



RWANDA CIVIL AVIATION REGULATIONS

PART 24: AERONAUTICAL METEOROLOGICAL SERVICE

Consolidated to include Special Regulations issued since last amendment of Ministerial Order
N°01/CAB.M/019 OF 06/02/2019 Establishing Civil Aviation Regulations.

Part 24

Aeronautical Meteorological Service

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SUBPART A: GENERAL**24.001 CITATION & APPLICABILITY**

- (a) These regulations may be cited as Civil Aviation (Aeronautical Meteorological Service) Regulations.
- (b) This Part prescribes the requirements of Rwanda for—
 - (1) The certification and operation of organisations providing meteorological services for aviation; and
 - (2) Governing the provision of basic weather reports for aviation.
- (c) 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.
- (d) Civil Aviation Technical Standards published by the Authority are also applicable to the provision of meteorological information for operations in the airspace of Rwanda.

24.003 SUMMARY OF AMENDMENTS AND REVISION HIGHLIGHTS

- (a) The summary of amendments and Revision Highlights to this part are contained in Appendix 1 to 24.003.

New: Internal: Special Regulation RSR/01/2020: Effective 15 November 2020

24.005 DEFINITIONS

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

Aeronautical Meteorological Service Standards. Standards contained in the Civil Aviation Technical Standards (Aeronautical Meteorological Service) published by Rwanda Civil Aviation Authority as amended from time to time.

Authority. Rwanda Civil Aviation Authority (the Authority).

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 speed;
- (ii) Pressure;
- (iii) Air temperature; and/or
- (iv) Weather conditions and cloud cover.

Director General. Chief Executive of Rwanda Civil Aviation Authority.

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.

Manual of Operations. The manual required by Section 24.080.

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 designated to provide meteorological service for international

air navigation.

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. (a) ;

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

Note 2: Additional aviation meteorological definitions are provided in the RCATS, WMO-49, Vol I and II and WMO-No..1083.

24.010 ACRONYMS & ABBREVIATIONS

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

AIP = Aeronautical Information Publication

MET = Meteorology or Meteorological

NOTAM = Notice to Airmen

RCATS = Rwanda Civil Aviation Technical Standards

WMO = World Meteorological Organisation

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

Note 2: The references for the requirements of this Part include the RCATS, ICAO Annex 1 and 3; WMO Publication No.49, and WMO doc.1083.

24.015 PERFORMANCE PROHIBITIONS

(a) No person shall provide aviation meteorological services unless they are provided in accordance with—

- (1) the requirements of this Part; and
- (2) the RCATS prescribed by the Authority relevant to provision of aeronautical meteorological services.

24.020 BASIC WEATHER REPORTING

(a) No person shall 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.

24.025 ISSUE OF RCATS –AERONAUTICAL METEOROLOGICAL SERVICE

(a) The Authority shall issue Technical Standards for these regulations that provides for the following matters—

- (1) Standard procedures for providing meteorological routine observations and reports;
 - (2) Standards procedures for providing special observation and reports;
 - (3) Standards procedures for providing forecast information;
 - (4) Standards procedures to provide meteorological briefing and consultation on existing and expected meteorological conditions;
 - (5) Standards procedures for providing meteorological watch service, to maintain a watch over meteorological conditions affecting aircraft operations in a specific area;
 - (6) Standards relating to the procedures, systems and documents required for the provision of meteorological services;
 - (7) Standards for facilities and equipment used to provide meteorological services;
 - (8) Standards procedures for minimum qualifications and training of meteorological personnel;
 - (9) Any matter necessary or convenient to be provided for the effective operation of these Regulations
- (b) The standards referred to paragraph (a) shall, for the safety of air navigation, be complied with by—
- (1) Aeronautical meteorological service certificate holder; and
 - (2) Aeronautical meteorological service certificate applicant
- (c) The Authority shall also publish Advisory Circulars containing acceptable methods and procedures for compliance with these regulations and the prescribed standards.

