

Part 26

Aviation Meteorological Services: Certification & Operations

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SUBPART A: GENERAL

26.001 PURPOSE & APPLICABILITY

- (a) This Part prescribes the requirements of Rwanda for—
 - (1) The certification and operation of organisations providing meteorological services for international aviation; and
 - (2) Governing the provision of basic weather reports for aviation.
- (b) This Part is applicable to—
 - (1) Persons seeking certification to provide meteorological services for aviation; and
 - (2) Organisations that provide the required meteorological services for aviation; and
 - (3) Persons that administer the required meteorological services for aviation on behalf of the certificated organisations.
- (c) The Standards and Recommended Practises contained in ICAO Annex 3 shall be applicable to the provision of metrological information for operations in the airspace of Rwanda.
- (d) Implementing Standards published by the Authority to further clarify the applicable standards and practices of ICAO Annex 3 shall also be applicable to the provision of metrological information for operations in the airspace of Rwanda.

26.005 DEFINITIONS

- (a) For the purpose of this Part, the following definitions apply —

Note: Additional aviation-related terms are defined in Part 1 of these requirements.

Basic weather report. A verbal comment, in support of aviation, describing any of the following current weather conditions observed at a particular place or airspace—

- (i) Wind direction and strength;
- (ii) Mean sea level air pressure;
- (iii) Air temperature; and/or
- (iv) Weather conditions and cloud cover.

Convention – The ICAO Chicago Convention of 1944.

Erroneous meteorological information. Any meteorological information that is or has the potential to be significantly outside the allowable accuracy or tolerance for that information.

Organisation and Procedures Manual. The manual required by Section 26.120.

Facility. Any system or equipment which provides an automatic function that supports a meteorological office or provides meteorological information, and includes any system or equipment for the following—

- (i) Electronic data analysis and forecast productions;
- (ii) Remote weather sensing; and
- (iii) Electronic or automatic meteorological information delivery.

Meteorological information. Any meteorological report, analysis, or forecast in support of aviation, and any other statement in support of aviation relating to existing or expected meteorological conditions.

Meteorological office. An office providing or supporting a meteorological service or an office where meteorological information is compiled, derived, or disseminated to users.

Meteorological report. A statement, in support of aviation, of observed meteorological conditions related to a specific time and location.

Meteorological service. Any of the following services that provide meteorological information in support of aviation—

- (i) *Climatology service*: a service for the development and supply of climatology information for a specific place or airspace.
- (ii) *Forecast service*: a service for the supply of forecast meteorological information for a specific area or portion of airspace.
- (iii) *Information dissemination service*: a service for the collection and dissemination of meteorological information.
- (iv) *Meteorological briefing service*: a service for the supply of written and oral meteorological information on existing and expected meteorological conditions.
- (v) *Meteorological reporting service*: a service for the supply of routine meteorological reports.
- (vi) *Meteorological watch service*: a service for maintaining a watch over meteorological conditions affecting aircraft operations in a specific area.

26.006 ACRONYMS

- (a) The following acronyms and abbreviations are used in this Part—

Note: Additional aviation-related acronyms are listed in Part 1 of these requirements.

AIP – Aeronautical Information Publication

AIS – Aeronautical Information Service

NOTAM – Notice to Airmen

WMO - World Meteorology Organisation

Note: The references for the requirements of this Part include ICAO Annex 1 and 3; WMO Publication No.49, and WMO doc. 258. 25.

26.010 GENERAL REQUIREMENTS & PROHIBITIONS

- (a) No person may provide aviation weather services unless they are provided in accordance with—
- (1) the requirements of this Part;
 - (2) any implementing standards prescribed by the Authority; and
 - (3) the standards specified in Annex 3 to the Convention.

26.011 BASIC WEATHER REPORTING

- (a) No person may provide a basic weather report unless they—
- (1) Utilise equipment that is suitable for the observations being made; and
 - (2) Employ a system for checking that equipment; and
 - (3) Be trained to provide accurate basic weather reports.

