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**REPUBLIC OF TRINIDAD AND TOBAGO**

**IMPLEMENTATION OF THE ICAO GLOBAL REPORTING FORMAT (GRF)**

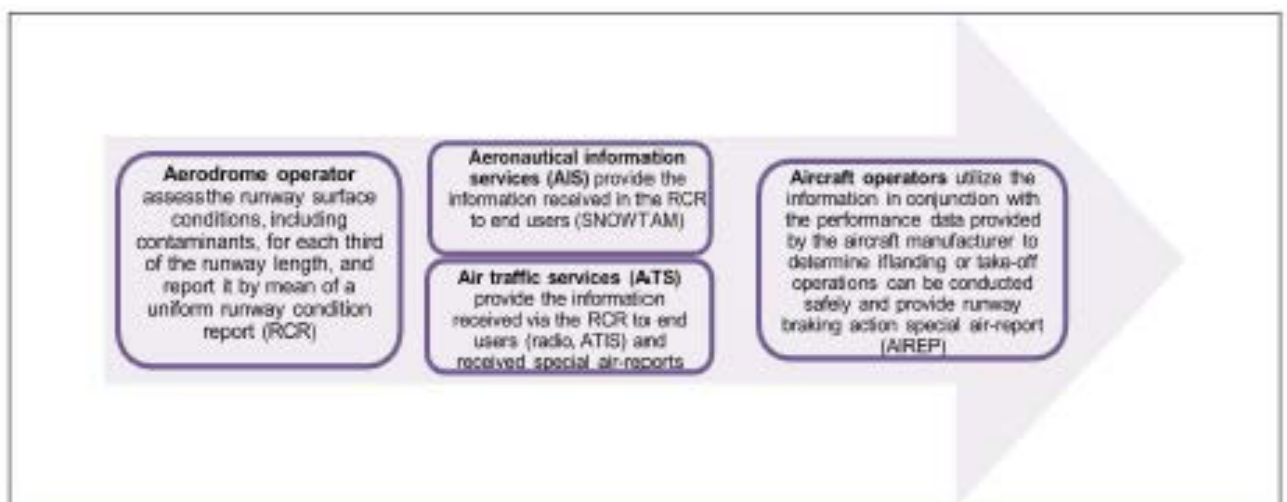
**1.0 Introduction**

1.1 The new ICAO methodology for assessing and reporting runway surface conditions, commonly known as the Global Reporting Format (GRF), enables the harmonized assessment and reporting of runway surface conditions and a correspondingly improved flight crew assessment of take-off and landing performance.

The GRF, applicable on **4 November 2021**, is described through amendment 13-B to Annex 14 — Aerodromes, Volume I — Aerodrome Design and Operations; Annex 3 — Meteorological Service for International Air Navigation; Annex 6 — Operation of Aircraft, Part I — International Commercial Air Transport — Aeroplanes and Part II — International General Aviation — Aeroplanes; Annex 8 — Airworthiness of Aircraft; Annex 15 — Aeronautical Information Services and Procedures for Air Navigation Services (PANS) — Aerodromes (PANS-Aerodromes, Doc 9981), Aeronautical Information Management (PANS-AIM, Doc 10066) and Air Traffic Management (PANS-ATM, Doc 4444).

In addition, supporting material is available in ICAO Circular 355, Assessment, Measurement and Reporting of Runway Surface Conditions and in the Doc 10064 Aeroplane Performance Manual.