24.030 ESTABLISHMENT OF AERONAUTICAL METEOROLOGICAL SERVICE PROVIDER

- (a) These Regulations prescribe the requirements pertaining to the provision of meteorological services to air navigation.
- (b) An aeronautical meteorological service provider shall ensure that the MET service it provides is in conformity with the provisions in this regulation
- (c) Responsible authority for providing Air navigation services shall designate the aeronautical meteorological service provider. Details of the meteorological authority so designated shall be included in the Rwanda Aeronautical Information Publication (AIP).
- (d) The MET service provider under paragraph (c) shall provide the following services in support of aviation—
 - (1) Make routine meteorological observations at regular intervals;
 - (2) Make special weather observations whenever specified changes occur in respect of surface wind, visibility, runway visual range, present weather, cloud and air temperature;
 - (3) Prepare and obtain significant weather forecasts information and maintain contact with Regional specialized meteorological centres for the notification and exchange of information on volcanic ash and tropical cyclones activity as prescribed by the Authority;
 - (4) Display and provide briefing, consultation and flight documentation to flight crew members and other flight operations personnel, the latest information on existing and expected meteorological conditions along the route to be flown, at the aerodrome of intended landing, alternate aerodromes and other aerodromes as prescribed by the Authority;
 - (5) Perform weather watch and monitoring, including the ability to detect and forecast hazards relevant to the aviation community, as prescribed by the Authority;
 - (6) Derive forecast and warning products to the requirements prescribed by the Authority for the pilot, air traffic service and air operators;
 - (7) Maintain a record of aeronautical climatological information for supply to pilot, air traffic service and air operators and any other persons on request;

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- (8) Exchange aeronautical meteorological information with other aeronautical meteorological offices;
- (9) Supply information received concerning the accidental release of radioactive materials into the atmosphere within its area of responsibility to the air traffic service for dissemination.

24.035 PROCEDURES FOR PROVISION OF METEOROLOGICAL SERVICES FOR AIR NAVIGATION

- (a) A person authorized to provide meteorology services for air navigation under Section 24.030 shall do so in accordance with the procedures described in—
 - (1) The Manual of Operations required under these regulations; and
 - (2) The quality management system manual required under these regulations

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SUBPART B: CERTIFICATION REQUIREMENTS**24.040 REQUIREMENT FOR CERTIFICATE**

- (a) No person shall provide meteorological service except under the authority of, and in accordance with the provisions of, a meteorological service certificate issued under these Regulations.
- (b) The Authority shall grant a certificate authorising 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 the Air navigation system.

24.045 APPLICATION FOR CERTIFICATE

- (a) An applicant for the grant of meteorological service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority with—
 - (1) The applicant's manual of operations required under Section 24.080; and
 - (2) A payment of the appropriate application fee prescribed by the Authority.

24.050 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 these Regulations and technical standards prescribed by the Authority; and
 - (2) The applicant, and the applicant's senior person or persons required by Section 24.070, are adequate and qualified; and
 - (3) The granting of the certificate is not contrary to the interests of aviation safety.

24.055 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 24.155, the holder of a meteorological service certificate shall provide the meteorological services listed on the holder's certificate provided that each meteorological service, and the meteorological information supplied for each meteorological service, and the location and airspace covered by each meteorological service is listed in the certificate holder's manual of operations.

24.060 DURATION OF CERTIFICATE

- (a) A meteorological service certificate shall be granted or renewed for a period of up to 2 years.
- (b) A meteorological service certificate shall remain in force until it expires or is suspended or revoked.
- (c) The Authority shall, by written notice given to the holder of a meteorological service certificate, suspend or revoke the certificate if there are reasonable grounds for believing that:
 - (1) a condition to which the certificate is subject has been breached; or
 - (2) the holder has failed to comply with these Regulations.
- (d) Before suspending or cancelling a meteorological service certificate, the Authority shall:
 - (1) give to the holder a show cause notice that:
 - (i) sets out the facts and circumstances that, in the opinion of the Authority, would justify the suspension or cancellation; and
 - (ii) invites the holder to show cause, in writing, within 30 days after the date of the notice, why the certificate should not be suspended or revoked; and
 - (2) take into account any written submissions that the holder makes to the Authority within 30 days.