SUBPART B: METEOROLOGICAL SERVICE CERTIFICATE

26.020 METEOROLOGICAL SERVICES: CERTIFICATE REQUIRED

- (a) No person shall provide a meteorological service except under the authority of, and in accordance with the provisions of, a meteorological service certificate issued under this Subpart.
- (b) The Authority may grant a certificate authorizing the provision of meteorological services varying from a single meteorological service to a range of meteorological services supported by a network of meteorological offices intended for interacting with Rwanda air navigation system.

26.025 APPLICATION FOR CERTIFICATE

- (a) An applicant for the grant of a meteorological service certificate shall submit an application in the form and manner prescribed by the Authority and include—
- (1) The Organisation and Procedures Manual required by Section 26.120; and
 - (2) A payment of the appropriate prescribed application fee.

26.030 ISSUE OF CERTIFICATE

- (a) An applicant is entitled to a meteorological service certificate if the Authority is satisfied that—
- (1) The applicant meets the requirements of Subpart B; and
 - (2) The applicant, and the applicant's senior person or persons required by Section 26.050(a)(1) and (2), are fit and proper persons; and
 - (3) The granting of the certificate is not contrary to the interests of aviation safety.

26.035 PRIVILEGES OF CERTIFICATE HOLDER

- (a) A meteorological service certificate specifies the types of facilities that the certificate holder is authorised to operate.
- (b) Subject to Section 26.140, the holder of a meteorological service certificate may provide the meteorological services listed on the holder's certificate provided that—
- (1) Each meteorological service, and
 - (2) The meteorological information supplied for each meteorological service, and
 - (3) the location and airspace covered by each meteorological service is listed in the certificate holder's Organisation and Procedures Manual.

26.040 DURATION OF CERTIFICATE

- (a) A meteorological service certificate may be granted or renewed for a period of up to 5 years.
- (b) A meteorological service certificate remains in force until it expires or is suspended or revoked.
- (c) The holder of a meteorological service certificate that expires or is revoked shall forthwith surrender the certificate to the Authority.
- (d) The holder of a meteorological service certificate that is suspended shall forthwith surrender the certificate to the Authority immediately.

26.045 RENEWAL OF CERTIFICATE

- (a) An application for the renewal of a meteorological service certificate shall be made in the form and manner prescribed by the Authority.
- (b) The application shall be submitted to the Authority before the application renewal date specified on the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

SUBPART C: CERTIFICATION REQUIREMENTS**26.050 PERSONNEL REQUIREMENTS**

- (a) An applicant for a meteorological service certificate shall engage, employ, or contract—
- (1) A senior person identified as the Chief Executive (Accountable Manager) who has the authority within the applicant's organisation to ensure that each meteorological service listed in their Organisation and Procedures Manual can be financed and carried out to meet the operational requirements, and in accordance with the requirements prescribed by this Subpart.
 - (2) A senior person or group of senior persons who are responsible for ensuring that the applicant's organisation complies with the requirements of this Subpart. Such nominated person or persons shall be ultimately responsible to the Chief Executive.
 - (3) Sufficient personnel to plan, operate, supervise, audit and certify the meteorological offices and facilities and provide the meteorological services listed in the Organisation and Procedures Manual.
- (b) The Applicant shall—
- (1) Establish a procedure to assess the competence of those personnel who are authorised by the applicant to—

- (i) Place facilities listed in the applicant's Organisation and Procedures Manual into operational service; and
 - (ii) Supervise the production and release of meteorological information; and
- (2) Establish a procedure to maintain the competence of those authorised personnel; and
 - (3) Provide those authorised personnel with written evidence of the scope of their authorisation.

26.055 SITE REQUIREMENTS

- (a) An applicant for a meteorological service certificate shall establish procedures to ensure that—
 - (1) Each of the meteorological offices and facilities listed in their Organisation and Procedures Manual is—
 - (i) Sited and configured in accordance with security measures designed to prevent unlawful or accidental interference; and
 - (ii) Provided with suitable power supplies and means to ensure appropriate continuity of service; and
 - (2) Each of the remote weather sensing facilities listed in their Organisation and Procedures Manual is installed and maintained in a technically appropriate position to ensure that the facility provides an accurate representation of the local meteorological conditions.

