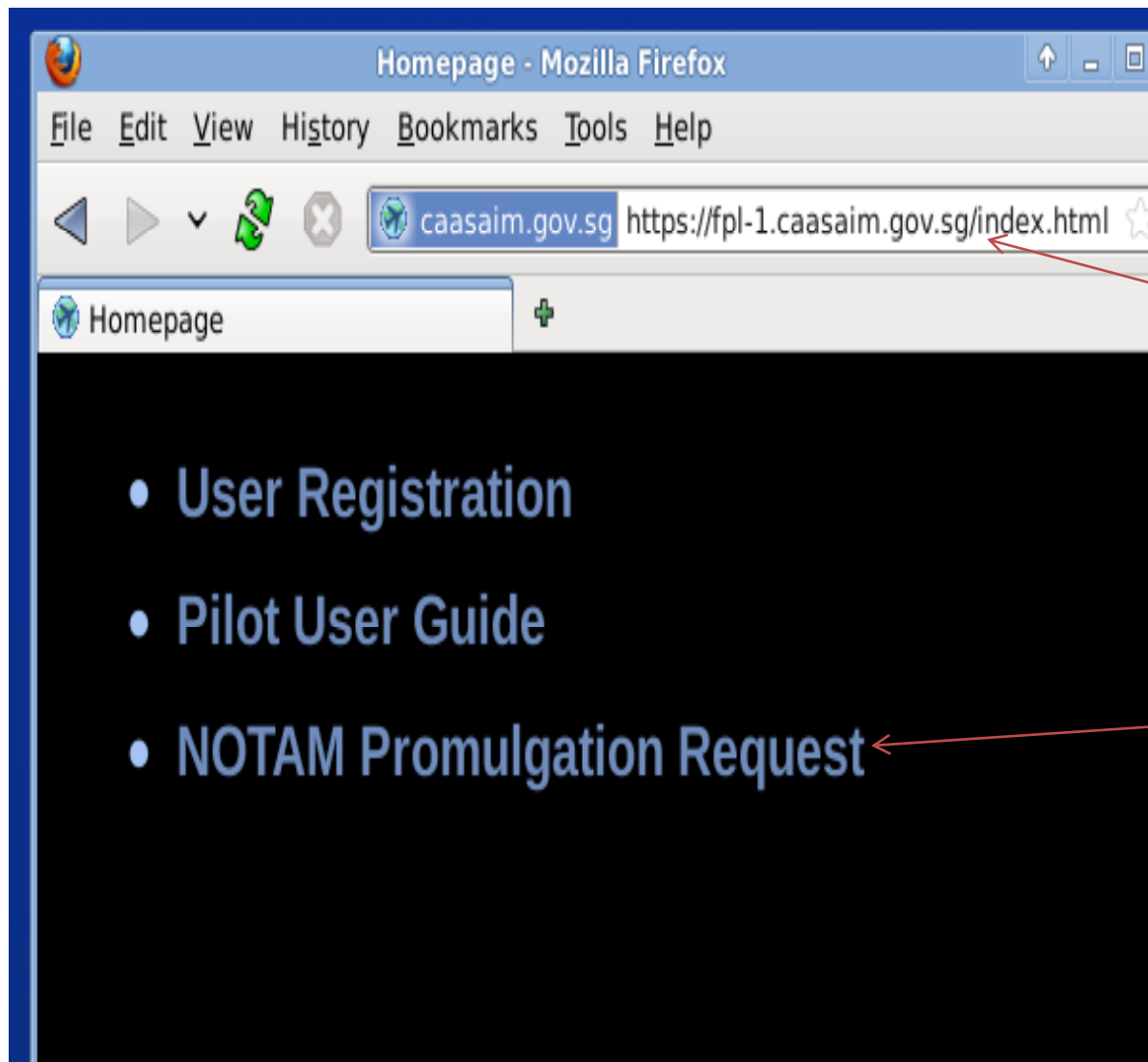




1. Log in website:
<https://fpl-1caasaim.gov.sg>

2. Select NOTAM
Promulgation Request

Terminal Parameter Message EPL JFPS AFD NOTAM Briefing Static Data Retrieval Diagnosis Help

AIM-SG Center Terminal

Please fill in username, and password.