**1.2 Flow of Information**



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## 2.0 Collection and Submission of Information

- 2.1 The Airports Authority of Trinidad and Tobago (AATT) is responsible for assessing the condition of the runway for each third of the runway and determining whether the conditions are such that require a report to be submitted to the TTCAA AIM Department or Air Traffic Services (ATS) for processing and dissemination.
- The AATT is required to report via RCR to the TTCAA AIM Department or ATS, as applicable, on matters of operational significance affecting aircraft and aerodrome operations on the movement area, particularly relating to water. Significant changes in accordance with PANS-Aerodromes (Doc 9981) are also to be provided by the AATT until the runway conditions are no longer reportable by the TTCAA AIM Department and/or ATS. The condition of the movement area shall be reported by the submission of a Runway Condition Report (RCR), along with a completed Promulgation Advice Form to the TTCAA AIM Department.
- 2.2 The AIS Departments of the Eastern Caribbean States, Anguilla, and the British Virgin Islands are required to coordinate with their respective aerodrome operators regarding the provision of RCR, including format, content and method of provision.
- 2.3 The Eastern Caribbean States, Anguilla and British Virgin Islands are responsible for submitting completed SNOWTAM Format Forms and Promulgation Advice Forms (PAF) to the TTCAA AIM Department for processing and dissemination.
- 2.4 The primary means of submission of the above documents shall be via email and the secondary means shall be via fax. The SNOWTAM Format Form is available on the TTCAA website at [caa.gov.tt](http://caa.gov.tt) or by using the following URL: [PDF SNOWTAM Format Form](#)

*Note: Details of the Global Reporting Format is contained in the Procedures for Air Navigation Services (PANS) — Aerodromes (PANS-Aerodromes, Doc 9981) and ICAO Circular 355 (Assessment, Measurement and Reporting of Runway Surface Conditions) and the Procedures for Air Navigation Services (PANS) - Aeronautical Information Management (PANS-AIM, ICAO Document 10066, Amendment No. 2).*

## 3.0 Processing and dissemination of information

- 3.1 The TTCAA AIM Department processes and disseminates the information received from the AATT and the ECAR States, Anguilla and the B.V.I. to end users via SNOWTAM in accordance with the GRF.
- 3.2 The TTCAA AIM Department shall carry out quality checks at different stages, including before and after issuance of the SNOWTAM to ensure that the SNOWTAM reflects the same information as was originally received from data originators.

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- 3.3 In the event that the TCAA AIM Department and/or ATS needs clarification of the information received, necessary coordination shall be made with the relevant data originators. The accuracy of the data received is the responsibility of relevant data originators as TCAA AIM Department and/or ATS is unable to verify the accuracy of the data.

*Note: Details of the new SNOWTAM format is contained in the Procedures for Air Navigation Services—Aeronautical Information Management (PANS-AIM, ICAO Document 10066, Amendment No. 2).*

- 3.4 Air Traffic Services (ATS) processes and disseminates the information received via the RCR and special air-reports to end users via radio and ATIS.

- 3.5 Using the information

Aircraft operators utilize the information in conjunction with the performance data provided by the aircraft manufacturer to determine if landing or take-off operations can be conducted safely. Additionally, operators provide runway reports on braking action to ATS.

## 4.0 The Runway Condition Report (RCR)

### 4.1 General

The RCR details the condition of the movement area and comprises two sections as follows:

- Aeroplane performance calculation section
- Situational awareness section

The RCR consists of items that are either mandatory, conditional or optional. The RCR contains the RWYCC (Runway Condition Code) and information which describes the runway surface condition: type of contamination, depth, coverage for each third of the runway, etc. and other relevant information. This code is derived from the Runway Condition Assessment Matrix (RCAM).

RCR provided to the TCAA AIM Department by the AATT shall contain all mandatory information items (items A, B, C, D and G) as well as optional and conditional items, as applicable.

### 4.2 Contents

The RCR to be submitted by AATT shall contain information on the following items, as applicable.

- Aeroplane performance calculation section:
  - ICAO location indicator of the aerodrome;
  - Date and time of the assessment;
  - Lower runway designation number;
  - Runway Condition Code (RWYCC) for each runway third;
  - Percent coverage contaminant for each runway third;
  - Depth of loose contaminant for each runway third;

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- Condition description for each runway third, and
  - Width of runway to which the RWYCC apply if less than the published width;
- Situational awareness section:
    - Reduced runway length;
    - Loose sand on the runway;
    - Chemical treatment on the runway;
    - Taxiway conditions;
    - Apron conditions,
    - Measured Friction Coefficient, and
    - Plain language remarks.