26.060 COMMUNICATION REQUIREMENTS

- (a) Each applicant for a meteorological service certificate shall establish communication systems and procedures to ensure that each of the meteorological offices and facilities listed in the applicant's Organisation and Procedures Manual can provide the meteorological information for which it is intended.
- (b) The communication systems and procedures shall be able to handle the volume and nature of the meteorological information being communicated so that no meteorological information is delayed to the extent that the information becomes out of date.

26.065 INPUT REQUIREMENTS

- (a) Each applicant for a meteorological service certificate shall establish procedures to obtain input meteorological information appropriate for the meteorological services being provided.
- (b) The procedures shall ensure that—
 - (1) Each meteorological office and facility listed in the applicant's Organisation and Procedures Manual that provides a forecast service has continuing access to appropriate historical, real-time, and other meteorological information for the applicant's forecast areas; and
 - (2) Each meteorological office and facility listed in the applicant's Organisation and Procedures Manual that provides a meteorological briefing service in person or by any other interactive visual means, has adequate display and briefing resources available for the briefings; and
 - (3) Each meteorological office and facility listed in the applicant's Organisation and Procedures Manual that provides a meteorological reporting service has adequate observing systems to supply adequate, accurate, and timely meteorological reports; and
 - (4) Each meteorological office listed in the applicant's Organisation and Procedures Manual that provides a meteorological watch service has adequate meteorological information to supply an adequate, accurate, and timely meteorological watch service; and
 - (5) Each meteorological office and facility listed in the applicant's Organisation and Procedures Manual that provides a climatology service has adequate meteorological information for the preparation of climatological information.

26.070 OUTPUT REQUIREMENTS

- (a) An applicant for a meteorological service certificate shall—

- (1) Identify the output meteorological information provided by each meteorological service listed in their Organisation and Procedures Manual; and
 - (2) Determine the standards and formats for that output meteorological information.
- (b) The applicant shall establish procedures to ensure that the meteorological information supplied by each meteorological office and facility listed in their Organisation and Procedures Manual complies with the standards and formats determined under paragraph (a)(2).

26.075 FACILITY REQUIREMENTS

- (a) An applicant for a meteorological service certificate shall establish procedures to ensure that all electronic data processing facilities used in the acquisition, compilation, computing, access, or dissemination of meteorological information are of a nature, configuration, and capability to ensure the adequacy, accuracy, and timeliness of that meteorological and related information.

26.080 DOCUMENTATION

- (a) An applicant for a meteorological service certificate shall hold copies of meteorological office manuals, facility manuals, technical standards and practices, procedures manuals, and any other documentation that is necessary for the provision of the meteorological services listed in their Organisation and Procedures Manual.
- (b) The applicant shall establish a procedure to control the documentation required by paragraph (a). The procedure shall ensure that—
- (1) The documentation is reviewed and authorised by appropriate personnel before issue; and
 - (2) Current issues of relevant documentation are available to personnel at all locations where they need access to such documentation for the provision of the meteorological services listed in the applicant's Organisation and Procedures Manual; and
 - (3) Obsolete documentation is promptly removed from all points of issue or use; and
 - (4) Changes to documentation are reviewed and approved by appropriate personnel; and
 - (5) The current version of each item of documentation can be identified to preclude the use of out-of-date editions.

26.085 VERIFICATION, PERIODIC INSPECTION, TESTING, & CALIBRATION

- (a) An applicant for a meteorological service certificate shall establish procedures for—
- (1) The routine verification of meteorological information obtained and provided by the applicant; and
 - (2) The periodic inspection of each meteorological office listed in the applicant's Organisation and Procedures Manual; and
 - (3) The periodic inspection, testing, and calibration of each facility listed in the applicant's Organisation and Procedures Manual.
- (b) The procedures shall ensure that—
- (1) The systems required for the routine verification of meteorological information have the capability and integrity necessary for verifying the meteorological information; and
 - (2) Appropriate inspection equipment and systems are available to personnel for the inspection of each meteorological office; and
 - (3) Appropriate inspection, measuring, and test equipment and systems are available to personnel for the inspection, testing, and calibration of each facility; and
 - (4) The inspection, measuring, and test equipment and systems have the precision and accuracy necessary for the inspection, measurements, and tests being carried out; and
 - (5) All meteorological sensing facilities are calibrated and configured so that the environmental sensors fitted or incorporated yield, as far as possible, reliable, accurate, and representative meteorological information.