Username

Password

[Forgot your password?](#)

☐ Offline Mode: working locally with no access to server.

 Login

Pending: 0 Not Logged In A R S: D 0 2011.12.02-09

1. Input Username and Password

2. Click Login

Message Folder

The screenshot displays the 'Message Folder' window from the CAAS (ptb1) - AIM-SG Center Terminal. The window has a menu bar with options: Terminal, Parameter, Message, EPL, IFPS, AFD, NOTAM, Briefing, Static Data, Retrieval, Diagnosis, and Help. Below the menu is a toolbar with icons for View, Export, Print, Filter, Close Filter, Ack, Operate, Reply, Forward, Repeat, Delete, and Restore. The status bar at the top right shows the time 09:26:38.

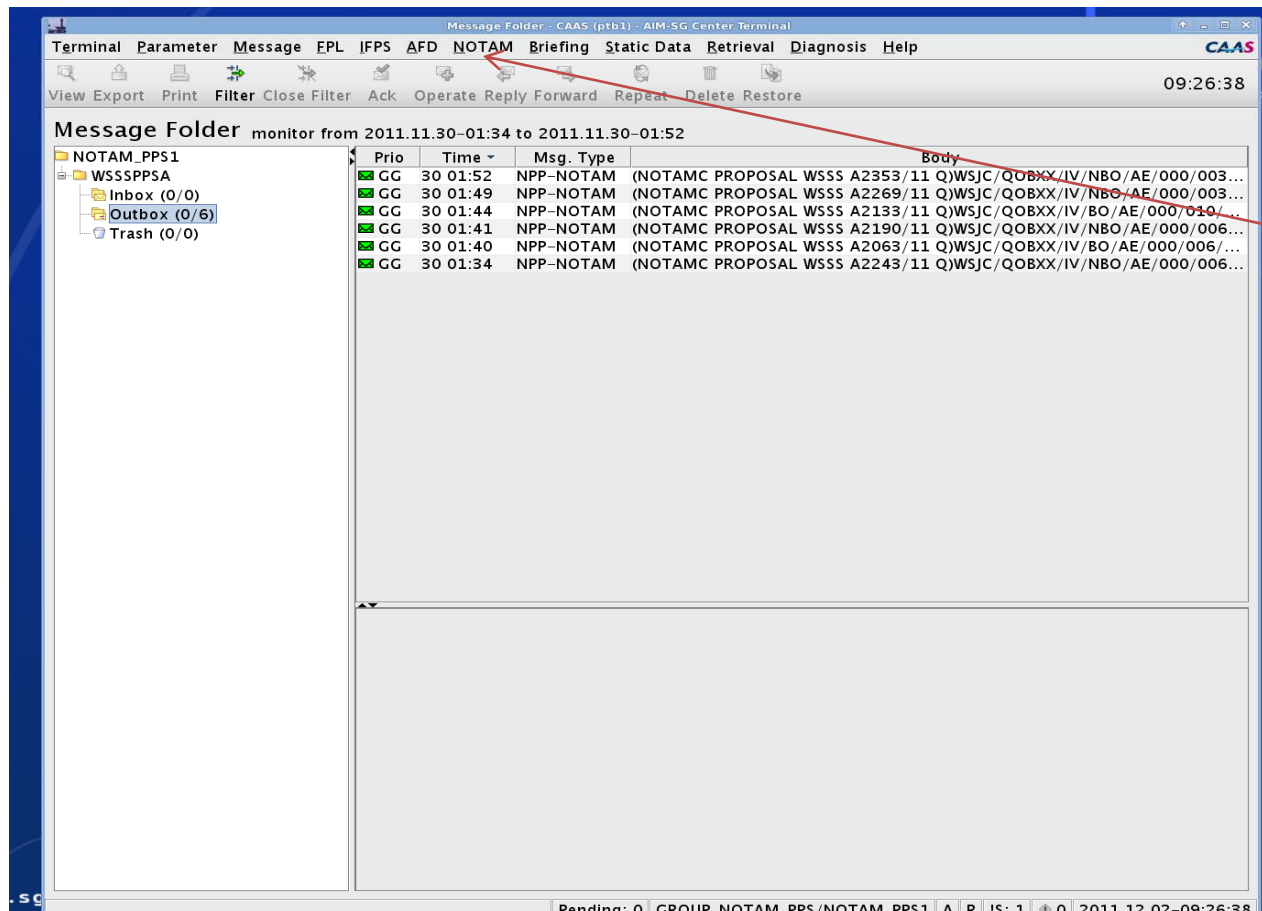
The main area is titled 'Message Folder' and shows a monitor from 2011.11.30-01:34 to 2011.11.30-01:52. On the left, a folder tree shows 'NOTAM_PPS1' expanded, with subfolders 'WSSSPPSA', 'Inbox (0/0)', 'Outbox (0/6)', and 'Trash (0/0)'. The 'Outbox (0/6)' folder is selected.