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- (e) The holder of a meteorological service certificate that has been suspended or revoked shall forthwith surrender the certificate to the Authority.

24.065 RENEWAL OF CERTIFICATE

- (a) An application for the renewal of a meteorological service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority.
- (b) The application for the renewal shall be made not less than 90 days before the expiry date specified on the certificate.

24.070 PERSONNEL REQUIREMENT

- (a) An applicant for the grant of a meteorological service certificate shall employ, contract, or otherwise engage:
 - (1) a senior person identified as the chief executive who has the authority within the applicant's organisation to ensure that every meteorological service listed in the manual of operations can be financed and carried out to meet the operational requirements, and the requirements and standards prescribed by these Regulations; and
 - (2) a senior person or persons ultimately responsible to the chief executive who are responsible for—
 - (i) ensuring that the organisation complies with the manual of operations; and
 - (ii) the quality management system required under Section 24.140; and
 - (3) sufficient personnel to plan, operate, supervise, the meteorological offices and facilities and provide the meteorological services listed in the applicant's manual of operations.
- (b) The senior person required by Section 24.070(a)(2) shall be able to demonstrate competency and experience relevant to the quality management system and the activities of the certificate holder.
- (c) The applicant shall:
 - (1) ensure that all meteorological personnel engaged in providing meteorological services meet the World Meteorological Organisation (WMO) requirements in respect of qualification, competences, education and training,
 - (2) establish a procedure to assess the competence of those personnel who are authorised by the applicant to:
 - (i) supervise the production and release of meteorological information; and
 - (3) establish a procedure to maintain the competence of those authorised personnel; and
 - (4) Ensure that competence assessment is in accordance to the guidelines developed and endorsed by the WMO commission of aeronautical Meteorology (CAeM); and
 - (5) provide those authorized personnel with written evidence of the scope of the authorization.

24.075 DOCUMENTATION

- (a) Each applicant for the grant of a meteorological service certificate shall hold copies of meteorological office manuals, facility manuals, technical standards, procedures manuals, and any other documentation that is necessary for the provision of the meteorological service listed in the manual of operations.
- (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 service listed in the applicant's manual of operations; 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.

24.080 AERONAUTICAL METEOROLOGICAL SERVICE-MANUAL OF OPERATIONS

- (a) An applicant for the grant of a meteorological service certificate shall provide the Authority with a Manual of Operations that contains—
 - (1) statement signed by the chief executive on behalf of the applicant's organisation confirming that the manual of operations and any included manuals;
 - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with these Regulations; and
 - (ii) are to be complied with at all times; and
 - (2) in relation to the quality management system required by Section 24.140,
 - (i) all of the documentation required by Section 24.140; and
 - (ii) Quality manual accepted by the Authority
 - (3) the titles of the senior person or persons required by Section 24.070 (a)(1) and (2); and
 - (2) the functions, duties and responsibilities of the senior person or persons required by 24.070 (a)(1) and (2) including—
 - (i) matters for which they have a responsibility to deal directly with the Authority on behalf of the organisation; and
 - (ii) responsibilities for quality management system; and
 - (4) an organisation chart showing lines of responsibility of the senior person or persons required by 24.070 (a)(1) and (2); and
 - (5) a summary of the applicant's staffing structure at each meteorological office listed in paragraph (8)(i); and
 - (6) a list of the meteorological services to be covered by the certificate; and
 - (7) 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
 - (8) details of the applicant's output meteorological information identified under Section 24.105(a)(1) and the standards and formats for that information determined under Section (a)(2); and
 - (9) details of the applicant's procedures and systems required by—
 - (i) Section 24.070(b) regarding personnel requirement; and
 - (ii) Section 24.090 regarding site requirements; and
 - (iii) Section 24.095 regarding communication requirements; and
 - (iv) Section 24.100 regarding meteorological service input requirements; and
 - (v) Section 24.105 regarding meteorological service output requirements; and
 - (vi) Section 24.110 regarding facility requirements; and
 - (vii) Section 24.075(b) regarding control of documentation; and
 - (viii) Section 24.115 regarding verification, inspection, test and calibration,
 - (ix) Section 24.120 regarding release of meteorological information; and
 - (x) Section 24.125 regarding notification of meteorological office and facility status; and
 - (xi) Section 24.130 regarding meteorological information checks after notification of an accident or incident; and
 - (xii) Section 24.135 regarding malfunctions and erroneous information; and
 - (xiii) Section 24.145 regarding records; and

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- (b) Procedures to control amend and distribute the manual of operations.
- (c) The Authority shall approve the applicant's manual of operations.

