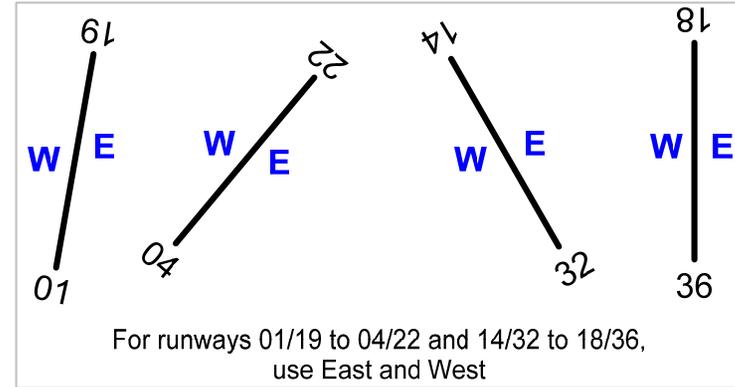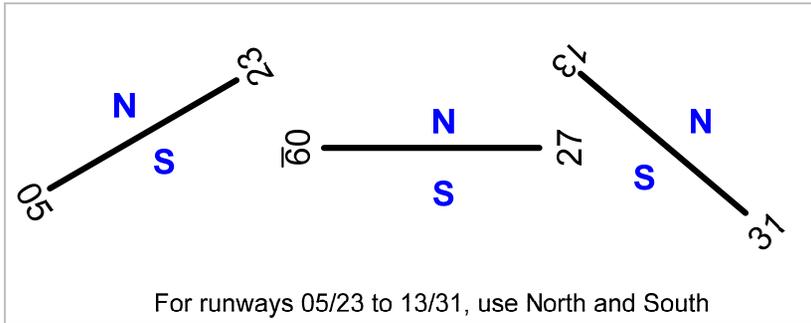# AMSCR Form Guidelines January 2019

The purpose of these guidelines is to clarify the requirements for filling the Aircraft Movement Surface Condition Report Form (AMSCR). They ensure that NAV CANADA agents have the necessary data in the correct format to enter the information in SNOWiz and therefore to compose a NOTAMJ that reflect the standards set forth in the Canadian NOTAM Procedures Manual (CNPM).

The asterisk (*) indicates the minimal information to be provided for a NOTAMJ to be published. While all other fields are optional, they should be used if conditions are to be reported in accordance with the airport's operations requirements (example: CRFI).

Section		Guideline
1	**FAX page(s)**	Identify the number of pages that are sent (example: page 1 of 2)
2	**Airport Identifier** *	Insert the airport location identifier.
3	**Report Number**	Report number as determined by operator for internal use.
4	**Voice Report to**	Indicate the name of the NAV CANADA agency the voice report was given to.
5	**Signature and date**	Sign the report and indicate the local date and time at which the voice report was given.
6	**Runway** *	Insert the runway identifier
7	**Observation Time** *	Insert the most recent observation time for the conditions of the runway.
8a	**Cleared Width FULL**	Check the box labelled "FULL" if the runway is cleared to the full width or if the condition is the same for the full runway width.
8b	**Cleared Width centred**	Check the box if the runway is not cleared to the full width and the cleared portion is centred.
8c	**Cleared Width Offset**	Check the box if the runway is not cleared to the full width and the cleared portion is not the same on either side of the centreline. Indicate the width in feet on each side (North, South, East or West) of the centreline. Example: 80 feet on North side to 30 feet on South side *(see the illustration at the end for sides selection)*
9	**Contaminants**	List of contaminants available for both the cleared and the remaining width. The contaminants that do not require a depth are on the left and those requiring a depth are on the right. • Contaminants for the cleared width: If the cleared width equals the total width, use this section only. Up to 3 contaminants - including bare and dry - can be indicated. • Contaminants for the remaining width: Use this section if the conditions differ from the cleared width. Up to 2 contaminants -including bare and dry - can be indicated. • ICE PATCHES, COMPACTED SNOW PATCHES, FROZEN RIDGES or SNOW DRIFTS can only be indicated in remarks or in the section Windrows and other conditions.