The main pane displays a table of messages:

	Prio	Time	Msg. Type	Body
✓	GG	30 01:52	NPP-NOTAM	(NOTAMC PROPOSAL WSSS A2353/11 Q)WSJC/QOBXX/IV/NBO/AE/000/003...
✓	GG	30 01:49	NPP-NOTAM	(NOTAMC PROPOSAL WSSS A2269/11 Q)WSJC/QOBXX/IV/NBO/AE/000/003...
✓	GG	30 01:44	NPP-NOTAM	(NOTAMC PROPOSAL WSSS A2133/11 Q)WSJC/QOBXX/IV/BO/AE/000/010/...
✓	GG	30 01:41	NPP-NOTAM	(NOTAMC PROPOSAL WSSS A2190/11 Q)WSJC/QOBXX/IV/NBO/AE/000/006...
✓	GG	30 01:40	NPP-NOTAM	(NOTAMC PROPOSAL WSSS A2063/11 Q)WSJC/QOBXX/IV/BO/AE/000/006/...
✓	GG	30 01:34	NPP-NOTAM	(NOTAMC PROPOSAL WSSS A2243/11 Q)WSJC/QOBXX/IV/NBO/AE/000/006...

At the bottom, a status bar shows: Pending: 0 GROUP_NOTAM_PPS/NOTAM_PPS1 A R !S: 1 0 2011.12.02-09:26:38.

Create NOTAM Proposal



1. Click NOTAM Menu
2. Select NOTAM Proposal

Create NOTAM Proposal New

File View Edit Help

Send+Close Load Store Print

Missing aerodrome, FIR or UIR (4 chars)

Prio. Addressees
GG WSSSYNYX

Filing Time Originator Bell
WSSSPPSA

Type NOTAM Office Reference NOTAM ID
(NOTAM N PROPOSAL WSSS

FIR Code Tfc Purpose Scope Lower Upper Coordinates Radius
Q) / Q / / / / / /

Affected Aerodromes or FIRs From To
A) B) 1112020929 C)

D)

E) PLEASE INSERT YOUR NAME AND CONTACT NUMBER IN CASE AIS NEEDS TO
SEEK CLARIFICATIONS FROM YOU:
ISSUED BY:
CHECKED BY:

Lower Limit Upper Limit
F) G)

Filed By: GROUP_NOTAM_PPS.NOTAM_PPS1 Group: GROUP_NOTAM_PPS User: NOTAM_PPS1

2. Click Send + Close.

1. Input necessary information into all required fields (from Q-line to Item G)

Create NOTAM Proposal Using Template

The screenshot shows the 'Send - NOTAM Proposal' window with the following fields and values:

- Prio. Addressees:** GC, WSSSYNYX
- Filling Time:** [Empty]
- Originator:** WSSPPSA
- Bell:** [Empty]
- Type:** (NOTAM N) PROPOSAL
- NOTAM Office:** WSSS
- Reference NOTAM ID:** [Empty]
- FIR:** Q
- Code:** WSJC
- Tfc:** Q
- Purpose:** MX
- Scope:** LC
- Lower:** IV
- Upper:** BO
- Coordinates:** A
- Radius:** 000 / 999
- Affected Aerodromes or FIRs:** A) WSSS, B) 1112201800, C) 1112202200
- Text Area:** TWY NC2 BTN TWY N1 AND N3 CLSD DUE TO COMPASS SWING ACTIVITY. PLEASE INSERT YOUR NAME AND CONTACT NUMBER IN CASE AIS NEEDS TO SEEK CLARIFICATIONS FROM YOU: ISSUED BY: TEST/65412345
- Lower Limit:** F) [Empty]
- Upper Limit:** G) [Empty]
- Buttons:** Send + Close, Load Store, Print
- Footer:** Filed By: GROUP_NOTAM_PPS.NOTAM_PPS1, Group: GROUP_NOTAM_PPS, User: NOTAM_PPS1