#### 4.3 The Runway Condition Code (RWYCC)

The RWYCC is a code number from 0 to 6, which indicates information on contamination, aeroplane deceleration performance and lateral control on the runway. The RWYCC is derived via the Runway Condition Assessment Matrix (RCAM), based on the assessment and observation by the AATT and reports of flights crews, as shown in **Appendix A**.

## 5.0 SNOWTAM

The runway surface condition will be promulgated via SNOWTAM by the TTCAA AIM Department using the data received in the RCR from the AATT or the SNOWTAM Format Form received from the ECAR States, Anguilla and the B.V.I.

### 5.1 Validity

The maximum validity period of SNOWTAM is eight (8) hours.

### 5.2 Format

SNOWTAM are issued in accordance with the SNOWTAM Format, as shown in **Appendix B**. Inclusion of the various items is either Mandatory (M), Conditional (C) or Optional (O), as indicated in the SNOWTAM Format Form.

*Note: The letters used to indicate the SNOWTAM items are only used for reference purposes and will not be included in the SNOWTAM messages.*

### 5.3 Content

Guidance on the contents of the SNOWTAM Format is provided in the PANS-AIM (*Amendment No. 2*), Appendix 4.

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## 6.0 Supplementary Information

- 6.1 SNOWTAM is automatically transmitted via AFTN/AMHS to the same distribution list of recipients that receive NOTAM from the TTCAA AIM Department plus other approved addresses.
- 6.2 Requests to amend the AFTN/AMHS address distribution list used for NOTAM/SNOWTAM shall be directed to the TTCAA AIM Department's NOTAM Office (NOF) using the email address: [ais@caa.gov.tt](mailto:ais@caa.gov.tt)

## 7.0 Examples

GG TTZPZQZX TTPPZTZX TTPPZPZX TLPLZTZX TLPCZTZX TFFFZPZX  
140120 TTPPYNYX  
SWTL0144 TLPL 02140110  
(SNOWTAM 0144  
TLPL  
02140110 10 5/5/2 100/100/100 NR/NR/04 WET/WET/STANDING WATER)

GG TTZPZQZX TTPPZTZX TTPPZPZX TVSVZTZX TBPBZPZX  
170140 TTPPYNYX  
SWTT0150 TTPP 02170130  
(SNOWTAM 0150  
TTPP  
02170130 10 6/2/6 NR/50/NR NR/04/NR DRY/STANDING WATER/DRY 20  
RWY 10 LOOSE SAND. RWY 10 CHEMICALLY TREATED. TWY B POOR. TWY C POOR. APRON NORTH  
POOR)

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## Appendix A

### Runway Condition Assessment Matrix (RCAM)

Assessment criteria		Downgrade assessment criteria	
RWYCC	Runway surface description	Aircraft deceleration or directional control observation	Special air-report of runway braking action
6	Dry	-	-
5	Frost Wet (runway surface is covered by any visible dampness or water with depth ≤ 3 MM) Slush (depth ≤ 3 MM) Dry snow (depth ≤ 3 MM) Wet snow (depth ≤ 3MM)	Braking deceleration is normal for the wheel braking effort applied and directional control is normal	GOOD
4	Specially prepared winter runway Compacted snow and TEMP ≤ -15°C	Braking deceleration or directional control is between 'good' and	GOOD to MEDIUM
3	Slippery wet Dry snow or wet snow (any depth) on top of compacted snow Dry snow (depth > 3MM) Wet snow (depth > 3 MM) Compacted snow and TEMP > -15°C	Braking deceleration is noticeably reduced for the wheel braking effort applied or directional control is noticeably reduced.	MEDIUM
2	Standing water (depth > 3 MM) Slush (depth > 3 MM)	Braking deceleration or directional control is between 'medium' and	MEDIUM to POOR
1	Ice	Braking deceleration is significantly reduced for the wheel braking effort applied or directional control is significantly reduced.	POOR
0	Wet ice Water on top of compacted snow Dry snow or wet snow on top of ice	Braking deceleration is minimal to non-existent for the wheel braking effort applied or directional control is uncertain.	LESS THAN POOR