24.085 AMENDMENT OF CERTIFICATE HOLDER'S MANUAL OF OPERATIONS

- (a) A holder of a meteorological service certificate shall ensure that the manual of operations is amended so as to remain a current description of the holder's organisation and meteorological service provided.
- (b) The certificate holder shall ensure that any amendment made to its manual of operations meets the applicable requirements of these Regulations, the standards prescribed by the Authority and complies with the amendment procedures contained in the manual of operations.
- (c) The certificate holder shall forward to the Authority for approval and retention a copy of each amendment to manual of operations before incorporating the amendment into the manual of operations.
- (d) If there is any change that requires the amendment to the certificate, the certificate holder shall forward the certificate to the Authority for endorsement of the change as soon as practicable.
- (e) The certificate holder shall make such amendments to the manual of operations, as the Authority may consider necessary in the interests of aviation safety.

24.090 SITE REQUIREMENTS

- (a) Each applicant for the grant of a meteorological service certificate shall establish procedures to ensure that—
 - (1) each of the meteorological offices and facilities listed in the manual of operations 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 the manual of operations is installed and maintained in a technically appropriate position to ensure that the facility provides an accurate representation of the local meteorological conditions.

24.095 COMMUNICATION REQUIREMENTS

- (a) Each applicant for the grant of 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 manual of operations 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.

24.100 INPUT REQUIREMENTS

- (a) Each applicant for the grant of a meteorological service certificate shall establish procedures to obtain input meteorological information appropriate for meteorological services being provided.
- (b) The procedures shall ensure that—
 - (1) each meteorological office and facility listed in the applicant's manual of operations that provides meteorological forecast 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 manual of operations that provides meteorological briefings 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 manual of operations

- that provides meteorological reports has adequate observing systems to supply adequate, accurate and timely meteorological reports; and
- (4) each meteorological office listed in the applicant's manual of operations that provides meteorological watch 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 manual of operations that provides climatological summaries has adequate meteorological information for the preparation of climatological information.

24.105 OUTPUT REQUIREMENTS

- (a) Each applicant for the grant of a meteorological service certificate shall—
 - (1) identify the output meteorological information provided by each meteorological service listed in the manual of operations; and
 - (2) determine the standards and formats for that output meteorological information in accordance with the requirements of the relevant chapter and appendix of RCATS-MET.
- (b) The applicant shall establish procedures to ensure that the meteorological information supplied by each meteorological office and facility listed in the manual of operations complies with the standards and formats determined under paragraph (a)(2).

24.110 FACILITY REQUIREMENTS

- (a) Each applicant for the grant of 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.

24.115 VERIFICATION, PERIODIC INSPECTION, TESTING & CALIBRATION

- (a) Each applicant for the grant of 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 manual of operations; and
 - (3) the periodic inspection, testing and calibration of each facility listed in the applicant's manual of operations.
- (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 inspections, 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.

24.120 RELEASE OF METEOROLOGICAL INFORMATION

- (a) Each applicant for the grant of a meteorological service certificate shall establish procedures for—
 - (1) the release of meteorological information from each meteorological office listed in the manual of operations; and
 - (2) the placing of facilities listed in the manual of operations 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 24.070(b).

24.125 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 status of each meteorological office or facility listed in the applicant's manual of operations.
- (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 the air navigation system or an air traffic service to be forwarded to the Aeronautical Information Service for publication in the Rwanda Aeronautical Information Publication; 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 the Rwanda Aeronautical Information Publication, the information concerning any change to their operational status shall be forwarded to the Aeronautical Information Service for the issue of a NOTAM.