1. Click NOTAM Menu, select NOTAM Proposal.
2. Click Load Template
3. Select NOTAM required
4. Click OK
5. Do the necessary amendment
6. Click Send + Close

Create NOTAM Proposal Replace

Send - NOTAM Proposal

File View Edit Help

Send+Close Load Store Print Show FLW REC

Prio. Addressees
GG WSSSYNYX

Filing Time Originator Bell
WSSSPPSA

☒ NOF Addressees ☐ Extended Header

Type NOTAM Office Reference NOTAM ID
(NOTAM R PROPOSAL WSSS A 1234 / 11

FIR Code Tfc Purpose Scope Lower Upper Coordinates Radius
☒ Q) WSJC / Q MX LC / IV / BO / A / 000 / 999 0122N10359E 005

Affected Aerodromes or FIRs From To
A) WSSS B) 1112221800 C) 1112222200

D)

E) TWY NC2 BTN TWY N1 AND N3 CLSD DUE TO COMPASS SWING ACTIVITY.
PLEASE INSERT YOUR NAME AND CONTACT NUMBER IN CASE AIS NEEDS TO

Lower Limit Upper Limit
F) G)

Filed By GROUP_NOTAM_PPS1 NOTAM_PPS1 Group GROUP_NOTAM_PPS User NOTAM_PPS1

APPROVED BY:
1) TEST 2/65412347
2)
3))
□□

Body
Q)WSJC/QMXLC/IV/BO/A/000/999/0122N1035...
Q)WSJC/QMXLC/IV/BO/A/000/999/0122N1035...
Q)WSJC/QMXLC/IV/BO/A/000/999/0122N1035...
A2353/11 Q)WSJC/QOBXX/IV/NBO/AE/000/003...
A2269/11 Q)WSJC/QOBXX/IV/NBO/AE/000/003...
A2133/11 Q)WSJC/QOBXX/IV/BO/AE/000/010/...
A2190/11 Q)WSJC/QOBXX/IV/NBO/AE/000/006...
A2063/11 Q)WSJC/QOBXX/IV/BO/AE/000/006/...
A2243/11 Q)WSJC/QOBXX/IV/NBO/AE/000/006...

1. Click NOTAM Menu, select NOTAM Proposal.
2. Edit NOTAM N to NOTAM R
3. Input NOTAM A Series NR
4. Do the necessary amendment
5. Click Send + Close