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## APPENDIX B

### SNOWTAM FORMAT

(COM heading)	(Priority indicator)	(Addresses)			<≡
	(Date and time of filing)	(Originator's indicator)			<≡
(Abbreviated heading)	(SWAA* SERIAL NUMBER)	(LOCATION INDICATORS)	DATE-TIME OF ASSESSMENT	(OPTIONAL GROUP)	<≡(
	S W * *				
SNOWTAM	→	(Serial number)	<≡		
<b>Aeroplane performance calculation section</b>					
(AERODROME LOCATION INDICATORS)		M	A)		<≡
(DATE/TIME OF ASSESSMENT ( <i>Time of completion of assessment in UTC</i> ))		M	B)	→	
(LOWER RUNWAY DESIGNATION NUMBER)		M	C)	→	
(RUNWAY CONDITION CODE (RWYCC) ON EACH RUNWAY THIRD) (From Runway Condition Assessment Matrix (RCAM) 0, 1, 2, 3, 4, 5 or 6)		M	D)	// →	
(PER CENT COVERAGE CONTAMINANT FOR EACH RUNWAY THIRD)		C	E)	// →	
DEPTH (mm) OF LOOSE CONTAMINANT FOR EACH RUNWAY THIRD)		C	F)	// →	
(CONDITION DESCRIPTION OVER TOTAL RUNWAY LENGTH (Observed on each runway third, starting from threshold having the lower runway designation number)		M	G)	//	
COMPACTED SNOW DRY DRY SNOW DRY SNOW ON TOP OF COMPACTED SNOW DRY SNOW ON TOP OF ICE FROST ICE SLIPPERY WET SLUSH SPECIALLY PREPARED WINTER RUNWAY STANDING WATER WATER ON TOP OF COMPACTED SNOW WET WET ICE WET SNOW WET SNOW ON TOP OF COMPACTED SNOW WET SNOW ON TOP OF ICE					→
(WIDTH OF RUNWAY TO WHICH THE RUNWAY CONDITIONS CODES APPLY, IF LESS THAN THE PUBLISHED WIDTH)		O	H)	<≡≡	
<b>Situational awareness section</b>					
(REDUCED RUNWAY LENGTH, IF LESS THAN THE PUBLISHED LENGTH (m))		O	I)	→	
(DRIFTING SNOW ON THE RUNWAY)		O	J)	→	
(LOOSE SAND ON THE RUNWAY)		O	K)	→	
(CHEMICAL TREATMENT ON RUNWAY)		O	L)	→	
(SNOWBANKS ON THE RUNWAY) (If present, distance from runway centreline (m) followed by 'L', 'R' or 'LR' as applicable))		O	M)	→	
(SNOWBANKS ON A TAXIWAY)		O	N)	→	
(SNOWBANKS ADJACENT TO THE RUNWAY)		O	O)	→	
(TAXIWAY CONDITIONS)		O	P)	→	
(APRON CONDITIONS)		O	R)	→	
(MEASURED FRICTION COEFFICIENT)		O	S)	→	
(PLAIN-LANGUAGE REMARKS)		O	T)	) <<≡	
NOTES: 1. *Enter ICAO nationality letters as given in ICAO Doc 7910, Part 2 or otherwise applicable aerodrome identifier. 2. Information on other runways, repeat from B to H. 3. Information in the situational awareness section repeated for each runway, taxiway and apron. Repeat as applicable, when reported. 4. Words in brackets ( ) not to be transmitted. 5. For letters A) to T), refer to the <i>Instructions for the completion of the SNOWTAM format, paragraph 1, item b).</i>					

SIGNATURE OF ORIGINATOR (*not for transmission*)

INTENTIONALLY LEFT BLANK