



## PIARCO INTERNATIONAL NOTAM OFFICE

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TRINIDAD & TOBAGO CIVIL  
AVIATION AUTHORITY,  
P.O. BOX 2163, NATIONAL MAIL CENTRE, PIARCO  
REPUBLIC OF TRINIDAD AND TOBAGO

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**01/24**  
**18 OCT 24**

### **REPUBLIC OF TRINIDAD AND TOBAGO**

#### **Promulgation Advice Form**

##### **Introduction**

The object of the aeronautical information management (AIM) is to ensure the flow of aeronautical data and aeronautical information necessary for global air traffic management (ATM) system safety, regularity, economy and efficiency in an environmentally sustainable manner.

The role and importance of aeronautical data and aeronautical information changed significantly with the implementation of area navigation (RNAV), performance-based navigation (PBN), airborne computer-based navigation systems, performance-based communication (PBC), performance-based surveillance (PBS), data link systems and satellite voice communications (SATVOICE).

Corrupt, erroneous, late or missing aeronautical data and aeronautical information can potentially affect the safety of air navigation. Hence the data to be collected should meet the accuracy requirements and integrity classification as specified in the Aeronautical Data Catalogue, prior to submission to the AIM for the publication of aeronautical products.

The Aeronautical Data Catalogue is a tool supporting the implementation of the data-centric environment. It provides the scope of the data and information that can be collected and maintained by an AIM, including the publications requirements for aeronautical data and aeronautical information. It facilitates the identification of the organizations and authorities responsible for data origination.

Each state shall ensure that formal arrangements are established between originators of aeronautical data and aeronautical information and the Aeronautical Information Management.

##### **Requesting Changes to the Eastern Caribbean Aeronautical Products**

In harmony with the requirement for accurate data and in addition to the formal arrangements between originators of aeronautical data and aeronautical information and the AIM, the AIM Publication Unit has updated the Promulgation Advice Form (PAF) in PDF format as the standardized means to receive quality data and information.

The PDF Promulgation Advice Form is available on the TTCAA Website at: <https://caa.gov.tt/>

*NOTE: It is expected that the Eastern Caribbean States' AIS Offices which have the CRONOS System will **not** use the PAF to request a NOTAM promulgation, **unless the CRONOS System is unserviceable.***

**Feedback**

The form is to be used for all requests for changes to the AIP, and issue of AIP Supplements and Aeronautical Information Circulars (AICs), and NOTAM when necessary (due to unserviceability of CRONOS System). Any difficulties experienced while using this form or suggestions for its improvement, can be reported to The Unit Chief AIM Publication at the following email address: [aimpublication@caa.gov.tt](mailto:aimpublication@caa.gov.tt) or phone number: 668-8222 Ext 2510.

Please see below Originator's Instructions for completion.

The Promulgation Advice Form (PAF) can be accessed via this URL: <https://caa.gov.tt/aim-promulgation-advice-form/>

**AIC B 01/24 revises AIC B 01/19.**

## PROMULGATION ADVICE FORM (PAF) ORIGINATOR INSTRUCTIONS

**Download and save the form from the TCAA website at <https://caa.gov.tt/>, fill in the relevant info, print and sign, alternatively, download and print the form, fill in the relevant info and sign. Then either scan and email to the addresses below or fax to the number below.**