26.090 RELEASE OF METEOROLOGICAL INFORMATION

- (a) Each applicant for a meteorological service certificate shall establish procedures for—
 - (1) The release of meteorological information from each meteorological office listed in their Organisation and Procedures Manual; and
 - (2) The placing of facilities listed in their Organisation and Procedures Manual into operational service.
- (b) The procedures shall ensure that persons authorised to supervise the production and release of meteorological information and persons authorised to place meteorological facilities into operational service have been assessed as competent under the procedures required by Section 26.050(b).

26.095 NOTIFICATION OF METEOROLOGICAL OFFICE & FACILITY STATUS

- (a) An applicant for a meteorological service certificate shall establish procedures to notify the users of the applicant's meteorological services of relevant operational information and of any change in the operational information and of any change in the operational status of each meteorological office or facility listed in the applicant's Organisation and Procedures Manual.
- (b) The applicant shall ensure that the procedures established under paragraph (a) require—
 - (1) The operational information for each of the applicant's meteorological services that support Rwanda air navigation system or an air traffic service is to be forwarded to the Aeronautical Information Service (AIS) and to the Authority for publication in the Aeronautical Information Publication (AIP); and
 - (2) The users of a meteorological office or facility to be notified without delay of any change in the operational status of the meteorological office or facility if the change may affect the safety of air navigation. For those meteorological offices and facilities published in Rwanda AIP, the information concerning any change to their operational status shall be forwarded to the AIS for the issue of a Notice to Airmen (NOTAM).

26.100 METEOROLOGICAL INFORMATION CHECK AFTER ACCIDENT OR INCIDENT

- (a) Each applicant for a meteorological service certificate shall establish procedures for checking the adequacy, accuracy, and timeliness of any of their meteorological information that may have been used by an aircraft or an air traffic service involved in an accident or incident.
- (b) The procedures shall ensure that—
 - (1) The checks are carried out as soon as practicable after notification to the applicant's organisation of such an accident or incident; and
 - (2) Copies of the meteorological information are kept in a secure place for possible use by any subsequent investigation.

26.105 MALFUNCTIONS & ERRONEOUS INFORMATION

- (a) Each applicant for a meteorological service certificate shall establish procedures—
 - (1) To identify, record, notify, investigate, and rectify any report of erroneous meteorological information; and
 - (2) To identify, record, notify, investigate, and rectify any detected malfunction in the facilities and meteorological services listed in their Organisation and Procedures Manual that may result in the supply of erroneous meteorological information; and
 - (3) To notify without delay all users that have received the erroneous meteorological information; and
 - (4) To notify the Authority, within 12 hours, of those malfunctions that cannot be remedied within 72 hours; and
 - (5) For the continuation of malfunction status reports in the event that such reports are required by the Authority.