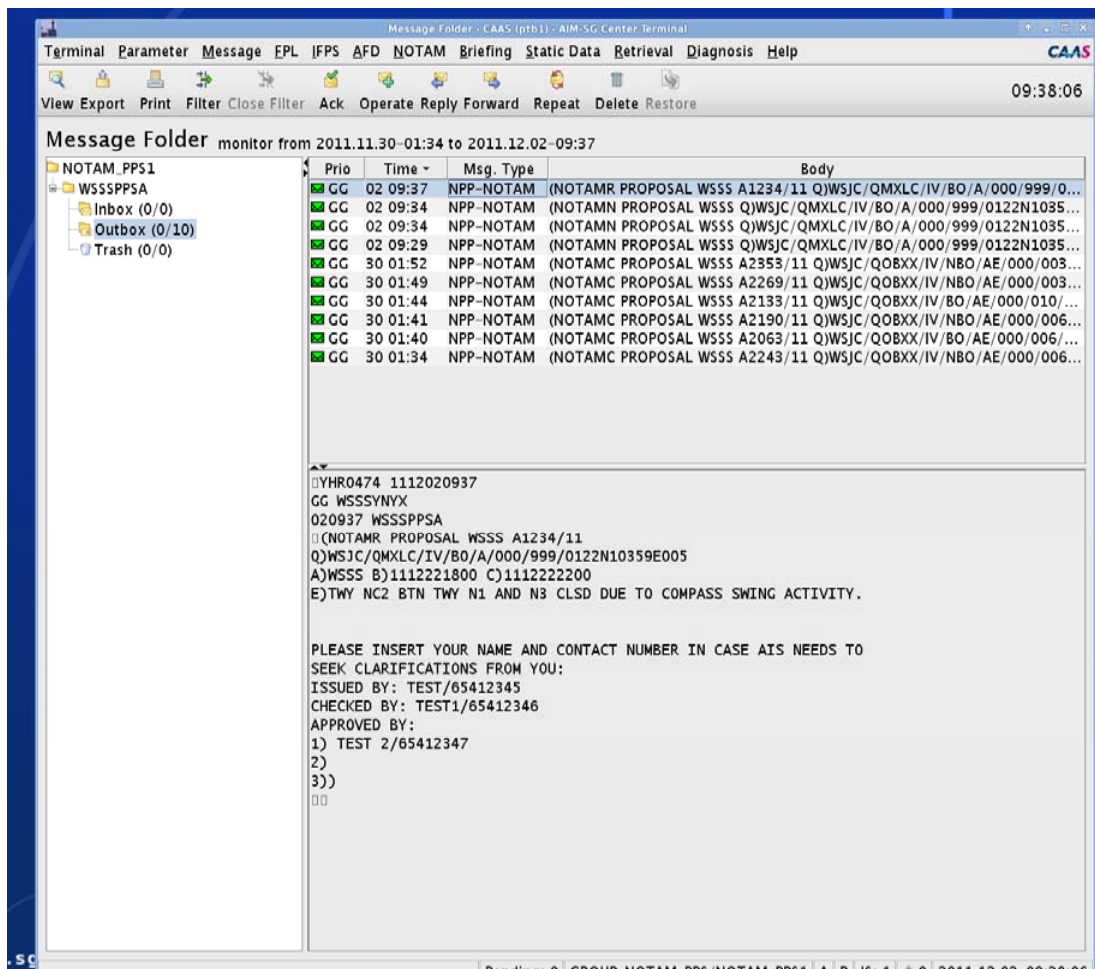
Create NOTAM Proposal Cancel

The screenshot shows the 'Send - NOTAM Proposal' window with the following details:

- File View Edit Help** menu bar.
- Send+Close Load Store Print Show FLW REC** toolbar.
- Prio. Addressees:** GG WSSSYNYX
- Filing Time:** [Empty]
- Originator:** WSSSPPSA
- Bell:** [Empty]
- NOF Addressees:** ☒ **Extended Header:** ☐
- Type:** (NOTAM **C** PROPOSAL WSSS)
- NOTAM Office:** A 1234 / 11
- Reference NOTAM ID:** A 1234 / 11
- FIR:** WSJC / Q MX XX / IV / BO / A / 000 / 999 / 0122N10359E / 005
- Affected Aerodromes or FIRs:** A) WSSS B) 1112020940 C) [Empty]
- Body:** TWY NC2 CLOSURE CNL. PLEASE INSERT YOUR NAME AND CONTACT NUMBER IN CASE AIS NEEDS TO SEEK CLARIFICATIONS FROM YOU:
- Lower Limit:** F) [Empty] **Upper Limit:** G) [Empty]
- Filed By:** GROUP_NOTAM_PPS.NOTAM_PPS1 **Group:** GROUP_NOTAM_PPS **User:** NOTAM_PPS1
- APPROVED BY:** 1) TEST 2/65412347 2) 3))

1. Click NOTAM Menu, select NOTAM Proposal.
2. Edit NOTAM N to NOTAM C
3. Input NOTAM A Series NR
4. Indicate activity cancel in item E
5. Click Send + Close

Create NOTAM Proposal from Outbox



1. Highlight the required NOTAM
2. Click Operate+
3. Do the necessary amendment
4. Click Send + Close

NOTE: NOTAM Proposal (N, R and C) is allowed to operate using this method.