1.	Choose 'AIP AMENDMENT', 'AIP SUPPLEMENT', 'AIC', 'NOTAM', 'SNOWTAM' or 'ASHTAM' by selecting the relevant check box.	<p><b>PROMULGATION ADVICE FORM</b></p> <p> <input type="checkbox"/> AIP Amendment                   <input type="checkbox"/> AIP Supplement                   <input type="checkbox"/> AIC                   <input type="checkbox"/> NOTAM                   <input type="checkbox"/> SNOWTAM                   <input type="checkbox"/> ASHTAM             </p>												
2.	Complete the 'ORIGINATOR' box by entering organization and/or department	Originator (Org./Dept.) <input style="width: 100%;" type="text"/>												
3.	Select the relevant Field 'A' – LOCATION by using the drop-down menu or type directly into the text box													
4.	Fill in the 'B' field start date (yymmdd) and time (hhmm)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Location:</td> <td style="width: 25%;">From (UTC):</td> <td style="width: 25%;">To (UTC):</td> <td style="width: 25%;"></td> </tr> <tr> <td>A) <input style="width: 80%;" type="text"/></td> <td>B) Date: <input style="width: 10%;" type="text"/> Time: <input style="width: 10%;" type="text"/></td> <td>C) Date: <input style="width: 10%;" type="text"/> Time: <input style="width: 10%;" type="text"/></td> <td></td> </tr> <tr> <td colspan="4">Time Schedule (UTC): D) <input style="width: 100%;" type="text"/></td> </tr> </table>	Location:	From (UTC):	To (UTC):		A) <input style="width: 80%;" type="text"/>	B) Date: <input style="width: 10%;" type="text"/> Time: <input style="width: 10%;" type="text"/>	C) Date: <input style="width: 10%;" type="text"/> Time: <input style="width: 10%;" type="text"/>		Time Schedule (UTC): D) <input style="width: 100%;" type="text"/>			
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Time Schedule (UTC): D) <input style="width: 100%;" type="text"/>														
5.	Fill in the 'C' field end date (yymmdd) and time (hhmm)													
6.	Fill in the D) field; time schedule (if necessary)													
7.	Fill in the 'E' field; text of the amendment, AIP supplement, AIC or NOTAM* If the text is lengthy, the information can be entered on the verso page of the form or attached as a separate document (e.g. Word file).	<p>Text (Page 2 provided for additional text):</p> <p>E) <input style="width: 100%; height: 50px;" type="text"/></p>												
8.	Fill out the Lower and Upper Limits, when applicable.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Lower Limit: F) <input style="width: 90%;" type="text"/></td> <td style="width: 50%;">Upper Limit: G) <input style="width: 90%;" type="text"/></td> </tr> </table>	Lower Limit: F) <input style="width: 90%;" type="text"/>	Upper Limit: G) <input style="width: 90%;" type="text"/>										
Lower Limit: F) <input style="width: 90%;" type="text"/>	Upper Limit: G) <input style="width: 90%;" type="text"/>													
9.	Check the attachment box to indicate when files are attached.	<p>Attachment(s):</p> <p style="text-align: center;"><input type="checkbox"/></p>												
10.	For permanent information, enter the affected AIP section in the AIP reference field (this excludes documents classified as AIC)	<p>AIP Reference:</p> <input style="width: 100%; height: 30px;" type="text"/>												
11.	If the intent is to replace or cancel another NOTAM, AIP Supplement, or AIC, or if your amendment will result in canceling another publication, enter the reference of the previous publication in the 'Cancellation or Replacement Publication Reference' field.	<p>Cancellation or Replacement Publication Reference:</p> <input style="width: 100%; height: 30px;" type="text"/>												
12.	Fill in the originator's signature, date and time that the form was completed. The name of the originator should be completed in block letters and a contact number should be provided.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name (Block Letters): <input style="width: 95%;" type="text"/></td> <td style="width: 40%;">Contact No.: <input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Signature: <input style="width: 60%; height: 20px;" type="text"/></td> <td>Date: <input style="width: 20%; height: 20px;" type="text"/> Time: <input style="width: 20%; height: 20px;" type="text"/></td> </tr> </table>	Name (Block Letters): <input style="width: 95%;" type="text"/>	Contact No.: <input style="width: 95%;" type="text"/>	Signature: <input style="width: 60%; height: 20px;" type="text"/>	Date: <input style="width: 20%; height: 20px;" type="text"/> Time: <input style="width: 20%; height: 20px;" type="text"/>								
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Signature: <input style="width: 60%; height: 20px;" type="text"/>	Date: <input style="width: 20%; height: 20px;" type="text"/> Time: <input style="width: 20%; height: 20px;" type="text"/>													

To submit to TCAA Aeronautical Information Management Department, use one of the following methods:

- I. Scan the completed and signed PAF and email as an attachment to: [aimpublication@caa.gov.tt](mailto:aimpublication@caa.gov.tt) (for AIP Amendment, AIP Supplement or AIC) or [ais@caa.gov.tt](mailto:ais@caa.gov.tt) (for NOTAM), or
- II. Fax the completed and signed PAF to 868 669 1716.

END OF INSTRUCTION