26.110 MANAGEMENT OF RECORDS

- (a) Each applicant for a meteorological service certificate shall establish procedures to identify, collect, index, secure, store, access, maintain, and dispose of the records that are necessary for the supply of the meteorological services listed in their Organisation and Procedures Manual.
- (b) The procedures shall ensure that—
- (1) There is a record of the input meteorological information obtained under the procedures required by Section 26.065; and
 - (2) There is a record of all output meteorological information identified under Section 26.070; and
 - (3) The records specified in paragraph (b)(1) and (2) are retained for a period of at least 60 days or for such longer period as may be required by the Authority; and
 - (4) There is a record for each meteorological office and facility listed in the applicant's Organisation and Procedures Manual, in order to document the performance of each meteorological office and facility and to provide a traceable history of its maintenance, service and product quality, its periodic inspections, and the persons responsible for each of these activities; and
 - (5) There is a record of the equipment and systems used for verification, inspection, testing, and calibration under the procedures required by Section 26.085. The record shall provide a traceable history of the location, maintenance, and calibration checks for the equipment and systems; and
 - (6) There is a record of each occurrence of erroneous meteorological information reported and of each malfunction detected under the procedures required by Section 26.105. The record shall detail the nature of the erroneous meteorological information or malfunction and the findings of the investigation and the follow-up corrective actions; and
 - (7) There is a record of each internal quality assurance review of the applicant's organisation carried out under the procedures required by Section 26.115. The record shall detail the part or activity of the organisation that was reviewed, the findings of the review, and any necessary follow-up corrective actions; and
 - (8) There is a record for each person who is authorised by the applicant to supervise the production and release of meteorological information and for each person who is authorised by the applicant to place facilities into operational service. The record shall include details of their experience, qualifications, training, and current authorisations; and
 - (9) All records are legible and of a permanent nature; and
 - (10) All records other than those required by paragraph (b)(1) and (2) are retained for at least one year, or for such longer period as may be required by the Authority, in order to establish a history of the performance of the meteorological services.

26.115 QUALITY ASSURANCE & SAFETY MANAGEMENT SYSTEM

- (a) Each applicant for a meteorological service certificate shall establish quality assurance procedures to ensure compliance with ICAO Annex 3 and implement an appropriately organised system of procedures, processes, and resources required for quality management of meteorological information provided to the users.
- (b) The quality systems shall be certified by authorised entity in compliance with the international ISO 9000 standard and will ensure the adequacy of, the procedures and systems required by this Subpart.
- (c) Each applicant for a meteorological service certificate shall develop and implement a Safety Management System (SMS) acceptable to the Authority which implements requirements and framework specified in Subpart I of Part 1.
- (d) The senior person who has the responsibility for internal quality assurance and SMS shall have direct access to the Chief Executive on matters affecting the adequacy, accuracy and timeliness of meteorological information.

26.120 ORGANISATION & PROCEDURES MANUAL

- (a) An applicant for a meteorological service certificate shall provide the Authority with an Organisation and Procedures Manual containing—
- (b) A statement signed by the Chief Executive, on behalf of the applicant's organisation, confirming that the Organisation and Procedures Manual and all associated manuals, operating, and maintenance instructions included—
 - (1) Define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Subpart; and
 - (2) shall be complied with by the organisation's personnel at all times; and
 - (3) The titles and names of the senior person or persons required by Section 26.050(a)(1) and (2); and
 - (4) The duties and responsibilities of the senior person or persons specified in paragraph (a)(2) including matters for which they have responsibility to deal directly with the Authority on behalf of the organisation; and
 - (5) An organisation chart showing lines of responsibility of the senior persons specified in paragraph (a)(2); and
 - (6) A summary of the applicant's staffing structure at each meteorological office listed under paragraph (a)(7)(i); and
 - (7) A list of the meteorological services to be covered by the certificate; and
 - (8) A list providing—
 - (i) The location of each meteorological office operated by the applicant; and
 - (ii) The location of each facility operated by the applicant that provides meteorological information directly to the users; and
 - (iii) The meteorological services provided by each of those meteorological offices and facilities; and
 - (iv) The locations and airspace covered by such meteorological services; and
 - (9) Details of the applicant's output meteorological information identified under Section 26.070(a)(1) and the standards and formats for that information determined under Section 26.070(a)(2); and
 - (10) Details of the applicant's procedures and systems as required by—
 - (i) Section 26.050(b) regarding competence of personnel; and
 - (ii) Section 26.055 regarding site requirements; and
 - (iii) Section 26.060 regarding communication requirements; and
 - (iv) Section 26.065 regarding meteorological service input requirements; and
 - (v) Section 26.070 regarding meteorological service output requirements; and
 - (vi) Section 26.075 regarding facility requirements; and
 - (vii) Section 26.080(b) regarding control of documentation; and
 - (viii) Section 26.085 regarding verifications, inspections, tests, and calibrations; and
 - (ix) Section 26.090 regarding release of meteorological information and the placing of facilities into operational service; and
 - (x) Section 26.095 regarding notification of meteorological office and facility status; and
 - (xi) Section 26.100 regarding meteorological information checks after notification of an accident or incident; and
 - (xii) Section 26.105 regarding malfunctions and erroneous information; and
 - (xiii) Section 26.110 regarding identification, collection, indexing, storage, maintenance, and disposal of records; and
 - (xiv) Section 26.115 regarding internal quality assurance of the organisation; and
 - (11) Procedures to control, amend, and distribute the Organisation and Procedures Manual.
- (c) The applicant's Organisation and Procedures Manual shall be acceptable to the Authority.

