**NOTAM Checker Procedure**

This procedure shall be used to prepare NOTAM data, upload it into the NOTAM Checker tool, and review the outputs to identify any operationally significant NOTAMs.

**1. Data Preparation**

**a) Fl3xx NOTAM Report**

1. Navigate to **Fl3xx → Reports → Shared**.
2. Select **Weather: NOTAMs**.
3. Set the **Date Range** to the desired custom range.
4. Click **Generate Report**.
5. Once the report has populated, click **Export CSV**.

**b) NOTAM Checker Website**

1. Go to the NOTAM Checker tool: <https://iocc-tools.streamlit.app/NOTAM_Checker>.
2. Drag and drop the produced CSV file into the upload field.

**2. Output Review**

Once the CSV is uploaded, the NOTAM Checker will generate the following displays:

* **Airport Lists**
  + Canadian airports will appear in a list on the **left**.
  + All other airports will appear in a list on the **right**.
  + Each airport is presented as a dropdown menu—click the airport to view its NOTAMs.
* **Runway Overview (Top of Each Airport Section)**
  + **Length:** Approximate (some values are crowdsourced). Report discrepancies to the QSM.
  + **Surface:**
    - Asphalt or Concrete = **Green** (usable)
    - All other surfaces = **Red** (not usable)
  + **Status:**
    - *Open* = no closures detected in current NOTAMs
    - *Closed* = runway identified as closed at some point within the NOTAMs (requires further review)
* **NOTAM Display & Categories**
  + NOTAMs are color-coded and sorted:
    - **Runway NOTAMs:** Red border, displayed at the top
    - **PPR NOTAMs:** Yellow border, displayed next
    - **Other NOTAMs:** (Airspace/Navigation, Airport Services, Other) displayed afterward, no border
* **Filter by Keyword**
  + The “Filter NOTAM by Keyword” field hides all NOTAMs not containing the entered word.
  + Airports without matching NOTAMs will also be hidden.

**3. Background Configuration**

Two keyword lists are active in the system. These can be updated when required—notify the QSM of any additions or changes that may improve results.

* **Highlight Keywords**
  + Keywords automatically marked in red when present in a NOTAM.
  + Current: CLSD, CLOSED.
* **Hidden Keywords**
  + NOTAMs containing these keywords are hidden, as they are considered irrelevant to current operations.
  + Current: CRANE, RUSSIAN, CONGO, OBST RIG, OBST TOWER, CANCELLED, CANCELED, SAFETY AREA NOT STD, GRASS CUTTING, SFC MARKINGS NOT STD.