24.130 METEOROLOGICAL INFORMATION CHECK AFTER ACCIDENT OR INCIDENT

- (a) Each applicant for the grant of a meteorological service certificate shall establish procedures for checking the adequacy, accuracy and timeliness of any of the 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.

24.135 MALFUNCTIONS & ERRONEOUS INFORMATION

- (a) Each applicant for the grant of 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 manual of operations 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 of those malfunctions that cannot be remedied within 72 hours; and
 - (4) for the continuation of malfunction status reports in the event that such reports are required by the Authority.

24.140 QUALITY MANAGEMENT SYSTEM

- (a) An applicant for the grant of a meteorological service certificate shall establish, implement, and maintain a quality management system that—
 - (1) is based on the elements of the latest edition of the ISO 9001 standard, as in force from time to time, that are relevant to the provision of Meteorological services; and
 - (2) includes quality management procedures that address the quality management requirements mentioned in the RCATS (Aeronautical Meteorological Service).

24.145 RECORDS

- (a) An applicant for the grant of an aeronautical meteorological service certificate shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the supply of the meteorological services listed in the manual of operations.
- (b) The procedures shall ensure that—
 - (1) there is a record of the input meteorological information obtained under the procedures required by Section 24.100; and
 - (2) there is a record of all output meteorological information identified under Section 24.105; and
 - (3) the records specified in (1) and (2) are retained for a period of at least 90 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 manual of operations, 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 24.115. 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 24.135. 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 for each person who is authorized by the applicant to supervise the production and release of meteorological information and for each person who is authorized by the applicant to place facilities into operational service. The record shall include details of their experience, qualifications, training, job descriptions; duties and responsibilities.
 - (8) all records are legible, and of a permanent nature; and
 - (9) all records other than those required in (a) and (b) 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.

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SUBPART C: OPERATING REQUIREMENTS

24.150 CONTINUED COMPLIANCE

- (a) Each holder of a meteorological service certificate shall—
 - (1) hold at least one complete and current copy of the manual of operations at each meteorological office specified in the manual of operations; and
 - (2) comply with all procedures and systems detailed in the manual of operations; and
 - (3) make each applicable part of the manual of operations available to personnel who require those parts to carry out the duties; and
 - (4) continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under these Regulations; and
 - (5) notify the Authority of any change of address for service, telephone number, or facsimile number required within 28 days of the change.

24.155 PROHIBITION

- (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.

24.160 SECURITY MEASURES

- (a) An applicant for the grant of meteorological service certificate shall establish a security measures for personnel and facilities listed in the applicant's manual of operations.
- (b) The security measures required under paragraph (a) shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimising the risk of destruction of, damage to, or interference with the operation of any facility operated under the authority of the meteorological service certificate, if such destruction, damage, or interference could endanger the safety of aircraft.
- (c) The security measures required under paragraph (a) shall include such physical security requirements, practices, and procedures as may be necessary—
 - (1) to ensure that each aeronautical facility is subject to positive access control at all times to prevent unauthorized entry; and
 - (2) for personnel to follow in the event of a bomb threat or other threat of damage to an aeronautical facility; and
 - (3) to monitor an unattended aeronautical facility building to ensure that any intrusion or interference is immediately detected.
- (d) The security measures required under paragraph (a) shall include procedures to notify, investigate and report security incidents to the Authority.

SUBPART D: SAFETY OVERSIGHT OF AERONAUTICAL METEOROLOGICAL SERVICE

24.165 SAFETY OVERSIGHT FUNCTION

- (a) The Authority shall exercise safety oversight as part of its supervision of requirements applicable to Aeronautical meteorological service in order to monitor the safe provision of these activities and to verify that the applicable safety regulatory requirements and their implementing arrangements are met.

24.170 VERIFICATION OF COMPLIANCE WITH SAFETY REGULATORY REQUIREMENTS

- (a) The Authority shall establish a process in order to verify compliance with applicable safety regulatory requirements prior to the issue or renewal of a certificate necessary to provide meteorological services including safety-related conditions attached to it.
- (b) The process referred to in paragraph (a) shall—
 - (1) be based on documented procedures;
 - (2) be supported by documentation specifically intended to provide safety oversight personnel with guidance to perform their functions;
 - (3) provide the organisations concerned with an indication of the results of the safety oversight activity;
 - (4) be based on safety regulatory audits and reviews conducted;
 - (5) provide competent authorities with the evidence needed to support further action.