10	**Cleared width %*** **(percentage of coverage)**	Indicate the percentage of coverage in increments of 5%, to total 100%.
10a	**Cleared width inches*** **(depth of contaminant)**	Indicate the depth in inches, using decimals instead of fractions: 0.13 inch = 1/8 inch 0.25 inch = 1/4 inch 0.5 inch = 1/2 inch 0.75 inch = 3/4 inch 1, 1.5 (1 ½), 2, 3, 4…. Use TRACE when the depth cannot be measured
11	**Remaining width %** **(percentage of contaminant)**	Indicate the percentage of coverage in increments of 5%, to total 100%.
11a	**Remaining width inches** **(depth of contaminant)**	Indicate the depth in inches, using decimals instead of fractions: 0.13 inch = 1/8 inch 0.25 inch = 1/4 inch 0.5 inch = 1/2 inch 0.75 inch = 3/4 inch 1, 1.5 (1 ½), 2, 3, 4…. Use TRACE when the depth cannot be measured
12	**Other cleared width remarks**	Other runway surface condition such as snow markings or indicate if the conditions are changing rapidly.
13	**Clearing Operations**	If clearing is planned but not underway and not expected to commence within the next 30 minutes, indicate a 'start at' time. If clearing is underway, indicate a 'complete by' box and indicate the estimated completion time. Include the runway width that will be cleared in the remarks section and add other remarks as necessary. Clearing operations may not be planned at all; if this is the case, this section need not be filled.
14	**Snow bank section**	Use this section if snow banks are important enough to have an impact on operations.
14a	**Snow bank height**	Indicate the height in inches, feet or feet and inches. If the heights are different on either side of the runway, insert the highest value.
14b	**Snow bank distance from runway edge**	Indicate the distance in feet from the edge of the runway. If the distance is different on either side, use the smallest value. If the snow bank is right on the edge, write '0 feet'.
14c	**Snow bank side(s)**	Indicate the presence of snow banks on the outer edge of the runway by inserting the side(s) (North, South, East, West) *(see the illustration at the end for sides selection)*
15	**Obscured runway lights**	Insert one or two sides if the lights are obscured or partially obscured Check the box that applies
16	**Obscured runway light –**	Use this section if the lights are obscured or partially obscured on both sides but the conditions on

| | **other side** | either sides are different. |
| | | *(see the illustration at the end for sides selection)* |

17	**Windrows and other conditions**	Use this section to describe the presence of windrows and localized snow drifts. Windrows and snow drifts must include the height in feet or inches, the location and distance (10 feet from runway edge, along cleared width, etc) and on which side of the runway (N, S, E, W). Use this section to indicate the presence of a localised condition (patches not covering a significant portion of the runway) that reduces the friction locally. Conditions include localised ice patches, compacted snow patches or standing water patches. Indicate the distance in feet from the nearest threshold (in 100 foot increments). If a CRFI is measured and is found to be significantly lower than the average, indicate as follows: RMK: ICE PATCHES 1600 FT FROM THR 22. FRICTION 0.24. *(see the illustration at the end for sides selection)*
18	**Treatment**	Indicate the treatment applied to the runway by checking up to 2 boxes
19	**Friction – Average CRFI**	Use this section if a CRFI is normally provided and required based on the type of contaminant present on the runway cleared width.
19a	**Friction - CRFI Coefficient**	Insert the average friction coefficient. Example: .31
19b	**Friction - CRFI time**	Insert the UTC time of the CRFI reading. Example: 1632 Z
19c	**Friction - CRFI temperature**	Insert the temperature at the time of the measurement. Example: -12C
20	**Taxiway Remarks**	Identify the taxiway(s) and associated condition. Taxiways with the same or similar conditions can be grouped together. Only include the conditions that have an impact on safe operations, such as the risk of becoming stuck, losing control on a slippery surface or damaging the aircraft. Type of contaminants and depth, qualitative friction, presence of snow banks and treatments can be included.
21	**Apron Remarks**	Identify the apron(s) and associated condition. Aprons with the same or similar conditions can be grouped together. Only include the conditions that have an impact on safe operations, such as the risk of becoming stuck, losing control on a slippery surface or damaging the aircraft. Type of contaminants and depth, qualitative friction, presence of snow banks and treatments can be included.
22	**Next Scheduled Observation**	Date and time of the next scheduled observation, if known.

For runways 05/23 to 13/31, use North and South

For runways 01/19 to 04/22 and 14/32 to 18/36, use East and West

For more information, refer to the Canadian NOTAM Procedures Manual
http://www.navcanada.ca/EN/media/Publications/NOTAM-Manual-EN.pdf