SUBPART D: OPERATING REQUIREMENTS

26.125 CONTINUED COMPLIANCE

- (a) Each holder of a meteorological service certificate shall—
- (1) Hold at least one complete and current copy of its Organisation and Procedures Manual at each Meteorological office specified in its manual; and
 - (2) Comply with all procedures and standards detailed in its manual; and
 - (3) Make each applicable part of its manual available to personnel who require those parts to carry out their duties; and
 - (4) Continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and
 - (5) Notify the Authority of any change of address for service, telephone number, or facsimile number within 30 days of the change.

26.130 OPERATIONS MANUAL

- (a) The holder of a meteorological service certificate shall provide an operations manual for each meteorological office listed in their Organisation and Procedures Manual.
- (b) The manual shall set out the procedures for the operation and maintenance of the meteorological office and associated facilities and shall include a list of—
- (1) The meteorological information and meteorological services provided; and
 - (2) The minimum acceptable operating parameters and standards for facilities; and
 - (3) The minimum meteorological inputs required; and
 - (4) The minimum performance and quality levels for output meteorological information and meteorological services provided; and
 - (5) The test equipment and systems required for the measurement of the minimum levels listed under subparagraph (4); and
 - (6) Any mandatory check procedures for releasing meteorological information.

26.135 LIMITATIONS ON CERTIFICATE HOLDER

- (a) The holder of a meteorological service certificate shall not—
- (1) Provide meteorological information where the meteorological input information required to provide that meteorological information is not available; or
 - (2) Provide meteorological information where the operational performance of the meteorological office or facility producing that meteorological information does not meet the applicable requirements; or
 - (3) Provide meteorological information where any integrity monitoring system associated with that meteorological information is not fully functional; or
 - (4) Provide meteorological information where any required verification, inspection, test, or calibration relating to that meteorological information has not been completed; or
 - (5) Provide meteorological information where there is any cause whatsoever to suspect the integrity of that meteorological information.

26.140 CHANGES TO CERTIFICATE HOLDER'S ORGANISATION

- (a) Each holder of a meteorological service certificate shall ensure that their Organisation and Procedures Manual is amended so as to remain a current description of the holder's organisation and meteorological services provided.
- (b) The certificate holder shall ensure that any amendments made to the holder's Organisation and Procedures Manual meet the applicable requirements of this Subpart and comply with the amendment procedures contained in the holder's manual.

- (c) The certificate holder shall provide the Authority with a copy of each amendment to their original submission as soon as practicable after its incorporation into the Organisation and Procedures Manual.
- (d) If the certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the Authority are required—
 - (1) The Chief Executive (Accountable Manager);
 - (2) The listed senior persons;
 - (3) The meteorological services the holder provides; and
 - (4) The locations and airspace covered by each of the meteorological services the holder provides.
- (e) The Authority may impose conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (d).
- (f) A certificate holder shall comply with any conditions imposed under paragraph (e).
- (g) Where any of the changes referred to in this Section require an amendment to the certificate, the certificate holder shall forward the certificate to the Authority as soon as practicable.
- (h) The certificate holder shall make such amendments to the holder's Organisation and Procedures Manual as the Authority may consider necessary in the interests of aviation safety.

26.145 SAFETY INSPECTIONS & AUDITS

- (a) The Authority may in writing require the holder of a meteorological service certificate to undergo or carry out such inspections and audits of the holder's meteorological offices, facilities, documents, and records as the Authority considers necessary in the interests of civil aviation safety and security.
- (b) The Authority may require from the holder of a meteorological service certificate to provide such information as the Authority considers relevant to the inspection or audit.

End of RCAR Part 26