24.175 SAFETY REGULATORY AUDITS

- (a) The Authority shall conduct safety regulatory audits of meteorological service provider.
- (b) The safety regulatory audits referred to in paragraph (a) shall—
 - (1) provide the Authority with evidence of compliance with applicable safety regulatory requirements and with implementing arrangements by evaluating the need for improvement or corrective action;
 - (2) be independent of internal auditing activities undertaken by the meteorological service provider concerned as part of its safety or quality management systems;
 - (3) be conducted by MET qualified inspectors;
 - (4) apply to complete implementing arrangements or elements thereof, and to processes, products or services;
 - (5) determine whether—
 - (i) implementing arrangements comply with safety regulatory requirements;
 - (ii) actions taken comply with the implementing arrangements;
 - (iii) the results of actions taken match the results expected from the implementing arrangements; and
 - (iv) lead to the correction of any identified non-conformities
- (c) Within the inspection Programme, the Authority shall establish and update at least annually a programme of safety regulatory audits in order to—
 - (1) cover all the areas of potential safety concern, with a focus on those areas where problems have been identified;
 - (2) cover all the Aeronautical MET service providers, services;
 - (3) ensure that audits are conducted in a manner commensurate to the level of risk posed by the service providers' activities;
 - (4) ensure that sufficient audits are conducted over a period of 1 year to check the compliance of all these MET service providers with applicable safety regulatory requirements in all the relevant areas of the functional system;
 - (5) ensure follow up of the implementation of corrective actions.

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- (d) The Authority may decide to modify the scope of pre-planned audit and to include additional audits, wherever that need arises.
- (e) The Authority shall decide which arrangements, elements, services, functions, products, physical locations and activities are to be audited within a specified time frame.
- (f) Audit observations and identified non-conformities shall be documented. The latter shall be supported by evidence, and identified in terms of the applicable safety regulatory requirements and their implementing arrangements against which the audit has been conducted.
- (g) An audit report, including the details of the non-conformities, shall be drawn up.

24.180 CORRECTIVE ACTIONS

- (a) The Authority shall communicate the audit findings to audited meteorological service provider and shall simultaneously request corrective actions to address the non-conformities identified without prejudice to any additional action required by the applicable safety regulatory requirements.
- (b) MET service provider audited shall determine the corrective actions deemed necessary to correct non-conformities and the time frame for their implementation.
- (c) The Authority shall assess the corrective actions as well as their implementation as determined by audited MET service providers and accept them if the assessment concludes that they are sufficient to address the non-conformities.
- (d) Meteorological service provider audited shall initiate the corrective actions accepted by the Authority. These corrective actions and the subsequent follow-up process shall be completed within the period accepted by competent authorities.

24.185 SAFETY OVERSIGHT OF CHANGES TO FUNCTIONAL SYSTEMS

- (a) Meteorological service provider shall only use procedures accepted by the Authority when deciding whether to introduce a safety-related change to their functional systems.
- (b) Meteorological service provider shall notify the Authority of all planned safety related changes.

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APPENDICES**APPENDIX 1 TO 24.003.- SUMMARY OF AMENDMENTS AND REVISION HIGHLIGHTS**

This Appendix contains a summary of all amendments and revision highlights to this Part since the issuance of the original regulation.

Amended Regulation	Source of Amendment	Revision	Description of Revision
24.003	Internal	Special Regulation RSR/01/2020 Effective 15 November 2020	Inserted a new summary of Amendments and Highlight of Revisions.
Appendix 1 to 24.003	Internal	Special Regulation RSR/01/2020 Effective 15 November 2020	Added a new Appendix providing details to the summary of Amendments and Highlight of Revisions.

New: Internal: Special Regulation RSR/01/2020: Effective 15 November 2020

END OF RCAR PART 24