00204W |
| Montrose | XMON | 5644N | 00227W |
| Mullaghmore | XMUL | 5501N | 00635W |
| Oban (N Connell) | XOBA | 5627N | 00523W |
| Plockton | XPLO | 5720N | 00540W |
| Strathallan | XSTR | 5619N | 00344W |

You can check for additions to this list at the AIS web site at www.ais.org.uk/aes/en/image/oad.pdf. Alternatively, log into the site and look under Help/ FAQ and PIB Brief/ UKAIS – Additional Locations

Appendix 2 - Alternative Method of Specifying Area for PIB

If your gliding site either has an EGxx ICAO designator or is covered by one of the Xxxx codes above (or is reasonably close to another site that is) you can define your “box” differently.

Use your site’s code (or that of the adjacent site) as both the departure and arrival aerodrome. Then specify a locator approx 50nm away from your site and another approximately the same distance away on the reciprocal bearing to the first. Enter these in the Route box, preceded, separated, and followed by ‘DCT’.

These locators can be an airfield EGxx ICAO designator or can be certain other ICAO locators, e.g. beacons. The standard CAA charts contain a table of ICAO locators.

For example, in Departure Aerodrome and Arrival Aerodrome fields, enter the ICAO designator for Wellesbourne Mountford (EGBW). In the Route box, enter the following DCT TNT DCT CPT DCT. This entry will result in a route from EGBW direct to Trent VOR direct to Compton VOR and directly back to EGBW being submitted. As the two beacons are some 50nm north and south of EGBW, this combined with the 50nm width will result in a brief for an area some 50nm around the airfield being produced. You can also use NDB, or co-ordinates instead of a VOR for the turning points.

Note that ‘X’ coded airfields (e.g. XABO) cannot be used as en-route points.

If you use this method of defining your “box”, the Flight Level field comes into play. The system will produce a PIB covering the sector as follows:

| | |
|---|---------------------------|
| Between your Departure Aerodrome and the first way point: | SFC-FL120 |
| Between first and last waypoints | Specified FL \pm 4000ft |
| Between last way point and Arrival Aerodrome | SFC-FL120 |

Appendix 3 – Dealing with Flights Above FL120

If your brief needs to provide for flights above FL120, AIS recommend that you define your “box” following the second method described in Appendix 2, with the addition of two additional way points close to your site as the first and last entries in the Route field.. These could be a local navigation aid or, if no local aid is available to you, you should enter a co-ordinate within 1nm of your site.

You will then need to submit your request three times as follows:

1. With the Flight Level field set to 40. This will produce a briefing covering SFC to 8000’ approx (FL40 ± 4000ft)
2. With the Flight Level field set to 120. This will produce a briefing covering 8000-16,000’ approx (FL120 ± 4000ft).
3. With the Flight Level field set to 200. This will produce a briefing covering 16,000-24,000’ approx (FL200 ± 4000ft).